



**City Council Agenda
1st Floor Council Conference Room, City Hall
City of New Rochelle
Committee of the Whole
Wednesday, October 15, 2025
3:45 PM**

Call to Order

Presentation(s)

1. PRESENTATION BY CITY OF NEW ROCHELLE COMMUNICATIONS OFFICE

Agenda Review

Commendation(s)

Public Hearing(s) This Evening

2. PROPOSED AMENDMENT TO CHAPTER 331 ZONING CODE RE: SMOKE SHOPS - Ordinance amending Section 331-115.6 Smoke Shops of Chapter 331, Zoning, of the Code of the City of New Rochelle. (Intro. 09/09/25; Public Hearing 10/15/25).
3. A LOCAL LAW, INTRO. NO. 5, RE: VACANT STOREFRONT REGISTRY PROGRAM – A Local Law, Intro. No. 5, amending Section 250-2, Vacant premises, of Chapter 250, Property Maintenance, and Section 133-1, Enumeration of Fees, of Chapter 133, Fees, of the Code of the City of New Rochelle, to establish a Vacant Storefront Registry (Intro 9/9/25; Public Hearing 10/15/25)
4. PROPOSED LOCAL LAW, INTRO. NO. 6, RE: GOOD CAUSE EVICTION – A Local Law Opting In to and Adopting Article 6-A of New York State Real Property Law (Good Cause Eviction Law) by Adding Chapter 132 to the Code of the City of New Rochelle (Intro. 09/16/2025; Public Hearing 10/15/2025)

Department of Buildings

Law Department

Department of Finance

5. PROPOSED REAPPOINTMENT TO THE BOARD OF ASSESSMENT REVIEW – Resolution reappointing Clarence Stanley Jr. to the Board of Assessment Review

Department of Public Works

6. PROPOSED PARKING REGULATION CHANGE (MAIN STREET AND CHURCH STREET) -

Ordinance amending Section 312-83, Schedule XII: Parking Prohibited At All Times, of Chapter 312, Vehicles and Traffic, of the Code of the City of New Rochelle (Main Street and Church Street).

7. PROPOSED PARKING REGULATION CHANGE (CEDAR STREET) - Ordinance amending Section 312-87, Schedule XVI: No Stopping or Standing, of Chapter 312, Vehicles and Traffic, of the Code of The City of New Rochelle (Cedar Street).

Department of Parks and Recreation

8. PROPOSED APPLICATION FOR NEW YORK STATE OFFICE OF PARKS, RECREATION, AND HISTORIC PRESERVATION BUILDING INFRASTRUCTURE GRANT (BIG) PROGRAM - Resolution authorizing the City Manager to submit an application and necessary documentation for New York State Office of Parks, Recreation and Historic Preservation Building Infrastructure Grant (BIG) program to support improvements at the New Rochelle Municipal Marina.

Police Department

9. PROPOSED ACCEPTANCE OF THE GOVERNOR'S TRAFFIC SAFETY COMMITTEE GRANT AWARD - Ordinance accepting a Grant in the amount of \$20,160 from the Governor's Traffic Safety Committee, amending Ordinance No. 212 of 2024, the Budget of the City of New Rochelle for 2025, and appropriating funds therefor (Police Department).

Fire Department

Department of Human Resources

City Manager

10. PROPOSED AMENDMENT TO THE 2025 BUDGET RE: ECONOMIC MOBILITY LEADERSHIP INSTITUTE (EMLI) MINI-COHORT GRANT PROGRAM ACCEPTANCE — Ordinance accepting the EMLI Mini-Cohort Grant in the amount of \$5,000, and amending Ordinance No. 212 of 2024, the Budget of the City of New Rochelle for 2025 (Sponsored by Mayor Yadira Ramos-Herbert)

Department of Development

11. PROPOSED APPLICATION FOR NEW YORK STATE OFFICE OF PARKS, RECREATION, AND HISTORIC PRESERVATION CERTIFIED LOCAL GOVERNMENT (CLG) PROGRAM - Resolution authorizing City Manager to submit an application and necessary documentation for New York State Office of Parks, Recreation and Historic Preservation CLG Program to support the preparation of updated historic design guidelines.

City Council

Supplemental Item(s)

Unfinished Business

New Business

October Regular Legislative Meeting, Tuesday, October 21, 2025, at 6:15 P.M.; November Committee of the Whole Session, WEDNESDAY, November 12, 2025, at 3:45 P.M.; November Regular Legislative Meeting, Tuesday, November 18, 2025, at 4:00 P.M. (EARLY START).

Discussion Item(s)

Executive Session

Public Hearings 7:00 PM

(See List Above)

Citizens to Be Heard

Adjournment

RESOLUTION NUMBER:

Item # 1.

City of New Rochelle
City Manager

MEMORANDUM

To: City Council
Thru: Wilfredo Melendez, City Manager
Date: October 15, 2025
From: Wilfredo Melendez, City Manager
Subject: PRESENTATION BY CITY OF NEW ROCHELLE COMMUNICATIONS
OFFICE

Presentation by John Jones, Director, Communications Office
John Jones, Director of Communications, reviewed his role as Director of Communications, changes in media landscape, his team, their role, responsibilities and goals, followed by a brief question and answer period. (See attached).

Attachments:

None

City of New Rochelle
Buildings

MEMORANDUM

To: City Council

Thru: Wilfredo Melendez, City Manager

Date: October 15, 2025

From: Paul Vacca, Buildings Commissioner

Subject: PROPOSED AMENDMENT TO CHAPTER 331 ZONING CODE RE:
SMOKE SHOPS - Ordinance amending Section 331-115.6 Smoke Shops of
Chapter 331, Zoning, of the Code of the City of New Rochelle. (Intro. 09/09/25;
Public Hearing 10/15/25).

Background: BACKGROUND:

On March 31, 2021, New York State legalized adult-use cannabis (also known as marijuana, or recreational marijuana) by passing the Marijuana Regulation & Taxation Act (MRTA). Under this legislation, the Office of Cannabis Management (OCM), a new state agency, was established. Cities, towns, and villages had the option of opting-out of allowing adult-use cannabis retail dispensaries or on-site consumption licenses from locating within their jurisdictions. Opt-out was required by December 31, 2021. The City of New Rochelle did not opt-out.

On January 21, 2025, the City Council adopted Ordinance No. 2025-19, which amended Chapter 331, Zoning, of the Code of the City of New Rochelle regarding tobacco smoke shops, adult-use cannabis dispensaries and adult-use cannabis consumption lounges. The adopted legislation allowed for the following:

- Tobacco smoke shops, by special permit;
- OCM licensed cannabis dispensaries in most zones that allow retail;
- Distancing requirements similar to those prescribed by OCM; and,
- Hours of operation linked to hours prescribed for liquor stores and bars by the New York State Liquor Authority.

ISSUE:

The Office of Cannabis Management (OCM) has conducted a thorough review of agency

practices and decision-making protocol(s) to ensure compliance with mandates of the Marijuana Regulation and Taxation Act (MRTA). OCM recently identified that the process by which the agency has been assessing adult-use retail dispensary location distance requirements relative to schools, first established in 2022, is not consistent with Cannabis Law § 72 (6). Under the original process, OCM measured the 500-foot proximity in a straight line from the center of the nearest school entrance to the center of the dispensary's main entrance—only considering entrances regularly used by patrons. In addition, this rule applied only when the dispensary and school were located on the same street or road. The revised standard requires the licensee to measure a straight line from the dispensary entrance to the nearest point on the school property line — regardless of whether they are on the same road. This new and broader interpretation significantly expands the areas considered off-limits.

In order to more closely align with the OCM procedures regarding the calculation of distances in relation to distancing requirements, Staff is recommending that Section 331-115.6(B) be revised from "all distancing measurements shall be from primary entrance to primary entrance as per the New York State Office of Cannabis Management" to "all distancing measurements shall be calculated in accordance with the procedures set forth by the New York State Office of Cannabis Management"

RECOMMENDATION:

Staff recommends that City Council take the following actions:

1. Direct that a Public Hearing be scheduled for October 15, 2025 regarding the proposed zoning code amendment, as noted above and pursuant to the regulations set forth in Section 331-146, and refer same to the Planning Board and the Westchester County Planning Board;
2. Declare itself Lead Agency for the purposes of an environmental review pursuant to the State Environmental Quality Review Act (SEQRA). A Short Environmental Assessment Form (SEAF) is attached; and,
3. Approve the zoning amendment pending the outcome of the Public Hearing and responses from the City's Planning Board, and the Westchester County Planning Board.

