

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE
VILLAGE OF BRONXVILLE HELD DECEMBER 9, 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
	Mary Taylor Behrens	Trustee
ALSO PRESENT:	James Staudt	Village Attorney
	James Palmer	Village Administrator
	Stephen Shallo	Asst. Village Administrator
EXCUSED:	William Fredericks	Trustee

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WORK SESSION

At 6:30pm, on a motion by Deputy Mayor Underhill, seconded by Trustee Behrens, the Village Board unanimously convened the work session. The Village Administrator took the Village Board through the agenda. The Village Board agreed to hold an Executive Session on December 11th to conduct police officer interviews. The Administrator also announced that Assistant Village Administrator, Stephen Shallo accepted a position as Deputy Village Manager with the Village of Scarsdale and would be leaving the Village in mid-January. The Mayor mentioned that she would reach out to the Chamber about providing reflective vests for the delivery drivers on bikes. The Village Board requested an update on how much money was left from the Police Department Technology Grant.

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At 7:07pm, Mayor Marvin opened the Regular Meeting of the Board of Trustees.

MAYOR’S REPORT

Mayor Marvin gave a brief report on what she has been working on. Mayor Marvin provided an update to residents regarding the installation of bump outs in the business district, designed to help slow down traffic. The empty areas marked for these bump outs will feature plantings. All outdoor dining sheds have been taken down until April, and the Village has reclaimed more than a dozen parking spaces. As a reminder, residents are encouraged to shop locally this holiday season. The Village’s annual tree lighting event was a success, and Mayor Marvin also noted that the Menorah lighting will be held on December 26th at Leonard Morange Square on Parkway Road.

ADMINISTRATOR’S REPORT

Village Administrator, James Palmer, gave a brief report on what he has been working on. Mr. Palmer provided a follow-up, stating that all ongoing improvements in the Village are listed on the Village’s website under the Trustees page. He also reminded the public to check the Village’s calendar for Village Hall holiday hours. Additionally, the Village’s gas-powered leaf blower ban is now in effect, running from December 15th to March 15th. Mr. Palmer also announced that the Board of Trustees will hold an Executive Session on Wednesday, December 11th, at 9 a.m. at Village Hall.

Mayor Marvin reminded Village residents that the Fire Board of Commissioners will hold their annual election tomorrow from 2 p.m. to 9 p.m. at Village Hall. She also shared that George McKinnis and Vito Pinto will be inducted into the Westchester County Senior Hall of Fame.

APPROVAL OF MINUTES

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

- 1. Executive/Work Session of November 12, 2024
- 2. Regular Meeting of November 12, 2024

NEW BUSINESS

A. RESOLUTION – Authorization of Security Camera Purchase using NYS Technology Grant

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

WHEREAS, on June 10, 2024 the Board of Trustees accepted a New York State LTECH grant to fund surveillance cameras, license plate readers (LPR), and unmanned aerial vehicles, and

WHEREAS, the Village would like to purchase a security camera network covering Kraft Avenue at Cedar, Kraft Avenue Lot, and the West Side Traffic Circle, and

WHEREAS, Day Automation quoted the Village of Bronxville \$12,033.15 for a security camera system partially under NYS OGS contract PT-68783,

NOW, THEREFORE, BE IT

RESOLVED that the Board of Trustees hereby authorize the Village Administrator, Treasurer and Police Chief to purchase the security camera network from Day Automation, and

BE IT FURTHER RESOLVED that the Village fund this project with proceeds from the LTech grant, and

BE IT FURTHER RESOLVED that the BOT authorize the Village Administrator and the Village Treasurer record all necessary transactions as required.

B. RESOLUTION – Adoption of 2025 Calendar for Trustees Regular Meeting Schedule

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

2025 Board of Trustees meeting calendar will be as follows:

Monday, January 13, 2025

Monday, February 10, 2025

Monday, March 10, 2025

Monday, April 14, 2025

Monday, May 12, 2025

Monday, June 9, 2025

Monday July 14 2025

Monday, September 8, 2025

Tuesday, October 14, 2025

Monday, November 10, 2025

Monday, December 8, 2025

C. RESOLUTION – Authorization of Appointment of Derek Smith to the DPW

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

WHEREAS, there exists an opening for the full time position of Laborer with the Department of Public Works;

NOW THEREFORE, BE IT RESOLVED: That the Village Board of Trustees authorize the appointment of Derek Smith to the position of Laborer with the Department of Public Works at a starting salary of \$72,176 in accordance with the current agreement between the Village of Bronxville and the International Brotherhood of Teamsters, Local 456, I.B.T.

