

Village of Youngstown

VILLAGE CENTER • 240 LOCKPORT STREET
P. O. BOX 168
YOUNGSTOWN, NEW YORK 14174-0168



INCORPORATED:
APRIL 18, 1854

TELEPHONE:
(716) 745-7721
FAX:
(716) 745-3400

Village of Youngstown Board of Trustees Minutes – July 9, 2020

PRESENT: Mayor Reynolds, Deputy Mayor Fox, Trustee Comerford, Trustee Zastrow, Trustee Lockhart, Attorney Caserta, Building Inspector Stevens, Superintendent Muller, Chief Schuey, Engineer Lannon, Clerk-Treasurer Brown, several residents **ABSENT:** Grant Writer Rotella.

CALL TO ORDER

Mayor Reynolds called the meeting to order at 7:00 p.m., opening the meeting to public comment.

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

Sean Scarisbrick, President of the Youngstown Free Library Board addressed the Board regarding the expansion of their curbside pickup program to allow in person appointments. Mayor Reynolds asked if this could be discussed later in the Agenda when the Board addresses the renovation request from the Library Board. Mr. Scarisbrick agreed.

Lisa Lucas addressed the Board regarding a complaint she filed in June. Building Inspector Stevens was not on the Zoom meeting at the time. Mayor Reynolds asked if Ms. Lucas would wait until Building Inspector Stevens joined the meeting.

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

DEPARTMENTAL REPORTS:

RECREATION (Discussion regarding the Recreation Commission's plans for Falkner Park activities.)

Mayor Reynolds stated that the Recreation Commission submitted a plan for reopening. Recreation Director Guarin reviewed the plan with the Board. Ideas for the playground, splash pad, bathrooms and basketball court were discussed. Mayor Reynolds stated his concerns over opening the bathrooms, the difference and requirements with cleaning versus sanitizing, safety concerns for staff, and a phased approach to handling things. Mayor Reynolds thanked Recreation Director Guarin for his work on the plan. The Board discussed the best plans for the current conditions. Mayor Reynolds stated that the playground could open once the required signs are received. The swings will be set up for every other swing. The bathrooms will not be opened at this time. The splash pad is

small and it is hard to keep social distance in the small area. The splash pad will not open at this time; the situation will be monitored and revisited. The Board was in agreement with the plan. Recreation Director Guarin will install the signs and have the swings set up.

Building Inspector Stevens joined the call; Mayor Reynolds addressed the concern from Lia Lucas from the public comment portion of the meeting. Building Inspector Stevens stated that he did have conversations with Ms. Lucas regarding her complaint for drainage issues. The issue stems back at least eight years. Ms. Lucas referred to the letter received regarding code violations for the property in questions and asked for an update as to enforcement of the code violation. Attorney Caserta stated catch basins could be installed and confirmed he had visited the location to review the issues stated by Ms. Lucas. Attorney Caserta suggested Ms. Lucas take her documentation to Court and handle the issues in that manner. Ms. Lucas asked for a formal response and a letter from the Village that stated this is an issue the Village would not be involved in. Attorney Caserta will get the documentation to Ms. Lucas.

POLICE: Chief Schuey turned his monthly report in. Chief Schuey stated he has a contact for Recreation Director Guarin for PPE. Chief Schuey reported that he met with Building Inspector Stevens and Ontario House owner Mike Costello regarding a complaint of a large number of people at his business. Mr. Costello confirmed that he is adhering to the social distancing guidelines as he is worried about fines. A planned upcoming event is limited, and social distancing will be followed. Chief Schuey also reported a complaint regarding the YYC and the upcoming Regatta with concerns over the crowds. Chief Schuey said there is no real merit to the complaint as of yet as the event has not occurred. Attorney Caserta asked if he felt the businesses were making a goof faith effort. Chief Schuey agreed they were.

DEPARTMENT OF PUBLIC WORKS: Superintendent Muller reported they have been cleaning the catch basins and picking up brush. Superintendent Muller met with Mr. Adamson over placement of a memorial bench and confirmed Mr. Adamson was happy with the placement. Superintendent Muller asked the Board to confirm the go ahead for the concrete pad placement.

ENGINEER: Engineer Lannon reported that the second REDI report was submitted at the end of June. The tentative schedule is design sign off 8/12, bids by 9/9, and open bids 9/10. The SEQR have come back approved to date. Engineer Lannon discussed a new design idea that would address the issues of the look of the walls on Water Street. The new idea involves a removable piece to the wall that would remain at the current level. If the water is at flood levels the wall could be added to the existing wall. The idea would need to be submitted to the State for their approval. There was a lengthy discussion between Engineer Lannon, the Board and Mr. Rick Lohr regarding the wall and

placement and support of the other businesses on Water Street. The Board was in agreement with the new design idea and advised Engineer Lannon to proceed with what needed to be done for approval and process.

GRANT WRITER: Absent.

