

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

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



## **Referral Packet - Final**

**Wednesday, June 11, 2025**

**7:00 PM**

**CITY COUNCIL CHAMBERS  
CITY HALL**

### **City Council**

***NICOLE BONILLA, M.B.A.***  
***City Clerk***

***JORDAN A. RIULLANO, J.D.***  
***Deputy City Clerk***

**A REGULAR MEETING OF THE CITY OF THE MOUNT VERNON CITY COUNCIL  
HELD ON WEDNESDAY, JUNE 11, 2025.**

**Scheduled for 7:00 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 A. Riullano, Deputy City Clerk; Antoinette Anderson, Legislative Aide; Johan Powell, Deputy Corporation Counsel.

**CALL TO ORDER / PLEDGE OF ALLEGIANCE**

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”. Council President Browne explained the 3-minute-plus-1 public comment rule. She then asked a Councilperson to lead the council in the Pledge of Allegiance. Council President then proceeded to the Public Speakers session of the evening (listed below as public comment).

**PUBLIC COMMENT**

**REFERRAL SESSION**

Roll Call administered by City Clerk Nicole Bonilla

**REPORTS OF STANDING COMMITTEES AND ACTION THEREON**

**To the Council:**

**LEGISLATION AND PUBLIC WORKS**

1. Department of Public Works: An Ordinance Granting a One-Year Leave Of Absence to Mr. Alexis Montero to Fill the Position of Stormwater Coordinator within the Department of Public Works

**Code:** LPW

**Attachments:** [LOA- A. Montero](#)

2. Department of Public Works: An Ordinance of the City of Mount Vernon, New York, Establishing the Electric Vehicle (EV) Charging Infrastructure Policy to Promote Sustainable Transportation, in Compliance with the Statewide Climate Mandates, and Providing for Enforcement and Effective Date

**Code:** LPW

**Attachments:** [Referral for Adoption- Electric Vehicle Charging Infrastructure Policy](#)

3. Board of Water Supply: An Ordinance Authorizing a Salary Increase for the Position of Lead Service Line Coordinator within the Board of Water Supply

**Code:** LPW

**Attachments:** [LSLFC - Referral Letter](#)

4. Board of Water Supply: An Ordinance Authorizing the Increase of Salary for the Lead Service Line Administrator of the Board of Water Supply

**Code:** LPW

**Attachments:** [LSLA - Referral Letter](#)

5. Department of Recreation: An Ordinance Authorizing the Amendment of Ordinance No. 4, Adopted by the City Council on April 23, 2025, Entitled "An Ordinance Authorizing and Supporting the "HIV-AIDS Awareness Walk-Breaking Stigmas One Step at a Time" to be held on Saturday, June 21, 2025" (amended solely to change the date of the event from Saturday, June 21, 2025, to Saturday, June 28, 2025)

**Code:** LPW

**Attachments:** [HIV-AIDS walk amendment for DoREC 2025  
- SIGNED.2](#)

6. Office of the City Clerk: A Resolution Designating Jeralyn Escamilla as a Marriage Clerk for the City of Mount Vernon - (pursuant to Section 15 of the Domestic Relations Law)

**Code:** LPW

**Attachments:** [Marriage Clerk Referral - Jeralyn Escamilla](#)

**To the Council:**

### **HUMAN RESOURCES**

7. Department of Recreation: An Ordinance Authorizing the Partnership Between the City of Mount Vernon Department of Recreation and the New York Presbyterian Division of Community and Population Health for a Summer Youth Market Program

**Code:** HR

**Attachments:** [NYP Referral letter- Artwork Program](#)

8. Department of Recreation: An Ordinance Authorizing the Acceptance of a Donation from the Westchester Soccer Club for a 40-Foot High Cube Storage Container for Memorial Field

**Code:** HR

**Attachments:** [Storage Container](#)  
[Cassone Custom Container Worksheet](#)

9. Youth Bureau: An Ordinance Authorizing the Mayor to Enter into an Agreement with the Westchester-Putnam Workforce Development Board for the Provision of Summer Youth Employment Services

**Code:** HR

**Attachments:** [Summer Youth Referral](#)  
[Award Letter for 2025-TANF-196,960](#)

10. Youth Bureau: An Ordinance Authorizing the Mayor to Retroactively Enter into an Agreement with Barrington Irving Technical Training School (BITTS) for Aviation Industry Training Services Funded by the Westchester-Putnam Workforce Development Board - (from May 19, 2025, to July 18, 2025)

**Code:** HR

**Attachments:** [BITTS referral letter- Aviation 2nd Cohort \\$60K](#)

**To the Council:**

**PUBLIC SAFETY AND CODES**

11. Department of Public Safety: An Ordinance Authorizing the Mayor to Renew the Annual Maintenance Agreement Renewal with Business Electronics (iRecord) for Interview Room Recording Equipment used by the Department of Public Safety - (July 1, 2025, through June 30, 2026)

**Code:** PSC

**Attachments:** [Business Electronics Referral Letter](#)

12. Department of Public Safety: An Ordinance Authorizing the Mayor to Enter into a Lease Renewal Agreement with 1978 Third Avenue LLC and 11285 Av, LLC for Suite 407 Located at 6 Gramatan Avenue, Mount Vernon, New York

**Code:** PSC

**Attachments:** [6 Gramatan Referral Letter](#)

13. Department of Public Safety: An Ordinance Authorizing the Chief of the Department of Public Safety to Attend the 2025 International Association of Chiefs of Police (IACP) Conference in Denver, Colorado - (October 18, 2025, to October 21, 2025)

**Code:** PSC

**Attachments:** [Updated IACP Conference Referral Letter](#)

**To the Council:**

### **FINANCE AND PLANNING**

14. Department of Assessment: An Ordinance Approving the Cancellation of Delinquent Taxes and Interest for the Westchester Muslim Center, Inc., Located at 22 Brookfield Road, Mount Vernon, NY 10552 - (Tax Map ID: 165.26-2142-4 )

**Code:** FP

**Attachments:** [22 BROOKFIELD RD LETTER](#)

15. Department of Assessment: An Ordinance Authorizing the Correction of Delinquent Taxes and Interest Fees for Tanya Hairston, 40 North 1st Avenue, Mount Vernon, NY 10552 - (Section 165.61, Block 1078, Lot 5)

**Code:** FP

**Attachments:** [40 N. 10th Avenue City Council Letter0001](#)

16. Urban Renewal Agency: An Ordinance Setting a Public Hearing for the Approval of the Five-Year Consolidated Plan for 2025-2029 and the 2025 Annual Action Plan for the Department of Housing and Urban Development (HUD)

**Code:** FP

**Attachments:** [URA Consolidated Plan Referral letter](#)

**ADD-ON****FINANCE AND PLANNING**

17. City Council: An Ordinance Authorizing the Establishment of a Custodial Account for the Property Development Project Located at 55 Pondfield Parkway

**Code:** FP

**Attachments:** [Custodial Acct 55 Pondfield](#)

**LEGISLATION AND PUBLIC WORKS**

18. Webb Development Services Corporation ("WDSC"): An Ordinance Approving the Site Plan and Curb Cut Metes and Bounds at 145 South Fulton Avenue -- (WDSC is located at 151 S. Macquesten Pkwy)

**Code:** LPW

**Attachments:** [CIC Printer\\_20250611\\_100544](#)  
[DPW Response](#)

**OTHER BUSINESS/CLOSING COMMENTS**



# City of Mount Vernon, New York

## Staff Report

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

**File #:** TMP -1436

**Agenda Date:** 6/11/2025

**Agenda #:** 1.

### City Council:

### **AN ORDINANCE GRANTING A ONE-YEAR LEAVE OF ABSENCE TO MR. ALEXIS MONTERO TO FILL THE POSITION OF STORMWATER COORDINATOR WITHIN THE DEPARTMENT OF PUBLIC WORKS**

**Whereas**, in a letter dated May 29, 2025, the Commissioner of the Department of Public Works formally requested authorization for a leave of absence for Mr. Alexis Montero from his current position as Skilled Laborer within the Department of Public Works to fulfill the position of Stormwater Coordinator; and

**Whereas**, Mr. Montero has demonstrated exceptional performance and dedication in his current role; and

**Whereas**, the position of Stormwater Coordinator within the Department of Public Works requires specialized knowledge and experience in stormwater management, which Mr. Montero possesses; and

**Whereas**, to temporarily fill the position of Stormwater Coordinator, Mr. Montero has requested a leave of absence from his current duties as a Skilled Laborer; and

**Whereas**, Mr. Montero's leave of absence shall be under the terms and conditions set forth in the Teamsters 456 Union Contract; and

**Whereas**, the leave of absence will allow Mr. Montero to gain valuable experience and skills that will benefit the Department of Public Works upon his return; and

**Whereas**, this Ordinance is in the best interests of the City of Mount Vernon and its residents;  
**Now, Therefore, Be It Resolved That**

The City of Mount Vernon, in City Council convened, does hereby ordain and enact:

**Section 1. Leave of Absence Granted.** Mr. Alexis Montero is hereby granted a leave of absence from his current position as Skilled Laborer within the Department of Public Works to fulfill the position of Stormwater Coordinator.

**Section 2. Effective Period.** The leave of absence shall be effective from June 16, 2025, through June 15, 2026, in accordance with the terms and conditions of the Teamsters 456 Union Contract.

**Section 3. Terms of Leave.** During the period of leave, Mr. Montero shall retain all rights and benefits as set forth in the Teamsters 456 Union Contract, and upon the conclusion of the leave,

Mr. Montero shall have the right to return to his position as Skilled Laborer with the Department of Public Works.

**Section 4. Effective Date.** This Ordinance shall take effect immediately upon passage and approval by the City Council.





**CITY OF MOUNT VERNON, N.Y.**  
DEPARTMENT of PUBLIC WORKS

**SHAWYN PATTERSON-HOWARD**  
*Mayor*

City Hall, One Roosevelt Square  
Mount Vernon, NY, 10550  
(914) 665-2300 – Fax: (914) 665-2476

**DAMANI L. BUSH**  
*Commissioner*

**JOHN NUCULOVIC**  
*Deputy Commissioner*

May 29, 2025

Honorable City Council  
Of the City of Mount Vernon  
City Hall, Mount Vernon, New York  
(Through the Office of the Mayor)

Re: Leave of Absence – Alexis Montero

Dear Honorable City Council Members:

I respectfully request legislation from Your Honorable Body granting a one (1) year leave of absence for Mr. Alexis Montero, Skilled Laborer, to fulfill the position of Stormwater Coordinator within the Department of Public Works.

His leave of absence will be effective June 16, 2025, through June 15, 2026, in accordance with his Teamsters 456 Union Contract.

Kindly have the necessary legislation enacted upon your acceptance and acquiescence of this transaction.

Respectfully,

Damani L. Bush  
DPW Commissioner  
DB/db  
Cc: Mr. Alexis Montero



# City of Mount Vernon, New York

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**File #:** TMP -1438

**Agenda Date:** 6/11/2025

**Agenda #:** 2.

### City Council:

### **AN ORDINANCE OF THE CITY OF MOUNT VERNON, NEW YORK, ESTABLISHING THE ELECTRIC VEHICLE (EV) CHARGING INFRASTRUCTURE POLICY TO PROMOTE SUSTAINABLE TRANSPORTATION, IN COMPLIANCE WITH STATEWIDE CLIMATE MANDATES, AND PROVIDING FOR ENFORCEMENT AND EFFECTIVE DATE**

**Whereas**, in a letter dated May 22, 2025, the Commissioner of the Department of Public Works formally requested authorization for the City of Mount Vernon Electric Vehicle (EV) Charging Infrastructure Policy; and

**Whereas**, the State of New York has mandated that all new passenger vehicle sales be zero-emission by 2035, as part of its commitment to reducing greenhouse gas emissions and advancing climate justice; and

**Whereas**, the City of Mount Vernon is committed to achieving its own sustainability goals and recognizes the critical role of electric vehicle (EV) charging infrastructure in facilitating the transition to clean transportation; and

**Whereas**, statewide and regional projections indicate a dramatic increase in electric vehicle ownership within the City of Mount Vernon, requiring proactive measures to support this transition; and

**Whereas**, retrofitting EV infrastructure after initial construction can cost up to 75% more than installing it during the design and build phases, imposing undue financial burdens on future residents, businesses, and developers; and

**Whereas**, integrating EV charging infrastructure into local building and zoning standards will position Mount Vernon at the forefront of clean transportation readiness and align with New York State Energy Research and Development Authority (NYSERDA) projections and funding priorities; and

**Whereas**, this policy will promote environmental equity by ensuring that low- and moderate-income households in multi-unit housing developments are not left behind in the transition to zero-emission vehicles; and

**Whereas**, the neighboring municipalities of New Rochelle, Yonkers, and White Plains have already adopted EV infrastructure policies, highlighting the urgency for Mount Vernon to codify its standards to remain competitive and consistent with regional best practices; and

**Whereas**, the City Council finds that adopting the EV Charging Infrastructure Policy is in the best interest of the health, safety, and general welfare of the residents of Mount Vernon; **Now, Therefore, Be It Resolved That**

The City of Mount Vernon, in City Council convened, does hereby ordain and enact:

**Section 1. Title and Purpose.** This Ordinance shall be known as the “City of Mount Vernon Electric Vehicle (EV) Charging Infrastructure Policy.” The purpose of this Ordinance is to:

- A. Support the City’s sustainability goals and statewide decarbonization mandates;
- B. Ensure that new construction and major renovations include EV charging infrastructure to reduce future retrofitting costs;
- C. Promote equitable access to clean transportation infrastructure across all housing types and socioeconomic groups; and
- D. Provide a clear, consistent standard for developers, avoiding delays and ambiguity in the site plan review and approval process.

**Section 2. Definitions.** For the purposes of this Ordinance, the following definitions shall apply:

- A. Electric Vehicle (EV)** - A motor vehicle that is powered in whole or in part by an electric motor and draws electricity from a battery or other energy storage device.
- B. Level 2 EV Charging Station** - An electric vehicle charging station that uses 208- 240V power and provides faster charging than Level 1 charging stations.
- C. EV-Ready Space** - A parking space that has the electrical panel capacity, raceway/conduit, and wiring in place to support future installation of an EV charging station.
- D. Major Renovation** - Construction work that includes significant alteration, expansion, or reconstruction of an existing building, as determined by the Building Department.

**Section 3. Applicability.** This Ordinance applies to:

- A. All new construction and major renovations of residential and commercial buildings that include on-site parking.
- B. Single-family and small multi-family homes with dedicated driveways or garages.

