

Village of Youngstown

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INCORPORATED:
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Village of Youngstown Board of Trustees Agenda – June 11, 2020

CALL TO ORDER

ANNUAL ORGANIZATIONAL MEETING:

MAYORAL APPOINTMENTS:

Deputy Mayor: Mark Fox

Attorney: Thomas J. Caserta Jr, Esq.

Building Inspector: John Stevens

Village Engineer: GHD Group

Village Grant Writer: Rotella Grant Management

Planning Board: David Thurlow, appointment to permanent member, 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.

Sexual Harassment Policy: As per policy on file with the Village Clerk-Treasurer as adopted October 25, 2018.

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 .57.5 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 insurances; 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 and insurances. 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 School, 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 Clerk-Treasurer, Deputy Clerk-Treasurer, and Receiver of Taxes and 2) that the resolution is effective immediately.

Regular meetings of the Board of Trustees: 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 Thursday of the month at 7:00 p.m., THEREFORE BE IT FURTHER RESOLVED that the work session meeting of the Village of Youngstown shall be the fourth Thursday of the month at 7:00 p.m. except in June, July, August, November and December when the meeting will be held following the regular Board meeting as deemed necessary.

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--all comments shall be kept to 3 minutes and directed to the Village Board of Trustees.

DEPARTMENTAL REPORTS

POLICE

DEPARTMENT OF PUBLIC WORKS

ENGINEER

GRANT WRITER

BUILDING INSPECTOR

ATTORNEY

CLERKS OFFICE

MINUTES

Approval of, or changes to, the Board Minutes from May 14 (regular board meeting) and 28 (work session), 2020.

CORRESPONDENCE/ANNOUNCEMENTS:

Request from the Adamson Family to donate a memorial park bench in memory of Linda Adamson overlooking the sprinklers at Falkner Park.

AGENDA:

ABSTRACT OF AUDITED VOUCHERS:

Approval of the Abstract of Audited Vouchers for the period from June 1- June 11, 2020 in the amount of \$54,574.74..

General:\$53,647.43
Water: \$ 265.00
Sewer: \$ 137.31
Trust: \$ 525.00
Total \$54,574.74

ITEMS:

Discussion regarding acceptance of Govpay.net for credit card processing for resident payment of utility bills, taxes, permits and fees.

BUILDING USE:

Request from the Youngstown Free Library to use the gym and parking lot on Saturday August 8, 2020 from 9:00 a.m.-3:00 p.m. plus set up and break down time for a recycling event with request for tables, chairs and garbage cans. Request was sent to the Board in May with notification to the Library that the Building is currently closed and a decision would be forthcoming.

AUTHORIZATIONS:

Authorization for Mayor Reynolds to sign the Payroll Software agreement with Williamson Law Book Company for the period of 6/1/2020-5/31/2021 at a cost of \$1,088.00.

Authorization for Mayor Reynolds to sign the Tax Collection with Taxglance Software Agreement with Williamson Law Book Company for the period of 6/1/2020-5/31/2021 at a cost of \$642.00

ANNOUNCEMENTS:

The Board will enter into Executive Session following the regular meeting for litigation matters. The next Village Board meeting will be July 9, 2020 at 7:00 p.m.

OLD BUSINESS

NEW BUSINESS

BOARD REPORTS

PUBLIC COMMENT--all comments shall be kept to 3 minutes and directed to the Village Board of Trustees.