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**BOARD OF ESTIMATE AND CONTRACT
MEETING MINUTES
HELD ON TUESDAY, JULY 19, 2022**

Call to Order: At 4:33 PM by Chairwoman Mayor Shawyn Patterson-Howard

Board Members Present: City Council President/Acting Mayor Derrick Thompson and Comptroller Darren Morton (Participating remotely); we have a quorum.

Others: City Clerk Tanesia M. Walters, Corporation Counsel Brian Jonson, Legislative Aid Elias Gootzeit, Chief Kristen Reed.

Absent: Chairwoman, Mayor Shawyn Patterson-Howard

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

NEW BUSINESS:

(A) OPENING OF BIDS: Clerk Walters explained the City created a “request for proposals for consulting services for the City of Mount Vernon’s comprehensive plan”. This RFP was established on BidNet and the City received three responses.

Corporation Counsel Brian Johnson queried if the bid was advertised in the Journal News; Clerk Walters confirmed that the bid was advertised, and stated she would follow up to receive a copy of the advertisements. THE consultant services was published in the Journal news July 7, 2022.

The first bid was opened, Corporation Counsel noted the first bid was from “FHI Studio” in Hartford, CT. It has a proposed budget of \$255,300. There is no bid deposit.

The second bid was opened, Corporation Counsel noted the second bid was from “CEE/NHB Planning” in New Rochelle, NY. Total proposed budget \$199,950. There is no bid deposit.

The third bid was opened, Corporation Counsel noted the third bid was from “AquaTech Engineering PC”. He did not see a proposed budget attached, nor a bid deposit.

That concludes the opening of the RFPs.

RESOLUTIONS APPROVING ORDINANCES:

Item No. 1 Authorizing the Mayor to enter into a Communications Consulting Contract with CauseWired Communications ("Contractor") - (July 1, 2022, through December 31, 2022) - (\$24,000.00, Expenditure Code A1210.405, (Contracted Outside Service).

On the Question: Comptroller Morton noted the contract is for 6 months, he is requesting clarity on the needs forth Mayor. This contract is approx. \$4,000 monthly. He is requesting clarity on the scope of work and justification for payment will be submitted.

Response: Chief Reed explained that the communication department provides services to the entire city. This consultant will assist the Mayor on the national stage, telling the story of Mount Vernon, and the work of the Mayor's office on a national level. Comptroller Morton asked if this is project based, deliverable based? How are we evaluating the payment of \$4,000 monthly? Chief Reed noted that payments would be based on hours and deliverables, with documentation presented to support the work done. Comptroller Morton noted that a contract was not attached and asked that the contract spell out the scope of responsibilities.

Ayes: Comptroller Morton, Council President Thompson

Nays: None

Item No. 2 **Granting permission to the Mayor to attend the National League of Cities 2nd Annual Mayoral Summit on Violence (Atlanta, GA from Monday, July 25th through Wednesday, July 27, 2022) - (\$1,250.00, Expenditure Code: A1210.402 (Travel Expenses), Office of the Mayor 22 Budget).**

On the Question: Comptroller Morton asked that Deputies, Commissioners and staff travelling be held to the standard of reporting back on the conferences they attend above and beyond normal trainings.

Response: Corporation Counsel and Clerk Walters will send the applicable statutes to staff who travel. Council President Thompson further asked that staff turnkey the information they learn.

Ayes: Comptroller Morton, Council President Thompson

Nays: None

Item No. 3 **Authorizing the Mayor to enter into an agreement with Khalid Davis to provide financial literacy for Step Up Summer Academy (contract period: July 7, 2022 - August 12, 2022. \$1,200.00, Budget Code A7336.405, Youth Bureau 2022 Budget).**

On the Question:

Response:

Ayes: Comptroller Morton, Council President Thompson

Nays: None

Item No. 4 **Authorizing the Mayor to enter into a contract with the Westchester / Putnam Workforce Development Board ("WPWDB") for the MVYB's Summer Youth Employment Program; acceptance of grant funding (\$94,720.00, retroactive to May 1, 2022, and concluding approximately September 30, 2022. Revenue Code A4790.6 for appropriations to be charged to Budget Code A6296.101 (Salaries), A6296.803 (Fringes), and A6296.458 (Miscellaneous Expenses)).**

On the Question: Comptroller Morton asked if the appropriations codes are attached to this Item, and confirmed they are ok.

Response:

Ayes: Comptroller Morton, Council President Thompson

Nays: None

Item No. 5 **HELD** Authorizing the Mayor to enter into a Service Agreement with Westchester County Executive; County Board of Legislators and the Westchester County Youth Bureau and accept funds in the amount of \$71,428.00 (January 1, 2022, through December 31, 2022. Revenue Code A2229.8 for appropriations to be charged to Budget Code A7319.458 (miscellaneous expenses)).

On the Question: Comptroller Morton noted that there is an issue with the Budget Codes. He further noted there will be a future training with Commissioners to reiterate what can, and cannot, come out of certain codes. Item will be held.

Response: Chief Reed spoke with the Commissioner of the Youth Bureau, who noted that the funds need to be expended before Dec. 31, 2022, and that the item can be returned so the correct budget codes can be applied. Council President Thompson noted the item will be held.

Ayes: Comptroller Morton, Council President Thompson

Nays: None

Item No. 6 Authorizing the Mayor to enter into a Service Agreement with Westchester County Youth Bureau and accept contracted funds (\$16,954.00, for the period July 1, 2022, through September 30, 2022. Revenue Code A2229.8 for appropriations to be charged to Budget Code A7312.101 (salary)).