**Section 4. EV Charging Requirements**

**A. Minimum Charging Infrastructure**

- 1. All applicable new construction and major renovations shall provide at least one (1) Level 2 EV charging station per ten (10) parking spaces.
- 2. Single-family and small multi-family homes with dedicated driveways or garages shall provide at least one (1) EV-ready space per dwelling unit.

**B. EV-Ready Infrastructure**

1. For all remaining parking spaces not equipped with active chargers, developers shall install EV-ready conduit and ensure panel capacity to accommodate future Level 2 charging.
2. Conduit and panel capacity shall be sized to support at least one (1) Level 2 charging station for every parking space.

**C. Accessibility Requirements**

1. EV charging spaces shall include ADA-compliant accessible EV charging spaces in all qualifying developments.
2. Accessible EV spaces shall include proper signage and accessible layout as required by the Building Code and applicable accessibility standards.

**D. Site Plan Integration**

1. EV infrastructure shall be incorporated into the site plan review and permitting process.
2. Compliance shall be verified through inspection and certification before issuance of a Certificate of Occupancy.

**Section 5. Waivers and Exceptions**

- A. Limited waivers may be granted by the Building Department only in cases of documented technical infeasibility.
- B. All waiver requests shall be accompanied by documentation and reviewed on a case-by-case basis to encourage maximum compliance wherever practicable.

**Section 6. Enforcement**

- A. The Department of Buildings is designated as the enforcement agency for this Ordinance, with support from the Planning Department and Fire Marshal as needed.
- B. Penalties for non-compliance include:
  1. Issuance of stop work orders;
  2. Civil fines as provided in the Mount Vernon Municipal Code;
  3. Remedial measures at the City's discretion to achieve compliance.

**Section 7. Severability.** If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance.

**Section 8. Effective Date.** This Ordinance shall take effect and be in force immediately upon adoption by the City Council.



CITY OF MOUNT VERNON, N.Y.  
DEPARTMENT OF PUBLIC WORKS

SHAWYN PATTERSON-HOWARD  
*Mayor*

City Hall, One Roosevelt Square  
Mount Vernon, NY. 10550  
(914) 914-665-2339  
email:dpwconcerns@mountvernonny.gov

DAMANI L. BUSH  
*Commissioner*

JOHN NUCULOVIC  
*Deputy Commissioner*

May 22, 2025

Honorable City Council Members  
Of the City of Mount Vernon  
City Hall, Mount Vernon, New York  
(Through the Office of the Mayor)

**Re: Referral for Adoption – Electric Vehicle Charging Infrastructure Policy**

Dear Honorable City Council Members:

In alignment with New York State's climate mandates and the City of Mount Vernon's sustainability goals, I respectfully submit for your consideration the **City of Mount Vernon Electric Vehicle (EV) Charging Infrastructure Policy**. This policy aims to position Mount Vernon at the forefront of clean transportation readiness and ensure our built environment supports the rapid transition to zero-emission vehicles.

New York State has mandated that all new passenger vehicle sales be zero-emissions by 2035. In preparation for this statewide shift, municipalities are expected to update their local building and zoning standards to support EV adoption. Failure to act now will leave our city underprepared and place financial and logistical burdens on future residents, businesses, and developers. Retrofitting EV infrastructure later costs up to 75% more than installing it during initial construction. This policy avoids that inefficiency by requiring that EV charging infrastructure be installed—or at minimum, made "EV-ready"—during the design and build phases of applicable development projects.

**Policy Highlights**

The EV Charging Infrastructure Policy would:

- Mandate a minimum of one Level 2 EV charging station per 10 parking spaces for all applicable new construction and major renovations, both residential and commercial.
- Require single-family and small multi-family homes with dedicated driveways or garages to include at least one EV-ready space per dwelling.
- Enforce a phased approach to full EV infrastructure by requiring EV-ready conduit and panel capacity for remaining spaces not equipped with active chargers.

*"The Jewel of Westchester"*



**CITY OF MOUNT VERNON, N.Y.**  
DEPARTMENT OF PUBLIC WORKS

**SHAWYN PATTERSON-HOWARD**  
*Mayor*

City Hall, One Roosevelt Square  
Mount Vernon, NY. 10550  
(914) 914-665-2339  
email:dpwconcerns@mountvernonny.gov

**DAMANI L. BUSH**  
*Commissioner*

**JOHN NUCULOVIC**  
*Deputy Commissioner*

- Ensure ADA-compliant accessible EV charging spaces in all qualifying developments, with proper signage and layout.
- Integrate EV-readiness into the site plan review and permitting process, including enforcement through inspection and certification prior to issuance of a Certificate of Occupancy.
- Allow for limited waivers only in cases of documented technical infeasibility, while encouraging maximum compliance wherever practicable.
- Establish penalties and remedies for non-compliance, including stop work orders, fines, or remedial action at the City's discretion.
- Designate the Department of Buildings as the enforcement agency, with support from the Planning Department and Fire Marshal as needed.

**Purpose and Benefits**

This policy will:

- Support statewide decarbonization mandates and help Mount Vernon remain eligible for clean transportation funding and technical assistance programs from NYSERDA and other state agencies.
- Future-proof local development, reducing future costs for residents and developers.
- Advance environmental equity by ensuring that low- and moderate-income households in multi-unit housing developments are not left out of EV access.
- Support Mount Vernon's clean air and sustainability goals by encouraging a modal shift to zero-emission vehicles.
- Attract forward-thinking developers and businesses who expect modern infrastructure as a standard.
- Create local workforce opportunities in electrical, installation, and charger maintenance fields, especially if aligned with vocational training partners.

As of 2024, there are approximately 723 electric vehicles (EVs) registered to addresses in Mount Vernon, NY. According to regional trends and projections from the New York State Energy Research and Development Authority (NYSERDA), this number is expected to increase by over 400% by 2030. Our neighboring municipalities such as New Rochelle, Yonkers, and White Plains have already codified EV infrastructure policies to accommodate this shift. Additionally, codifying this policy helps eliminate unnecessary back-and-forth with developers during the site plan review and approval process. It provides a clear, enforceable standard that removes ambiguity and avoids case-by-case bargaining, ensuring fairness, consistency, and timely development approvals.

*"The Jewel of Westchester"*



CITY OF MOUNT VERNON, N.Y.  
DEPARTMENT OF PUBLIC WORKS

**SHAWYN PATTERSON-HOWARD**  
*Mayor*

City Hall, One Roosevelt Square  
Mount Vernon, NY. 10550  
(914) 914-665-2339  
email:dpwconcerns@mountvernonny.gov

**DAMANI L. BUSH**  
*Commissioner*

**JOHN NUCULOVIC**  
*Deputy Commissioner*

I respectfully urge the City Council to adopt the Electric Vehicle Charging Infrastructure Policy and integrate it into the City's zoning and building code framework. The full policy text is attached for your review. Should Council adopt this measure, the Director of Sustainability will collaborate with the Building Department to provide educational materials, developer FAQs, and training for plan reviewers and inspectors to ensure seamless implementation.

This policy is not merely future proofing and forward thinking—it is essential. As transportation electrification accelerates, Mount Vernon must act decisively to build a cleaner, healthier, and more economically resilient city.

Sincerely,

A handwritten signature in blue ink, appearing to read "Shayne M. Brooks".

Shayne M. Brooks  
Director of Sustainability  
SMB

A handwritten signature in green ink, appearing to read "Damani L. Bush".

Damani L. Bush  
Commissioner of Public Works  
DLB

**Attachments: Full Policy Text**

Cc: Mayor's Office  
Comptroller's Office  
Clerk's Office  
Building's Department  
Planning and Community Development  
Fire Department

*"The Jewel of Westchester"*







# City of Mount Vernon, New York

## Staff Report

1 ROOSEVELT SQ. RM.  
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**File #:** TMP -1398

**Agenda Date:** 6/11/2025

**Agenda #:** 3.

**City Council:**

### **AN ORDINANCE AUTHORIZING A SALARY INCREASE FOR THE POSITION OF LEAD SERVICE LINE FIELD COORDINATOR WITHIN THE BOARD OF WATER SUPPLY**

**Whereas**, in a letter dated May 16, 2025, the Commissioner of the Board of Water Supply formally requested authorization for an increase in the annual salary of the Lead Service Line Field Coordinator position within the Board of Water Supply from \$52,000 to \$67,291, corresponding to CSEA Grade 6A, Step 7, effective January 1, 2025; and

**Whereas**, the City of Mount Vernon has established a Lead Service Line Replacement Program to enhance public health and infrastructure resilience; and

**Whereas**, the position of Lead Service Line Field Coordinator plays a critical role in the implementation and oversight of this program; and

**Whereas**, recent Memoranda of Agreement (MOAs) under collective bargaining agreements with the Civil Service Employees Association (CSEA) and Teamsters have resulted in increased salary levels for various positions within the City of Mount Vernon; and

**Whereas**, equity and competitive compensation for positions performing comparable functions are essential for employee retention and program success; and

**Whereas**, the current annual salary for the Lead Service Line Field Coordinator is \$52,000 and does not reflect recent adjustments in comparable positions; and

**Whereas**, the proposed salary adjustment to \$67,291, corresponding to CSEA Grade 6A, Step 7, will ensure parity and is within the approved salary range (Grade 6A: \$54,239.05 to \$73,817.65); and

**Whereas**, the proposed increase has been reviewed and approved by the New York State Environmental Facilities Corporation (EFC), and sufficient funding is available from the existing \$2 million EFC grant allocated to the Lead Service Line Replacement Program; and

**Whereas**, this salary adjustment has been budgeted for and is contingent upon the final approval of the City Council and the Board of Estimates and Contracts; **Now, Therefore, Be It Resolved That**

The City of Mount Vernon, in City Council convened, does hereby ordain and enact:

**Section 1. Authorization of Salary Increase.** The City Council hereby authorizes and approves an increase in the annual salary of the Lead Service Line Field Coordinator position within the Board of Water Supply from \$52,000 to \$67,291, corresponding to CSEA Grade 6A, Step 7, effective January 1, 2025.

**Section 2. Funding Source.** The salary increase authorized under this Ordinance shall be fully

funded by the New York State Environmental Facilities Corporation (EFC) grant for \$2 million, specifically allocated for the Lead Service Line Replacement Program.

**Section 3. Implementation.** The Commissioner of the Department of Public Works and the Board of Water Supply are authorized and directed to take all necessary administrative actions to implement this salary adjustment.

**Section 4. Effective Date.** This Ordinance shall take effect immediately upon approval by the City Council, subject to concurrence by the Board of Estimates and Contracts.



# BOARD OF WATER SUPPLY

M O U N T V E R N O N , N E W Y O R K

MAYOR SHAWYN PATTERSON HOWARD

COMMISSIONER CARLTON C. SPRUILL

SUPERINTENDENT JOHN F. ARENA

CITY HALL – ROOM 2  
MOUNT VERNON, NY 10550

(914) 668-7820 PHONE  
(914) 668-2316 FAX

May 16, 2025

VIA EMAIL:

Honorable Members of the City Council  
(Through the Office of the Mayor)  
City Hall – 1 Roosevelt Square  
Mount Vernon, NY 10550

RE: INCREASING SALARY FOR LEAD SERVICE LINE FIELD COORDINATOR

Dear Honorable Council Members:

I respectfully request legislation be enacted authorizing the Board of Water Supply to increase the salary for the Lead Service Line Field Coordinator position.

This legislative request aims to achieve salary parity between the Lead Service Line Replacement Program positions and comparable roles within the City of Mount Vernon. Recent Memoranda of Agreement (MOAs) under collective bargaining agreements with CSEA and Teamsters have resulted in negotiated salary increases for various city positions. To maintain equity and competitive compensation, we propose increasing the Lead Service Line Field Inspector's starting 2025 annual salary from \$52,000 to \$67,291 (Grade 6A Step 7), aligning it with CSEA Grade 6A, effective January 1, 2025.

This salary adjustment will be fully funded by the existing \$2 million grant from the New York State Environmental Facilities Corporation (EFC). The proposed increase was budgeted, approved by the NYS EFC, and is now subject to final approval by the City Council and the Board of Estimates and Contracts.

| BOARD OF WATER SUPPLY   |
|---|
| Lead Service Line Field Coordinator   |
| \$52,000 to \$67,291 - Grade 6A Step (Min: \$54,239.05 To Max: \$73,817.65) |

Thank you for your attention to this critical matter. If you have any further concerns, please feel free to contact me.

Respectfully submitted,

  
Carlton Spruill  
Commissioner



MOUNT VERNON  
THE GRANT OF INDEPENDENCE



# City of Mount Vernon, New York

## Staff Report

1 ROOSEVELT SQ. RM.  
104  
CITY HALL, MOUNT  
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**File #:** TMP -1399

**Agenda Date:** 6/11/2025

**Agenda #:** 4.

### City Council:

#### **AN ORDINANCE AUTHORIZING THE INCREASE OF SALARY FOR THE LEAD SERVICE LINE ADMINISTRATOR OF THE BOARD OF WATER SUPPLY**

**Whereas**, in a letter dated May 16, 2025, the Commissioner of the Board of Water Supply formally requested authorization for the adjustment of the annual salary for the Lead Service Line Administrator within the Board of Water Supply to reflect the position's updated responsibilities and classification under the CSEA salary chart; and

**Whereas**, the City of Mount Vernon Board of Water Supply has reviewed the current salary for the position of Lead Service Line Administrator; and

**Whereas**, the Department of Human Resources, following an amendment to the Civil Service duty statement, has assessed the expanded duties and responsibilities of the position and recommended a salary adjustment; and

**Whereas**, the Department of Human Resources has determined that the duties and responsibilities of the Lead Service Line Administrator position are consistent with Grade 13 of the CSEA salary schedule; and

**Whereas**, the proposed salary increase from \$85,000 to \$102,391 annually corresponds with Grade 13, Step 9, on the CSEA salary scale (Minimum: \$71,385.08; Maximum: \$106,266.83); and

**Whereas**, funding for this salary adjustment will be fully covered by an existing \$2 million grant from the New York State Environmental Facilities Corporation (NYS EFC), which has reviewed and approved the increase in connection with the Lead Service Line Replacement Program; and

**Whereas**, this adjustment has been budgeted and is now subject to final approval by the City Council and the Board of Estimates and Contracts; **Now, Therefore, Be It Resolved That**

The City of Mount Vernon, in City Council convened, does hereby ordain and enact:

**Section 1. Purpose.** The purpose of this Ordinance is to authorize the adjustment of the annual salary for the Lead Service Line Administrator within the Board of Water Supply to reflect the position's updated responsibilities and classification under the CSEA salary chart.

