



INCORPORATED:
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Village of Youngstown

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Village of Youngstown Board of Trustees Minutes – June 11, 2020

PRESENT: Mayor Reynolds, Deputy Mayor Lockhart, Trustee Comerford (7:10 p.m.), Trustee Fox, Attorney Caserta, Superintendent Muller, Chief Schuey, Building Inspector Stevens, Grant Writer Rotella, Engineer Lannon, Clerk-Treasurer Brown, several members of the community.
ABSENT: Trustee Zastrow.

CALL TO ORDER: Meeting was held via Zoom due to COVID-19 regulations. Mayor Reynolds called the meeting to order at 7:02 p.m. by announcing the reorganizational meeting and reading the Mayoral appointments.

ANNUAL ORGANIZATIONAL MEETING:

MAYORAL APPOINTMENTS:

Deputy Mayor: Mark Fox. Mayor Reynolds stated that current Deputy Mayor Lockhart is not seeking re-election; therefore Trustee Fox has agreed to accept the position of Deputy Mayor. Mayor Reynolds thanked Deputy Mayor Lockhart for all his time and service to the Village.

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

All Mayor Appointments were read into record and are so noted.

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.

All annual business was read by Mayor Reynolds into record and is so noted.

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.

Motion to accept the Mileage Allowance as noted was made by Trustee Lockhart, seconded by Deputy Mayor Fox. Roll call was taken.

Mayor Reynolds: yes Deputy Mayor Fox: yes Trustee Lockhart: yes

All in favor, motion was carried.

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.

Motion to accept the Procurement Policy as noted was made by Deputy Mayor Fox, seconded by Trustee Lockhart. Roll call was taken:

Mayor Reynolds: yes Deputy Mayor Fox: yes Trustee Lockhart yes

All in favor, motion was carried.

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.

Motion to accept the Advance Approval of Claims was made by Deputy Mayor Fox, seconded by Trustee Lockhart. Roll call was taken:

Mayor Reynolds: yes Deputy Mayor Fox: yes Trustee Lockhart: yes

All in favor, motion was carried.

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.

Motion to approve the Attendance at Schools and Conferences was made by Deputy Mayor Fox, seconded by Trustee Lockhart. Roll call was taken:

Mayor Reynolds: yes Deputy Mayor Fox: yes Trustee Lockhart: yes
Trustee Comerford: yes

All in favor, motion was carried.

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.

Motion to accept the Designating Depositories was made by Deputy Mayor Fox, seconded by Trustee Comerford. Roll call was taken:

Mayor Reynolds: yes Deputy Mayor Fox: yes Trustee Lockhart: yes
Trustee Comerford: yes

All in favor, motion was carried.

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.

Motion to approve the Regular meeting of the Board of Trustees was made by Deputy Mayor Fox, seconded by Trustee Lockhart. Roll call was taken:

Mayor Reynolds: yes Deputy Mayor Fox: yes Trustee Lockhart: yes
Trustee Comerford: yes

All in favor, motion was carried.

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.

Motion to accept the Special Meetings was made by Deputy Mayor Fox, seconded by Trustee Comerford. Roll call was taken:

Mayor Reynolds: yes Deputy Mayor Fox: yes Trustee Lockhart: yes
Trustee Comerford: yes

Mayor Reynolds stated that the annual meeting items were concluded at this time. All in favor, motion was carried. Mayor Reynolds moved on to open the meeting to public comment.

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

With no public comment, Mayor Reynolds moved on to Departmental Reports.

DEPARTMENTAL REPORTS

POLICE: Chief Schuey turned his monthly report in. Chief Schuey stated that he read the recent complaint Code Enforcement Office Stevens filed and participated in the investigation and agreed with the findings and actions.

DEPARTMENT OF PUBLIC WORKS: Superintendent Muller reported that the DPW had worked on the Hinman Street sewer problem, and on Lion's Park sidewalk. Superintendent Muller noted to Trustee Fox that the Jersey barriers on Water Street would be removed by Tuesday or Wednesday. Superintendent Muller stated that the DPW has been mowing grass. Superintendent Muller reported that there had been issues with the Carrollwood lift station from residents flushing wipes down the toilet. Superintendent Muller reported that Fort Niagara flushed some hydrants that affected the water color for some residents. The bathrooms at the River remain closed at this time due to COVID regulations. Superintendent Muller asked if the Board had made a decision on when his open position would be filled as they have leaf pickup and snow removal to consider. Mayor Reynolds stated a decision as to a time frame to replace the Laborer position has not been made to date.

