

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 Agenda – June 10, 2021

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
YBPA Liaison: Trustee Stuart Comerford
LNRR Chamber Liaison: Trustee Stuart Comerford
Youngstown Free Library Liaison: Trustee Nicole Quarantillo
Youngstown Recreation Liaison: Trustee Rob Reisman
DPW Liaison: Deputy Mayor Mark Fox
Clerk's Office Liaison: Mayor Raleigh Reynolds

ANNUAL BUSINESS:

WHEREAS: The Board of Trustees hereby authorizes the following:

Official Newspaper: Niagara Gazette, or The Sentinel.

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 by the Village Board of Trustees.

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 \$50.00 for the purchase of miscellaneous items.

Pandemic Plan: As per policy on file with the Village Clerk-Treasurer as adopted March 11, 2021 by the Village Board of Trustees.

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 .56 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 when necessary at 7:00 p.m. except in June, July, August, November and December.

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

RECREATION

MINUTES

Approval of, or changes to, the Village Board meeting minutes of May 13 and work session minutes of May 27, 2021.

CORRESPONDENCE/ANNOUNCEMENTS:

Letter of resignation from David Thurlow Planning Board member. David will be moving from the area.

AGENDA:

ABSTRACT OF AUDITED VOUCHERS:

Approval of the Abstract of Audited Vouchers for the period from May 13- June 10, 2021 in the amount of \$165,054.70.

General:\$77,462.61

Water: \$31,124.00

Sewer: \$55,384.09

Trust: \$ 1,084.00

Total \$165,054.70

BUILDING USE:

Request from Youngstown Lions Club to use the Cora Gushee room the first Tuesday of the month beginning in September at 7:00 p.m. for their monthly meetings. Insurance is on file.

ANNOUNCEMENTS:

The next Village Board meeting will be July 8, 2021 at 7:00 p.m. The Board will enter into Executive session immediately following the regular meeting for litigation matters.

OLD BUSINESS

NEW BUSINESS

BOARD REPORTS

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