**Section 2. Salary Adjustment Authorized.** Effective January 1, 2025, the annual salary for the position of Lead Service Line Administrator shall be increased from Eighty-Five Thousand Dollars (\$85,000) to One Hundred Two Thousand Three Hundred Ninety-One Dollars (\$102,391), which corresponds with Grade 13, Step 9 of the CSEA salary chart.

**Section 3. Funding.** The salary increase authorized in Section 2 shall be fully funded by the

existing New York State Environmental Facilities Corporation (NYS EFC) grant allocated to the City of Mount Vernon for the Lead Service Line Replacement Program. No additional City funds shall be required for this adjustment.

**Section 4. Administrative Action.** The Department of Human Resources and the Board of Water Supply are hereby authorized and directed to take all necessary administrative actions to implement this salary adjustment, including any updates to payroll and Civil Service records.

**Section 5. Effective Date.** This Ordinance shall take effect immediately upon approval by the City Council, subject to concurrence by the Board of Estimates and Contracts.



# BOARD OF WATER SUPPLY

M O U N T V E R N O N , N E W Y O R K

MAYOR SHAWYN PATTERSON HOWARD

COMMISSIONER CARLTON C. SPRUILL

SUPERINTENDENT JOHN F. ARENA

CITY HALL – ROOM 2  
MOUNT VERNON, NY 10550

(914) 668-7820 PHONE  
(914) 668-2316 FAX

May 16, 2025

VIA EMAIL:

Honorable Members of the City Council  
(Through the Office of the Mayor)  
City Hall – 1 Roosevelt Square  
Mount Vernon, NY 10550

RE: INCREASING SALARY FOR LEAD SERVICE LINE ADMINISTRATOR

Dear Honorable Council Members:

I respectfully request legislation be enacted authorizing the Board of Water Supply to increase the salary for the Lead Service Line Administrator.

Following an amendment to the Civil Service duty statement, the Department of Human Resources (“HR”) has recommended a new salary—outlined below—at Grade 13 of the CSEA salary chart. This recommendation is based on HR’s assessment of the position’s duties and responsibilities. Per this recommendation, we propose increasing the Lead Service Line Administrator’s 2025 annual salary from \$85,000 to \$102,391 (Grade 13, Step 9), aligning it with CSEA Grade 13, effective January 1, 2025, to reflect the additional responsibilities outlined in the amended duty statement.

This salary adjustment will be fully funded by the existing \$2 million grant from the New York State Environmental Facilities Corporation (NYS EFC). The proposed increase was budgeted, approved by the NYS EFC, and is now subject to final approval by the City Council and the Board of Estimates and Contracts.

| BOARD OF WATER SUPPLY   |  |
|---|--|
| Lead Service Line Administrator   |  |
| \$85,000 to 102,391 - Grade 13 Step 9 (Min: \$71,385.08 To Max: \$106,266.83) |  |

Thank you for your attention to this critical matter. If you have any further concerns, please feel free to contact me.

Respectfully submitted,

  
Carlton Spruill  
Commissioner



MOUNT VERNON  
The Quality of Life Incorporated



# City of Mount Vernon, New York

## Staff Report

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

**File #:** TMP -1449

**Agenda Date:** 6/11/2025

**Agenda #:** 5.

### City Council:

**AN ORDINANCE AUTHORIZING THE AMENDMENT  
OF ORDINANCE NO. 4 ADOPTED BY THE CITY  
COUNCIL ON APRIL 23, 2025, ENTITLED “AN ORDINANCE  
AUTHORIZING AND SUPPORTING THE “HIV-AIDS  
AWARENESS WALK - BREAKING STIGMAS ONE  
STEP AT A TIME” TO BE HELD ON SATURDAY,  
JUNE 21, 2025”**

The City of Mount Vernon, in City Council convened, does hereby ordain, and enact:

Section 1. The first decretal paragraph, and Section 1 of Ordinance No. 4, adopted by the City Council on April 23, 2025, entitled “**AN ORDINANCE AUTHORIZING AND SUPPORTING THE “HIV-AIDS AWARENESS WALK - BREAKING STIGMAS ONE STEP AT A TIME” TO BE HELD ON SATURDAY, JUNE 21, 2025**” is hereby amended as follows:

**Whereas**, in a letter dated April 11, 2025, the Deputy Commissioner of the Department of Recreation requested authorization for legislation to amend Ordinance No. 4, adopted by the City Council on April 23, 2025, for said Department to coordinate and host the “HIV-AIDS Awareness Walk - Breaking Stigmas One Step at a Time” on Saturday, June [21] 28, 2025, from 11:00 a.m. to 1:00 p.m.; and

**Whereas**, in a letter dated June 5, 2025, the Deputy Commissioner of the Department of Recreation requested and obtained City Council authorization for the “HIV-AIDS Awareness Walk - Breaking Stigmas One Step at a Time,” to be held on Saturday, June 28, 2025, from 11:00 AM to 1:00 PM, in partnership with the City Council’s Human Resource Committee, the Westchester Community Health Center (WCHC), the Westchester Medical Center (WMC), and the Ally Care Center (ACC); and

**Whereas**, the City of Mount Vernon recognizes the significance of fostering public awareness, education, and compassion surrounding HIV and AIDS; and

**Whereas**, the Department of Recreation, in partnership with the City Council’s Human Resource Committee and the Westchester Community Health Center (WCHC), seeks to host an HIV-AIDS Awareness Walk entitled “*Breaking Stigmas One Step at a Time*”; and

**Whereas**, the event is intended to promote community unity, raise awareness, foster empathy, and advocate for individuals and families affected by HIV and AIDS; and

**Whereas**, community-based organizations in collaboration with WCHC will provide access to vital resources, educational materials, and support services during the event; and

**Whereas**, this initiative reflects the City’s commitment to public health, equity, inclusion, and the dismantling of social stigmas that negatively impact the lives of residents; and

**Whereas**, the walk will begin at Mount Vernon City Hall, proceed to Stevens Avenue, turn left, continue along Gramatan Avenue (utilizing the sidewalks), and conclude at Hartley Park; and

**Whereas**, the City Council acknowledges the need for logistical and safety support to ensure the event is conducted efficiently and securely for all participants; **Now, Therefore, Be It Resolved That**

The City of Mount Vernon, in City Council convened, does hereby ordain and enact:

**Section 1. Amendment of Ordinance No. 4.** Ordinance No. 4 adopted by the City Council on April 23, 2025, is hereby amended solely to change the date of the “HIV-AIDS Awareness Walk - Breaking Stigmas One Step at a Time” event from Saturday, June 21, 2025, to **Saturday, June 28, 2025**.

**Section [1] 2. Event Authorization.** The City Council hereby authorizes the Department of Recreation to coordinate and host the “HIV-AIDS Awareness Walk - Breaking Stigmas One Step at a Time” on Saturday, June [21] 28, 2025, from 11:00 a.m. to 1:00 p.m.

**Section [2] 3. Event Route.** The approved walk route shall begin at Mount Vernon City Hall, proceed to Stevens Avenue, turn left, continue along Gramatan Avenue (on the sidewalk), and end at Hartley Park.

**Section [3] 4. Collaborative Partnerships.** The event shall be co-sponsored by the City Council’s Human Resource Committee and the Westchester Community Health Center, with additional involvement from local community-based organizations providing onsite resources and educational outreach.

**Section [4] 5. Departmental Support.** The following departments are hereby requested to provide support services for the event:

- **Police Department:** To provide a safety escort, manage pedestrian crossings, and ensure public safety throughout the walk.
- **Department of Public Works (DPW):** To provide necessary street barriers, manage logistical support, and oversee post-event cleanup services.

**Section [5] 6. Public Engagement.** The City of Mount Vernon encourages the participation of community members in the walk and supports ongoing efforts to promote HIV-AIDS awareness, reduce stigma, and enhance inclusivity and support for all residents.

**Section [6] 7. Effective Date.** This Ordinance shall take effect immediately upon passage and approval by the City Council.

New matter underlined



Deleted matter in brackets [ ]



CITY OF MOUNT VERNON, NY  
DEPARTMENT OF RECREATION

SHAWYN PATTERSON-HOWARD  
*Mayor*

City Hall, One Roosevelt Square  
Mount Vernon, NY. 10550  
(914) 665-2420 – Fax: (914) 665-2421

KATHLEEN WALKER- PINCKNEY  
*Commissioner*  
**ANDRÉ G. EARLY**  
*Deputy Commissioner*

June 5, 2025

Honorable City Council Members  
City of Mount Vernon  
1 Roosevelt Square  
Mount Vernon, NY 10550

**RE: HIV-AIDS Awareness Walk – Breaking Stigmas One Step at a Time**

Dear Honorable City Councilmembers:

This letter is to amend ordinance number 4, approved by City Council on April 23, 2025, where the Department of Recreation sought the City Council's approval for an HIV-AIDS Awareness Walk. The event is being rescheduled to **Saturday, June 28, 2025, instead of Saturday, June 21, 2025. The time will remain 11:00 AM to 1:00 PM.** This event will be co-sponsored in partnership with the **City Council's Human Resource Committee** and the **Westchester Community Health Center (WCHC), Westchester Medical Center (WMC), and Ally Care Center (ACC).**

The walk is scheduled to begin at **City Hall**, proceed along **Gramatan Avenue**, and conclude at **Hartley Park**. This meaningful event aims to promote community unity, raise awareness, foster empathy, and advocate for individuals and families affected by HIV and AIDS.

WCHC, WMC and ACC will collaborate with community-based organizations to provide on-site access to vital resources, support services, and educational materials. With the support of the Human Resource Committee and key community partners, this initiative will serve as a step toward dismantling harmful stigmas and elevating compassion and understanding within our city.

Approval for the assistance of the **Police Department** to provide a safety escort and manage pedestrian crossings along the route has been granted. Additionally, the request for support from the **Department of Public Works (DPW)** for logistical needs such as street barriers and cleanup services has been granted.

Thank you for your consideration and continued support in making this event a success for our community.

Sincerely,

  
André G. Early  
Deputy Commissioner



# City of Mount Vernon, New York

## Staff Report

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

**File #:** TMP -1450

**Agenda Date:** 6/11/2025

**Agenda #:** 6.

**City Council:**

### **A RESOLUTION DESIGNATING JERALYN ESCAMILLA AS A MARRIAGE CLERK FOR THE CITY OF MOUNT VERNON**

**Whereas**, Section 15 of the New York State Domestic Relations Law authorizes Town and City Clerks to designate Marriage Clerks to assist in the issuance and review of marriage licenses; and

**Whereas**, the Office of the City Clerk of the City of Mount Vernon requires additional support to ensure efficient processing and review of marriage licenses; and

**Whereas**, Jeralyn Escamilla, currently serving as a Records Specialist (Spanish Speaking) in the Office of the City Clerk, possesses the qualifications and experience necessary to fulfill the duties of a Marriage Clerk; and

**Whereas**, it is in the best interest of the City of Mount Vernon to designate Jeralyn Escamilla as a Marriage Clerk to assist the City Clerk in performing these essential functions; **Now, Therefore, Be It**

**Resolved** by the City Council of the City of Mount Vernon, in a regular meeting duly convened, as follows:

**Section 1. Designation.** Jeralyn Escamilla is hereby designated as a Marriage Clerk for the City of Mount Vernon, New York, in accordance with §15 of the Domestic Relations Law.

**Section 2. Duties.** As a Marriage Clerk, Jeralyn Escamilla shall be authorized to process and review marriage licenses and perform any and all duties associated with the issuance of such licenses as prescribed by law.

**Section 3. Effective Date.** This Resolution shall take effect immediately upon adoption by the City Council.



**CITY OF MOUNT VERNON, NEW YORK**  
OFFICE OF THE CITY CLERK  
ONE ROOSEVELT SQUARE, ROOM 104  
MOUNT VERNON, NY 10550  
(914) 665-2348  
[cityclerk@mountvernonny.gov](mailto:cityclerk@mountvernonny.gov)

**NICOLE BONILLA**  
City Clerk

**JORDAN RIULLANO**  
Deputy City Clerk

June 5, 2025

Honorable City Councilmembers  
Mount Vernon City Hall  
One Roosevelt Square North  
Mount Vernon, New York 10550

In Reference To: Marriage Clerk Appointment

Honorable City Council Members:

I am requesting legislation designating Jeralyn Escamilla as a Marriage Clerk for the City of Mount Vernon, according to §15 of the Domestic Relations Law (Duty of Town and City Clerks). As a Records Specialist (Spanish Speaking) in the Office of the City Clerk, Ms. Escamilla will be processing and reviewing marriage licenses.

Thank you for consideration of this request. I am immediately available for comments, questions, and/or concerns.

Sincerely,

Nicole Bonilla, MBA  
City Clerk



# City of Mount Vernon, New York

## Staff Report

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

**File #:** TMP -1448

**Agenda Date:** 6/11/2025

**Agenda #:** 7.

**City Council:**

### **AN ORDINANCE AUTHORIZING THE PARTNERSHIP BETWEEN THE CITY OF MOUNT VERNON DEPARTMENT OF RECREATION AND THE NEW YORK PRESBYTERIAN DIVISION OF COMMUNITY AND POPULATION HEALTH FOR A SUMMER YOUTH MARKET PROGRAM**

**Whereas**, in correspondence dated May 22, 2025, the Deputy Commissioner of the Department of Recreation formally requested authorization from the City Council to establish a partnership between the City of Mount Vernon Department of Recreation and the New York Presbyterian Division of Community and Population Health (NYP) for the implementation of the 2025 Summer Youth Market Program; and

**Whereas**, the City of Mount Vernon recognizes the importance of fostering community revitalization, youth engagement, and public health initiatives within the city; and

**Whereas**, the Office of the Mayor, the Commissioner of Recreation, and the New York Presbyterian Division of Community and Population Health (NYP) have developed a collaborative partnership to implement a summer Youth Market Program to provide youth with valuable work experience and to advance wellness education, nutrition, and food access; and

**Whereas**, this partnership will enable the Mount Vernon Department of Recreation to host NYP Youth Market interns for a summer program, which will include playground activation programming and on-site wellness initiatives; and

**Whereas**, the collaboration is scheduled to take place during the period of June 1, 2025, through August 15, 2025, at no cost to the City of Mount Vernon, with NYP providing all supplies and support; **Now, Therefore, Be It Resolved That**

The City of Mount Vernon, in City Council convened, does hereby ordain and enact:

**Section 1. Authorization and Approval.** The City of Mount Vernon hereby authorizes and approves the partnership between the City of Mount Vernon Department of Recreation and the New York Presbyterian Division of Community and Population Health (NYP) for the implementation of the 2025 Summer Youth Market Program.