Attachments:

1. SEAF

RESOLUTION NUMBER:
MEETING DATE: October 15, 2025

Item # 2.

LEGISLATION

ORDINANCE AMENDING SECTION 331-115.6,
SMOKE SHOPS, OF CHAPTER 331, ZONING,
OF THE CODE OF THE CITY OF
NEW ROCHELLE.

WHEREAS, on March 31, 2021, New York State legalized adult-use cannabis (also known as marijuana or recreational marijuana) by passing the Marijuana Regulation & Taxation Act (MRTA); and

WHEREAS, on January 21, 2025, the City Council adopted Ordinance No. 2025-19, which amended Chapter 331, Zoning, of the Code of the City of New Rochelle regarding tobacco smoke shops, adult-use cannabis dispensaries and adult-use cannabis consumption lounges; and

WHEREAS, OCM recently identified that the process by which the agency has been assessing adult-use retail dispensary location distance requirements relative to schools, first established in 2022, is not consistent with Cannabis Law § 72 (6); and,

WHEREAS, in order to more closely align with the OCM procedures regarding the calculation of distances in relation to distancing requirements, Staff is recommending that the Code of the City of New Rochelle be amended; now therefore,

BE IT ORDAINED, by the City of the City of New Rochelle:

Section 1. The Code of the City of New Rochelle, Section 331-115.6 Smoke Shops, of Chapter 331, Zoning, is hereby amended as follows:

§331-115.6 Smoke Shops

A retailer that sells tobacco products must secure a retail dealer and vending machine registration under New York Tax Law, Section 480-a.13. To sell vapor products, a retailer must secure a vapor products dealer certificate of registration under New York Tax Law Section 1183.14. To sell tobacco products and vapor products, a retailer must secure both registrations, which are issued by the New York State Department of Taxation and Finance.

* * *

B. All distancing measurements shall be [from primary entrance to primary entrance as per New York State Office of Cannabis Management] calculated in accordance with the procedures set forth by the New York State Office of Cannabis Management.

Matters underlined added.

Matters [bracketed] are deleted.

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

Part 1 – Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 – Project and Sponsor Information			
Name of Action or Project: Smoke shop and cannabis regulation			
Project Location (describe, and attach a location map): City of New Rochelle			
Brief Description of Proposed Action: The City of New Rochelle is proposing amendments to the zoning code to enhance regulations for smoke shops and to add regulations for cannabis sales and onsite consumption. The regulations pertain solely to commercial districts within the city.			
Name of Applicant or Sponsor: City of New Rochelle		Telephone: E-Mail:	
Address: 515 North Avenue			
City/PO: New Rochelle		State: NY	Zip Code: 10801
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.		NO ☐	YES ☒
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval:		NO ☐	YES ☐
3. a. Total acreage of the site of the proposed action? _____ acres b. Total acreage to be physically disturbed? _____ acres c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres			
4. Check all land uses that occur on, are adjoining or near the proposed action: ☐ Urban ☐ Rural (non-agriculture) ☐ Industrial ☐ Commercial ☐ Residential (suburban) ☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other(Specify): ☐ Parkland			

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	☐	☐	☐
b. Consistent with the adopted comprehensive plan?	☐	☐	☐
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	☐	☐	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?	NO	YES	
If Yes, identify: _____	☐	☐	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
b. Are public transportation services available at or near the site of the proposed action?	☐	☐	
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	☐	☐	
9. Does the proposed action meet or exceed the state energy code requirements?	NO	YES	
If the proposed action will exceed requirements, describe design features and technologies: _____ _____	☐	☐	
10. Will the proposed action connect to an existing public/private water supply?	NO	YES	
If No, describe method for providing potable water: _____ _____	☐	☐	
11. Will the proposed action connect to existing wastewater utilities?	NO	YES	
If No, describe method for providing wastewater treatment: _____ _____	☐	☐	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?	NO	YES	
	☐	☐	
b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	☐	☐	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO	YES	
	☐	☐	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?	☐	☐	
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____			

Project:

Date:

Short Environmental Assessment Form

Part 2 - Impact Assessment

Part 2 is to be completed by the Lead Agency.

Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	☒	☐
2. Will the proposed action result in a change in the use or intensity of use of land?	☒	☐
3. Will the proposed action impair the character or quality of the existing community?	☒	☐
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	☒	☐
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	☒	☐
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	☒	☐
7. Will the proposed action impact existing:	☒	☐
a. public / private water supplies?	☒	☐
b. public / private wastewater treatment utilities?	☒	☐
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	☒	☐
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	☒	☐
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	☒	☐
11. Will the proposed action create a hazard to environmental resources or human health?	☒	☐

PRINT FORM

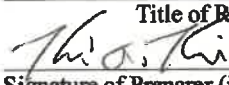
Project:

Date:

Short Environmental Assessment Form Part 3 Determination of Significance

For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

As shown in Parts I and II of this Short Environmental Assessment Form, the proposed code changes will have no adverse impact on the environment. The proposed changes related to the sales of tobacco and cannabis products, as well on-site consumption of cannabis will enhance quality of life in the city.

☐	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
☒	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.
City Council - City of New Rochelle	9/3/25
Name of Lead Agency	Date
Wilfredo Melendez	City Manager
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
	
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)

PRINT FORM

City of New Rochelle
Development

MEMORANDUM

To: City Council

Thru: Wilfredo Melendez, City Manager

Date: October 15, 2025

From: Adam Salgado, Development Commissioner

Subject: A LOCAL LAW, INTRO. NO. 5, RE: VACANT STOREFRONT REGISTRY PROGRAM – A Local Law, Intro. No. 5, amending Section 250-2, Vacant premises, of Chapter 250, Property Maintenance, and Section 133-1, Enumeration of Fees, of Chapter 133, Fees, of the Code of the City of New Rochelle, to establish a Vacant Storefront Registry (Intro 9/9/25; Public Hearing 10/15/25)

Background: BACKGROUND

Over the past decade, New Rochelle has positioned itself as a regional leader in transit-oriented development and housing production. With over 10,000 residential units authorized, the attraction of \$2.5 billion in private investment, and a growing population driven by the City’s award-winning form-based code, the Downtown has undergone a profound transformation.

While residential development has progressed rapidly, the commercial sector has not experienced comparable growth. Elevated vacancy levels continue to exert a compounding negative effect, undermining the City’s ability to realize a fully vibrant and pedestrian-oriented downtown-the core objective of the City’s Downtown Retail Strategy.

ISSUE

Despite the momentum generated by new residential development, vacant storefronts persist, with approximately 50 of 336 total storefronts currently unoccupied as of April 2025-an overall vacancy rate of 14.9%. This remains above the 5% to 10% range typically considered healthy for downtown environments. Addressing these persistent vacancies is essential to achieving a truly vibrant, walkable, and economically diverse commercial district.

To support this goal, the Department of Development proposes the adoption of a Vacant Storefront Registry to formally track, monitor, and engage with commercial vacancies across the city.

Under the proposed local law, a vacant storefront is defined as any ground-floor, street-facing commercial space that has remained unoccupied and inactive for a permitted use for 90 consecutive days. Once this threshold is met, the property must be registered with the City within 30 days, or be subject to enforcement.

The local law establishes an annual registration requirement, with a modest tiered fee structure that escalates over time:

- Year 1: No fee
- Year 2: \$1,000
- Year 3 and beyond: \$1,500

Fees are due annually for as long as the storefront remains vacant and are intended to offset program administration and enforcement costs. Non-compliance will be subject to the issuance of a violation, court citation, and daily fees, as outlined in the legislation.

To prevent visual blight and preserve the character of commercial corridors, the local law also requires that all vacant storefronts be maintained to a basic standard. This includes keeping façades, windows, signage, and surrounding areas clean, structurally sound, and in good visual condition. Storefronts must also display City-approved signage or vinyl graphics to promote transparency and leasing visibility.

The local law is designed to work in coordination with existing initiatives such as the Retail Tenant Improvement Fund and the Real-Time Storefront Directory and Map, helping the City implement a data-driven, targeted approach to vacancy reduction.

Following adoption, the registry will be rolled out in phases, beginning with a 90-day grace period focused on education and voluntary compliance. During this time, staff will conduct outreach, host informational sessions, and provide technical assistance to property owners. Enforcement will begin promptly after the grace period, ensuring adequate time for awareness and onboarding.

