

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE
VILLAGE OF BRONXVILLE HELD SEPTEMBER 8, 2025 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:	Kevin Staudt	Village Attorney
	James Palmer	Village Administrator
	Thomas Morzello	Assistant Village Administrator

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WORK SESSION

At 5:00pm, on a motion by Trustee Behrens, seconded by Deputy Mayor Underhill, the Village Board unanimously convened the Work Session.

At 5:01pm on a motion by Deputy Mayor Underhill, seconded by Trustee Fredericks the Village Board unanimously agreed to go into Executive Session for the purposes of interviewing a candidate for the position of Police Officer to fill the vacancy created by the resignation of Officer Kaul.

At 6:00pm, on a motion by Trustee Knapp, seconded by Trustee Behrens, the Village Board unanimously agreed to close the Executive Session and re-open the Work Session. The Village Administrator took the Village Board through the agenda. The Village Administrator also updated The Board on the status of the Milburn retaining wall.

The Village Board agreed to increase the Police Chiefs salary for the 2025-26 fiscal year.

Trustee Fredericks updated the Village Board on the Right of Way Tree Planting Program.

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At 7:00pm, Mayor Mary Marvin opened the Regular Meeting of the Board of Trustees.

MAYOR’S REPORT

Senator Shelley Mayer thanked the Village Board for inviting her. She updated the Board on the Senate’s last legislative session. Senator Mayer applauded the Village Board for joining with other Westchester communities to challenge Con Edison’s proposed utility rate increases. The Mayor thanked Senator Mayer for her relentless efforts to enable one of our police officers to sit for the sergeant’s exam. Mayor Marvin also thanked her for her continuous financial support for various capital projects.

Mayor Marvin deviated from the agenda:

Carol Upshur, a member of the Green Committee, has resigned due to her move out of the Village. In her farewell speech, she expressed her gratitude to the Board for their continued support. The Village is on the brink of achieving silver status in the Climate Smart initiative. Trustee Knapp also extended his thanks to Carol for her significant contributions to the Village's progress.

Village Administrator James Palmer introduced Nicolette Vataj our summer intern student from Sarah Lawrence College. Nicolette has assisted the Village with its Climate Smart Community initiatives.

Mayor Mary Marvin gave a brief description on what she has been working on. It’s been a busy summer, with many pedestrian and vehicular improvements made downtown, inclusive of landscaping and the addition of new trees and planters. Our meetings are now livestreamed on YouTube. We’ve also received approval from Metro North to plant new trees on the south bound platform. A big thank you to all the garden groups and the Village DPW for their efforts in creating the beautiful flowers and plantings around the Village this summer.

There are many events happening this September! On September 11, Eastchester Town Hall will hold a 9/11 ceremony starting at 8:35 AM. On September 18, join us for the final summer concert of the season at Park Place,

hosted by Pete's Tavern. On September 19, there will be a Friendraiser at Kraft to support the Picture House—tickets are still available. Finally, don't miss our sidewalk sale on September 26 and 27—come out and support your local businesses!

Deputy Mayor Underhill thanked Jim Palmer for all the hard work he, DPW team and the volunteers did over the summer.

ADMINISTRATOR’S REPORT

Village Administrator, James Palmer, gave a brief report on what he has been working on. Jim Palmer shared that the DPW team has a dedicated staff member who waters all the plantings throughout the Village. The BBC, Working Gardeners, and other volunteer groups have been actively maintaining the flowerbeds. Currently, our new Village Engineer Ashaki Jacquet is working on pedestrian and traffic design improvements at the intersection of Meadow Ave and Pondfield Rd. She is also submitting an application to Westchester County for partial funding. Additionally, Village Board meetings are now livestreamed on YouTube, thanks to Assistant Village Administrator Thomas Morzello.

APPROVAL OF MINUTES

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

- 1. Executive/Work Session/Regular Meeting of July 21, 2025

Mayor Marvin took to public comment before the Board proceeded to the agenda items.

Philip von Mehren, a Village resident and member of Friends of Bronxville Elections, requested the Board's support for a petition to move the Village elections from March to November.

Steve Krause, a resident of 8 Vine Street, raised concerns about traffic safety, particularly the risk posed by cars parking too close to driveways. Trustee Fredericks acknowledged the safety issue and confirmed that the Board is working on a solution.

Lisa Kahraman, a resident of 1 Sherman Ave, expressed her appreciation to the Board for the recent downtown modifications and bump-outs. She noted that the streets feel safer due to these changes.

Trustee Fredericks inquired with Village Administrator Jim Palmer about the timeline for restriping the faded crosswalks. Jim explained that the process is underway, with a significant amount of work left to complete.