#### **Section 2. Terms of the Partnership.**

Under this partnership:

1. The **Mount Vernon Department of Recreation** will:
  - Participate in at least two planning meetings with the NYP Youth Market

team during the program term (June 1, 2025 - August 15, 2025).

- Host the Youth Market team once weekly from July 10, 2025, to August 14, 2025 (Thursdays), to support playground activation programming.

**2. New York Presbyterian Division of Community and Population Health will:**

- Provide guided public health work experience for interns under the supervision of the CHALK team.
- Supervise intern implementation of playground activations in Mount Vernon.
- Document the time and attendance of interns and provide this information to the community-based organization partners that recruited the interns.
- Provide onboarding training for interns under NYP's SYE program.
- Co-brand with the Mount Vernon Department of Recreation on Youth Market promotional materials and reports.
- Provide all necessary supplies for the program.

**Section 3. Program Schedule.** The program term shall run from June 1, 2025, through August 15, 2025, with the following scheduled events:

- **June 2025:** Planning and coordination of collaboration.
- **July 10 - August 14, 2025:** Weekly Youth Market programming, including one day per week of playground activation by the Mount Vernon Department of Recreation.

**Section 4. No Cost to the City.** This partnership shall be implemented at no cost to the City of Mount Vernon. NYP shall provide all supplies, training, and supervision.

**Section 5. Effective Date.** This Ordinance shall take effect immediately upon its approval by the Board of Estimate & Contract.



**CITY OF MOUNT VERNON, NY**  
DEPARTMENT OF RECREATION

**SHAWYN PATTERSON-HOWARD**  
*Mayor*

City Hall, One Roosevelt Square  
Mount Vernon, NY. 10550  
(914) 665-2420 – Fax: (914) 665-2421

**KATHLEEN WALKER- PINCKNEY**  
*Commissioner*  
**ANDRÉ G. EARLY**  
*Deputy Commissioner*

May 22, 2025

Honorable City Council  
Through the office of the Mayor  
1 Roosevelt Square  
Mount Vernon, NY 10550

**Re: Partnership Artwork with New York Presbyterian**

Honorable City Council Members,

This partnership, which unites the Office of the Mayor, the Commissioner of Recreation of the City of Mount Vernon, NY and the New York Presbyterian Division of Community and Population Health (NYP), is seeking your esteemed support and sponsorship for community revitalization activities. The purpose of the partnership is to advance youth engagement in public health, nutrition education, and food access. This partnership enables the Mount Vernon Department of Recreation to host NYP Youth Market interns for a summer program. Interns will gain hands-on experience with the city's playground activation program. The Mount Vernon Department of Recreation will provide space and support, while NYP leads training and supervision. This collaboration empowers youth as wellness ambassadors, building job skills and strengthening community health through education and exposure to careers in public service.

**Mount Vernon Department of Recreation will:**

- Participate in at least two planning meetings with Youth Market team for the duration of program term (June 1 – August 15, 2025)
- Host the Youth Market team once weekly July 10 – August 14: Thursdays to support playground activation programming hosted by Mount Vernon Department of Recreation

**The Hospital will:**

- Provide guided public health work experience under the supervision of the CHALK team
- Supervise intern implementation of playground activations in Mount Vernon
- Document the time and attendance of interns, and provide this information to the CBO partners who recruited interns
- Provide onboarding training for interns under NYP's SYE program
- Providing for Co-branding with Mount Vernon Department of Recreation on Youth Market promotional materials and reports



CITY OF MOUNT VERNON, NY  
DEPARTMENT OF RECREATION

SHAWYN PATTERSON-HOWARD  
*Mayor*

City Hall, One Roosevelt Square  
Mount Vernon, NY. 10550  
(914) 665-2420 – Fax: (914) 665-2421

KATHLEEN WALKER-PINCKNEY  
*Commissioner*  
ANDRÉ G. EARLY  
*Deputy Commissioner*

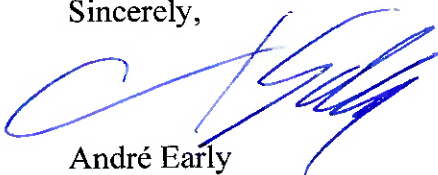
**Program Term: June 1, 2025 – August 15, 2025**

**Schedule of Events:**

- June 2025: Planning and coordination of collaboration
- July 10 – August 14, 2025: Youth Market programming runs, including 1 day per week with Mount Vernon Department of Recreation

This event is at no cost to the City of Mount Vernon, NY, and NYP will provide all supplies.  
Thank you in advance for your careful consideration in this matter.

Sincerely,



André Early  
Deputy Commissioner





# City of Mount Vernon, New York

## Staff Report

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

**File #:** TMP -1452

**Agenda Date:** 6/11/2025

**Agenda #:** 8.

### City Council:

#### **AN ORDINANCE AUTHORIZING THE ACCEPTANCE OF A DONATION FROM THE WESTCHESTER SOCCER CLUB FOR A 40-FOOT-HIGH CUBE STORAGE CONTAINER FOR MEMORIAL FIELD**

**Whereas**, in correspondence dated June 2, 2025, the Deputy Commissioner of the Department of Recreation formally requested authorization to accept the donation of a 40-foot-high cube ground-level storage container, valued at approximately \$16,262.00, from the Westchester Soccer Club, to be installed at Memorial Field; and

**Whereas**, the Westchester Soccer Club has offered to generously donate a 40-foot-high cube ground-level storage container, customized to include three secure roll-up access points and an internal partition, with a total value of \$16,262.00; and

**Whereas**, the purpose of this donation is to support operational needs at Memorial Field and to enhance storage capacity for recreational equipment and facility management; and

**Whereas**, the City of Mount Vernon is not required to provide any financial contribution for this donation, and delivery is contingent upon the City's acceptance of the donation in accordance with applicable municipal policies; and

**Whereas**, the City Council of the City of Mount Vernon deems it in the best interests of the City to accept this donation for the benefit of the public and the ongoing enhancement of Memorial Field; **Now, Therefore, Be It Resolved That**

The City of Mount Vernon, in City Council convened, does hereby ordain and enact:

**Section 1. Acceptance of Donation.** The City of Mount Vernon hereby formally accepts the donation of a 40-foot-high cube ground-level storage container from the Westchester Soccer Club, with an approximate total value of \$16,262.00, to be installed at Memorial Field.

**Section 2. Conditions of Acceptance.** The acceptance of the donation is contingent upon the container meeting all applicable City requirements for public safety, placement, and accessibility, and upon delivery and installation in a location consistent with stadium site plans and approved by the appropriate City departments.

**Section 3. Coordination and Oversight.** The Department of Recreation and any other relevant City departments are hereby authorized and directed to coordinate all necessary logistics to ensure the timely delivery and installation of the storage container in accordance with applicable City standards and public facility guidelines.

**Section 4. No Financial Obligation.** The City of Mount Vernon shall not incur any financial obligation for the procurement or initial delivery of the donated container. Any future maintenance or

operational costs shall be subject to applicable budgetary and procurement approvals.

**Section 5. Effective Date.** This Ordinance shall take effect immediately upon its approval by the Board of Estimate & Contract.



CITY OF MOUNT VERNON, NY  
DEPARTMENT OF RECREATION

SHAWYN PATTERSON-HOWARD  
*Mayor*

City Hall, One Roosevelt Square  
Mount Vernon, NY. 10550  
(914) 665-2420 – Fax: (914) 665-2421

KATHLEEN WALKER-PINCKNEY  
*Commissioner*  
ANDRÉ G. EARLY  
*Deputy Commissioner*

June 2, 2025

Honorable Members of the City Council  
Through the Office of the Mayor  
City Hall, One Roosevelt Square  
Mount Vernon, NY 10550

**RE: Storage Container Donation from Westchester Soccer Club**

Dear Members of the City Council,

I respectfully submit this referral for consideration of legislation to formally accept a generous donation from the Westchester Soccer Club. The organization has agreed to purchase and donate a 40-foot high cube ground-level storage container, customized to include three secure roll-up access points and internal partition, totaling in the amount of \$16,262.00, to support operations at Memorial Field.

The Westchester Soccer Club has agreed to move forward with the purchase immediately, as reflected in the attached quote and container specifications. No financial contribution is required from the City, and delivery is contingent upon the City's acceptance of the donation.

We respectfully request that the City Council initiate the legislative process necessary to authorize the acceptance of this gift in accordance with municipal donation policies. If approved, our department will coordinate all logistics and ensure the container is installed in a location that aligns with stadium site plans and public access standards.

Please advise on the next steps or any documentation required to complete this process.  
Thank you for support.

Sincerely,

André G. Early  
Deputy Commissioner

cc: Office of the Mayor  
Office of the Comptroller  
Corporation Council  
File



# CASSONE

YOUR SOURCE FOR SPACE

## ROLL-UP DOOR CONTAINER

**SALESPERSON:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

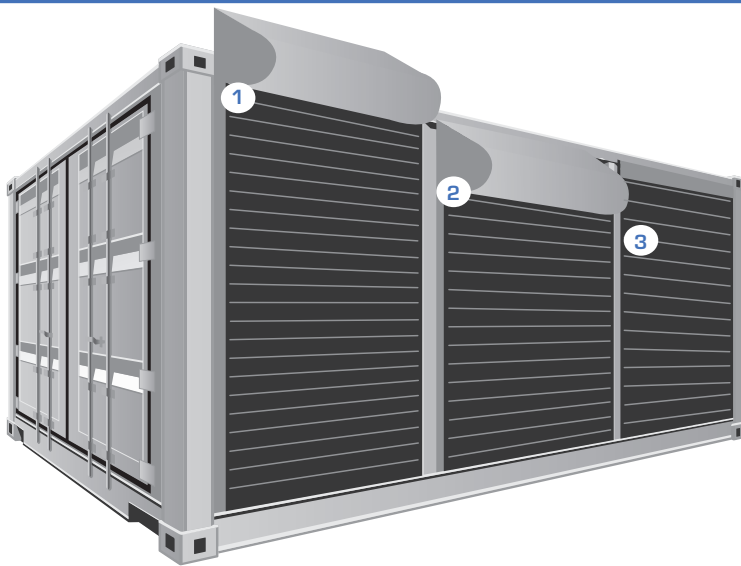
**CUSTOMER NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE #:** \_\_\_\_\_

**CONTAINER TYPE:** \_\_\_\_\_ **CONTAINER SIZE:** \_\_\_\_\_ **UNIT #:** \_\_\_\_\_

**COLOR:** \_\_\_\_\_ ☐ **USED** ☐ **NEW** **ROLL-UP SIZE:** \_\_\_\_\_



### CHOOSE TYPE OF ROLL-UP:

- ☐ 1. ROLL-UP LOCATED OUTSIDE ABOVE CONTAINER HEIGHT
- ☐ 2. ROLL-UP LOCATED OUTSIDE AT CONTAINER HEIGHT
- ☐ 3. ROLL-UP LOCATED INSIDE CONTAINER

**ADDITIONAL NOTES:** \_\_\_\_\_

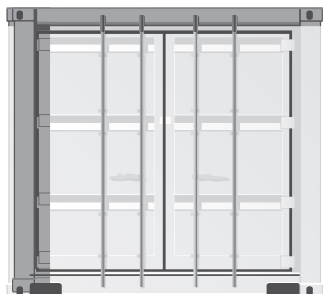


**RIGHT SIDE**

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**LEFT SIDE**

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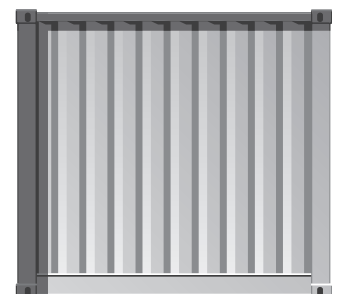


**FRONT DOORS**

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**END**

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BY SIGNING YOU ACKNOWLEDGE ALL DEPOSITS AND SALES ARE FINAL - NO RETURNS. CUSTOMER IS RESPONSIBLE FOR PAYMENT WITH OR WITHOUT DELIVERY. ALL CUSTOM WORK IS FINAL SALE.

**APPROVAL SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

CASSONE LEASING

1900 LAKELAND AVE.  
RONKONKOMA , NY 11779  
(631) 585-7800 PHONE  
(631) 585-7895 FAX

85993

Quotation

Quote Number 327136  
Date of Quote: 4/7/2025

Quoted By Tom Samdolski

For: Shayne Brooks sbrooks@ci-mount-vern

Deliver To:

City Of Mount Vernon

1 Roosevelt Square

Mount VernonNY10550

Phone (914) 665-2423Ext.

Fax

Project Name

Stadium -- Like New 40' High Cube

Street Address

431 Garden Ave

CityStateZip

Mount VernonNY10550

|              |                                |                |              |
|--------------|--------------------------------|----------------|--------------|
| Trailer Size | Trailer Type                   | Trailer Number | P.O. Number: |
| 40 Ft        | Ground Level Storage Container |                |              |

**Purchase Price**  
**Sale \$4,450.00**

Additional Charges

|  | Amount     | Period  |
|--|------------|---------|
| DELIVERY - STANDARD  | \$562.00   |         |
| MODIFICATIONS - INSTALL ROLL UP DOOR : 3X DOORS @ \$2,450 EA | \$7,350.00 | 3 DOORS |
| MODIFICATIONS - INSTALL PARTITION : (2) 8' WALLS @\$1,950 EA | \$3,900.00 | 2 WALLS |
| CUSTOM - TOTAL COST WITH ALL OPTIONS: = \$16,262             |            |         |

Special Terms and Condition

Renter must provide Cassone Leasing with a current Certificate of Insurance covering your leased storage trailer, ground level storage container or moving van within 10 business days. Required coverage listed on back of your lease agreement.  
Pricing does not include Tax

Ground is to be level at grade level. Site prepared for delivery or wasted trip charge will occur. Site must be clear and accessible.

The Renter assumes full responsibility for all damages to Renters premises during delivery & pick-up of equipment and agrees to hold Cassone Trailer and Container Co. harmless from same.

C.O.D. upon delivery. We are not responsible for any damage to your property including the contents of the ground level storage container, storage trailer on wheels or moving van.