RECOMMENDATION

Staff recommends that City Council take the following actions:

- Direct that a Public Hearing be scheduled for October 15, 2025, regarding the proposed local law;
- Declare itself Lead Agency for the purposes of an environmental review pursuant to the State Environmental Quality Review Act (SEQRA). The Short Environmental Assessment Form (SEAF) is attached; and,
- Approve the proposed amendments presented through this memo pending the outcome of the Public Hearing.

Encs.

Draft Legislation
EAF

Attachments:

1. EAF

LEGISLATION

LOCAL LAW NO. 5

A LOCAL LAW, INTRO. NO. 5 OF 2025, AMENDING SECTION 250-2, VACANT PREMISES, OF CHAPTER 250, PROPERTY MAINTENANCE, AND SECTION 133-1, ENUMERATION OF FEES, OF CHAPTER 133, FEES, OF THE CODE OF THE CITY OF NEW ROCHELLE, TO ESTABLISH A VACANT STOREFRONT REGISTRY PROGRAM.

BE IT ORDAINED by the City of New Rochelle:

Section 1. Section 250-2, Vacant premises, of Chapter 250, Property Maintenance, of the Code of the City of New Rochelle is hereby amended to add the following subsection:

§250-2. Vacant Premises.

E. Vacant Storefront Registry.

(1) Purpose. The purpose of this section is to promote the economic vitality, public safety, and visual quality of New Rochelle's commercial corridors by establishing a Vacant Storefront Registry to monitor and reduce prolonged vacancies. Long-term unmaintained vacancies undermine property values, impede pedestrian activity, and strain municipal resources. This registry provides a proactive mechanism to track vacancies, engage property owners, ensure minimum maintenance standards, and facilitate timely reuse. A public-facing database will enhance transparency, and a modest, tiered registration fee shall support program administration and enforcement.

(2) Definitions.

(a) BUILDING OFFICIAL — The Building Commissioner of the City of New Rochelle or authorized designee.

(b) STOREFRONT — Any ground-floor, street-facing commercial space in a zoning district permitting commercial, retail, or public-facing uses, with a transparent window or door visible from the public right-of-way.

(c) VACANT STOREFRONT — A storefront shall be deemed vacant if unoccupied and not in active use for a permitted business or public-facing

function for 90 consecutive days, based on the earliest of the following:

- (i) Expiration of business license or certificate of occupancy;
- (ii) Observable vacancy (e.g., unfurnished, no signage, visibly inactive);
- (iii) Utility disconnection or significant drop in usage;
- (iv) Cessation of active leasing, marketing, or permitted renovations; or
- (v) Date reported by property owner or confirmed via inspection.

(3) Registration of Vacant Storefronts Required. Owners must register a vacant storefront within 30 days of reaching the 90-day vacancy threshold. Registration shall include:

- (a) Registration information:
 - (i) Property address and tax ID;
 - (ii) Square footage;
 - (iii) Owner or corporate officer contact information or authorized agent for service;
 - (iv) Broker or property manager contact;
 - (v) 24-hour emergency contact;
 - (vi) Date vacancy began;
 - (vii) Intended use or timeline for leasing;
 - (viii) Current photo of storefront exterior and interior;
 - (ix) Proof of active property insurance; and
 - (x) Any additional information as required by the City.
- (b) Registration is valid for 12 months and must be renewed annually. The City may initiate registration if the owner fails to comply.
- (c) The owner must report occupancy changes to the Building Official within 30 days.

(4) Required Signage or Window Graphic. Within 60 days of registration, and at the sole expense of the owner, all registered vacant storefronts shall display signage or window covering graphic as follows:

- (a) Within the Vanguard Overlay Zone. Storefronts located within the Vanguard Overlay Zone shall install, from the interior, a City-approved full vinyl window graphic using a template provided by the Department of Development. The graphic shall include the owner or agent's contact information, leasing contact (if applicable), and a 24-hour emergency contact. The graphic shall be weather-protected, properly mounted, and maintained in good visual condition.
- (b) All Other Areas. A sign no smaller than 8.5" x 11" shall be posted inside the front-facing window and clearly visible from the public right-of-way. The sign shall include the owner or agent's contact information, leasing contact (if applicable), and a 24-hour emergency contact. The sign shall be legible, weather-protected, and maintained in good condition.

(5) Maintenance of Vacant Storefront. All vacant storefronts must be maintained in compliance with New York State Property Maintenance Code, applicable state and local building, sanitation, and safety codes, and the following minimum standards:

- (a) Façade, doors, and windows shall be structurally sound and weather-tight;
- (b) Broken or boarded glass is prohibited unless approved and visually compatible with the building;
- (c) Sidewalk and adjacent areas shall be free of trash, weeds, graffiti, and snow;
- (d) Existing exterior lighting shall remain functional to deter vandalism;
- (e) Architectural features, including awnings, cornices, and signage, shall be intact and properly maintained; and
- (f) Any required signage or window graphics pursuant to Section 250-2 E(4) shall be kept clean, legible, and promptly replaced if damaged or deteriorated.

(6) Fees. Annual registration fees, as provided in Chapter 133, shall be due at registration and annually thereafter for as long as the storefront remains vacant. Fees collected shall be deposited into a designated City fund to offset the cost of administering and enforcing the vacant storefront registration program.

(7) Exemptions. The Building Official may grant an exemption from registration fees upon written request by the owner, supported by documentation demonstrating that:

- (a) A lease has been executed with an occupancy date within 90 days; or
- (b) Renovation work is actively underway pursuant to a valid building permit.

All exemptions shall be valid for a period not to exceed six (6) months, unless renewed upon further written request and continued eligibility.

(8) Violations and Penalties.

- (a) Failure to register a vacant storefront within the required timeframe shall constitute a violation subject to enforcement. A court citation may be issued, and a fine of \$50 per day of noncompliance shall be imposed, not to exceed \$1,500 per violation. Each month of continued non-registration constitutes a separate and distinct offense.
- (b) All other offenses under this section are subject to the penalties set forth in §250-7.

Section 2. Section 133-1, Enumeration of fees, of Chapter 133, Fees, of the Code of the City of New Rochelle is hereby amended to add the following:

§ 133-1. Enumeration of fees.

The following schedule of fees is hereby established with respect to licenses, permits, registrations, documents, and activities required or regulated under the provisions of various chapters of the Code of the City of New Rochelle. Specific requirements and regulations for the following shall be as set forth in the chapter to which reference is made below. The following fees shall apply commencing January 1, 2025, and shall renew each calendar year unless amended prior thereto in the fee and deposit schedule maintained by the City Manager.

§250-2E (6) Vacancy Storefront Annual Registration

<u>Year 1</u>	<u>No Fee</u>
<u>Year 2</u>	<u>\$1,000</u>
<u>Year 3+</u>	<u>\$1,500</u>

Matter underlined added.

Short Environmental Assessment Form

Part 1 - Project Information

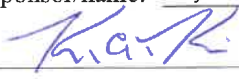
Instructions for Completing

Part 1 – Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 – Project and Sponsor Information			
Name of Action or Project: Vacant Storefront Registry Legislation			
Project Location (describe, and attach a location map): City of New Rochelle			
Brief Description of Proposed Action: The City of New Rochelle is proposing to amend the municipal code to create a vacant storefront registry. The amendment modifies the existing vacant premises provisions in the property maintenance chapter of the code (Chapter 250 Property Maintenance). It creates a new vacant storefront registry to promote the economic vitality, public safety, and visual quality of New Rochelle's commercial corridors by tracking and reducing prolonged storefront vacancies. The proposal has a corresponding proposed amendment to Chapter 133 Fees for the creation of corresponding fees and penalties associated with the registry.			
Name of Applicant or Sponsor: City of New Rochelle		Telephone: E-Mail:	
Address: 515 North Avenue			
City/PO: New Rochelle		State: NY	Zip Code: 10801
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO ☐ YES ☒
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval:			NO ☐ YES ☐
3. a. Total acreage of the site of the proposed action? _____ acres b. Total acreage to be physically disturbed? _____ acres c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres			
4. Check all land uses that occur on, are adjoining or near the proposed action: ☐ Urban ☐ Rural (non-agriculture) ☐ Industrial ☐ Commercial ☐ Residential (suburban) ☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other(Specify): ☐ Parkland			

