

# Village of Youngstown

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## Village of Youngstown Board of Trustees Agenda – June 7, 2018

### **CALL TO ORDER**

Pledge of Allegiance

### **ANNUAL ORGANIZATIONAL MEETING:**

Based on election results from the May 15, 2018 Village election, the Oath of Office has been administered by Clerk-Treasurer Brown to Mayor Reynolds, Trustee Fox and Trustee Comerford for four year terms for each position.

### **MAYORAL APPOINTMENTS:**

Deputy Mayor: Timothy Lockhart  
Clerk-Treasurer: Wendy Brown -4 year term  
Deputy Clerk-Treasurer: Amy Freiermuth -4 year term  
DPW Superintendent: Todd Muller -4 year term  
Attorney: Thomas J. Caserta Jr, Esq.  
Building Inspector: John Stevens  
Village Engineer: GHD Group  
Village Grant Writer: Rotella Grant Management  
Registrar: Wendy Brown -4 year term  
Deputy Registrar: Amy Freiermuth -4 year term  
Planning Board: Frederick Braun – 5 year term  
Zoning Board of Appeals: Lisa Lucas – 5 year term

### **ANNUAL BUSINESS:**

**WHEREAS:** The Board of Trustees hereby authorizes the following:

**Official Newspaper:** Niagara Gazette.

**Ethics Policy:** Chapter XXII of the Village of Youngstown Ordinance Code of Ethics.

**Investment Policy:** in accordance with the Investment Policy adopted June 5, 1995.

**Work Place Violence Policy:** As per policy on file with the Village Clerk-Treasurer as adopted September 13, 2012 by the Village Board of Trustees.

**Unlawful Harassment Policy:** As per policy on file with the Village Clerk-Treasurer as defined in the Village Handbook.

**Bidding Policy:** The Department of Public works is authorized to use the Niagara County group bidding process for Village purposes.

**Petty Cash Expenditures:** up to \$40.00 for the purchase of miscellaneous items.

**ANNUAL RESOLUTIONS:**

**Mileage Allowance:** WHEREAS, the Board of Trustees has determined to pay a fixed rate for mileage as reimbursement to officers and employees of the Village who use their automobile while performing their official duties on behalf of the Village of Youngstown and WHEREAS: the rate determined by the IRS may change throughout the year, at any point shall the rate of reimbursement change it shall change the reimbursement allowed under Village policy as well. NOW THEREFORE BE IT RESOLVED, 1) that the Board of Trustees shall approve reimbursement to such employees at the rate of .545 cents per mile and 2) that this resolution takes effect immediately.

**Procurement Policy:** WHEREAS, the Board of Trustees has passed Village policy as amended November 8, 2012 and is on file with the Village Clerk-Treasurer. NOW THEREFORE BE IT RESOLVED,1) that said Procurement Policy shall be followed by all Village Departments and is on file with the Village Clerk-Treasurer and 2) this resolution takes effect immediately.

**Advance Approval of Claims:** WHEREAS the Board of Trustees has determined to authorize payment in advance of audit of claims for public utility services, postage, petty cash, freight and express charges; and WHEREAS all such claims must be presented at the next regular meeting for audit; and WHEREAS the claimant and the officer incurring or approving the claim are jointly and severally liable for any amount the Board of Trustees disallows. NOW THEREFORE BE IT RESOLVED 1) that the Board of Trustees authorizes payment in advance of audit of claims for public utility services, postage, petty cash, freight and express charges. All such claims must be presented at the next regular meeting for audit and the claimant and the officer incurring or approving the claims are jointly and severally liable for any amount the Board of Trustees disallows and 2) that this resolution takes effect immediately.

**Attendance at Schools and Conferences:** WHEREAS there is to be held during the coming official year a) NYCOM's Winter Legislative Meeting, b) NYCOM's Annual Meeting and Training School, c) NYCOM's Fall Training School, d) NYCOM's Public Works Training Scholl, and e) the following County association meetings; Niagara County Municipal Clerk's Association Meetings, Niagara County MuSIP Ad Hoc Advisory Committee, Niagara County Association of Town Highway Superintendents, Western New York Water Works Association, NY State Office of the State Comptroller, NYS and Local Retirement System WHEREAS attendance by certain municipal officials and employees at one or more of these meetings, conferences or schools benefits the municipality; and the Mayor has the authorization to approve expenses for Village Officials to attend workshops or other official functions, NOW THEREFORE BE IT RESOLVED: 1)That the Superintendent of Public Works, Clerk-Treasurer,

Deputy Clerk-Treasurer, Deputy Clerk, Building Inspector be authorized to attend the previously named meetings and 2) that the resolution takes effect immediately.

**Designating Depositories:** WHEREAS the Board of Trustees has determined that Village Law 4-412(3) (2) requires the designation of banks or trust companies for the deposit of all Village monies: NOW THEREFORE BE IT RESOLVED: 1) That the Board of Trustees designates KeyBank and NYCLASS as depositories of all moneys received by the Village treasurer, clerk, and receiver of taxes and 2) that the resolution is effective immediately.