THIS IS FOR ON-SITE STORAGE ONLY (NOT TO BE MOVED LOADED)--WAITING TIME ON JOBSITE \$150.00 PER HOUR

Contact NameShane 914-840-4040

Cross StreetE. Sanford Blvd

Notes

sbrooks@mountvernnonny.gove

Visit our Website at [www.Cassone.com](http://www.Cassone.com) !

**Pricing is Valid for 30 days and does not include applicable sales tax.**

We Are A WBE Certified Organization



XHCU 537135 5  
45G1

|            |        |        |
|------------|--------|--------|
| MAX. GROSS | 32.500 | KGS    |
|            | 71.650 | LBS    |
| TARE       | 3.700  | KGS    |
|            | 8.160  | LBS    |
| NET        | 28.800 | KGS    |
|            | 63.490 | LBS    |
| CU. CAP.   | 76.4   | CU.M.  |
|            | 2.700  | CU.FT. |













# City of Mount Vernon, New York

## Staff Report

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

**File #:** TMP -1420

**Agenda Date:** 6/11/2025

**Agenda #:** 9.

### City Council:

### **AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH THE WESTCHESTER-PUTNAM WORKFORCE DEVELOPMENT BOARD FOR THE PROVISION OF SUMMER YOUTH EMPLOYMENT SERVICES**

**Whereas**, in a letter dated June 3, 2025, the Executive Director of the Youth Bureau formally requested the authorization for the Mayor to enter into an agreement with the Westchester-Putnam Workforce Development Board to provide summer youth employment services for eighty (80) youth ages 14-20, in accordance with the terms and conditions set forth in the agreement; and

**Whereas**, the City of Mount Vernon (the “City”) recognizes the importance of providing career awareness, job readiness, and employment opportunities for its youth to help them become self-sufficient and prepared for future entry-level employment; and

**Whereas**, the Westchester-Putnam Workforce Development Board has awarded the City of Mount Vernon Youth Bureau funds for One Hundred Ninety-Six Thousand Nine Hundred Sixty Dollars (\$196,960) to provide summer youth employment services for eighty (80) youth ages 14-20, from May 1, 2025, to September 30, 2025; and

**Whereas**, the funds for this program were made available through the Department of Social Services to provide Temporary Assistance for Needy Families (TANF)-eligible youth with soft skills training, hands-on work experience, financial literacy, and related services; and

**Whereas**, the program will help to increase career awareness and job readiness skills for participating youth, laying a foundation for future employment and self-sufficiency; and

**Whereas**, funds for this program are to be accounted for in revenue code A4790.6, with appropriations in budget codes A6296.101 (Salaries), A6296.803 (Fringes), and A6296.458 (Miscellaneous Expenses) to cover program expenses, including vendors, supplies, and incentives; and

**Whereas**, this is a reimbursable grant with no matching obligation for the City; **Now, Therefore, Be It Resolved That**

The City of Mount Vernon, in City Council convened, does hereby ordain and enact:

**Section 1. Authorization of Agreement.** The Mayor is hereby authorized to enter into an agreement with the Westchester-Putnam Workforce Development Board to provide summer youth employment services for eighty (80) youth ages 14-20, in accordance with the terms and conditions set forth in the agreement.

**Section 2. Funding and Appropriations.** The funds received for this program, in the amount of \$196,960, shall be deposited in revenue code A4790.6, with corresponding appropriations made in budget codes A6296.101 (Salaries), A6296.803 (Fringes), and A6296.458 (Miscellaneous Expenses) to cover program-related expenses.

**Section 3. Term of Agreement.** The term of the agreement shall commence on May 1, 2025, and terminate on September 30, 2025, unless extended or otherwise amended by mutual written consent of the parties.

**Section 4. Reimbursement and No Matching Requirement.** This program is fully reimbursable through grant funding provided by the Department of Social Services, and no matching obligation shall be required of the City.

**Section 5. Effective Date.** This Ordinance shall take effect immediately upon its approval by the Board of Estimate & Contract.



CITY OF MOUNT VERNON, N.Y.  
YOUTH BUREAU

SHAWYN PATTERSON-HOWARD  
*Mayor*

City Hall, One Roosevelt Square  
Mount Vernon, NY. 10550  
(914) 665-2344 – Fax: (914) 665-1373  
IG: mountvernonyb | FB: mvyouthbureau  
YOUTHBUREAU.CMVNY.COM

DEBBIE BURRELL-BUTLER, MBA  
*Executive Director*  
DENA T. WILLIAMS, MPA  
*Deputy Director*

June 03, 2025

Honorable Members of the City Council  
**Through the Office of the Mayor**  
City Hall – One Roosevelt Square  
Mount Vernon, NY 10550

Dear Honorable Members:

This letter comes to respectfully request that the City Council enact legislation that will enable the Mayor to enter into an agreement with Westchester-Putnam Workforce Development Board to have the Mount Vernon Youth Bureau as one of their partners to provide summer youth employment services for **80** youth ages 14-20. The contractual award of **\$196,960** starts from **May 1, 2025, to September 30, 2025.** Please note that the award was sent on 6/3/2025.

Funds were made available through the Department of Social Services which will provide eighty (80) Temporary and Disability Assistance (TANF) eligible youth with soft skills training, hands-on-work experience, financial literacy, and much more. Participants will increase their career awareness and job readiness skills which eventually creates a pathway for students to be ready for entry level jobs and become self-sufficient in the future.

Funds for this program are to be accounted for in revenue code A4790.6 for appropriations in budget code A6296.101 (Salaries) A6296.803 (Fringes), and A6296.458 (miscellaneous expenses), which includes vendors, supplies, and incentives. **This is a reimbursable grant with no matching obligation for this grant.** Should you require further information, please feel free to contact me at (914) 665-2347 or by email at [Dburrell@cmvny.com](mailto:Dburrell@cmvny.com).

Sincerely,

*Debbie Burrell-Butler*

Debbie Burrell-Butler  
Executive Director, MBA

CC: Shawyn Patterson-Howard, Mayor  
Darren Morton, Comptroller  
Brian Johnson, Corporation Counsel

**Enclosed: Copy of Award Letter**

MVYB files

THOM KLEINER  
Executive Director

**SENT VIA EMAIL**

June 3, 2025

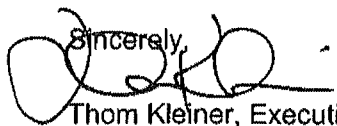
Deborah Burrell-Butler, Executive Director  
City of Mount Vernon Youth Bureau  
One Roosevelt Square, Room 306  
Mount Vernon, NY 10550

Dear Debbie,

Re: 2025 SYEP: 5/1/2025 to 9/30/2025

Westchester County intends to establish a contract with the City of Mount Vernon Youth Bureau to provide Summer Youth Employment Services to eighty (80) Youth, 14 to 20 years of age, beginning on or about 5/1/2025 to 9/30/2025 subject to all necessary approvals. **The contract award for the year is expected not to exceed \$196,960.**

The proposed contract described above is subject to the following approvals: The Westchester County Commissioner of Social Services, The Westchester County Board of Acquisition and Contract and the Westchester County Attorney. Therefore, this letter should not be construed in any way as a guarantee of the availability of any such funds to the entity named herein. Upon receipt of these approvals, a formal contract will be executed between the County and the City of Mount Vernon Youth Bureau.

Sincerely,  
  
Thom Kleiner, Executive Director

Cc: Elizabeth Oliveto  
Mary Skirchack

The Westchester-Putnam Workforce Development Board is comprised of leaders and staff of state and county government agencies, non-profits, public education, and the private sector who work together to strengthen the partnerships between business, education, and service providers within the "Career Center Network" to meet the needs for a skilled workforce. The WPWDB provides policy directions and program oversight to the Career Centers and workforce development programs in Westchester and Putnam counties.



# City of Mount Vernon, New York

## Staff Report

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

**File #:** TMP -1453

**Agenda Date:** 6/11/2025

**Agenda #:** 10.

### City Council:

**AN ORDINANCE AUTHORIZING THE MAYOR  
TO RETROACTIVELY ENTER INTO AN  
AGREEMENT WITH THE BARRINGTON IRVING  
TECHNICAL TRAINING SCHOOL (BITTS) FOR  
THE AVIATION INDUSTRY TRAINING SERVICES  
FUNDED BY THE WESTCHESTER-PUTNAM  
WORKFORCE DEVELOPMENT BOARD**

**Whereas**, in correspondence dated June 5, 2025, the Executive Director of the Youth Bureau formally requested authorization for the Mayor to retroactively enter into an agreement with the Barrington Irving Technical Training School (BITTS) to conduct the aviation industry training program for the period from May 19, 2025, to July 18, 2025, as described in the recitals below; and

**Whereas**, the City of Mount Vernon seeks to enhance workforce development opportunities for its residents in the aviation sector, particularly for Fixed Base Operator (FBO) related positions, including Line Service Technician, Customer Service, Maintenance, Repair, and Operation Technician careers; and

**Whereas**, the Barrington Irving Technical Training School (BITTS) has developed a comprehensive program to provide such training and career exploration, covering essential areas of Fixed Base Operations, ground service equipment, aircraft marshalling, and customer service, thereby equipping participants with the necessary skills and experience for employment in this field; and

**Whereas**, the Westchester-Putnam Workforce Development Board has awarded the City of Mount Vernon funding for \$60,000.00 for the service period from May 19, 2025, to July 18, 2025, to support this program; and

**Whereas**, the program includes site visits to Westchester County Airport (HPN - FBO facilities) to provide participants with firsthand exposure and potential employment opportunities; and

**Whereas**, the awarded funds will be accounted for in revenue code A3989 with appropriations in Budget Code A7321.405 (Contracted Outside Services) for \$60,000.00, and the program requires no matching funds and is considered a reimbursable grant; **Now, Therefore, Be It Resolved That:**

The City of Mount Vernon, in City Council convened, does hereby ordain and enact:

**Section 1. Authorization.** The Mayor is hereby authorized to retroactively enter into an agreement with the Barrington Irving Technical Training School (BITTS) to conduct the aviation industry training program for the period from May 19, 2025, to July 18, 2025, as described in the recitals above.

**Section 2. Funding and Budget.** The total sum of \$60,000.00 shall be appropriated from

revenue code A3989 and expended from Budget Code A7321.405 (Contracted Outside Services) to cover the costs of the program, with said funds being reimbursable through the grant award from the Westchester-Putnam Workforce Development Board.

**Section 3. Program Details.** The program to be delivered by BITTS shall include, but not be limited to:

- (a) Training in Fixed Base Operations (FBO), focusing on fueling, hangar services, and ground handling of business and general aviation aircraft;
- (b) Instruction in aircraft marshalling for secure ground movements;
- (c) Exposure to ground service equipment and their role in operational efficiency;
- (d) Modules on customer experience enhancement in the aviation industry;
- (e) Site visits to Westchester County Airport (HPN - FBO facilities) to supplement classroom training and provide employment networking opportunities.

**Section 4. Retroactive Approval.** This authorization shall be deemed retroactive to cover the program's start date adjustment, ensuring continuity and compliance with the amended service period of the award.

**Section 5. Effective Date.** This Ordinance shall take effect immediately upon its approval by the Board of Estimate & Contract.





CITY OF MOUNT VERNON, N.Y.  
YOUTH BUREAU

SHAWYN PATTERSON-HOWARD  
*Mayor*

City Hall, One Roosevelt Square  
Mount Vernon, NY. 10550  
(914) 665-2344 – Fax: (914) 665-1373  
IG: mountvernonyb | FB: mvyouthbureau  
YOUTHBUREAU.CMVNY.COM

DEBBIE BURRELL-BUTLER, MBA  
*Executive Director*  
DENA T. WILLIAMS, MPA  
*Deputy Director*

June 5, 2025

Honorable Members of the City Council  
**Through the Office of the Mayor**  
City Hall – One Roosevelt Square  
Mount Vernon, NY 10550

Dear Honorable Members:

This letter comes to respectfully request that the City Council enact legislation that will enable the Mayor to enter into an agreement with (BITTS) Barrington Irving Technical Training School to conduct Fixed Based Operator (Line Service Technician, Customer Service, Maintenance, Repair, and Operation Technician Careers training. The award from the Westchester-Putnam Workforce Development Board service period is from **May 19, 2025, to July 18, 2025**, in the amount of **\$60,000.00**. This referral letter is retro based on some slight changes made to the original start date.

The BITTS course will offer a concise yet comprehensive exploration of key industry facets on-Line Service Technician, Maintenance, Repair, Operation Technician, and Customer Service roles. Beginning with a focus on Fixed-Based Operations (FBO), a crucial cornerstone in aviation, providing a comprehensive spectrum of services and facilities for private and business aircraft. FBO's fuel, hangar, move, and support business / general aviation aircraft across the country. The curriculum then delves into the integral role of marshalling for secure ground aircraft movement. Following this, it covers the various facets of ground service equipment, highlighting their impact on operational efficiency. The program concludes with a dedicated segment on elevating customer experience in aviation, emphasizing superior service and quality standards to enhance overall satisfaction. Collectively, these modules provide a holistic understanding of essential elements within the aviation landscape. Candidates will also conduct onsite trip(s) to the Westchester County Airport (HPN -FBO facilities) who will hopefully become the participants' employer.

Funds are to be accounted for in revenue code A3989 with the appropriations in budget code A7321.405 in the amount of \$60,000 (Contracted Outside Services). The program requires no matching but is considered as a reimbursable grant. Should you require further information, please feel free to contact me at (914) 665-2344 or by email at [Dburrell@cmvny.com](mailto:Dburrell@cmvny.com).