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	☐	☐	☐
b. Consistent with the adopted comprehensive plan?	☐	☐	☐
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	☐	☐	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?	NO	YES	
If Yes, identify: _____	☐	☐	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
b. Are public transportation services available at or near the site of the proposed action?	☐	☐	
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	☐	☐	
9. Does the proposed action meet or exceed the state energy code requirements?	NO	YES	
If the proposed action will exceed requirements, describe design features and technologies: _____ _____	☐	☐	
10. Will the proposed action connect to an existing public/private water supply?	NO	YES	
If No, describe method for providing potable water: _____ _____	☐	☐	
11. Will the proposed action connect to existing wastewater utilities?	NO	YES	
If No, describe method for providing wastewater treatment: _____ _____	☐	☐	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?	NO	YES	
b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	☐	☐	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO	YES	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?	☐	☐	
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____			

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: ☐ Shoreline ☐ Forest ☐ Agricultural/grasslands ☐ Early mid-successional ☐ Wetland ☐ Urban ☐ Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES
	☐	☐
16. Is the project site located in the 100-year flood plan?	NO	YES
	☐	☐
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe:	NO	YES
	☐	☐
	☐	☐
	☐	☐
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment:	NO	YES
	☐	☐
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe:	NO	YES
	☐	☐
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe:	NO	YES
	☐	☐
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor/name: <u>City of New Rochelle</u> Date: <u>06/25/2025</u> Signature: <u></u> Title: <u>Director of Planning and Sustainability</u>		

PRINT FORM

Project: Date:

Short Environmental Assessment Form

Part 2 - Impact Assessment

Part 2 is to be completed by the Lead Agency.

Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	☒	☐
2. Will the proposed action result in a change in the use or intensity of use of land?	☒	☐
3. Will the proposed action impair the character or quality of the existing community?	☒	☐
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	☒	☐
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	☒	☐
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	☒	☐
7. Will the proposed action impact existing:	☒	☐
a. public / private water supplies?	☒	☐
b. public / private wastewater treatment utilities?	☒	☐
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	☒	☐
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	☒	☐
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	☒	☐
11. Will the proposed action create a hazard to environmental resources or human health?	☒	☐

Project: _____

Date: _____

Short Environmental Assessment Form Part 3 Determination of Significance

For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

As shown in Parts I and II of this Short Environmental Assessment Form and in the accompanying documentation, the proposed code changes will have no adverse impact on the environment. If anything, they will help prevent deterioration and nuisance that can be associated with vacant premises.

- ☐ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
- ☒ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

City Council - City of New Rochelle

06/25/2025

Name of Lead Agency

Date

Adam Salgado

Commissioner of Development

Print or Type Name of Responsible Officer in Lead Agency

Title of Responsible Officer

Signature of Responsible Officer in Lead Agency

Signature of Preparer (if different from Responsible Officer)

PRINT FORM

City of New Rochelle
Development

MEMORANDUM

To: City Council
Thru: Wilfredo Melendez, City Manager
Date: October 15, 2025
From: Adam Salgado, Development Commissioner
Subject: PROPOSED LOCAL LAW, INTRO. NO. 6, RE: GOOD CAUSE EVICTION – A Local Law Opting In to and Adopting Article 6-A of New York State Real Property Law (Good Cause Eviction Law) by Adding Chapter 132 to the Code of the City of New Rochelle (Intro. 09/16/2025; Public Hearing 10/15/2025)

Background: In April 2024, New York State enacted the Good Cause Eviction Law (Article 6-A of the Real Property Law) as part of the FY2025 State Budget. The law prohibits eviction or nonrenewal of leases without statutorily defined “good cause” and establishes presumptive limits on annual rent increases for covered units (greater of 5% + CPI or 10%).

Importantly, the law requires municipalities outside New York City to affirmatively opt in for the protections to take effect.

Issue: Nearly half of New Rochelle residents (47.9%) are renters, and more than half of those households are considered rent-burdened, paying over 30% of their income toward housing costs. While some residents benefit from regulated affordability protections through subsidized housing, many others live in what is known as Naturally Occurring Affordable Housing (NOAH). These are older, privately owned rental properties that remain affordable due to age, condition, or location rather than subsidy. Because these homes are unregulated, they house some of the city’s most vulnerable renters without providing the same security against displacement.

The State’s Good Cause Eviction (GCE) framework provides an important tool to extend protections to tenants living in these types of units. Under the baseline state law, coverage is limited: it generally applies only to landlords who own more than ten units statewide, do not reside in the building, operate buildings with certificates of occupancy issued before January 1, 2009, and charge rents below 245% of HUD Fair Market Rent. As written, these criteria leave out tenants of small landlords and allow higher-rent units to escape coverage, narrowing the impact in a city like New Rochelle where many residents live in modestly priced, older rental

housing.

The legislation authorizes municipalities to broaden the scope of protections by redefining who qualifies as a small landlord and by adjusting the high-rent exemption threshold. For New Rochelle, staff recommends defining a small landlord as an owner of one or more units statewide and raising the high-rent exemption to 345% of HUD Fair Market Rent. These adjustments would close critical gaps in coverage, ensuring that GCE protections reach more households who need stability the most.

Recommendation: Staff recommends that the City Council adopt local legislation opting into Article 6-A of the Good Cause Eviction Law. For New Rochelle, this should include defining a “small landlord” as an owner of one or more units statewide and raising the high-rent exemption to 345% of HUD Fair Market Rent. These adjustments will extend protections to more vulnerable renters, particularly those in Naturally Occurring Affordable Housing, while balancing the interests of property owners.

Attachments:

None

RESOLUTION NUMBER:
MEETING DATE: October 15, 2025

Item # 4.

LEGISLATION

A LOCAL LAW NO. 6

A LOCAL LAW, INTRO. NO. 6 OF 2025, ADDING CHAPTER 132 OF THE NEW ROCHELLE CITY CODE, ENTITLED "PROHIBITION ON EVICTION WITHOUT GOOD CAUSE" TO OPT IN TO ARTICLE 6-A OF THE NEW YORK STATE REAL PROPERTY LAW AND EXPAND TENANT PROTECTIONS. (Rev.)

BE IT ORDAINED by the City Council of the City of New Rochelle:

Section 1. Chapter 132 of the Code of the City of New Rochelle is hereby added to read as follows:

Chapter 132– PROHIBITION ON EVICTION WITHOUT GOOD CAUSE

§132-1. Protections Established.

(A) The City of New Rochelle hereby opts in and adopts the provisions of Article 6-A of the Real Property Law of the State of New York.

(B) There is hereby established, pursuant to and in accordance with the provisions of Section 213 of the Real Property Law, a prohibition on eviction without good cause.

(C) High-Rent Exemption. Pursuant to Section 213(2)(a) the Real Property Law, the City of New Rochelle provides that any unit on or within a housing accommodation shall be exempt from the provisions of this Chapter 132 if it has a monthly rent above three hundred forty-five percent (345%) of fair market rent as published by the United States Department of Housing and Urban Development and as shall be published for the County of Westchester by the New York State Division of Housing and Community Renewal.

(D) Small Landlord Definition. Pursuant to Section 213(2)(b) of the Real Property Law, the City of New Rochelle defines "small landlord," for purposes of this Chapter 132, to mean a landlord of no more than one unit anywhere in the State of New York.

§132-2. Severability.

If any provision of this local law is held to be unconstitutional or otherwise invalid by any court of competent jurisdiction, the remaining provisions of the Local Law shall remain in effect.

Section 2. Effective Date.

This Local Law shall become effective upon filing with the Secretary of State.

City of New Rochelle
Finance

MEMORANDUM

To: City Council
Thru: Wilfredo Melendez, City Manager
Date: October 15, 2025
From: Edward Ritter, Finance Commissioner
Subject: PROPOSED REAPPOINTMENT TO THE BOARD OF ASSESSMENT REVIEW – Resolution reappointing Clarence Stanley Jr. to the Board of Assessment Review

Background: Background:

The Board of Assessment Review (BAR) reviews complaints filed during the formal grievance process by residents pertaining to the assessment of their home. The purpose of the Board is to arrive at fair and impartial decisions regarding assessments of property in New Rochelle.

Members are appointed by the City Council, for a term of five years, and do not include the Assessor or staff from the Assessor's Office. The Board consists of residents who have at least a general knowledge of property values in the community.

Issue:

The term of Board Member Clarence Stanley Jr. expires on September 30, 2025.

Recommended Action:

Staff recommends that the City Council reappoints Clarence Stanley Jr. for a five-year term expiring on September 30, 2030.