Trustee Knapp asked for updates on the status of the crosswalk at Route 22 and Pondfield Rd. Jim Palmer responded that the project is still in the design phase, with a projected start date at the end of 2026.

NEW BUSINESS

A. RESOLUTION – Approving an Intermunicipal Agreement with Westchester County for EV Charging Stations

On motion of Trustee Knapp, seconded by Trustee Fredericks, the following resolution was unanimously approved:

WHEREAS, the Village of Bronxville desires to participate in Westchester County’s Electric Vehicle (EV) Charging Station Program pursuant to the Intermunicipal Agreement dated July 21, 2025; and

WHEREAS, the program provides financial assistance for the design, purchase, and installation of EV charging stations on municipally owned property; and

WHEREAS, the Village has been awarded funding in the amount of \$71,870.23 to support the installation of four charging stations at the Cedar Street parking lot, as identified in Schedule B of the Agreement; and

WHEREAS, the County’s contribution will be matched in part by additional incentives from Con Edison through its PowerReady Program, reducing the Village’s share of costs; and

WHEREAS, participation in this program furthers the Village’s sustainability goals by promoting clean transportation options and reducing greenhouse gas emissions in alignment with our Climate Smart Communities commitment;

NOW, THEREFORE, BE IT

RESOLVED, that the Village Administrator is hereby authorized and directed to execute the Intermunicipal Agreement with Westchester County for EV Charging Stations in substantially the same form as attached hereto, and is further authorized to undertake any administrative acts required under its terms.

B. RESOLUTION – Authorizing the Issuance of Parts 2 And 3 of the EAF and Confirming No Significant Adverse Environmental Impacts for the Crawford Street Drainage Improvements Project, Contract VM 2025-2

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

WHEREAS, the Village of Bronxville worked with the Town of Eastchester to develop a comprehensive plan to capture, detain, and convey stormwater, consisting of headwalls, drainage structures, and detention areas within the Crawford Drainage Basin to mitigate flooding, and

WHEREAS, the project is subject to the State Environmental Quality Review Act (SEQRA) regulations and the Village issued Part 1 of the Short Environmental Assessment Form (EAF), determined the project to be an Unlisted Action and on July 21, 2025 declared itself Lead Agency in its coordination request to involved agencies, and

WHEREAS, the Village, as Lead Agency, has coordinated with involved agencies, including the Town of Eastchester, and has completed Parts 2 and 3 of the Short Environmental Assessment Form to evaluate potential environmental impacts of the project; and

NOW, THEREFORE, BE IT

RESOLVED, that the Village of Bronxville, as Lead Agency under SEQRA, hereby issues Parts 2 and 3 of the Short Environmental Assessment Form for the Crawford Street Drainage Improvements Project Phase I; and be it further

RESOLVED, that the Village confirms, based on the completed EAF, that the project will not result in any significant adverse environmental impacts and issues a Negative Declaration under SEQRA; and be it further

RESOLVED, that the Village will maintain a file containing the Negative Declaration readily accessible to the public, as required by SEQRA regulations.

C. RESOLUTION – Authorizing Purchase and Finance of Tennis Court Water Fountain

On motion of Mayor Marvin, seconded by Deputy Mayor Underhill, the following resolution was unanimously approved:

WHEREAS, the existing tennis court water fountain is no longer operational, and

WHEREAS, a new water fountain, purchased from Grainger under NYS contract PC69879, would cost \$5,400,

NOW, THEREFORE, BE IT

RESOLVED that the Board of Trustees hereby authorizes the purchase of a new water fountain from Grainger, and

BE IT FURTHER RESOLVED that to fund this purchase, the Board of Trustees authorizes the use of general fund unassigned fund balance transferred to the capital fund, and

BE IT FURTHER RESOLVED that the old water fountain be retired as surplus equipment, and

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

D. RESOLUTION – Authorizing Purchase and Funding of Police Department Work Station

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

WHEREAS, the existing police furniture has not been updated in over 15 years, and

WHEREAS, a new police work station purchased from Waldners Business Environments under NYS contract PC70281, would cost \$5,200,

NOW, THEREFORE, BE IT

RESOLVED that the Board of Trustees hereby authorizes the purchase of a new police work station from Waldners Business Environments, and

BE IT FURTHER RESOLVED that to fund this purchase, the Board of Trustees authorizes the use of general fund unassigned fund balance transferred to the capital fund, and

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

E. RESOLUTION – Authorizing Purchase and Finance of Cable Network AV Equipment

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

WHEREAS, the existing cable network audio equipment in the Village Hall Trustee room is antiquated and marginally functional, and

WHEREAS, audio equipment including installation, training, and tech support is available from Metro Sound Pros, Inc. for \$7,850.00,