Sincerely,

*Debbie Burrell-Butler*

Debbie Burrell-Butler  
Executive Director, MBA

**Enclosed:** BITTS Schedules A & B

CC: Shawyn Patterson-Howard, Mayor  
Darren Morton, Comptroller  
Brian Johnson, Corporation Counsel





# City of Mount Vernon, New York

## Staff Report

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

**File #:** TMP -1433

**Agenda Date:** 6/11/2025

**Agenda #:** 11.

### City Council:

### **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**

**Whereas**, in a letter dated May 28, 2025, the Deputy Commissioner of the Department of Public Safety formally requested authorization for the Mayor to execute, on behalf of the City, a renewal of the annual maintenance agreement with Business Electronics (iRecord) for the continued servicing and maintenance of interview room recording equipment used by the Department of Public Safety; and

**Whereas**, the City of Mount Vernon Police Department utilizes specialized interview room recording equipment provided and maintained by Business Electronics (iRecord) to support law enforcement operations and ensure the integrity of custodial interviews; and

**Whereas**, the current maintenance agreement between Business Electronics (iRecord) and the City of Mount Vernon is scheduled to expire on June 30, 2025; and

**Whereas**, the continuation of this maintenance agreement is essential to ensure the ongoing functionality and reliability of the department's recording equipment, including cameras, microphones, and associated software systems; and

**Whereas**, the proposed renewal agreement with Business Electronics covers the maintenance services for the period from July 1, 2025, through June 30, 2026, at a total cost of \$2,370.00, to be paid from Budget Line A3120.416; and

**Whereas**, it is in the best interest of the City of Mount Vernon to authorize this agreement in order to maintain uninterrupted service and prevent potential disruptions in critical police operations;  
**Now, Therefore, Be It Resolved That**

The City of Mount Vernon, in City Council convened, does hereby ordain and enact:

**Section 1. Authorization to Renew Agreement.** The Mayor of the City of Mount Vernon is hereby authorized to execute, on behalf of the City, a renewal of the annual maintenance agreement with Business Electronics (iRecord) for the continued servicing and maintenance of interview room recording equipment used by the Department of Public Safety.

**Section 2. Term and Cost.** The maintenance agreement shall be effective from July 1, 2025, through June 30, 2026, at a total cost not to exceed Two Thousand Three Hundred Seventy Dollars (\$2,370.00), to be charged to Budget Line A3120.416.

**Section 3. Execution of Documents.** The Mayor is hereby authorized to execute all documents and take any additional actions necessary to effectuate the purposes of this Ordinance.

**Section 4. Effective Date.** This Ordinance shall take effect immediately upon its approval by the Board of Estimate & Contract.



**DEPARTMENT OF PUBLIC SAFETY**

BUREAU OF POLICE  
ROOSEVELT SQUARE  
MOUNT VERNON, NY 10550  
(914) 665-2500

**DAVID GIBSON**  
COMMISSIONER

**JENNIFER LACKARD**  
DEPUTY COMMISSIONER of Reform

**MARCEL OLIFIER**  
CHIEF OF OPERATIONS

**SHAWYN PATTERSON - HOWARD**  
MAYOR

May 28, 2025

Honorable City Council Members  
City of Mount Vernon  
1 Roosevelt Square  
Mount Vernon, NY 10550

**Subject: Request for Approval of Annual Maintenance Agreement Renewal with  
Business Electronics (iRecord)**

Honorable Council Members,

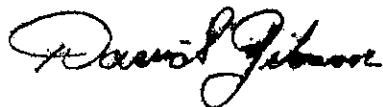
The Department of Public Safety respectfully requests that the City Council approve a Resolution authorizing the Mayor to **renew the annual maintenance agreement between Business Electronics (iRecord) and the City of Mount Vernon Police Department.** Business Electronics currently provides the department with essential interview room recording equipment and ongoing maintenance services. The existing agreement is set to expire on June 30, 2025.

Business Electronics (iRecord) supplies and maintains the department's interrogation room equipment, including cameras, microphones, and specialized software used to monitor and record all interactions within the interview rooms. The annual maintenance agreement ensures the continued functionality and reliability of this critical equipment, minimizing the risk of recording failures and helping avoid costly equipment replacements.

The proposed maintenance coverage period is from July 1, 2025, through June 30, 2026. The **total cost of the contract renewal is \$2,370.00**, which will be paid from **Budget Line A3120.416.**

Should this request meet with the approval of your Honorable Body, we respectfully ask that legislation be enacted to authorize the agreement renewal.

Sincerely,

A handwritten signature in cursive script, appearing to read "David Gibson".

David Gibson  
Commissioner of Public Safety



# City of Mount Vernon, New York

## Staff Report

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

**File #:** TMP -1434

**Agenda Date:** 6/11/2025

**Agenda #:** 12.

### City Council:

**AN ORDINANCE AUTHORIZING THE MAYOR  
TO ENTER INTO A LEASE RENEWAL  
AGREEMENT WITH 1978 THIRD AVENUE LLC  
AND 11285 AV, LLC FOR SUITE 407 LOCATED AT  
6 GRAMATAN AVENUE, MOUNT VERNON, NEW YORK**

**Whereas**, in a letter dated May 28, 2025, the Commissioner of the Department of Public Safety formally requested authorization for the Mayor to enter into a lease renewal agreement on behalf of the City with 1978 Third Avenue LLC and 11285 AV, LLC for the continued rental of Suite 407 at 6 Gramatan Avenue, Mount Vernon, NY, for the Internal Affairs Division of the Mount Vernon Police Department; and

**Whereas**, the Internal Affairs Division of the Mount Vernon Police Department currently occupies Suite 407 at 6 Gramatan Avenue, Mount Vernon, New York; and

**Whereas**, the current lease agreement for the aforementioned space is set to expire on July 31, 2025; and

**Whereas**, the relocation of the Internal Affairs Division to this space has significantly improved the confidentiality and security of civilian complaint intake and internal investigations, thereby enhancing overall department operations; and

**Whereas**, the continued occupancy of this location is vital for maintaining privacy, efficiency, and effective operations of the Internal Affairs Division; and

**Whereas**, the proposed lease renewal agreement with the landlord entities, 1978 Third Avenue LLC and 11285 AV, LLC, will extend the lease term for one year commencing on August 1, 2025 and ending on July 31, 2026; and

**Whereas**, the terms of the lease renewal include a fixed base annual rent of **\$21,630.00** (payable in monthly installments of **\$1,802.50**), plus **\$206.00** per month for electricity, resulting in a total monthly payment of **\$2,008.50** and a total fixed annual payment of **\$24,102.00**; and

**Whereas**, all lease payments shall be paid from Budget Line A3120.468 (Rent); **Now, Therefore, Be It Resolved That**

The City of Mount Vernon, in City Council convened, does hereby ordain and enact:

**Section 1. Authorization of Lease Renewal.** The Mayor of the City of Mount Vernon is hereby authorized to enter into a lease renewal agreement on behalf of the City with 1978 Third Avenue LLC and 11285 AV, LLC for the continued rental of Suite 407 at 6 Gramatan Avenue, Mount Vernon, NY, for the Internal Affairs Division of the Mount Vernon Police Department.

**Section 2. Lease Terms.** The lease term shall be for one (1) year, beginning on August 1, 2025, and ending on July 31, 2026, under the following terms:

- **Base Rent:** \$1,802.50 per month / \$21,630.00 annually
- **Electricity:** \$206.00 per month / \$ 2,472.00 annually
- **Total Monthly Installment:** \$ 2,008.50
- **Total Fixed Annual Rate** \$24,102.00

The agreement shall also provide for an annual rent increase of 3% for any subsequent lease renewals.

**Section 3. Budget Appropriation.** Funds for the payment of rent and electricity shall be appropriated from Budget Line A3120.468 (Rent).

**Section 4. Effective Date.** This Ordinance shall take effect immediately upon its approval by the Board of Estimate & Contract.



**DEPARTMENT OF PUBLIC SAFETY**

BUREAU OF POLICE  
ROOSEVELT SQUARE  
MOUNT VERNON, NY 10550  
(914) 665-2500

**DAVID GIBSON**  
COMMISSIONER

**JENNIFER LACKARD**  
DEPUTY COMMISSIONER of Reform

**MARCEL OLIFIERS**  
CHIEF OF OPERATIONS

**SHAWYN PATTERSON - HOWARD**  
MAYOR

May 28, 2025

Honorable City Council Members  
*Through the Office of the Mayor*  
1 Roosevelt Square  
Mount Vernon, NY 10550

**RE: 6 Gramatan Ave- Suite 407 Rental Lease Renewal Agreement FOR APPROVAL at the  
June 11th, 2025 CITY COUNCIL MEETING**

Honorable Council Members,

The Department of Public Safety respectfully requests that the City Council approve a Resolution authorizing the Mayor to enter into a **lease renewal agreement** between the City of Mount Vernon and the landlord entities **1978 Third Avenue LLC and 11285 AV, LLC New York—for Suite 407 located at 6 Gramatan Avenue, Mount Vernon, NY**. This space is currently occupied by the Internal Affairs Division of the Mount Vernon Police Department. The existing lease is set to expire on July 31, 2025.

The relocation of the Internal Affairs Division to 6 Gramatan Avenue has significantly enhanced the confidentiality and privacy of interactions between Members of Service and the public. This location provides a more secure environment for residents to file civilian complaints and has also allowed for better utilization of limited workspace within Police Department headquarters.

The lease agreement includes an **annual base rent of \$1,802.50**, plus an **additional \$206.00 per month for electricity**, bringing the total monthly payment to \$2,008.50. Lease payments will be made from **Budget Line A3120.468 (Rent)**. The term of the lease is for one year, with an annual rent increase of 3% for subsequent years.

Cc: Mayor  
Comptroller  
Law Department

| <b>Period</b>                 | <b>Fixed Annual Rate</b> | <b>Monthly Installments</b> |
|-------------------------------|--------------------------|-----------------------------|
| August 1, 2025- July 31, 2026 | \$21,630.00              | \$1,802.50                  |
| August 1, 2025- July 31, 2026 | \$2,472.00               | \$206.00                    |
| <b>Total</b>                  | <b>\$24,102.00</b>       | <b>\$2,008.50</b>           |

If this request meets the approval of your Honorable Body, please enact legislation granting this approval.

Sincerely,



David Gibson  
Commissioner of Public Safety





**DEPARTMENT OF PUBLIC SAFETY**  
BUREAU OF POLICE  
ROOSEVELT SQUARE  
MOUNT VERNON, NY 10550  
(914) 665-2500

**DAVID GIBSON**  
POLICE COMMISSIONER

**JENNIFER LACKARD**  
DEPUTY COMMISSIONER

**MARCEL OLIFIERS**  
CHIEF OF OPERATIONS

**SHAWYN PATTERSON - HOWARD**  
MAYOR

June 5, 2025

Honorable City Council Members  
City of Mount Vernon  
1 Roosevelt Square  
Mount Vernon, New York 10550

**RE: 2025 IACP Conference FOR APPROVAL at the CITY COUNCIL MEETING**

Honorable Councilmembers:

The Department of Public Safety requests that the City Council approve an ordinance approving the Chief from the Department of Public Safety to attend the 2025 **International Association of Chiefs of Police Conference** taking place at the Colorado Convention Center located at 700 14<sup>th</sup> Street Denver, CO from **October 18, 2025 to October 21, 2025**.


This conference is the largest and most important law enforcement event that showcases new techniques and advances officers' knowledge for ongoing success.

The total cost for this Member of Service to attend **should not exceed \$3,500.00 (conference registration, hotel accommodations, ground transportation-gas/tolls and meals)** and will be satisfied from **Budget Line # H3120.203.C666**.

Please find attached supporting documentation in reference to the annual International Association of Chiefs of Police Conference.

If this request meets the approval of your Honorable Body, please enact legislation granting this approval.

Sincerely,

  
Marcel Olifiers  
Chief of Operations - Public Safety

CC: Mayor  
Law Department  
Comptroller



# City of Mount Vernon, New York

## Staff Report

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

**File #:** TMP -1439

**Agenda Date:** 6/11/2025

**Agenda #:** 14.

### City Council:

**AN ORDINANCE APPROVING THE CANCELLATION  
OF DELINQUENT TAXES AND INTEREST FOR THE  
WESTCHESTER MUSLIM CENTER, INC., LOCATED AT  
22 BROOKFIELD ROAD, MOUNT VERNON, NY 10552  
(TAX MAP ID: 165.26-2142-4)**

**Whereas**, in a letter dated June 2, 2025, the Commissioner of the Department of Assessment formally requested authorization for the City Comptroller to make all necessary entries and adjustments in the City's financial records to reflect the cancellation of these taxes and interest for the Westchester Muslim Center, Inc. (the "Center"), a not-for-profit religious institution, that owns property located at 22 Brookfield Road, Mount Vernon, New York (Tax Map ID: 165.26-2142-4); and

**Whereas**, due to a clerical error, the subject property was erroneously included in the "taxable" portion of the 1994 City Assessment Roll for City taxes, and the not-for-profit exemption was removed from the exempt portion of said roll; and

**Whereas**, this error resulted in the improper levy of City taxes in the amount of Thirty-Four Thousand Five Hundred Sixty-Five Dollars (\$34,565.00) and accrued interest in the amount of One Hundred Ninety-Four Thousand Four Hundred Twenty-Eight Dollars and Thirteen Cents (\$194,428.13), totaling Two Hundred Twenty-Eight Thousand Nine Hundred Ninety-Three Dollars and Thirteen Cents (\$228,993.13); and

**Whereas**, the subject property should have remained exempt from City taxes pursuant to its status as a not-for-profit religious institution and should only have been subject to the County levy for sewer and refuse charges; and

**Whereas**, the City Council of the City of Mount Vernon deems it just and proper to correct this error and to cancel the associated taxes and interest; **Now, Therefore, Be It Resolved That**

The City of Mount Vernon, in City Council convened, does hereby ordain and enact:

**Section 1. Title.** This Ordinance shall be known as "An Ordinance Approving the Cancellation of Delinquent Taxes and Interest for the Westchester Muslim Center, Inc."

**Section 2. Cancellation of Delinquent Taxes and Interest.** The City Council hereby authorizes and approves the cancellation of delinquent City taxes for Thirty-Four Thousand Five Hundred Sixty-Five Dollars (\$34,565.00) and accrued interest in the amount of One Hundred Ninety-Four Thousand Four Hundred Twenty-Eight Dollars and Thirteen Cents (\$194,428.13), totaling Two Hundred Twenty-Eight Thousand Nine Hundred Ninety-Three Dollars and Thirteen Cents (\$228,993.13), levied against the property located at 22 Brookfield Road, Mount Vernon, New York, identified as Tax Map ID 165.26-2142-4.

**Section 3. Basis for Cancellation.** The cancellation of these taxes and interest is based on the

determination that the property was erroneously classified as taxable due to a clerical error in the 1994 City Assessment Roll, despite its entitlement to not-for-profit tax-exempt status.

**Section 4. Authorization to Amend Financial Records.** The City Comptroller is hereby authorized and directed to make all necessary entries and adjustments in the City's financial records to reflect the cancellation of these taxes and interest.

**Section 5. Effective Date.** This Ordinance shall take effect immediately upon approval by the Board of Estimate & Contract.