Attachments:

None

RESOLUTION NUMBER: 2025-156
MEETING DATE: October 15, 2025

Item # 5.

LEGISLATION

RESOLUTION (RE)APPOINTING MEMBER TO THE BOARD
OF ASSESSMENT REVIEW.

BE IT RESOLVED by the Council of the City of New Rochelle as follows:

The following member is hereby (re)appointed to the New Rochelle Board of
Assessment Review for a five-year term expiring September 30, 2030:

Clarence Stanley, Jr. (Re-appointed)

City of New Rochelle
Public Works

MEMORANDUM

To: City Council

Thru: Wilfredo Melendez, City Manager

Date: October 15, 2025

From: Alvaro Alfonso-Larrain, Public Works Commissioner

Subject: PROPOSED PARKING REGULATION CHANGE (MAIN STREET AND CHURCH STREET) - Ordinance amending Section 312-83, Schedule XII: Parking Prohibited At All Times, of Chapter 312, Vehicles and Traffic, of the Code of the City of New Rochelle (Main Street and Church Street).

Background:

Background: In July 2022, street parking was restricted on the west side of Church Street and the south side of Main Street to accommodate the construction of a new building at 500 Main Street. As construction barricades have been removed from the street, the Department of Public Works recommends removing the restriction on parking on the west side of Church Street and the south side of Main Street by enacting the following municipal code change. Previously existing street cleaning, time limit, and metered parking regulations will remain in effect.

§ 312-83Schedule XII: Parking Prohibited at All Times.

In accordance with the provisions of § 312-39, no person shall park a vehicle at any time upon any of the following described streets or parts of streets:

Name of Street		Side	Location
[Church Street]	[West]		[From Main Street south for 120 feet]
[Main Street]	[South]		[From Church Street to Lawton Place]

Attachments:

None

RESOLUTION NUMBER:
MEETING DATE: October 15, 2025

Item # 6.

LEGISLATION

ORDINANCE AMENDING SECTION 312-83, SCHEDULE XII:
PARKING PROHIBITED AT ALL TIMES, OF CHAPTER 312,
VEHICLES AND TRAFFIC, OF THE CODE OF THE CITY OF NEW
ROCHELLE (MAIN STREET AND CHURCH STREET).

BE IT ORDAINED by the City of New Rochelle:

Section 1. The Code of the City of New Rochelle, Section 312-83, Schedule XII: Parking Prohibited at All Times, of Chapter 312 (Vehicles and Traffic) is hereby amended as follows:

§ 312-83. Schedule XII: Parking Prohibited at All Times.

In accordance with the provisions of § 312-39, no person shall park a vehicle at any time upon any of the following described streets or parts of streets:

Name of Street	Side	Location
[Church Street]	[West]	[From Main Street south for 120 feet]
[Main Street]	[South]	[From Church Street to Lawton Place]

Matter [bracketed] deleted.

RESOLUTION NUMBER:

Item # 7.

City of New Rochelle
Public Works

MEMORANDUM

To: City Council
Thru: Wilfredo Melendez, City Manager
Date: October 15, 2025
From: Alvaro Alfonzo-Larrain, Public Works Commissioner
Subject: PROPOSED PARKING REGULATION CHANGE (CEDAR STREET) -
Ordinance amending Section 312-87, Schedule XVI: No Stopping or Standing,
of Chapter 312, Vehicles and Traffic, of the Code of The City of New Rochelle
(Cedar Street).

Background: The Police Department and Fire Department have requested the designation of Cedar Street as a Tow-away zone to accommodate regularly occurring fire-hose testing that is done on the section of Cedar Street between Huguenot Street and Harrison Street. The Department of Public Works has no objection to this designation which requires the following amendment to the municipal code:
(matter underlined added)

§ 312-87 **Schedule XVI: No Stopping or Standing.**

In accordance with the provisions of § **312-45**, no person shall stop or stand a vehicle between the hours listed upon any of the following described streets or parts of streets:

Name of Street		Side	Hours/ Days	Location
* Tow-away zone.				
Cedar Street*	East	All, except construction vehicle staging	From Radisson Plaza to Harrison Street	
Cedar Street*	West	All, except construction vehicle staging	From Palmer Avenue to Harrison Street	

Attachments:

None

RESOLUTION NUMBER:
MEETING DATE: October 15, 2025

Item # 7.

LEGISLATION

ORDINANCE AMENDING SECTION 312-87, SCHEDULE XVI: NO STOPPING OR STANDING, OF CHAPTER 312, VEHICLES AND TRAFFIC, OF THE CODE OF THE CITY OF NEW ROCHELLE (CEDAR STREET).

BE IT ORDAINED by the City of New Rochelle:

The Code of the City of New Rochelle, Section 312-87, Schedule XVI: No Stopping or Standing, of Chapter 312 (Vehicles and Traffic) is hereby amended as follows:

§ 312-87, Schedule XVI: No Stopping or Standing.

In accordance with the provisions of § 312-45, no person shall stop or stand a vehicle between the hours listed upon any of the following described streets or parts of streets:

Name of Street	Side	Hours/ Days	Location
Cedar Street*	East	All, except construction vehicle staging	From Radisson Plaza to Harrison Street
Cedar Street*	West	All, except construction vehicle staging	From Palmer Avenue to Harrison Street

*Tow-away zone

Matter underlined added.

City of New Rochelle
Parks & Recreation

MEMORANDUM

To: City Council

Thru: Wilfredo Melendez, City Manager

Date: October 15, 2025

From: Vincent Parise, Parks and Recreation Commissioner

Subject: PROPOSED APPLICATION FOR NEW YORK STATE OFFICE OF PARKS, RECREATION, AND HISTORIC PRESERVATION BUILDING INFRASTRUCTURE GRANT (BIG) PROGRAM - Resolution authorizing the City Manager to submit an application and necessary documentation for New York State Office of Parks, Recreation and Historic Preservation Building Infrastructure Grant (BIG) program to support improvements at the New Rochelle Municipal Marina.

Background: The New York State Office of Parks, Recreation and Historic Preservation recently announced their 2025 round of Boating Infrastructure Grant (BIG) Program. The BIG Program provides funding for the construction, renovation, and maintenance of boating facilities for transient recreational vessels, including docks, slips, and related amenities. The New Rochelle Municipal Marina is a regional asset that supports recreational boating, tourism, local economy and city budget. However, many of its facilities are aging and require upgrades to meet current demand, public safety standards, and resilience needs. Investments in marina infrastructure will ensure the Marina remains competitive, attractive to boaters, and able to accommodate transient vessels traveling along the Long Island Sound. The maximum award is \$1,500,000 with a 25% non-Federal match required.

Issue:

The Marina requires significant capital investment to modernize its infrastructure and improve services for transient boaters.

Staff propose submitting an application requesting \$1,500,000 in BIG funding, with the City committing the necessary 25% local match of \$375,000, for a total project cost of \$1,875,000.

This scope of work aligns with BIG program priorities and will enhance New Rochelle's ability to attract regional and transient boaters, generating economic benefits for the community.

Recommendation:

Staff recommends that the City Council adopt a resolution which:

1. Authorizes the City Manager, as the City's designated representative, to apply for and administer the 2025 Boating Infrastructure Grant (BIG) Program on behalf of the City of New Rochelle, and to execute all necessary agreements and documentation.
2. Commits the City of New Rochelle to providing the required 25% local match of \$375,000 toward the total project cost of \$1,875,000.
3. States the City's willingness to enter into a minimum 20-year agreement for the maintenance and operation of the project improvements at the New Rochelle Municipal Marina.

Attachments:

None

LEGISLATION

RESOLUTION AUTHORIZING THE CITY MANAGER TO SUBMIT AN APPLICATION AND NECESSARY DOCUMENTATION FOR NEW YORK STATE OFFICE OF PARKS, RECREATION AND HISTORIC PRESERVATION BUILDING INFRASTRUCTURE GRANT (BIG) PROGRAM TO SUPPORT IMPROVEMENTS AT THE NEW ROCHELLE MUNICIPAL MARINA.