ENGINEER: Engineer Lannon stated the REDI project continues to advance. GHD owes a response to the State on a few minor questions on the project. The quarterly report is due by the end of June. Deputy Mayor Fox asked if when preliminary drawings or designs are ready, they would be sent to the Board to review as the project progressed. Engineer Lannon will forward as ready.

GRANT WRITER: Grant Writer Rotella reported that the NYS Archives Grant should be announced soon. Grant Writer Rotella feels there is hope that we will be approved. Grant Writer Rotella reported that the CFA is not open as of yet and will be open soon. The Board should identify projects for the LWRP and park improvements, infrastructure, water, sewer drinking water. The Board should identify this sooner versus later. Grant Writer Rotella received the request from the Clerk's Office for mulch, and created a letter sent to Home Depot for the request for mulch. Grant Writer Rotella was asked to register the Village as a government agency and has done so. Grant Writer Rotella reported that there is no funding through Senator Ortt's Office for a truck again this year. Grant Writer Rotella closed by asking the Board to let him know about the projects.

BUILDING INSPECTOR: Building Inspector Stevens stated that he would like to acknowledge the excellent job Wendy, Amy and Alex are doing in the Office. Building Inspector Stevens stated he is able to get all his information and paperwork handled very efficiently during the closure of the building. Building Inspector Stevens continued

thanking the Board for their quick response for the Diner for tables outside. Building Inspector Stevens stated the complaint issue has been resolved on William Street.

ATTORNEY: Attorney Caserta reported that the easements for the three landowners on Water Street for the REDI project have been sent out. Attorney Caserta stated that the Verizon lease is not due until 2028. The Verizon rep does not want to redo the lease at this time; they would prefer the amendment for equipment to go forward. The Board was in agreement with this request.

Deputy Mayor Fox made the motion to authorize Mayor Reynolds to sign the agreement for the amendment with Verizon. Trustee Comerford seconded the motion. Roll call was taken:

Mayor Reynolds: yes Deputy Mayor Fox: yes Trustee Lockhart: yes
Trustee Comerford: yes

All in favor, Motion was carried.

CLERKS OFFICE: Clerk-Treasurer Brown reported that the year-end process is taking place at this time and updated figures and required appropriations will be forthcoming and Pat Brown will begin his year-end process. The Clerk's Office has processed and mailed the Village Taxes and water bill collection and tax collection has been running smoothly. Industrial Appraisal and GASB reporting has been turned in.

MINUTES

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

Motion to approve the minutes for each meeting was made by Trustee Comerford, seconded by Deputy Mayor Lockhart. Roll call was taken:

Mayor Reynolds: yes Deputy Mayor Fox: yes Trustee Lockhart: yes
Trustee Comerford: yes

All in favor, Motion was carried.

CORRESPONDENCE/ANNOUNCEMENTS:

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

Mayor Reynolds discussed the request with the Board. Superintendent Muller stated it was getting crowded at the park for more benches. Discussion regarding placement in other areas and avoiding walk ways and concert paths were discussed. Trustee Lockhart suggested perhaps

looking near the Gazebo would be beneficial. Mayor Reynolds will discuss options for placement with George Adamson.

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
<u>Trust:</u>	<u>\$ 525.00</u>
Total	\$54,574.74

Motion to approve the abstract of audited vouchers was made by Deputy Mayor Fox, seconded by Trustee Comerford. Roll call was taken:

Mayor Reynolds: yes	Deputy Mayor Fox: yes	Trustee Lockhart: yes
Trustee Comerford: yes		

All in favor, Motion was carried.

ITEMS:

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

Mayor Reynolds discussed the acceptance of the Village accepting credit card payments from residents. All fees will be assigned to the user (resident) as Governments are not allowed to incur any credit card fees on behalf of residents for receiving payments. The Clerk's Office researched programs and is recommending Govpay.net. This will allow a resident that wishes to pay by credit card or echeck pay online or in person (when allowed again) a water bill, tax bill, permit or fee. Deputy Mayor Fox stated he felt it was a good idea to offer this payment method to residents.

Deputy Mayor Fox made a motion that Mayor Reynolds sign the agreement with Govpay.net to implement the program to accept credit card payments, seconded by Trustee Comerford. Roll call was taken:

Mayor Reynolds: yes	Deputy Mayor Fox: yes	Trustee Lockhart: yes
Trustee Comerford: yes		

Clerk-Treasurer Brown will send the agreement to Attorney Caserta for review. All in favor, motion was carried\.

