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**BOARD OF ESTIMATE AND CONTRACT  
MEETING MINUTES  
HELD ON TUESDAY, JUNE 28, 2022**

**Call to Order:** At 4:15pm by Chairwoman Mayor Shawyn Patterson-Howard

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

**Others:** City Clerk Tanesia M. Walters, Chief of Staff Kristen Reed; Corporation Counsel Brian Johnson

**Absent:** None

**ROLL CALL:** Roll Call and reading of agenda items administered by City Clerk Tanesia M. Walters

**NEW BUSINESS:**

**RESOLUTIONS APPROVING ORDINANCES:**

**Item No. 1 Authorizing the Mayor to enter into a Third Amendment to the Inter-Municipal Agreement ("IMA") with the County of Westchester.**

**On the Question:** Chairwoman Patterson Howard noted this Third Amendment will increase the total investment by Westchester County to \$40,899,000 on the Memorial Field Project. This is a new intermunicipal agreement.

**Response:**

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

**Nays:** None

**Item No. 2 Amending Ordinance No. 8 adopted on April 13, 2022, entitled "AN ORDINANCE AUTHORIZING PURCHASE OF ONE (1) NEW FORD F-550 WITH 9 FEET LANDSCAPING DUMP BODY".**

**On the Question:**

**Response:**

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

**Nays:** None

**Item No. 3**      **Granting permission to transfer funds and to begin the process of recodification of the city code within the Office of the City Clerk. (\$14,000.00).**

**On the Question:**

**Response:**

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

**Nays:** None

**Item No. 4**      **Authorizing the Mayor to enter into an agreement with Ary Souza Lima, to offer capoeira, a Quique blend of martial arts.**

**On the Question:**

**Response:**

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

**Nays:** None

**Item No. 5**      **Granting permission to three (3) members of the Department of Buildings to attend Advance Building Science Series/Training. (8/22-8/26).**

**On the Question:** Comptroller Morton inquired if the Council is still requiring reporting upon permission to attend trainings and conferences?

**Response:** Corporation Counsel Brian Johnson replied for conferences and training reporting is required.

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

**Nays:** None

**Item No. 6**      **Granting permission to the Director of the Office of Emergency Management to attend the Hazardous Materials Awareness Train the Trainer & Hazardous Materials Technician Course. (6/30 - 7/2).**

**On the Question:**

**Response:**

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

**Nays:** None

**Item No. 7**      **Granting permission to the Deputy Commissioner of the Department of Assessment to attend the Cornell Seminar on Appraising - "The Application of the Three Approaches to Value" an online course. (7/17-7/22).**

**On the Question:**

**Response:**

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

**Nays:** None

**Item No. 8**      **Authorizing the Mayor to enter into a Renewal Service Agreement with MRB Group, Engineering, Architecture, Surveying, D.P.C.**

**On the Question:**

**Response:**

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

**Nays:** None

**Item No. 9**      **Requesting permission to add an Assistant Comptroller position, reallocate funds within the salary line from the Budget Analyst/Grant Compliance position within the Department of Finance, using salary savings.**

**On the Question:** Comptroller Morton noted for clarity, as we evaluate the structure in the finance department, the Comptroller's office is responsible for several aspects (accounting and controls) the Comptroller's office also manages payroll, benefits, capital funds, the inter-funds that are operating the city. One aspect, and it is a gap, is not only budget analysis of budget on an ongoing basis, but also forecasting and cost analysis. This position will help the city have better management of these items. We are discovering inefficiencies because structures were not in place. Based on the reorganization of the finance department we will have leadership to manage these aspects.

**Response:**

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

**Nays:** None

**Item No. 10**      **Authorizing and directing the Comptroller to establish an escrow account for Alexander Development Group (the "Applicant") to facilitate the transfer of the monies that remain for public improvements at 42 West Broad Street.**

**On the Question:** Comptroller Morton noted, the Comptroller's office has established escrows for projects. One of the things the office has done with the banks is to reorganize what was previously known as "trust and agency accounts" (known more familiarly as "escrow accounts"). The State Comptroller's Office and the GAAP guidelines have moved away from those tools and now there are different requirements We will be coming before

this Board at a later date for authorization to open and streamline accounts that will govern all of our trust and agency accounts, which was noted in the NYS Comptroller's audit. There will be restructuring.