WHEREAS, the New York State Office of Parks, Recreation and Historic Preservation has announced the availability of funding under the 2025 Boating Infrastructure Grant (BIG) Program; and

WHEREAS, the BIG Program provides financial assistance for the construction, renovation, and maintenance of boating facilities that serve transient recreational vessels, including docks, slips, and related amenities; and

WHEREAS, the New Rochelle Municipal Marina is a valuable regional asset that supports recreational boating, tourism, economic development, and contributes to the City's revenue base; and

WHEREAS, many of the Marina's existing facilities are aging and in need of modernization to meet current demand, public safety standards, and long-term climate resilience goals; and

WHEREAS, investment in the Marina's infrastructure will improve services for transient boaters, enhance New Rochelle's competitiveness as a boating destination along the Long Island Sound, and generate economic benefits for the broader community; and

WHEREAS, the maximum BIG Program award is \$1,500,000, which requires a 25% non-Federal local match; and

WHEREAS, staff proposes submitting an application requesting \$1,500,000 in BIG funding, with the City committing the required 25% local match in the amount of \$375,000, for a total project cost of \$1,875,000.

NOW, THEREFORE, BE IT RESOLVED, that the Council of the City of New Rochelle hereby supports the submission of an application to the New York State Office of Parks, Recreation, and Historic Preservation for the 2025 Boating Infrastructure Grant (BIG) Program

requesting \$1,500,000 in BIG funding; and

BE IT FURTHER RESOLVED, that the City of New Rochelle commits to providing a local match up to the amount of \$375,000 toward the total project cost; and

BE IT FURTHER RESOLVED, that the City Manager is hereby authorized to prepare, execute, and submit any and all documents necessary for the grant application, and to take all actions required to effectuate the intent of this resolution; and

BE IT FURTHER RESOLVED, that the City of New Rochelle agrees to maintain and operate the project improvements at the New Rochelle Municipal Marina for a minimum period of twenty (20) years, as required under the terms of the BIG Program.

City of New Rochelle
Police

MEMORANDUM

To: City Council
Thru: Wilfredo Melendez, City Manager
Date: October 15, 2025
From: Neil Reynolds, Police Commissioner
Subject: PROPOSED ACCEPTANCE OF THE GOVERNOR'S TRAFFIC SAFETY COMMITTEE GRANT AWARD - Ordinance accepting a Grant in the amount of \$20,160 from the Governor's Traffic Safety Committee, amending Ordinance No. 212 of 2024, the Budget of the City of New Rochelle for 2025, and appropriating funds therefor (Police Department).

Background:

The Governor's Traffic Safety Committee awards grants to New York agencies and departments to promote seatbelt use and reduce dangerous driving behaviors. The goal is to reduce serious injury and death from traffic accidents.

The City of New Rochelle has been awarded a \$20,160 grant from the Governor's Traffic Safety Committee as part of the New York State Police Traffic Services Program. We intend to use these funds so that we can participate in a directed enforcement to encourage and boost seat belt usage and scale down unsafe driving practices.

Recommendation

I respectfully recommend that the City Council accept these funds awarded by the State of New York so that we can assist in the mutual goal of reducing serious injury and death from motor vehicle accidents.

Ordinance No. 212 of 2024, the budget of the City of New Rochelle for 2025, is hereby amended as follows:

Increase Estimated Revenues:

3124 3389 STATE AID – PUBLIC SAFETY	\$20,160
-------------------------------------	----------

Increase Appropriations:

<i>3124 14000 SALARIES OT</i>	<i>\$17,541</i>
<i>3124 82500 MCT Tax</i>	<i>\$ 69</i>
<i>3124 83000 SOCIAL SECURITY</i>	<i>\$ 1,250</i>
<i>3124 83300 MEDICARE</i>	<i>\$ 292</i>
<i>3124 85000 WORKERS COMP</i>	<i>\$ 1,008</i>

Attachments:

1. Governor's Traffic Safety Grant_Sept 2025_Salerno

RESOLUTION NUMBER:
MEETING DATE: October 15, 2025

Item # 9.

LEGISLATION

ORDINANCE ACCEPTING A GRANT IN THE AMOUNT OF \$20,160 FROM THE GOVERNOR'S TRAFFIC SAFETY COMMITTEE, AMENDING ORDINANCE NO. 212 OF 2024, THE BUDGET OF THE CITY OF NEW ROCHELLE FOR 2025, AND APPROPRIATING FUNDS THEREFOR (POLICE DEPARTMENT).

WHEREAS, the Governor's Traffic Safety Committee awards grants to agencies and departments in New York in the interest of increasing seatbelt usage and reduce dangerous driving behaviors in order to reduce serious injury and death from traffic accidents; and

WHEREAS, the City of New Rochelle has been awarded a \$20,160 grant from the Governor's Traffic Safety Committee as part of the New York State Police Traffic Services Program; and.

WHEREAS, these funds shall be used to participate in a directed enforcement to encourage and boost seat belt usage and scale down unsafe driving practices; now, therefore

BE IT ORDAINED, by the Council of the City of New Rochelle as follows:

Section 1. The City Council hereby accepts the grant from the Governor's Traffic Safety Committee in the amount of \$20,160.

Section 2. Ordinance No. 212 of 2024, the budget of the City of New Rochelle for 2025, is hereby amended in order to provide for the acceptance and implementation of the \$20,160 grant, as follows:

Increase Estimated Revenues:

3124 3389 STATE AID – PUBLIC SAFETY	\$20,160
-------------------------------------	----------

Increase Appropriations:

3124 14000 SALARIES OT	\$17,541
3124 82500 MCT Tax	\$ 69
3124 83000 SOCIAL SECURITY	\$ 1,250

3124 83300 MEDICARE	\$ 292
3124 85000 WORKERS COMP	\$ 1,008

Section 3. The City Manager is hereby authorized to execute such documentation as may be necessary and required to file and accept the \$20,160 grant.



GOVERNOR'S TRAFFIC SAFETY COMMITTEE
6 EMPIRE STATE PLAZA • ALBANY, NY 12228

August 25, 2025

Joseph Salerno
Sergeant
New Rochelle City Police Department
475 North Avenue
New Rochelle, NY 10801-3426

Re: PTS-2026-New Rochelle City PD -00102-(060)
Police Traffic Services
T007434
CFDA #: 20.600
EFFECTIVE DATE: October 1, 2025

Dear Sergeant Joseph Salerno:

On behalf of the Governor's Traffic Safety Committee, I am pleased to notify you that the New Rochelle City Police Department has been awarded a total of \$20,160 to participate in the statewide Police Traffic Services Program. Our goal is to increase seat belt usage and reduce dangerous driving behaviors in an effort to reduce serious injury and death from traffic crashes. A breakdown of your grant award amount is as follows:

Category	Award Amount
Seat Belt Mobilization Enforcement	\$4,800
Regular PTS Enforcement	\$14,160
Other Than Personal Services	\$1,200
Grand Total	\$20,160

Before incurring any project related expenses, login to eGrants to review your approved budget as it may have been reduced or otherwise changed from what was requested. Crucial documents regarding your grant, the claims process, equipment, and other grant related topics can be found by visiting <https://trafficsafety.ny.gov/highway-safety-grant-program#grant-award>.

Attached to this email are the contract and a signatory page with instructions. Please follow the instructions to facilitate the prompt processing of your contract. The contract will only be effective after the Signature page has been signed by the County, City, Town, or Village, and notarized, then returned to, **and** signed by, the New York State Governor's Traffic Safety Committee.

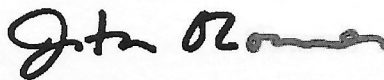
Please note the following requirement:

Payment for claims submitted under this grant award shall be rendered electronically in accordance with the Office of the State Comptroller's procedures and practices governing electronic payment unless payment by paper check is expressly authorized by the head of the State Agency, in his or her sole discretion after the Contractor establishes extenuating circumstances requiring payment by paper check.

TrafficSafety.ny.gov

Thank you for participating in this very important statewide enforcement program. I wish you success in your efforts. If you have any questions, please contact the Governor's Traffic Safety Committee at (518) 474-5111.

Sincerely,

A handwritten signature in black ink, appearing to read "Justin O'Connor".

Justin O'Connor
Director

JMO:bp
Enclosure
cc: Edward Ritter
Justin Wilson

TrafficSafety.ny.gov

CONTRACT INSTRUCTIONS

The project director must make sure that the person reviewing and signing the contract is aware of the following information:

1. Changes **cannot** be made to the contract. Any changes made **will** result in a rejection of the contract.
2. Once the attached Signature page is signed by an authorized representative (**see below**) **and** notarized, **ONLY** the completed Signature page is to be returned to the New York State Governor's Traffic Safety Committee (GTSC). Do **NOT** return the contract.
3. The completed Signature page must be emailed to GTSCContracts@dmv.ny.gov.
4. The Signature page with the original "wet" signatures must be mailed to:
New York State Governor's Traffic Safety Committee
Attn: Contract Coordinator
6 Empire State Plaza, Room 410
Albany, NY 12228
5. When the completed Signature page with the original "wet" signatures is received, the GTSC will upload the completed Signature page into an electronic version of the contract. A copy of that contract was provided with the grant award letter.
6. Once all required approvals are received, a copy of the approved contract will be emailed to your organization for your records.