**Regular meetings of the Board of Trustees/annual organizational meeting:** WHEREAS the Village of Youngstown Board of Trustees meets on a monthly basis; THEREFORE BE IT RESOLVED that the regular meetings shall be held the second and fourth Thursday of the month, at 7:00 p.m. except in, July, August, November and December, when the meeting shall be held once a month on the second Thursday of the month at 7:00 p.m., THEREFORE BE IT FURTHER RESOLVED that the annual organizational meeting of the Village of Youngstown shall be the first Thursday of June at 7:00 p.m. and shall replace the regular meeting of June.

**Special Meetings:** WHEREAS it is not uncommon for special meetings to be necessary in addition to the regular meetings of the Village of Youngstown Board of Trustees and WHEREAS it is necessary as well to have a procedure for calling such meetings, and WHEREAS it is also necessary to notify the public and the news media of these special meeting, THEREFORE BE IT RESOLVED that these special meetings may be held at the request of the Mayor alone and/or at the request of two or more Trustees and THEREFORE BE IT FURTHER RESOLVED that the Clerk will notify each member and in the absence of the Clerk, the Mayor will provide the notification and that this resolution will take place immediately.

## **PUBLIC COMMENT**

### **EAGLE SCOUT PROJECT PRESENTATION:**

Candidate for Eagle Scout Terry Shaughnessy Jr., will present his project to the Village Board for his plans for Lion's Park.

## **DEPARTMENTAL REPORTS**

**POLICE**

**DEPARTMENT OF PUBLIC WORKS**

**ENGINEER**

**GRANT WRITER**

**BUILDING INSPECTOR**

**ATTORNEY**

**MINUTES**

Approval of, or changes to, the Board Minutes from May 24, 2018

**CORRESPONDENCE:**

NYCOM has sent an acknowledgement to Mayor Reynolds and the Village of Youngstown congratulating them on joining the New York Municipal Insurance Reciprocal (NYMIR). Executive Director Peter Banes stated “The Village of Youngstown has shown great foresight in taking control of its liability insurance costs.

Friends of the Youngstown Free Library are sponsoring a free Bike Repair Clinic on Saturday, June 9 from 10:00 a.m.-2:00 p.m. in the parking lot of the Village Center.

The Niagara River Region Chamber of Commerce announced there will be a ribbon cutting ceremony, Thursday, June 14, to celebrate the grand opening of Everything Youngstown. There will be an open house from 4:00 p.m.-7:00 p.m. with the ribbon cutting at 6:00 p.m. RSVP to the Niagara River Region Chamber of Commerce.

The YBPA Beginning of Summer Street Dance will be held Thursday June 21 from 6:00 p.m. to 10:00 p.m. on Main Street rain or shine. There will be music, dancing, bounce house, food, classic cars, pony rides and a 50/50 split.

St. John’s Episcopal Church will hold its Strawberry Fest on Saturday June 23 from 11:30 a.m. to 5:30 p.m. There will be homemade shortcake, the Youngstown Lion’s will be grilling food, there are tours, Donuts the Clown, Red House Band and a basket auction that will benefit the Youngstown Senior Van Fund Drive.

The Village of Youngstown Summer Concert Series for 2018 will begin Friday June 29<sup>th</sup> with the Mackenzie Highlanders Pipes & Drums from 7:00 p.m.-9:00 p.m. at Falkner Park. Bring a chair and enjoy the start of the concert series that will run on Friday’s through August 17<sup>th</sup>.

**AGENDA**

**ABSTRACT OF AUDITED VOUCHERS**

Abstract of Audited Vouchers for the period of June 1-June 7, 2018 in the amount of \$28,645.89

General:	\$ 26,570.89
Water:	\$ 112.50
Sewer:	\$ 112.50
<u>Trust:</u>	<u>\$ 1,200.00</u>
Total:	\$ 28,645.89

**BUILDING USE:**

Request from the YBPA to close Main Street from Lockport Street to Hinman Street for the Street Dance on June 21, 2018 beginning at 4:30 p.m.

**MOTIONS:**

Authorization for the Mayor to sign the easement agreement for 423 Brookshire, Michael Beam, for installation and maintenance of drainage facilities.

Request from Brian Price, 555 Water Street, for placement of a dumpster to be located across from their facility.

**ANNOUNCEMENTS**

The July Board meeting will be, July 12, 2018 at 7:00 p.m. The August Board meeting will be, August 9, 2018 at 7:00 p.m.

The Village Board will enter into a work session immediately following the regular Board Meeting. The Village Board will enter into Executive session after the work session to discuss personnel and litigation matters.

**OLD BUSINESS****NEW BUSINESS****BOARD REPORTS****PUBLIC COMMENT**