**Response:**

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

**Nays:** None

**Item No. 11 (SETTLEMENTS) Settling the claim of NICOLA BAILEY - \$20,000.00.**

**On the Question:** This is a personal injury settlement claim from 2017 requesting \$500,000, and the city was able to settle for \$20,000.

**Response:**

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

**Nays:** None

**Item No. 12 (SETTLEMENTS) Settling the claim of GARTH ROWELL - \$4,277.85.**

**On the Question:** This is a claim that came from June 2022, thankfully our city employee was not hurt when a cinderblock fell from a roof - this settlement is for property damage.

**Response:**

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

**Nays:** None

**Item No. 13 (SALARY AMENDMENTS) Finance Department – (Assistant Comptroller)**

**On the Question:**

**Response:**

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

**Nays:** None

**Item No. 14 (REQUEST TO REJECT/RE-ADVERTISE BIDS) Requesting to reject/re-advertise for bids for "42 W. BROAD STREET - ADA IMPROVEMENTS, SIGNAL UPGRADES, AND PAVEMENT MARKING IMPROVEMENTS". (July 19, 2022)**

**On the Question:** There were no bids, this is authorization to go back out for bids. Comptroller Morton asked why we did not receive any bids.

**Response:** Chief Reed responded that we do not know why we did not receive any bids. Chairwoman Patterson Howard noted we will share the information more widely. Clerk Walters noted there were 16 downloads from the website but not bids submitted.

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

**Nays:** None

**Item No. 15 (REQUEST TO REJECT BIDS) Requesting to reject the bid received for "CLEANING/MAINTENANCE OF VARIOUS CITY-OWNED BUILDINGS."**

**On the Question:** Chairwoman Patterson-Howard noted we received bids that exceeded the budgeted costs for the work, and we will bring the services in-house.

**Response:**

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

**Nays:** None

**Item No. 16 (PARTIAL PAYMENTS) Authorizing partial payment #4 to PCI INDUSTRIES CORP. - \$350,148.60.**

**On the Question:**

**Response:**

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

**Nays:** None

**Item No. 17 (PARTIAL PAYMENTS) Authorizing partial payment #5 to PCI INDUSTRIES CORP. - \$1,008,488.69**

**On the Question:**

**Response:**

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

**Nays:** None

**FURTHER BUSINESS:**

Comptroller Morton noted that July 12, 2022 at 7pm will be the “financial state of the city” address, which will primarily include a review of the first quarter and an outlook for the second quarter of the fiscal year. Per the charter the report for the first quarter is submitted to the Mayor and Council first, and then the charter requires that within 15 days of that submission the report be made public for inspection. This will give people opportunity to review and attend the meeting on July 12<sup>th</sup> well-informed. Also, July will begin the 2<sup>nd</sup> half of tax collection.

Chairwoman Patterson-Howard noted that the City Building Inspector noticed the dumping of food and oil waste into the storm drains. They reached out immediately to the Mayor’s Office, and several city offices administered violations. Mayor Howard contacted the State Environmental offices and Westchester County Dept of Health who all issued fines. The City is putting businesses on notice that discarding materials into

storm water drains will be investigated and fined. She implored the public, “if you see something, say something.” Councilman Thompson noted that there are companies that will pay restaurants for the oil that they use. Comptroller Morton remarked on internal efficiencies with health insurance lists and commented on ongoing investigations and financial discoveries in the financial office.

Clerk Walters noted that today is Primary Day and encouraged everyone to go out and vote. Chairwoman Patterson-Howard further encouraged voter engagement.

**MOTION TO ADJOURN:**

A motion to adjourn was made by Councilman Thompson. Seconded by Comptroller Morton. A Roll Call was made by Clerk Walters: **Ayes:** Comptroller Morton, Council President Thompson, and Chairwoman Patterson-Howard. **Nays:** None

**There being no further business, the meeting was adjourned at 5:06 p.m.**

Donna M. Jackson, M.Ed.,  
Deputy City Clerk  
Entered August 17, 2022