

Village of Youngstown

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INCORPORATED:
APRIL 18, 1854

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

PRESENT: Mayor Reisman, Deputy Mayor Heath, Trustee Quarantillo, Trustee Stevens, Trustee Stella, Engineer Lannon, Sergeant Ullery, Superintendent Muller, Attorney Caserta, Building Inspector Stevens, Clerk-Treasurer Brown. **ABSENT:** Grant Writer Grasso, Recreation Director Gruarin.

CALL TO ORDER:

Mayor Reisman called the meeting to order with the Pledge of Allegiance at 7:00 p.m. Mayor Reisman opened the organizational meeting by reading the following:

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.

So noted.

The ceremonial swearing in then took place. Clerk-Treasurer Brown gave the Oath of Office to Mayor Reisman. Mayor Reisman then administered the Oath of Office to Deputy Mayor Heath, Trustee Stella and Trustee Stevens.

MAYORAL APPOINTMENTS:

Mayor Reisman read the following 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

Motion to approve the Mayoral Appointments as noted was made by Trustee Quarantillo, seconded by Trustee Stella. All in favor, motion was carried.

Deputy Mayor: Affidavit

Deputy Mayor Heath read an affidavit stating the following:

AFFIDAVIT

STATE OF **New York** :

: ss

COUNTY OF **Niagara** :

I, **KYLE HEATH**, having been duly cautioned and sworn hereby state the following based upon personal knowledge:

1. I am a member of the **BOARD OF TRUSTEES** with the **VILLAGE OF YOUNGSTOWN**
2. I am also an employee of KeyBank National Association (“KeyBank”) and serve as a **BRANCH MANAGER** in Lewiston.
3. KeyBank is a subsidiary of KeyCorp.
4. I own stock in KeyCorp, which represents less than .1% of the outstanding shares of that company.
5. In connection with my commencement of service on **VILLAGE OF YOUNGSTOWN NY BOARD OF TRUSTEES**, I am providing notice of my association with KeyBank, and plan to withdraw from all decisions and deliberations related in any manner to matters related to my employer.

FURTHER AFFIANT SAYETH NAUGHT.

KYLE M HEATH

So noted. Mayor Reisman continued with the annual business by reading the following:

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.

Motion to approve the annual business as noted was made by Trustee Quarantillo, seconded by Deputy Mayor Heath. All in favor, motion was carried.

Mayor Reisman continued with the annual resolutions reading the following as published.

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.

Motion to approve the resolutions as noted was made by Trustee Quarantillo, seconded by Trustee Stella. All in favor, motion was carried.

With the organization meeting requirements completed, Mayor Reisman continued with the regular meeting, opening the floor to public comment.

Regular Meeting:

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

Russell Pembleton of Church Street addressed the Board regarding a speeding issue on Church Street. Mr. Pembleton addressed the issues of excessive speed down Church Street noting the danger to residents. Mayor Reisman acknowledged the issue and confirmed that there are additional patrols being scheduled for Church Street, Lockport Street and Main Street to address speeding issues. The use of speed enforcement trailers is also being utilized. Sergeant Ullery confirmed patrols will be focused on this issue.

With no further public comment, Mayor Reisman moved on to departmental reports.

DEPARTMENTAL REPORTS

POLICE: Sergeant Ullery reported the department is focusing on the speeding issues in the Village. Sergeant Ullery also updated the Board that the juveniles and parents that have been causing issues in the Village have been put on notice that there is a curfew and it is being enforced.

Mayor Reisman noted that the Board has approved Sergeant Ullery as acting interim Chief of the department until a replacement for Chief Suitor is completed.

DEPARTMENT OF PUBLIC WORKS: Superintendent Muller confirmed they have been stationing the speed enforcement trailer around the Village. Mayor Reisman noted there may be opportunity for municipal sharing of equipment when needed.

ENGINEER: Engineer Lannon reported that we are waiting for the approval for the grant disbursement for the REDI project. This comes from the Division of Budget for NYS. Engineer Lannon noted that he reviewed the EFC survey for the Village and it is looking for information on any projects the Village would have over the next 20 years. Engineer Lannon advised it linked us with a sanitary sewer project he will try to get information from Superintendent Muller and can answer the survey.

GRANT WRITER: Grant Writer Grasso was absent. Grant Writer Grasso emailed a brief report update to the Board.

BUILDING INSPECTOR: Building Inspector Stevens reported things are busy and that everything is in order. Mayor Reisman asked the status of Youngstown Marketside. Building Inspector Stevens stated everything was on track for the June 14th opening.

ATTORNEY: Attorney Caserta reported that he would address his items in Executive session.

CLERKS OFFICE: Clerk-Treasurer Brown reported that the year end financials are being prepared and the new auditors will be in the office June 27th. The office is busy with tax distribution and collection.

RECREATION: Recreation Director Gruarin was absent. Mayor Reisman reported that the summer programs are being prepared with tennis, wiffle ball, and basketball, sign ups are until June 30th. The frisbee golf course is under construction and a grant was received for frisbees. The volleyball court has been prepared and is ready for use.

With no further reports, Mayor Reisman moved on to the abstract of audited vouchers.

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
<u>Trust:</u>	<u>\$ 2,317.90</u>	<u>0.00</u>
Total	\$ 38,495.63	\$52,180.49

Motion to approve the abstract(s) of audited vouchers as noted was made by Trustee Quarantillo, seconded by Deputy Mayor Heath. All in favor, motion was carried.

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.

So noted. Mayor Reisman noted the wonderful service Mrs. Oddy has provided to the Village.

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

So noted.

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

So noted.

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

Motion to approve the appointments was made by Trustee Quarantillo, seconded by Trustee Stella. All in favor, motion was carried.

BOARD REPORTS:

Trustee Quarantillo welcomes the new Board members, offering any assistance they may need.

ANNOUNCEMENTS:

The next Village Board meeting will be July 14, 2022 at 7:00 p.m. The Board will enter into Executive session immediately following the regular meeting for litigation matters.

So noted.

With no further business, Trustee Quarantillo made a motion at 7:25 p.m. to adjourn the regular meeting and enter into Executive session. All in favor, motion was carried.

Motion to adjourn the Executive session and enter into the regular session was made at 8:09 p.m. by Trustee Quarantillo, seconded by Trustee Stevens. All in favor, motion was carried.

Motion to adjourn the regular session was made at 8:09 p.m. by Trustee Quarantillo, seconded by Trustee Stevens.

Submitted by:

Wendy Brown
Clerk-Treasurer