

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE
VILLAGE OF BRONXVILLE HELD JANUARY 8, 2024 AT 7:00PM
AT VILLAGE HALL, 200 PONDFIELD ROAD, BRONXVILLE, N.Y.**

PRESENT:	Mary C. Marvin	Mayor
	Robert S. Underhill	Deputy Mayor
	Helen Knapp	Trustee
	William Fredericks	Trustee
	Mary Taylor Behrens	Trustee
ALSO PRESENT:	James Staudt	Village Attorney
	James Palmer	Village Administrator
	Stephen Shallo	Assistant Village Administrator
	Lori Voss	Treasurer
	Chris Kurtz	Labor Attorney

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EXECUTIVE SESSION/WORK SESSION

At 5:35pm, on a motion by Trustee Knapp, seconded by Trustee Behrens, the Village Board unanimously convened a Work Session. On a motion by Deputy Mayor Underhill, seconded by Mayor Marvin, the Village Board unanimously convened an Executive Session to discuss police negotiations.

At 6:45pm, on a motion by Mayor Marvin, seconded by Deputy Mayor Underhill, the Village Board closed the Executive Session and re-entered the Work Session.

Justice Nordahl discussed the status of the Court System and a 2023 report highlighting efforts to consolidate local courts and the costs of a CAP – Centralized Arraignment Part.

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At 7:05pm, Mayor Marvin re-opened the Regular Meeting of the Board of Trustees.

MAYOR’S REPORT

Mayor Marvin gave a brief update on what she has been working on. She introduced Village Justices, William Primps and Natasha Nordahl. They presented their annual State of the Judiciary report. In addition to handling disputed parking violations, moving violations and all criminal misdemeanors the Justices are seeing an increase in the number of landlord-tenant matters involving past due rents in part, due to the expiration of the moratorium over restricted rents. This past year, the Justices have also presided over several felony and extradition matters as well as issued temporary restraining orders, often in off-hour settings in the early morning or evening. Justice Nordahl also presided over the Village’s first jury trial in over 30 years!

The Justices also summarized two important policy issues that are currently being discussed in Albany which if implemented, will have significant impacts on local courts. One proposal is to abolish Village and Town Courts throughout the State and substitute them with more centralized district courts. The second being the creation a Centralized Arraignment Part (CAP) to address the issue of after-hours arraignments when no prosecutor is available.

Mayor Marvin mentioned ECAP’s 36th annual Martin Luther King breakfast, which will be held at the Reformed Church on January 15th. The Rotary Club is donating \$3,000 toward the event with all proceeds going toward Westchester Community Opportunity Program (Westcorp).

She also sent out thoughts and prayers to the Morgan family due to recent tragic events.

ADMINISTRATOR’S REPORT

James Palmer, Village Administrator, gave a brief update on what he has been working on. He reminded the public that Village offices will be closed on Monday, January 15th for Martin Luther King Jr. Day. DPW will continue to pick up Christmas trees and Bronxville High School Earth Club has placed a bin in Village Hall for collecting broken holiday lights. Mr. Palmer also reminded residents and business owners to maintain abutting sidewalks clear of snow and ice.

APPROVAL OF MINUTES

On a motion by Mayor Marvin, seconded by Trustee Behrens, the Village Board unanimously approved the minutes of the following meetings:

- 1. Work Session
- 2. Regular Meeting of October 16, 2023

NEW BUSINESS

A. RESOLUTION – Appointing Budget Officer for 2024-25 Budget Season

On a motion by Deputy Mayor Underhill, seconded by Trustee Fredericks, the following resolution was unanimously approved:

WHEREAS, pursuant to Village Law, the Village of Bronxville is required to prepare an annual operating budget for the purposes of detailing the annual financial plan of the Village; and

WHEREAS, also pursuant to Village Law, the Budget Officer is responsible for preparing the budget document and to work closely with the chief fiscal officer and department heads to develop a realistic tentative budget and to present it to the Village Board of Trustees; and

WHEREAS, consistent with Village Law, Chapter 61 of the Code of the Village of Bronxville authorizes the Mayor and Village Board of Trustees to designate the Village Administrator as Budget Officer;

NOW THEREFORE, BE IT RESOLVED:

That the Mayor and Village Board of Trustees hereby designate the Village Administrator as Budget Officer for the 2024-25 fiscal year responsible for preparing the operating budget of the Village of Bronxville in accordance with Village Law.