D. RESOLUTION – Adoption of Erosion and Sediment Control and Stormwater Management Policy

On a motion by Mayor Marvin, seconded by Trustee Kanpp, the following resolution was unanimously approved:

WHEREAS, the Village is a permitted operator of a municipal separate stormwater sewer system (MS4); and

WHEREAS; the Village is proactive in its efforts to manage, maintain and improve our stormwater conveyance systems; and

WHEREAS, NYS Dept. of Environmental Conservation (NYSDEC) manages stormwater compliance; and

WHEREAS, NYSDEC has determined that uncontrolled runoff and drainage associated with land development may impact the health, safety, and welfare of our community; and

WHEREAS, it is understood that regulations for land development activities and site design will assist in mitigating the adverse effects of erosion and sedimentation; and

WHEREAS, erosion and sediment control is not required unless a project results in over one (1) acre of land disturbance. Similarly, stormwater drainage practices to mitigate runoff are not required unless a project results in over five (5) acres of land disturbance; and

WHEREAS, a majority of parcels within the Village are less than one (1) acre;

NOW, THEREFORE, BE IT RESOLVED in consideration of the need for strengthened stormwater mitigation measures to further mitigate impacts to the health, safety, and welfare of our community, the Village hereby adopts a new stormwater management policy which is more stringent than NYSDEC’s requirements.

BE IT FURTHER RESOLVED the details and specific requirements for Bronxville’s erosion and sediment control, and stormwater management policy are attached herein.

BE IT FURTHER RESOLVED that the Village Board directs the Village Administrator to update the Village Code as may be necessary.

E. RESOLUTION – Adoption of Fund Balance Policy

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

WHEREAS, the maintenance of a fund balance is essential to the preservation of the financial integrity of the Village and is fiscally advantageous for both the Village and the taxpayer, and

WHEREAS, the Office of the New York State Comptroller and Government Finance Officers Association (GFOA) recommend that local governments establish a policy to maintain reasonable levels of unexpended surplus funds in their General Fund to hedge against unanticipated expenditures and/or revenue shortfalls, and

WHEREAS, the formation of a fund balance policy will help enable the Village to provide sufficient cash flow for daily financial needs, secure and maintain investment grade bond ratings, offset significant economic downturns or revenue shortfalls, and provide funds for unforeseen expenditures related to emergencies,

NOW, THEREFORE, BE IT

RESOLVED that the Board of Trustees hereby adopt the Fund Balance Policy attached hereto and authorize the Village Administrator and Treasurer to achieve and maintain an unassigned fund balance in the general fund at fiscal yearend of not less than 25% of subsequent year budgeted expenditures, and

BE IT FURTHER RESOLVED that at the discretion of the Village Board of Trustees a portion of the unassigned fund balance per year may be assigned, committed, or set aside in a tax stabilization reserve fund or other classification authorized by the New York State Comptroller to help mitigate current and future risks and to assist with stabilizing future tax rate increases, and

BE IT FURTHER RESOLVED, that given the Village’s current unassigned fund balance, for the fiscal year ending May 31, 2025, the Board of Trustees authorizes the following unassigned general fund balances to be assigned as follows:

Unassigned Fund Balance Transfer to	Amount
Tax Stabilization Reserve per GML Section 6-e	\$600,000
Assigned for Future Capital Projects	\$1,000,000
Assigned for Future Pension Liability	\$200,000
Assigned for Future Health Insurance Liability	\$200,000

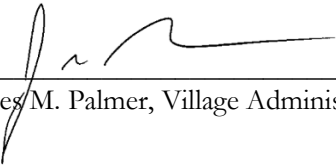
BE IT FURTHER RESOLVED that the Board of Trustees authorize the Village Administrator and the Village Treasurer record all necessary transactions as required.

TRUSTEE COMMENTS – NONE

PUBLIC COMMENTS – NONE

There being no further comments, Mayor Marvin adjourned the Regular Meeting of the Board of Trustees at 7:40pm on a motion by Deputy Mayor Underhill, seconded by Trustee Behrens.

The next regularly scheduled Village Board of Trustees meeting will be Monday, January 13, 2025 at 7:00pm.



James M. Palmer, Village Administrator/Clerk