NOW, THEREFORE, BE IT

RESOLVED that the Board of Trustees hereby authorizes the purchase of new audio equipment in the Trustee Room, and

BE IT FURTHER RESOLVED that to fund this purchase, the Board of Trustees authorizes the use of PEG grants received from Cable Vision, and

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

F. RESOLUTION – Authorizing Village Hall New Software Village Wide

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

WHEREAS, Village wide, the Microsoft software is nearing the end of its useful life, and

WHEREAS, the replacement of this software with Microsoft Office 2024 is required, and

WHEREAS, to purchase these four year licenses for 70 Village wide computers, under CDWG GSA contract will cost \$25,083.10, and

NOW, THEREFORE, BE IT

RESOLVED that the Board of Trustees hereby authorizes the Village to purchase new Microsoft licenses for Village computers, and

BE IT FURTHER RESOLVED that funds for this project will be paid from General Fund unassigned fund balance transfer to the Capital Fund, and

BE IT FURTHER RESOLVED that the Board of Trustees authorizes the Village Administrator and Village Treasurer to sign all documents and record all transactions necessary to execute this resolution.

G. RESOLUTION – Authorizing the Retainment of Elite Racquet Solutions for Management of the Village Tennis and Racquet Courts

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

WHEREAS, the Village of Bronxville recognizes the importance of providing quality recreational services to residents and guests through the operation of its tennis and platform tennis courts; and

WHEREAS, a vacancy now exists in the position of Director of Racquets, creating a need for continued professional management of court operations, instructional programming, and related services; and

WHEREAS, Elite Racquet Solutions has submitted a proposal to the Village of Bronxville to manage racquet operations, including tennis, pickleball, and platform tennis, providing professional staffing, instructional services, event programming, reservation system oversight, and facility coordination; and

WHEREAS, Elite Racquet Solutions is already familiar to Bronxville through their work with the Bronxville Adult School and Concordia College, and further distinguished by their successful management of Pleasantville’s tennis program where they earned positive referrals for their professionalism and programming; and

WHEREAS, the Board of Trustees has determined that engaging Elite Racquet Solutions will ensure continuity of service, enhance recreational offerings, and provide for effective management of the Village’s racquet facilities;

NOW, THEREFORE, BE IT

RESOLVED, that the Board of Trustees of the Village of Bronxville hereby authorizes the Village Administrator to enter into an agreement with Elite Racquet Solutions for the management of the Village’s tennis and platform tennis courts for an amount not to exceed Thirty-Six Thousand Dollars (\$36,000); and be it further

RESOLVED, that the agreement shall define the scope of services, responsibilities, and reporting obligations of Elite Racquet Solutions; and be it further

RESOLVED, that the Board of Trustees authorizes the Village Administrator and Village Treasurer to sign all documents and record all transactions necessary to execute this resolution.

H. RESOLUTION – Authorizing General Fund Transfer to Capital Fund at 05-31-25

On a motion by Trustee Fredericks, seconded by Trustee Behrens, 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 help reduce reliance on future debt service, and mitigate current and future risks and to ensure stable tax rates; and

WHEREAS, the Village’s fund balance policy allows for the use of fund balance surplus for one-time expenditures that are not re-occurring in nature, and

WHEREAS, to fund the \$318,079.62 unfunded balance of capital projects based on analysis at May 31, 2025,

NOW, THEREFORE, BE IT

RESOLVED that the Board of Trustees hereby authorize the Village Administrator and Treasurer to transfer \$318,079.62 from general fund unassigned fund balance to the capital fund and to record all necessary transactions as required.

I. RESOLUTION – Authorizing Closeout of Various Completed Capital Projects

On motion of Mayor Marvin, seconded by Trustee Knapp, the following resolution was unanimously approved:

WHEREAS, the attached list of capital projects has been successfully completed by the Village, and

WHEREAS, there is no fund balance remaining in these capital projects at May 31, 2025,

NOW, THEREFORE, BE IT

RESOLVED that the Board of Trustees hereby authorizes these capital projects to be closed, effective May 31, 2025, and

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

J. RESOLUTION – Authorizing Appointment of Police Lieutenant

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

WHEREAS, there exists an opening for the full time position of Police Lieutenant with the Village of Bronxville;

NOW THEREFORE, BE IT RESOLVED:

That the Village Board of Trustees appoint Michael Lewis to the position of Lieutenant effective September 24, 2025.