Authorized Representative:

Having the project director role on the grant does **NOT** give someone the authority to sign the contract. Although a specific department may have submitted the grant, the contract is not with that specific department; it is with the City, County, Town or Village. For example, the Town of Smith's Police Department submits the grant. The Contractor is the Town of Smith, not the police department. The person signing the contract must have the legal authority to bind the Town to a contract. Please contact your County, City, Town or Village Legal Department to determine who has the authority to sign the contract.

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Signature page follows on next page.

STATE OF NEW YORK CONTRACT FOR GRANTS SIGNATURE PAGE

IN WITNESS THEREOF, the parties hereto have executed or approved this Contract on the dates below their signatures.

CONTRACTOR:

NEW ROCHELLE CITY OF

By: _____

Printed Name

Title: _____

Date: _____

STATE AGENCY:

New York State Governor's Traffic Safety Committee

By: _____

Mary Arthur

Printed Name

Title: Program Manager

Date: _____

STATE OF NEW YORK

County of _____

On the ____ day of _____, _____, before me personally appeared _____, to me known, who being by me duly sworn, did depose and say that he/she resides at _____, that he/she is the _____ of the _____, the contractor described herein which executed the foregoing instrument; and that he/she signed his/her name thereto as authorized by the contractor named on the face page of this Contract.

(Notary) _____

ATTORNEY GENERAL'S SIGNATURE

STATE COMPTROLLER'S SIGNATURE

Printed Name

Printed Name

Title: _____

Title: _____

Date: _____

Date: _____

Contract Number: #T007434

Page 1 of 1

Contract for Grants - Signature Page (January 2025)

City of New Rochelle
City Manager

MEMORANDUM

To: City Council
Thru: Wilfredo Melendez, City Manager
Date: October 15, 2025
From: Wilfredo Melendez, City Manager
Subject: PROPOSED AMENDMENT TO THE 2025 BUDGET RE: ECONOMIC MOBILITY LEADERSHIP INSTITUTE (EMLI) MINI-COHORT GRANT PROGRAM ACCEPTANCE — Ordinance accepting the EMLI Mini-Cohort Grant in the amount of \$5,000, and amending Ordinance No. 212 of 2024, the Budget of the City of New Rochelle for 2025 (Sponsored by Mayor Yadira Ramos-Herbert)

Background:

The City of New Rochelle, through its participation in the African American Mayors Association (AAMA), has been selected as a recipient of the Economic Mobility Leadership Institute (EMLI) Mini-Cohort Grant. This award provides \$5,000 to implement an Estate Planning Module aimed at helping residents understand the importance of wills, trusts, and insurance coverage as essential tools for building and protecting generational wealth.

The program is an 8-week opportunity where mayors and their teams lead a structured 6-week series of educational sessions, offered virtually, in person, or in hybrid format. A comprehensive toolkit and support from AAMA partners, including AFLAC and MyLegacyItems.com, will be provided to assist with implementation. The City's program team may include the Mayor's Office, local probate judges, estate planning attorneys, and insurance providers. Each participating city is expected to engage at least 25 families, raising awareness of estate planning resources and offering practical guidance to strengthen long-term financial security.

Through this grant, New Rochelle will expand its economic mobility initiatives by ensuring residents have access to critical financial literacy tools. By combining education, local expertise, and community partnerships, the City will empower families to take proactive steps that safeguard assets, promote inter-generational wealth, and support the overall economic resilience of the community.

Issue:

In order to proceed with the related Grant Agreements, City Council must formally accept the awarded grant funds and delegate signing authority for all necessary grant documents. In addition, the City's 2025 Budget must be amended to reflect the receipt and appropriation of these funds.

Recommendation:

Staff recommends that the City Council accept the \$5,000 EMLI Mini-Cohort grant funds and authorize the City Manager to execute all documents related to the grant disbursement.

Staff also recommends that City Council authorize the following Budget Amendment to allow for these funds to be entered into the City's 2025 Budget:

Ordinance No. 212 of 2024, the Budget of the City of New Rochelle for 2025, is hereby amended as follows:

Increase Revenue

1210-2703-25075	Contributions/Grant – Estate Planning Module	\$5,000
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Increase Expense

1210-46000-25075	Contracted Services – Estate Planning Module	\$5,000
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Attachments:

1. Acceptance of Grant Email

RESOLUTION NUMBER:
MEETING DATE: October 15, 2025

Item # 10.

LEGISLATION

ORDINANCE ACCEPTING EMLI MINI-COHORT GRANT IN THE AMOUNT OF \$5,000 RELATIVE TO AN ESTATE PLANNING MODULE AND AMENDING ORDINANCE NO. 212 OF 2024, THE BUDGET OF THE CITY OF NEW ROCHELLE FOR 2025.

WHEREAS, the City of New Rochelle, through its participation in the African American Mayors Association (AAMA), has been selected as a recipient of the Economic Mobility Leadership Institute (EMLI) Mini-Cohort Grant; and

WHEREAS, this award provides \$5,000 to implement an Estate Planning Module aimed at helping residents understand the importance of wills, trusts, and insurance coverage as essential tools for building and protecting generational wealth; and

WHEREAS, the program is an 8-week opportunity where mayors and their teams lead a structured 6-week series of educational sessions, offered virtually, in person, or in a hybrid format; and

WHEREAS, each participating city is expected to engage a minimum of 25 families in order to raise awareness of estate planning resources and provide practical guidance that supports long-term financial security; and

WHEREAS, this program aligns with the City's ongoing economic mobility and financial literacy initiatives by equipping residents with essential knowledge and tools to promote intergenerational wealth, protect assets, and strengthen overall economic resilience; now, therefore,

BE IT ORDAINED, by the City Council of the City of New Rochelle as follows:

Section 1. The City Council hereby accepts the Economic Mobility Leadership Institute (EMLI) Mini-Cohort Grant award in the amount of \$5,000.

Section 2. The City Manager is hereby authorized to execute and submit all necessary documentation related to the grant award and disbursement.

Section 3. Ordinance No. 212 of 2024, the Budget of the City of New Rochelle for 2025, is hereby amended as follows:

Increase Revenue

1210-2703-25075	Contributions/Grant – Estate Planning Module	\$5,000
-----------------	--	---------

Increase Expense

1210-46000-25075	Contracted Services – Estate Planning Module	\$5,000
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Ramos Herbert, Yadira

From: Victoria Thompson <victoria@ourmayors.org>
Sent: Tuesday, August 19, 2025 10:50 AM
To: stacie.swfconsultingdc.com
Subject: Congratulations on Your Selection for the EMLI Mini Cohort Grant

This email was sent to your .com address. Please make the sender aware that your email has changed to .gov

EXTERNAL SENDER: DO NOT CLICK links or open attachments unless you recognize the sender and know the content is safe. If unsure, contact IT for guidance.

Dear Mayor,

Congratulations on being selected for the EMLI Mini Cohort grant! We are excited to share that your city has been selected to participate in the Estate Planning module of the program.

As part of the program, we will be hosting a webinar on **Friday, August 22nd at 9am EST** to share key information and next steps. I will be sending you a calendar invite shortly. In addition, your team will receive a toolkit that provides guidance and resources to help you successfully follow the program.

We look forward to working with you and supporting your team throughout the cohort experience. Once again, congratulations—we are excited to see the impact your city will make through this initiative!

Best,

--

Victoria Thompson (she/her)
Director of Grants and Programs
African American Mayors Association, Inc.
660 North Capitol St NW, Suite 450, Washington, DC 20001
Washington, D.C. 20003
Main: (202) 670-2018
Cell: (202) 907-5047
Fax: (202) 548-7425
victoria@ourmayors.org
www.OurMayors.org



ECONOMIC MOBILITY LEADERSHIP INSTITUTE

Mini Cohort TOOLKIT

Estate Planning





ABOUT EMLI

In 2023, AAMA launched the Economic Mobility Leadership Institute (EMLI) to enhance financial literacy and build generational wealth in member-led cities. The program is structured into two six-month sections: Section I emphasizes listening learning, where mayors work with experts and public goods providers Opportunity Insights, Results for America and Urban Institute; to create customized Strategic Plans. Participants receive a \$30,000 grant for implementation. Section II focuses on executing these plans, with data collection housed in AAMA's upcoming Data Center which will be showcased on national platforms to highlight the impact of local programming on financial empowerment.