**CITY OF MOUNT VERNON, N.Y.**  
DEPARTMENT of ASSESSMENT

**SHAWYN PATTERSON-HOWARD**  
*Mayor*

City Hall, One Roosevelt Square  
Mount Vernon, NY. 10550  
(914) 665-2328 – Fax: (914) 665-3522

**Stephanie Vanderpool**  
*Commissioner*

**Cranson D. Johnson**  
*Deputy Commissioner*

June 2, 2025

Honorable City Council Members  
City of Mount Vernon  
Mount Vernon, New York  
*(Through the Office of the Mayor)*

***Re: Westchester Muslin Center, Inc.***  
***22 Brookfield Rd***  
***Mount Vernon, NY 10552***  
***165.26-2142-4***

Dear Honorable City Council Members:

It is requested that legislation be enacted approving Delinquent taxes and Interest for Westchester Muslin Center, Inc., due to the following reason: As a result of "Clerical Error" the subject property having been included in the "taxable" portion of the 1994 City Assessment Roll for year City taxes.

Not for Profit tax exemption was removed from exempt portion of the 1994 City Assessment Roll as a result of the Subject property having been included in the "taxable" portion for the 1994 City taxes and of the County levy for sewer and refuse portion only.

- Taxes \$34,565.00
  - Interest \$ 194,428.13
- Total of \$ 228,993.13

If this meets the approval of your Honorable Body, would you kindly have the necessary legislation enacted.

Respectfully submitted,

Stephanie Vanderpool  
Commissioner of Assessment  
City Hall- One Roosevelt Square  
Mount Vernon, Ny 10550  
Email [Svanderpool@mountvernonny.gov](mailto:Svanderpool@mountvernonny.gov)

CC: Mayor office  
Corporation Counsel  
Comptroller's Office



# City of Mount Vernon, New York

## Staff Report

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

**File #:** TMP -1445

**Agenda Date:** 6/11/2025

**Agenda #:** 15.

### City Council:

#### **AN ORDINANCE AUTHORIZING THE CORRECTION OF DELINQUENT TAXES AND INTEREST FEES FOR TANYA HAIRSTON, 40 NORTH 1ST AVENUE, MOUNT VERNON, NY 10552**

**Whereas**, in a letter dated June 4, 2025, the Commissioner of the Department of Assessment formally requested authorization for the correction of the erroneous classification of the subject property and the adjustment of the delinquent taxes and interest fees for Tanya Hairston, 40 North 1st Avenue, Mount Vernon, NY 10552, due to a clerical error in the assessment rolls for the years 2011-2020; and

**Whereas**, Tanya Hairston is the owner of the premises located at 40 North 1st Avenue, Mount Vernon, New York 10552 (Section 165.61, Block 1078, Lot 5); and

**Whereas**, due to a clerical error, the subject property was assessed as a commercial property instead of a residential property; and

**Whereas**, the property was erroneously assigned property class code “418” (Commercial: Inns, Lodging, Boarding House) instead of the correct property class code “220” (Residential: Two-Family Dwelling); and

**Whereas**, this incorrect property classification resulted in a higher assessed value and, consequently, an incorrect amount of taxes and interest due; and

**Whereas**, the assessment was based on the incorrect property class code on the 2011-2020 Final Assessment Rolls; and

**Whereas**, the total amount of taxes and interest fees billed and due for this period is \$422,965.63, with taxes of \$194,112.34 and interest of \$228,853.29; and

**Whereas**, the City Council of the City of Mount Vernon finds it to be in the best interest of the City and of justice to correct this error; **Now, Therefore, Be It Resolved That**

The City of Mount Vernon, in City Council convened, does hereby ordain and enact:

**Section 1. Purpose.** This ordinance authorizes the correction of the erroneous classification of the subject property and the adjustment of the delinquent taxes and interest fees for Tanya Hairston, 40 North 1st Avenue, Mount Vernon, NY 10552, due to a clerical error in the assessment rolls for the years 2011-2020.

**Section 2. Correction of Property Classification.** The City Assessor shall correct the property classification of the subject property from class code “418” (Commercial) to class code “220” (Residential: Two-Family Dwelling) for the tax years 2011-2020 Final Assessment Rolls.

**Section 3. Adjustment of Taxes and Interest.** The City Comptroller and City Assessor shall

adjust the taxes and interest fees due for the subject property to reflect the correct residential classification and shall recalculate the amount due for the period 2011-2020 based on the corrected classification.

**Section 4. Refund or Credit.** If the recalculation results in an overpayment of taxes and interest fees, the City Comptroller shall refund or credit the excess payment to Tanya Hairston in accordance with City policies and procedures.

**Section 5. Effective Date.** This Ordinance shall take effect immediately upon approval by the Board of Estimate & Contract.



CITY OF MOUNT VERNON, N.Y.  
DEPARTMENT of ASSESSMENT

SHAWYN PATTERSON-HOWARD  
Mayor

City Hall, One Roosevelt Square  
Mount Vernon, NY. 10550  
(914) 665-2328 – Fax: (914) 665-3522

Stephanie Vanderpool  
Commissioner

Cranson D. Johnson  
Deputy Commissioner

June 4, 2025

Honorable City Council Members  
City of Mount Vernon  
Mount Vernon, New York  
(Through the Office of the Mayor)

*Re Tanya Hairston*  
40 North 10<sup>th</sup> Ave  
Mount Vernon, NY 10552  
165.61-1078-5

Dear Honorable City Council Members:

It is requested that legislation be enacted approving Delinquent taxes and Interest fees for Ms. Tanya Hairston, due to the following reason: As a result of “**Clerical Error**” the subject property having been incorrect entry of assessed valuation as a commercial property instead of a residential property and at a higher assessed value.

The incorrect property type classification per NYS code as “**418**” which is defined **Commercial as Inns, Lodging, Boarding house**. The correct property type class is “**220**” which is defined as **Residential Two-Family dwelling**.

The assessment base on incorrect property class code on the 2011- 2020 Final Assessment rolls.

|                  |                     |
|------------------|---------------------|
| Taxes            | \$194,112.34        |
| Interest         | <u>\$228,853.29</u> |
| Total amount due | \$422,965.63        |

If this meets the approval of your Honorable Body, would you kindly have the necessary legislation enacted.

Respectfully submitted,

Stephanie Vanderpool  
Commissioner of Assessment  
City Hall- One Roosevelt Square  
Mount Vernon, Ny 10550  
Email [Svanderpool@mountvernonny.gov](mailto:Svanderpool@mountvernonny.gov)

CC: Mayor office  
Corporation Counsel  
Comptroller's Office  
Office file

“The Jewel of Westchester”



# City of Mount Vernon, New York

## Staff Report

1 ROOSEVELT SQ. RM.  
104  
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10550  
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**File #:** TMP -1456

**Agenda Date:** 6/11/2025

**Agenda #:** 16.

### City Council:

#### **AN ORDINANCE SETTING A PUBLIC HEARING FOR THE APPROVAL OF THE FIVE-YEAR CONSOLIDATED PLAN FOR 2025-2029 AND THE 2025 ANNUAL ACTION PLAN FOR THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)**

**Whereas**, in correspondence dated June 6, 2025, the Commissioner of the Department of Planning & Community Development formally requested authorization for a public hearing to be scheduled to be held before the City Council of the City of Mount Vernon, New York, on June 25, 2025, at 7:00 p.m. (Eastern Standard Time), at the City Council Chambers, City Hall, Mount Vernon, New York, for the purpose of considering and adopting the Five-Year Consolidated Plan for 2025-2029 and the 2025 Annual Action Plan for HUD programs; and

**Whereas**, the City of Mount Vernon receives annual grant funds from the U.S. Department of Housing and Urban Development (HUD) under the Community Development Block Grant (CDBG) and the HOME Investment Partnerships Program; and

**Whereas**, the Consolidated Plan for 2025-2029, together with the 2025 Annual Action Plan, establishes a comprehensive strategy for utilizing these funds to meet the needs of the City's low- and moderate-income residents and to support community development efforts; and

**Whereas**, the Consolidated Plan is a requirement of HUD and must be developed with extensive public input and citizen participation, including a formal public hearing before its adoption; and

**Whereas**, the draft Consolidated Plan and 2025 Annual Action Plan have been made available for public review, and public comments have been solicited in accordance with HUD regulations and the City's Citizen Participation Plan; and

**Whereas**, the Department of Planning and Community Development (PCD) has requested that the City Council set a public hearing for June 25, 2025, to receive public input and comments before adopting the final Consolidated Plan and Action Plan, which will enable the City to secure approximately \$2,000,000 in annual grant funds and maintain eligibility for funding in Fiscal Year 2025 and beyond; **Now, Therefore, Be It Resolved That:**

The City of Mount Vernon, in City Council convened, does hereby ordain and enact:

**Section 1. Public Hearing Scheduled.** A public hearing is hereby scheduled to be held before the City Council of the City of Mount Vernon, New York, on June 25, 2025, at a regularly scheduled meeting of the City Council, for the purpose of considering and adopting the Five-Year Consolidated Plan for 2025-2029 and the 2025 Annual Action Plan for HUD programs.



**Section 2. Notice of Hearing.** The City Clerk is hereby directed to publish a notice of said public hearing in the official newspaper of the City and to ensure that the notice complies with all applicable requirements under federal regulations, including the City's Citizen Participation Plan.

**Section 3. Availability of Documents.** The draft Consolidated Plan and the 2025 Annual Action Plan shall be made available for public inspection on the City's official website at [<https://cmvny.com/DocumentCenter/View/10710>](https://cmvny.com/DocumentCenter/View/10710) and at other locations designated by the Department of Planning and Community Development to ensure broad accessibility.

**Section 4. Purpose of the Hearing.** The public hearing shall be conducted to receive and consider public comments on the draft Consolidated Plan and the 2025 Annual Action Plan. Following the hearing, the City Council shall consider adoption of the plans, with incorporation of public comments as appropriate, and submission of the final plans to HUD by July 8, 2025.

**Section 5. Effective Date.** This Ordinance shall take effect immediately upon its passage and approval by the City Council.



PLANNING & COMMUNITY DEVELOPMENT  
ONE ROOSEVELT SQUARE  
MOUNT VERNON, NEW YORK 10550  
PHONE: (914) 840-4029  
EMAIL: TGRAHAM-OUATTARA@CMVNY.COM

JAMES RAUSSE, FAICP, WEDG  
COMMISSIONER

June 6, 2025

VIA EMAIL:

Honorable City Council Members  
City of Mount Vernon  
1 Roosevelt Square  
Mount Vernon, New York 10550

RE: Request for setting a Public Hearing for the approval of the five-year Housing and Urban Development (HUD) Consolidated Plan for 2025-2029 and Annual Action Plan for 2025.  
For approval at the June 11<sup>TH</sup> City Council meeting.

Honorable Councilmembers:

The Department of Planning and Community Development (PCD) requests that the City Council set a public hearing for June 25, 2025, to adopt the Consolidated Plan for 2025-2029 and the 2025 Action Plan. This Public Hearing is a required step by HUD in the adoption of the Consolidated Plan. The five-year Consolidated Plan is the citizen feedback mechanism that facilitates the creation of an Annual Action Plan, the plan that determines how approximately \$2,000,000 of annual grant funds are to be spent in FY 2025.

The Consolidated Plan was developed with extensive feedback from the public with well over 200 residents and stakeholders participating over the last four months. The document is available at this link for a more detailed review. (<https://cmvny.com/DocumentCenter/View/10710>).

The Timeline for the Consolidated Plan:

12/24 through 5/25 Solicitation and compilation of survey results into a draft plan  
6/3/2025 Draft Plan available online and noticed public comment hearing opening  
6/3/25 through 7/7/2025 Open comment Period for Draft Plan  
6/11/2025 Notice of Public Hearing for City Council  
6/17/2025 URA Adopts Draft Consolidated Plan  
6/25/2025 City Council Public Hearing for Plan  
7/7/2025 Closing Hearing and comment period and comments are incorporated into plan  
7/8/2025 Plan is submitted to HUD  
9/1/2025 New Fiscal Year begins

The Plan findings are that there are four primary goals for the coming five-year program cycle:

1. Providing quality of life to Mount Vernon residents,
2. Development and preservation of affordable housing,
3. Invest in public facilities and infrastructure,
4. Provide effective program management.





PLANNING & COMMUNITY DEVELOPMENT  
ONE ROOSEVELT SQUARE  
MOUNT VERNON, NEW YORK 10550  
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EMAIL: TGRAHAM-OUATTARA@CMVNY.COM

JAMES RAUSSE. FAICP, WEDG  
COMMISSIONER

The City of Mount Vernon currently is estimated to receive funds under two programs: Community Development Block Grant (CDBG) for \$1,550,000 and the Home Investment Partnership Grant for \$600,000.

The 2025 Action Plan targets the CDBG funds for infrastructure improvements and the home funds for affordable housing.

After the City Council closes the hearing on June 25, 2025 and adopts the Plan it will be submitted to HUD for approval in early July. The funds will be available via the Urban Renewal Agency (URA) on September 1, 2025. Failure to adopt the Plan will prevent the City from receiving these funds in September 2025. Therefore, Staff asks that the City Council vote to hold a hearing on June 11, 2025 and to hold a hearing and adopt the Consolidated Plan and Action Plan on June 25, 2025.

Sincerely,

James Rausse. FAICP, WEDG

cc: Mayor Shawyn Patterson-Howard  
Comptroller Darren M. Morton  
Malcolm Clark, Chief of Staff

Enclosure(s):





# City of Mount Vernon, New York

## Staff Report

1 ROOSEVELT SQ. RM.  
104  
CITY HALL, MOUNT  
VERNON, NEW YORK  
10550  
& VIA  
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**File #:** TMP -1457

**Agenda Date:** 6/25/2025

**Agenda #:** 17.

### City Council:

#### **AN ORDINANCE AUTHORIZING THE ESTABLISHMENT OF A CUSTODIAL ACCOUNT FOR THE PROPERTY DEVELOPMENT PROJECT LOCATED AT 55 PONDFIELD PARKWAY**

**Whereas**, in correspondence dated June 9, 2025, Councilwoman Gleason formally requested authorization for the Comptroller's Office to establish a custodial account for the property development project at 55 Pondfield Parkway in the City of Mount Vernon; and

hereby authorizes the Comptroller's Office to establish a custodial account for the property development project at 55 Pondfield Parkway in the City of Mount Vernon

**Whereas**, the City Council of the City of Mount Vernon recognizes the need to support the management of funds for development projects to ensure proper compliance with city requirements; and

**Whereas**, the Comptroller's Office has requested authorization to establish a custodial account for the property development project located at 55 Pondfield Parkway; and

**Whereas**, the property located at 55 Pondfield Parkway consists of a 20,000 square foot lot, and the project entails the demolition of an existing 100-year-old house and the subdivision of the lot into two 10,000 square foot lots for the construction of two new single-family dwellings; and

**Whereas**, the applicant for this project is MAD Real Properties, LLC, located at 1955 Central Park Avenue, Yonkers, NY 10710, with Emilio DiMatteo serving as the contact person; and

**Whereas**, the establishment of a custodial account is necessary to hold funds until the developer has completed the required presentation to the City Council, submitted all applications, and reimbursed any associated attorney fees; and

**Whereas**, this measure will streamline the onboarding process for the project and facilitate a smoother transition for City Council review and potential approvals; **Now, Therefore, Be It Resolved That:**

The City of Mount Vernon, in City Council convened, does hereby ordain and enact:

**Section 1. Authorization.** The City Council hereby authorizes the Comptroller's Office to establish a custodial account for the property development project at 55 Pondfield Parkway in the City of Mount Vernon.