ADDED AGENDA ITEM

K. RESOLUTION – Appointment of Police Officer Giovanni Leo

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

WHEREAS, there exists an opening for the full time position of Police Officer with the Village of Bronxville;

NOW THEREFORE, BE IT RESOLVED:

That the Village Board of Trustees appoint Giovanni Leo of Tuckahoe NY to the position of Police Officer at the second year Police Officer’s salary effective Wednesday, October 8, 2025 or other earliest possible date upon approval by Westchester County Human Resources.

(OLD RESOLUTION K)

L. RESOLUTION – Authorizing BAN Issuance to Pay for Library Boiler Replacement

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

WHEREAS, the Bronxville Public Library’s boiler has exceeded its useful life, and

WHEREAS, on December 12, 2024, the Bronxville Public Library Board of Trustees authorized the existing boiler replacement with a natural gas powered boiler, and

WHEREAS, the Village of Bronxville Board of Trustees on January 13, 2025, authorized this capital project for \$250,000, and further approved OLA to provide design and bid services for \$49,700, and

WHEREAS, on May 12, 2025 the Bronxville Board of Trustees awarded the construction project to Grundman Mechanical Systems for \$373,600, and

WHEREAS, the Bronxville Public Library is anticipating applying for a \$100,000 DASNY grant to help pay for this project, and

WHEREAS, to meet grant CREST grant filing requirements we are required to specify that future debt service is a bond anticipation note,

NOW, THEREFORE, BE IT

RESOLVED that the Board of Trustees will fund this project using a \$273,000 bond anticipation note, and

BE IT FURTHER RESOLVED that any additional funding required net of DASNY proceeds and a \$273,000 bond anticipation note will be paid from Bronxville Public Library assigned fund balance transfer to the capital fund, and

BE IT FURTHER RESOLVED that the Board of Trustees authorizes the Village Administrator and Village Treasurer to sign all documents and record all transactions necessary to execute this resolution.

ADDED AGENDA ITEMS

M. RESOLUTION – Demonstrating Commitment to Work Cooperatively with Westchester County for the Meadow Avenue Intersection and Pathway Improvement Project

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

WHEREAS, the Village of Bronxville (the "Village") is applying for funding from the Westchester County Complete Streets Program for the Meadow Avenue Intersection and Pathway Improvement Project (the "Project"), which involves enhancements at the intersection of Meadow Avenue and Pondfield Road and along Meadow Avenue to Garden Avenue to improve pedestrian safety and traffic calming; and

WHEREAS, the Project will require coordination with Westchester County (the "County") for funding, design, engineering, construction, and management, as well as potential involvement with other municipalities or entities in the area; and

WHEREAS, successful implementation of the Project benefits from cooperative efforts to ensure compliance with all applicable laws, efficient use of resources, and alignment with regional transportation goals; and

NOW, THEREFORE, BE IT

RESOLVED, that the Village of Bronxville hereby commits to working cooperatively with Westchester County and any other relevant municipalities or entities within the Project area to advance the Project, including but not limited to sharing information, and coordinating permits.

N. RESOLUTION – Demonstrating Financial Commitment to the Meadow Avenue Intersection and Pathway Improvement Project

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

WHEREAS, the Village of Bronxville (the "Village") seeks to improve pedestrian safety and traffic flow through the Meadow Avenue Intersection and Pathway Improvement (the "Project"), which entails installing

curb extensions or bulb-outs at the Meadow Avenue and Pondfield Road intersection, as well as enhancements along Meadow Avenue from Pondfield Road to Garden Avenue, including new sidewalks, curbing, and realigned crosswalks; and

WHEREAS, the Project is part of a road diet strategy aimed at enhancing pedestrian safety through roadway narrowing, reduced crossing distances, and traffic calming measures; and

WHEREAS, the Village intends to apply for funding from the Westchester County Complete Streets Program, requesting funds in accordance with program guidelines, which, if awarded, will cover 100% of the Design/Engineering costs and up to 50% of the Construction and Management costs, with the Design/Engineering costs deducted from the County's 50% contribution to Construction and Management, in accordance with program guidelines; and

NOW, THEREFORE, BE IT

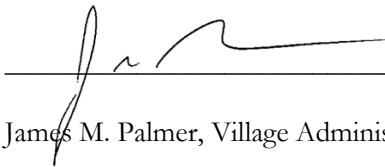
RESOLVED, that, if the funding is awarded, the Village hereby commits funds from its general fund as the local match for the Project, ensuring at least 50% municipal contribution as required.

TRUSTEE COMMENTS – None

PUBLIC COMMENTS – None

There being no further comments, Mayor Marvin adjourned the Regular Meeting of the Board of Trustee at 8:61pm on a motion by Trustee Behrens, seconded by Trustee Knapp.

The next regularly scheduled Village Board of Trustees meeting will be Tuesday, October 14, 2025 at 7:00pm.



James M. Palmer, Village Administrator