BUILDING INSPECTOR: Building Inspector Stevens reported that things are busy with building permits. Building Inspector Stevens advised that the Ontario House is trying to adhere to mandates and still break even. Mayor Reynolds stated that the complaints come into a phone number the State set up and are anonymous so they must be checked on and can come at any time.

ATTORNEY: Attorney Caserta reported that Mrs. Burns of Main Street would like to have brush cut on the bluff owned by the Village as it blocks her view. Attorney Caserta is creating a release form the Board can approve and Superintendent Muller will work with her contractor. Attorney Caserta reported he viewed an election webinar that Clerk Brown participated in as well. The Village is not required to mail absentee ballots to all residents. The process will work the same for absentee ballots as it always does.

CLERKS OFFICE: Clerk-Treasurer Brown reported that the Election webinar was helpful and gave guidelines to follow. Clerk-Treasurer Brown reported that the office is working with GovPay on setting up the payment pages to move forward with accepting credit card payments from residents.

MINUTES

Approval of, or changes to, the Village Board meeting minutes from June 11, 2020.

Motion to approve the minutes was made by Trustee Zastrow, seconded by Trustee Comerford. Roll call was taken:

Mayor Reynolds-yes	Deputy Mayor Fox-yes	Trustee Comerford-yes
Trustee Lockhart-yes	Trustee Zastrow-yes	

All in favor, motion was carried.

CORRESPONDENCE:

Notice from the New York State Department of Labor providing Explosives Magazine Certificate for Old Fort Niagara Association, Inc. for the period 4/30/2020-4/30/2021.

So noted-Mayor Reynolds added this is a yearly notification.

YYC Can Am Regatta notice that the Regatta for July 24-26, 2020 will be a very limited event complying with local, state and federal guidelines enacted for phased reopening. Closure of Water Street will not be needed, but tenting on the north Village Park and use of Village docks south of YYC and on North Park property if needed is being requested. The YYC grounds will be open to the public with social distancing protocols enforced.

Motion to approve the use as noted was made by Trustee Zastrow, seconded by Trustee Comerford. Trustee Lockhart added that the South Dock and boat launch should remain open and clear as in years past. Roll call was taken:

Mayor Reynolds-yes Deputy Mayor Fox-yes Trustee Comerford-yes
Trustee Lockhart-yes Trustee Zastrow-yes

All in favor, motion was carried.

AGENDA:

ABSTRACT OF AUDITED VOUCHERS:

Approval of the Abstract of Audited Vouchers for the period from June 12-July 9, 2020 in the amount of \$39,670.51.

General:	\$20,952.59
Water:	\$18,346.26
Sewer:	\$ 371.66
Trust:	<u>0.00</u>
Total	\$39,670.51

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

Mayor Reynolds-yes Deputy Mayor Fox-yes Trustee Comerford-yes
Trustee Lockhart-yes Trustee Zastrow-yes

All in favor, motion was carried.

ITEMS:

Labor Day Parade discussion.

Mayor Reynolds discussed the events in the area that have had to be cancelled due to COVID regulations and concerns. Mayor Reynolds stated he felt the Village needed to be cautious and watch out for the welfare of the community as this event grows larger each year. By holding the Labor Day Parade, large crowds would be gathered close to each other with no real way to

enforce social distancing. Mayor Reynolds recommendation was to cancel the Labor Day Parade for the health and welfare of all concerned. The Board was in agreement with Mayor Reynolds.

Discussion regarding the Youngstown Free Library proposed renovation plans.

Building Inspector Stevens stated he would require a structural analysis along with the plans the Library is obtaining for the renovation project. Building Inspector Stevens added a building permit would need to be obtained and stamped drawings would need to be submitted as these are required on any project.

Paul Inskip, Vice President of the Library Board stated the Library was not looking for approval yet. They would like electrical contractors to review the plan and building for recommendations and cost for the lighting project and would like to bring the contractors through the building. Building Inspector Stevens stated it would need to be a licensed electrician and the renovations would need to be inspected by a third party inspector. Mr. Inskip also advised the Board that the library would need a letter from the Village confirming a 10 year commitment for the grant application. The grant application is due by August 14, 2020. Superintendent Muller stated the DPW had updated lighting and wiring recently. Mr. Inskip stated the lighting was too dim in areas and they were looking for brighter lighting and switches with dimmers. Building Inspector Stevens stated there are concerns with the wiring being disturbed in the rest of the building and as custodians of the building we are required to ensure everything is handled properly. Trustee Zastrow made a motion to allow the Library to have the electrical contractor escorted through the building with Building Inspector Stevens and Superintendent Muller for the renovation project and draw a the 10 year commitment letter needed up. Motion was seconded by Trustee Comerford. Roll call was taken:

Mayor Reynolds-yes	Deputy Mayor Fox-yes	Trustee Comerford-yes
Trustee Lockhart-yes	Trustee Zastrow-yes	

All in favor, motion was carried.

Clerk-Treasurer Brown asked Mr. Inskip to inform her office of the appointment for the contractor so Building Inspector Stevens and Superintendent Muller are able to escort the contractor through the building.