As the only organization exclusively representing African American mayors in the United States, the African American Mayors Association (AAMA) exists to empower local leaders for the benefit of their citizens. Through our network of 500+ mayors, AAMA is uniquely positioned to impact the vitality and sustainability of cities by providing our mayors with leadership and management tools; and creating a forum for member mayors to share best practices related to municipal management.

Click the video to learn more about EMLI





About EMLI Mini Cohorts

What are the AAMA EMLI Mini Cohorts?

The main purpose of the AAMA EMLI Mini Cohort experience is to duplicate simple yet effective projects (from previous EMLI learnings) that will offer a tremendous impact in a short amount of time. Mayors will be provided toolkits, and tasked with holding events (virtual or in-person or both) in one of the five modules offered. These modules are focused on improving the financial trajectory of communities, one family at a time.

How long does it take?

Each module requires 6-8 weeks to complete programming and data collection.

What support is offered to create successful outcomes?

Mayors will receive a \$5k grant to participate. Additionally, mayors will be supported with toolkits, data collection and staff support.

Who can apply?

Any AAMA member mayor can apply for one module.





ESTATE PLANNING MODULE

This 8-week opportunity allows mayors to help constituents better understand key financial tools that protect and generate generational wealth.

This module focuses on key elements of estate planning, including insurance, wills, and trusts. Mayors will lead a 6-week series of educational sessions—either virtually, in person, or both—to raise awareness about the importance of having a will and adequate insurance coverage. A comprehensive toolkit will be provided to support implementation.

- **Grant Amount:** \$5,000
- **Time Commitment:** 8 weeks (Either virtual or in-person)
- **Team:** Mayor's office, local probate judge or estate planning attorney (or local wills clinic), and insurance providers. AFLAC is available to support the insurance component.
- **Projected Reach:** Each participating city may enroll 25+ families.

Where to begin?

Step 1:

- Attend the Estate Planning Module Webinar on August 18, 2025 @ 2:00pm EST to learn more about the module and the AAMA partners positioned to help you with your sessions.

Step 2:

- Please consider how you will advertise your event? Location, date and times for your six sessions. Will you serve food or provide transportation? Bus passes or Uber codes? Your grant money may be used for these considerations or to hire someone to assist you. AAMA specifically asks that you do not pay people to attend your events.

Step 3:

- Please consider the team you thought about when you signed up for this module. Who are your local partners that may be helpful in teaching about wills and trusts or insurance, etc? Please consider asking your local probate judges or estate planning attorney to speak during your session. AAMA will connect you with AAMA partners, AFLAC and My Legacy Items.com.

Please Note: Wills Clinics

Please make sure to have an attorney present, as well as a notary. Participants may bring their own computers or there may need to be a computer available to enter information into the secure My Legacy Items.com website.



ESTATE PLANNING MODULE cont.

Suggested Schedule

Week 1: Introduction to Wills

- Host a local probate judge or Estate Attorney to discuss the importance of having a will and answer questions such as:
 - Do I need a will?
 - What is probate?
 - How to leave property?
 - What is required for a will to be valid?
 - What is a trust?

Week 2: Wills Clinic

- Featuring local wills tools/clinics and/or My Legacy Items.com.

Week 3: Wills Clinic

- Featuring local wills tools/clinics and/or My Legacy Items.com.

Week 4: Insurance

- Session will cover the importance of having insurance, as well as the different types of insurance. AFLAC Representative will provide information.

Week 5: Insurance

- Session will cover the Importance of having insurance, as well as the different types of insurance. AFLAC Representative will provide information.

Week 6: Insurance

- Session will cover the Importance of having insurance, as well as the different types of insurance. AFLAC Representative will provide information.

Week 7: Closing session with certificates and surveys.

Week 8: Collect data and submit final report.



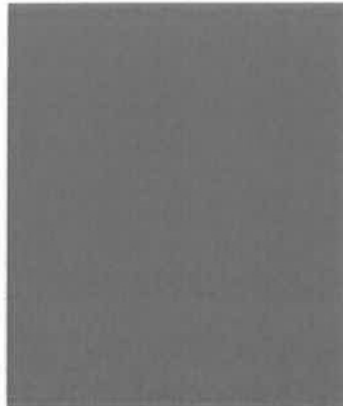
AAMA Links and Resources

OUR MAYORS PODCASTS

Opportunity Atlas

Upward Mobility Framework

Economic Mobility Catalog





Contact



African American Mayors Association
660 North Capitol Street NW | Suite 450
Washington, D.C. 20001

Victoria Thompson, Director of Grants & Programs
Victoria@ourmayors.org, 202-907-5047
Stacie Fujii, EMLI Consultant
Stacie@swfconsultingdc.com, 202-294-0658



City of New Rochelle
Development

MEMORANDUM

To: City Council

Thru: Wilfredo Melendez, City Manager

Date: October 15, 2025

From: Adam Salgado, Development Commissioner

Subject: PROPOSED APPLICATION FOR NEW YORK STATE OFFICE OF PARKS, RECREATION, AND HISTORIC PRESERVATION CERTIFIED LOCAL GOVERNMENT (CLG) PROGRAM - Resolution authorizing City Manager to submit an application and necessary documentation for New York State Office of Parks, Recreation and Historic Preservation CLG Program to support the preparation of updated historic design guidelines.

Background: Background:

The New York State Office of Parks, Recreation and Historic Preservation recently announced their 2025 round of Certified Local Government Grants. New Rochelle has maintained its CLG status and is therefore eligible for funding. Applications are due October 31, 2025, and while a match is not required, they are encouraged.

Issue:

The City's design guidelines for the historic district and manual for historic house styles are in need of updating. While a substantial amount of the content remains pertinent, some elements need to be modified and new topics need to be included. Some of the new topics that need to be considered include green building, climate resilience, ADA compliance, along with modern building materials and utilities.

An application for updated design guidelines and manual for historic house styles is a strong candidate as it meets the selection criteria identified by the state, including support of the goals for the CLG program.

Staff propose submitting an application to hire a consultant to prepare updated design guidelines and a manual for historic house styles with a total project cost of \$80,000. This total project cost would include a \$40,000 request from the state and a \$40,000 local match.

Recommendation:

Staff recommends that the City Council adopt a resolution supporting the City's CLG grant submission to NYS Office of Parks, Recreation, and Historic Preservation, committing to a match of \$40,000, and authorizing the City Manager to submit all necessary documentation for the grant application.

Attachments:

None

RESOLUTION NUMBER:
MEETING DATE: October 15, 2025

Item # 11.

LEGISLATION

RESOLUTION AUTHORIZING THE CITY MANAGER TO SUBMIT AN APPLICATION AND NECESSARY DOCUMENTATION FOR NEW YORK STATE OFFICE OF PARKS, RECREATION AND HISTORIC PRESERVATION CLG PROGRAM TO SUPPORT THE PREPARATION OF UPDATED HISTORIC DESIGN GUIDELINES.

WHEREAS, the City of New Rochelle maintains its status as a Certified Local Government (CLG), making it eligible to apply for the 2025 CLG grant program administered by the New York State Office of Parks, Recreation, and Historic Preservation; and

WHEREAS, the City's design guidelines for the historic district and manual for historic house styles are in need of updating; and

WHEREAS, a substantial amount of the content remains pertinent, some elements need to be modified and new topics need to be considered, including green building, climate resilience, ADA compliance, along with modern building materials and utilities; and

WHEREAS, an application for updated design guidelines and manual for historic house styles is a strong candidate as it meets the selection criteria identified by the state, including support of the goals for the CLG program.

NOW, THEREFORE, BE IT RESOLVED, that the Council of the City of New Rochelle hereby supports the submission of an application to the New York State Office of Parks, Recreation, and Historic Preservation for the 2025 Certified Local Government Grant Program requesting \$40,000 in grant funding; and

BE IT FURTHER RESOLVED, that the City of New Rochelle commits to providing a local match in the amount of \$40,000 toward the total project cost; and

BE IT FURTHER RESOLVED, that the City Manager is hereby authorized to prepare, execute, and submit any and all documents necessary for the grant application, and to take all actions required to effectuate the intent of this resolution.