



INCORPORATED:
APRIL 18, 1854

Village of Youngstown

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Village of Youngstown Board of Trustees Agenda – June 9, 2022

CALL TO ORDER

ANNUAL ORGANIZATIONAL MEETING:

June 6, 2022 12:00 p.m. Robin Reisman was sworn in as Mayor. Mayor Reisman appointed Kyle Heath as Trustee to the vacant position created by the Election results. Kyle Heath, Kristel Stevens and Catherine Stella were sworn in as Trustees. Kyle Heath was then appointed Deputy Mayor.

MAYORAL APPOINTMENTS:

Trustee position vacant from Election: Kyle Heath

Clerk-Treasurer: Wendy Brown (follows Mayor term)

Deputy Clerk-Treasurer: Amy Freiermuth (follows Mayor term)

Registrar: Wendy Brown (follows Mayor term)

Deputy Registrar: Amy Freiermuth (follows Mayor term)

Deputy Mayor: Kyle Heath

Attorney: Thomas J. Caserta Jr, Esq.

Building Inspector: John Stevens

Village Engineer: GHD Group

Village Grant Writer: G&G Municipal Consulting & Grant Writing

Zoning Board of Appeals: Chairperson: Thomas Murphy; Member Tyler Finkle; Member Keith Hartloff

Planning Board: Chairperson: Margaret Hanson

Deputy Mayor: Affidavit

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.

Discrimination and 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 .58.5 cents per mile or (current IRS mileage reimbursement rate) 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 and credit card payments. 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. 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 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.

Regular Meeting:

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**

AGENDA:

ABSTRACT OF AUDITED VOUCHERS:

Approval of the Abstract of Audited Vouchers for the period from May 13- May 31, 2022 in the amount of \$38,495.63, and June 1-June 9, 2022 in the amount of \$52,180.49.

General:\$	36,073.37	52,162.89
Water: \$	81.40	0.00
Sewer: \$	22.96	17.60
Trust: \$	<u>2,317.90</u>	<u>0.00</u>
Total \$	38,495.63	\$52,180.49

ITEMS:

Letter of resignation received from Tina Oddy from the Recreation Commission. Tina is stepping down after 27 years of service on the Recreation Commission.

Letter of resignation received from Kyle Heath from the Recreation Commission. Kyle will be serving on the Village Board of Trustees.

Letter of resignation received from Sumita Carr from the Recreation Commission.

As per the 5/24/22 Recreation minutes received, Chairperson appointed is Heidi Reisman and Vice Chair is Brett Sippel. Approval of members requested.

BOARD REPORTS

ANNOUNCEMENTS:

The next Village Board meeting will be July 14, 2021 at 7:00 p.m. The Board will enter into Executive session immediately following the regular meeting for litigation matters.