B. RESOLUTION – Authorizing Assignment of Fund Balance to Capital Fund

On a motion by Trustee Behrens, seconded by Trustee Knapp, the following resolution was unanimously approved:

WHEREAS, the Village’s current annual debt service obligations total 12% of its operating expenditures; and

WHEREAS, the Village is mindful that its continued long-term capital needs may only further its annual debt service obligations; and

WHEREAS, the Village maintains a healthy unrestricted fund balance to mitigate current and future risks and to ensure stable tax rates; and

WHEREAS, due to conservative budgeting and strong non-property tax revenues received in the 2022-23 fiscal year the Village once again added to its unrestricted fund balance; and

WHEREAS, given the current level of unrestricted fund balance and the ongoing capital projects it’s prudent for the Village to assign a portion of its unrestricted fund balance to future capital needs in lieu of adding to the Village’s long-term debt;

NOW, THEREFORE, BE IT

RESOLVED that the Board of Trustees hereby authorize the Village Administrator and Treasurer to assign up to \$1,500,000 to future capital projects and to records all necessary transactions as required.

C. RESOLUTION – Authorizing 2023 SCAR Settlements

On a motion by Trustee Fredericks, seconded by Deputy Mayor Underhill, the following resolution was unanimously approved:

WHEREAS, Small Claims Assessment Review petitions having been filed by each property owner identified on the annexed schedules to this resolution, challenging real property tax assessments on the Village's 202 Final Assessment Rolls.

WHEREAS, petitioner's court challenges are now pending in the Supreme Court, Arbitration Division, Westchester County,

WHEREAS, the Village and the property owners have reached a mutually agreeable resolution;

NOW THEREFORE BE IT RESOLVED, that the Village Board hereby authorizes the Village Assessor to execute those proceedings marked “Settled” on behalf of the Village and School reducing the assessments to no less than the amounts shown on a schedule of decisions identified herein:

2023 SMALL CLAIMS PROCEEDINGS								
TYPE	ADDRESS	ORIG AV	REDUCED AV	REDUCTION	REFUND VILLAGE	REFUND SCHOOL	TOTAL	Year
Settled	2 Northway	\$2,750,000	\$2,550,000	\$200,000	\$717.48	\$2,818.38	\$3,535.86	2023
Settled	29 Locust Lane	\$2,200,000	\$2,175,000	\$25,000	\$87.63	\$352.17	\$439.80	2022
					\$805.11	\$3,170.55	\$3,975.66	

D. RESOLUTION – Authorizing Village Administrator to Execute an Agreement with Villa BXV Regarding Parking Spaces and Stormwater Maintenance

On a motion by Trustee Knapp, seconded by Trustee Behrens, the following resolution was unanimously approved:

WHEREAS, the Village has been in discussion with the Villa BX Condominium Board regarding:

- i) use by Villa BX of certain parking spaces in the Villa BX/Village parking garage (the "Parking Garage"),
- ii) cost sharing for certain parking garage stormwater facility maintenance, and
- iii) the mechanism for payment by the village for certain parking garage electricity charges which are the Village's responsibility, and

WHEREAS, a summary of the agreement the Village and Villa BX wish to enter into regarding these issues (the "Agreement"), is set forth in the December 7, 2023 Memorandum from Village Counsel James Staudt to Village Administrator James Palmer (the "Memorandum"), a copy of which is attached hereto.

NOW THEREFORE be it resolved as follows:

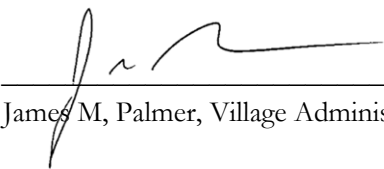
- 1. Village Counsel is directed to work with Administrator Palmer to draft the necessary documents and take all other usual related actions to effectuate the Agreement between the Village and Villa BX described in the Memorandum, and
- 2. Village Administrator Palmer is authorized to execute the above referenced documents on behalf of the Village and to take such other action as may be reasonably necessary to effectuate the Agreement described in the Memorandum.

TRUSTEE COMMENTS – No Comments

PUBLIC COMMENTS – No Comments

There being no further comments, Mayor Marvin closed the Board of Trustees meeting at 7:36pm on a motion by Trustee Behrens, seconded by Trustee Knapp.

The next Village Board of Trustees meeting will be Monday, February 12, 2024 at 7:00pm.


James M. Palmer, Village Administrator/Clerk