On the Question:

Response:

Ayes: Comptroller Morton, Council President Thompson

Nays: None

Item No. 7 Authorizing the Mayor to renew its annual Service Agreement with Alpine Software Corporation Inc. (\$9,839.34 from Expenditure Code A3410.454, Fire Alarm Bureau - FY22 Budget \$14,000.00; July 1, 2022, through June 30, 2023).

On the Question: Council President Thompson noted a corrected reading of the expenditure code.

Response:

Ayes: Comptroller Morton, Council President Thompson

Nays: None

Item No. 8 **Authorizing the Comptroller to make payment to CityScape Consultants, Inc. in the amount of \$22,500.00 for review of wireless telecommunications applications (services rendered in 2019 - Expenditure Code A8020.405, Contracted Outside Services, including Comprehensive Plan).**

On the Question: Comptroller Morton noted that we should keep focused on the expiration dates of contracts, to ensure work doesn't continue outside of contracted terms. These are also recommendations noted in the NY State Comptroller report.

Response:

Ayes: Comptroller Morton, Council President Thompson

Nays: None

Item No. 9 **HELD Authorizing the transfer of funds within the Department of Assessment for overtime expenses (\$10,000.00 from Outside Contract A1355.405, Outside Contract & Services to Budget Code A1355.101, Salaries and Wages).**

On the Question: Comptroller Morton asked that it be held, and that the Assessor be directed to change the Budget Code. Overtime should come from a different code.

Response: Council President Thompson confirmed the Item will be held from the floor.

Ayes: Comptroller Morton, Council President Thompson

Nays: None

Item No. 10 **(SETTLEMENTS) Settling the claim of Christine White - \$950.00.**

On the Question: Council President Thompson noted that this was an accident with a city vehicle resulting in a \$950 payout.

Response: Corporation Counsel Johnson noted that his office will be monitoring all incidents and accidents. Comptroller Morton requested a meeting with Chief Reed regarding a mandatory training for anyone given permission to drive a city vehicle as well as a standard review of the status and condition of all city vehicles. Chief Reed agreed to conduct these trainings.

Ayes: Comptroller Morton, Council President Thompson

Nays: None

Item No. 11 **(SETTLEMENTS) Settling the claim of National Water Main Cleaning Co.-\$2,777.91**

On the Question: Council President Thompson noted this is the closure of a lingering item where the city failed to pay promptly.

Response:

Ayes: Comptroller Morton, Council President Thompson

Nays: None

Item No. 12 (SETTLEMENTS) Settling the claim of Al-Farid Salahuddin - \$190,000.00

On the Question: Corporation Counsel Johnson noted this is a federal lawsuit filed by a former employee who was suspended without pay. The City entered a motion to dismiss, and it was denied because the courts found there was no due process.

Response: Comptroller Morton emphasized that we deal with personnel matter within the confines of proper procedure and manage these issues expeditiously.

Ayes: Comptroller Morton, Council President Thompson

Nays: None

Item No. 13 (SETTLEMENTS) Settling the claim of CENTRALSQUARE TECHNOLOGIES, LLC. for unpaid invoices in the amount of \$500,168.00, which reflects unpaid invoices from October 1, 2018, through January 11, 2021, to be paid in three (3) installments based on the schedule shown below:

**\$125,168 on or before July 24, 2022;
\$125,000 on or before December 1, 2022; and
\$250,000 on or before March 1, 2023;**

On the Question: Corporation Counsel described the issued that led to the use of service without payment; the Corporation Counsel's office has worked with the vendor on this payment plan.

Response: Comptroller Morton noted we should not enter into contract without a clear payment plan, especially with multi-year contracts. This will impact the MVPD 2022-2023 budget because the costs are being paid in this budget year instead of when the debt was accrued.

Ayes: Comptroller Morton, Council President Thompson

Nays: None

Item No. 14 (REQUEST TO REJECT / RE-ADVERTISE BIDS) Requesting to re-advertise / extend for bids for "42 W. BROAD STREET - ADA IMPROVEMENTS, SIGNAL UPGRADES, AND PAVEMENT MARKING IMPROVEMENTS." (September 20, 2022)

On the Question:

Response:

Ayes: Comptroller Morton, Council President Thompson

Nays: None

Item No. 15 (TAX REVIEW SETTLEMENTS) Settling tax review proceedings - 23 Cortland Street, Mount Vernon, NY-\$22,291.84.

On the Question:

Response:

Ayes: Comptroller Morton, Council President Thompson

Nays: None

Item No. 16 (AMENDING AND FIXING THE SALARY) Mayor's Office (Director of Constituent Services)

On the Question: Comptroller Morton clarified this position was budgeted for in the 2022 budget. This is not an addition of a position nor addition of funding or expense. It was accounted for in the salary resolution under one classification of “exempt” but NYS Civil Service determines the classification of the position. We worked with the Mayor’s Office, Civil Service and HR on the process. Once the position was classified by Civil Service, it needed to be evaluated for salary and grade based on duties, and then returned to the BOE&C. Based on the internal and external evaluative review by HR, the position was classified as 13-A.

Response:

Ayes: Comptroller Morton, Council President Thompson

Nays: None

FURTHER BUSINESS:

Chief Reed noted there would be a workshop at the Doles Center for citizens and property owners impacted by sewer backup in their homes on Wednesday, July 20th. Comptroller Morton asked if an existing list of citizens and property owners impacted were contacted, Chief Reed confirmed that they were directly contacted via mail.

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, **Nays:** None

There being no further business, the meeting was adjourned at 5:30 p.m.

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