The President of the Library, Sean Scarisbrick, addressed the Board regarding a plan to allow library patrons back into the library. There would be appointments; the patron would be allowed into the library for a half hour, and then escorted out. The library staff would then clean and sanitize before the next appointment. Trustee Zastrow made the motion to approve the library to modify their plan to allow patrons in by appointment. Deputy Mayor Fox seconded the motion. Trustee Lockhart stated he felt we could see how it works, Deputy Mayor Fox agreed. Roll Call was taken:

Mayor Reynolds-yes Deputy Mayor Fox-yes Trustee Comerford-yes
Trustee Lockhart-yes Trustee Zastrow-yes

The new plan will be sent to the Clerk’s Office for handling in person appointments. All in favor, motion was carried,

Approval for new Police Officer hires, Nicholas DeFelice, Dominic Sense, and William Varney as part time Officers effective July 1, 2020 at \$16.40/hr.

Mayor Reynolds clarified that these are the new hires that were approved funded through grants. Motion to approve the new hires was made by Trustee Zastrow, seconded by Deputy Mayor Lockhart. Roll call was taken:

Mayor Reynolds-yes Deputy Mayor Fox-yes Trustee Comerford-yes
Trustee Lockhart-yes Trustee Zastrow-yes

All in favor, motion was carried.

Request from Tammam Kinan for a memorial planting in memory of a friend that lived in Youngstown. Tammam requested Falkner Park, but is open to suggestions for location and is willing to work with the Garden Club if needed.

Mayor Reynolds stated he felt this was a good project and the group is willing to be flexible and work with the garden club. Motion to approve the request was made by Trustee Zastrow, seconded by Trustee Comerford. Roll call was taken:

Mayor Reynolds-yes Deputy Mayor Fox-yes Trustee Comerford-yes
Trustee Lockhart-yes Trustee Zastrow-yes

All in favor, motion was carried.

APPOINTMENTS:

Approval to appoint the following Election Inspectors for the rescheduled May 19, 2020 elections to be held September 15, 2020.

Ann Johnston-Republican Lisa Lucas-Democrat
Michael Blenk-Republican Keith Hartloff-Democrat

Motion to approve the election inspectors was made by Deputy Mayor Lockhart, seconded by Trustee Zastrow. Roll call was taken:

Mayor Reynolds-yes
Trustee Lockhart-yes

Deputy Mayor Fox-yes
Trustee Zastrow-yes

Trustee Comerford-yes

All in favor, motion was carried.

AUTHORIZATIONS:

Authorization for Mayor Reynolds to sign the contract with Williamson Law Books for the water/sewer software in the amount of \$1,183.00 for the 2020-2021 year.

Motion to approve Mayor Reynolds signing the contract was made by Trustee Zastrow, seconded by Deputy Mayor Lockhart. Roll call was taken:

Mayor Reynolds-yes
Trustee Lockhart-yes

Deputy Mayor Fox-yes
Trustee Zastrow-yes

Trustee Comerford-yes

All in favor, motion was carried.

ANNOUNCEMENTS:

The Board will enter into Executive Session following the regular meeting. The next Village Board meeting will be August 13, 2020.

So noted. Mayor Reynolds stated the Board will see what the next weeks bring and that will determine where the meeting is held.

OLD BUSINESS: None

NEW BUSINESS: Mayor Reynolds reviewed information from an email request from the First Presbyterian Church to utilize the parking lot of the Village Center for part of their scavenger hunt on Friday July 31, 2020. The Board discussed and felt this was a safe fun event. Trustee Lockhart made a motion to approve the use, Deputy Mayor Fox seconded. Roll call was taken:

Mayor Reynolds-yes
Trustee Lockhart-yes

Deputy Mayor Fox-yes
Trustee Zastrow-yes

Trustee Comerford-yes

All in favor, motion was carried.

BOARD REPORTS:

Trustee Comerford reported that the last Recreation Commission meeting minutes had been distributed and the next meeting will be in July.

Trustee Zastrow asked if there had been inquiries about the senior van running, Clerk- Treasurer Brown stated one rider had called to check periodically if the van was running.

Deputy Mayor Fox reported the North Dock area needed some cleanup work and along the waterfront and the DPW will focus on that. Deputy Mayor Fox also added that the former Melloni's property was looking over grown and he will contact the new owners.

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.

With no public comment, Mayor Reynolds called for a motion to adjourn to executive session. Trustee Zastrow made a motion at 9:15 p.m. to adjourn to executive session. Trustee Comerford seconded the motion. Roll call was taken:

Mayor Reynolds-yes	Deputy Mayor Fox-yes	Trustee Comerford-yes
Trustee Lockhart-yes	Trustee Zastrow-yes	

All in favor, motion was carried.

Deputy Mayor Fox made a motion at 9:40 p.m. to adjourn the executive session, seconded by Trustee Zastrow. All in favor, motion was carried.

Submitted by:

Wendy Brown
Clerk-Treasurer