**Section 2. Purpose of the Custodial Account.** The custodial account shall be used exclusively for holding funds associated with the project at 55 Pondfield Parkway. Funds deposited shall be used solely to cover application fees, attorney fees, and other city requirements, as necessary, until the developer completes the required City Council presentation and all applications have been submitted.

**Section 3. Management of the Custodial Account.** The City Comptroller shall manage the custodial account in accordance with all applicable city, state, and federal regulations to ensure proper accounting and transparency. Disbursements from the account shall only be made upon verification that the necessary conditions have been met.

**Section 4. Effective Date.** This ordinance shall take effect immediately upon its approval by the Board of Estimate & Contract.



## CITY COUNCIL

ONE ROOSEVELT SQUARE  
MOUNT VERNON, NY 10550  
(914) 665-2352 FAX (914) 668-6044

CATHLIN B. GLEASON  
COUNCILWOMAN  
[CGleason@cmvny.com](mailto:CGleason@cmvny.com)

[www.cmvny.com](http://www.cmvny.com)

CHAIR, STANDING COMMITTEE ON  
LEGISLATION AND PUBLIC WORKS

CO-CHAIR, STANDING COMMITTEE ON  
HUMAN RESOURCES

June 9, 2025

**Honorable City Council Members  
City Of Mount Vernon  
1 Roosevelt Square  
Mount Vernon, NY 10550**

Subject: Request to Establish Custodial Account for Property Projects

This letter respectfully requests that the City Council approve legislation to allow the office of the City Comptroller to establish a custodial account to support the management of funds for the below development project. This custodial account will serve as a holding account until the developers of the project successfully completes their required presentation to the City Council, submits their applications, and reimburses attorney fees associated with their developments. The property for the custodial account is as follows:

**55 Pondfield Parkway**

***Project description:*** Demolish an existing (approximately) 100-year-old house on a 20,000 square foot lot located at 55 Pondfield Parkway. The lot would then be subdivided into two 10,000 square foot lots and then improved with two new single-family dwellings, one on each newly subdivided lot.

***Applicant/Owner information:*** MAD Real Properties, LLC, 1955 Central Park Avenue, Yonkers, NY 10710.

***Contact person:*** Emilio DiMatteo, 914-403-1942, [emilio@matteodevelopment.com](mailto:emilio@matteodevelopment.com)

The custodial account will be necessary to ensure proper management of funds and be in compliance with all city requirements. This measure will streamline the onboarding process for the project and facilitate a smoother transition once the developer is prepared to move forward with the City Council review process.

If this meets with the City Council's approval, I ask that the necessary legislation be enacted to reflect this request. Thank you for your attention to this matter.

Sincerely,

*Cathlin B. Gleason*



# City of Mount Vernon, New York

## Staff Report

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

**File #:** TMP -1460  
A

**Agenda Date:** 6/11/2025

**Agenda #:** 20 -

### City Council:

#### **AN ORDINANCE APPROVING THE SITE PLAN AND CURB CUT METES AND BOUNDS AT 145 SOUTH FULTON AVENUE**

**Whereas**, in a letter dated May 6, 2025, Alonzo Webb, President of Webb Development Services Corporation (“WDSC”) formally requested approval for site plan for the property located at 145 South Fulton Avenue, Mount Vernon, NY, including the proposed curb cut as described in the metes and bounds below; and

**Whereas**, the Department of Public Works of the City of Mount Vernon has reviewed the site plan drawing submitted by the applicant for the property located at 145 South Fulton Avenue, Mount Vernon, NY; and

**Whereas**, the Department has identified the location of the proposed curb cut(s) and determined that there are no objections to their approval; and

**Whereas**, the curb cut has been described in metes and bounds, with a total length of 18 feet along the easterly side of South Fulton Avenue; and

**Whereas**, the City Council deems it in the best interest of the City to approve the proposed curb cut as described in the submitted site plan; **Now, Therefore, Be It Resolved That**

The City of Mount Vernon, in City Council convened, does hereby ordain and enact:

**Section 1. Approval of Curb Cut.** The site plan for the property located at 145 South Fulton Avenue, Mount Vernon, NY, including the proposed curb cut as described in the metes and bounds below, is hereby approved.

#### **Section 2. Metes and Bounds Description.**

**Curb Cut Metes and Bounds:** Beginning at the point of intersection of the easterly side of South Fulton Avenue and the northerly side of East Third Street; proceeding northerly along the easterly side of South Fulton Avenue for approximately 195.27 feet to the southerly end of the proposed curb cut. The total length of the proposed curb cut is 18 feet.

**Section 3. Implementation.** The Department of Public Works and all other relevant City departments are hereby authorized and directed to take all necessary actions to implement this approval.

**Section 4. Effective Date.** This Ordinance shall take effect immediately upon its filing with the City Clerk and approval by the City Council.



34 East 1<sup>st</sup> Street 2<sup>nd</sup> Floor Mount Vernon New York 10550 Tel 914-371-7374, 914-371-7372 Fax 914-371-7376 email:  
info@webhdsc.com website: www.webhdsc.com

May 6, 2025

The Mount Vernon City Council  
1 Roosevelt Square  
Mount Vernon NY 10550

Attention Daniel Browne and The rest of the City of the City Council Body

RE: 151 S Macquesten Pkwy, Mount Vernon, NY 10550.

We are requesting permission for a 25 ft curb cut at the above mentioned property . The purpose of the curb cut is to accommodate Department of Transport Service Vehicles that will be stored on the premises for road repair.

Any additional information will be available upon request. Thank you for your kind consideration.

Sincerely

Alonzo Webb

(President)

FILED  
CITY CLERK  
MOUNT VERNON, NY

2025 MAY - 7 A - 8-59

11.19.25



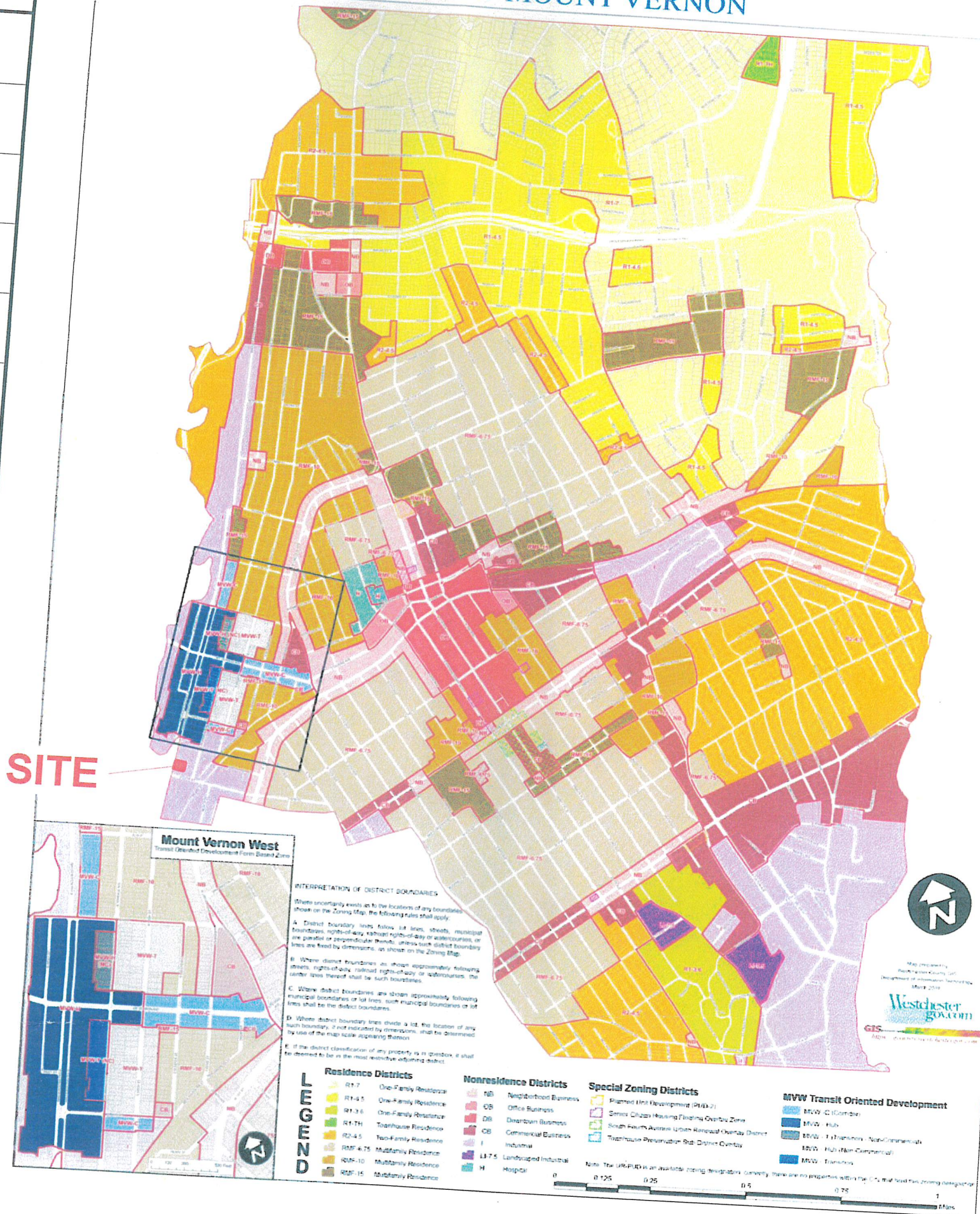
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ARCHITECTURAL DRAWING SHEET LIST

| NO.             | REV | #  | SHEET NAME / DESCRIPTION                             | ISSUED | DRWN | CHK'D |
|-----------------|-----|----|--|--------|------|-------|
| Z-000           | .00 | 1  | ZONING ANALYSIS, NOTES, INSP. ITEM, SEP. & SUB. APP. |        |      |       |
| Z-001           | .00 | 2  | SITE PLAN  |        | GB   | GJC   |
| Z-002           | .00 | 3  | NOTES & SURVEY                                       |        | GB   | GJC   |
| Z-003           | .00 | 4  | TAX MAP # 164.83                                     |        | GB   | GJC   |
| Z-004           | .00 | 5  | FEMA MAPS# 36119C0336F & 36119C0336G                 |        | GB   | GJC   |
| A-001           | .00 | 6  | EXISTING FLOOR PLANS                                 |        | GB   | GJC   |
| A-002           | .00 | 7  | DEMOLITION PLAN                                      |        | GB   | GJC   |
| A-003           | .00 | 8  | PROPOSED PLANS                                       |        | GB   | GJC   |
| A-004           | .00 | 9  | PROPOSED PLANS                                       |        | GB   | GJC   |
| A-006           | .00 | 10 | FURNITURE PLAN                                       |        | GB   | GJC   |
| A-005           | .00 | 11 | ENLARGED PLAN  |        | GB   | GJC   |
| A-200           | .00 | 12 | PROPOSED ELEVATIONS                                  |        | GB   | GJC   |
| A-500           | .00 | 14 | PARTITION DETAILS                                    |        | GB   | GJC   |
| A-501           | .00 | 15 | METAL STUD DETAILS                                   |        | GB   | GJC   |
| A-502           | .00 | 16 | ROOF DETAILS   |        | GB   | GJC   |
| EN-01           | .00 | 17 | NYCECC NOTES, DIAGRAMS & PROFESSIONAL STATEMENT      |        | GB   | GJC   |
| Grand total: 16 |     |    |  |        |      |       |

AVE CONTROL OR CHARGE OF AND SHALL NOT BE RESPONSIBLE FOR CONSTRUCTION MEANS, METHODS, DEVIATIONS, TECHNIQUES, SEQUENCES OR PROCEDURES, OR FOR SAFETY PRECAUTIONS AND PROTECTIVE MEASURES, OR THE FAILURE OF THEM TO CARRY OUT THE WORK IN ACCORDANCE WITH THE CONTRACT DOCUMENTS. ALWAYS USE DIMENSIONS AS SHOWN ON CONTRACT DOCUMENTS.

SEAL: DHI





**CITY OF MOUNT VERNON, N.Y.**  
DEPARTMENT of PUBLIC WORKS

**SHAWYN PATTERSON-HOWARD**  
*Mayor*

City Hall, One Roosevelt Square  
Mount Vernon, NY. 10550  
(914) 914-665-2343  
email:dpwconcerns@mountvernonny.gov

**DAMANI L. BUSH**  
*Commissioner*

**JOHN NUCULOVIC**  
*Deputy Commissioner*

**Date Submitted:** 6/11/2025  
**To:** Nicole, Bonilla, Nicole  
City Clerk  
**From:** Department of Public Works  
Curtis J. Woods, P.E., City Engineer  
**RE:** **Review of Site Plan and Curb Cut Metes and Bound**  
**Location:** **145 South Fulton Avenue, Mount Vernon, NY**

Please be advised that the Department of Public Works has reviewed the site plan drawing submitted by the applicant. We have identified the location of the proposed curb cut(s) and, at this time, the Department has no objection to their approval.

**Curb Cut Metes and Bound:**

Beginning at the point of intersection of the easterly side of South Fulton Avenue and the northerly side of East Third Street; proceeding northerly along the easterly side of South Fulton Avenue for approximately 195.27 feet to the southerly end of the proposed curb cut.

The total length of the proposed curb cut is 18 feet.

If you have any questions or require further information, please do not hesitate to contact me.

R/

Curtis J. Woods, P.E.

cc: Commissioner Bush  
CJW/cjw