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.

The Board discussed the use, stating it is still hard to have a decision at this point due to regulations and unknown regulations moving forward. The Board stated the Library would be responsible to wipe all table and chairs down after use.

Deputy Mayor Fox made a motion to approve the use contingent upon mandates and regulations in place for August 8, 2020, seconded by Trustee Lockhart. Roll call was taken.

Mayor Reynolds: yes Deputy Mayor Fox: yes Trustee Lockhart: yes
Trustee Comerford: yes

All in favor, motion was carried,

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.

Motion to approve Mayor Reynolds to sign the contract as noted was made by Trustee Comerford, seconded by Trustee Lockhart. Roll call was taken:

Mayor Reynolds: yes Deputy Mayor Fox: yes Trustee Lockhart: yes
Trustee Comerford: yes

All in favor, motion was carried.

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

Motion to approve Mayor Reynolds to approve the contract as noted was made by Trustee Lockhart, seconded by Trustee Comerford. Roll call was taken:

Mayor Reynolds: yes Deputy Mayor Fox: yes Trustee Lockhart: yes

Trustee Comerford: yes

All in favor, motion was carried.

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.

So noted. Mayor Reynolds added he hoped the next Board meeting could be face to face.

OLD BUSINESS: None

NEW BUSINESS:

Mayor Reynolds reported that he received an email from resident Natalie Slipko regarding the opening of the bathrooms at the dock area. Mayor Reynolds stated he felt the staff would not be able to maintain the bathrooms to the standards put in place for the COVID regulations at this time. Deputy Mayor Fox agreed with Mayor Reynolds stating it was unfortunate but agreed. It was noted that Ms. Slipko stated Lewiston bathrooms were open. Superintendent Muller checked with Lewiston and was informed the dock bathrooms were not open, only one in Academy Park was open at this time. Trustee Lockhart stated he agreed that the bathrooms should not be opened at this time. Mayor Reynolds will contact Ms. Slipko.

Chief Schuey stated the he spoke with the Youngstown Yacht Club regarding the Regatta for this July. Chief Schuey reported that if there is a Regatta, it will be greatly reduced with mainly locals as the boarders are still closed. There is no request to close Water Street and if there is a gathering it would be on Yacht Club property.

BOARD REPORTS:

Trustee Comerford reported that there is not much happening as the Recreation programs are shut down right now. As phase 4 approaches, guidelines will have to be reviewed regarding activities for the splash pad and other activities. Trustee Comerford reported that Recreation employee Courtney Brown is posting how-to craft videos on line on the Village of Youngstown recreation Facebook page for residents to follow and enjoy. The next recreation meeting will be June 15 on the patio of the Ontario house observing social distancing.

Deputy Mayor Fox stated that he would like to echo Mayor Reynolds remarks and stated that Trustee Lockhart would be missed in his previous role. Deputy Mayor Fox reported that he tried to keep Trustee Lockhart on the Board with no success, and the he would try to do as good a job as Deputy Mayor,

Trustee Lockhart thanked everyone for their sentiments. Trustee Lockhart went on stating that as the usage in the Red Brick school is down, the water lines may need to be flushed so there are no issues; Deputy Mayor Fox stated he nominated Trustee Zastrow as he was absent. Deputy Mayor Fox stated the DPW should handle this process. Superintendent Muller stated he thought the lines were 2 or 2 1/2 inches and will work on what is necessary with Trustee Lockhart.

Mayor Reynolds reported that he participated in a conference call twice a week for updates on regulations and phases for our county. Mayor Reynolds reported that The Governor announced garage sales were now permitted with social distancing guidelines. Phase three is on track to begin Tuesday,

Mayor Reynolds opened the meeting to public comment.

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

Shawn D’Luhly of Jackson Street commented on the nice job done with the new street lighting in the Village. Ms. D’Luhly stated the light was bright but gentle and congratulated the Village on a nice job, Mayor Reynolds stated that the project was run by Deputy Mayor Fox and commended him on a job well done.

With no further public comment, Deputy Mayor Fox made a motion to adjourn to Executive session at 8:03 p.m., seconded by Trustee Comerford. Roll call was taken:

Mayor Reynolds: yes Deputy Mayor Fox: yes Trustee Lockhart: yes
Trustee Comerford: yes

Motion was carried.

Motion to adjourn Executive session was made by Trustee Comerford at 8:08 p.m., seconded by Deputy Mayor Fox. All in favor, motion was carried.