

Village of Youngstown

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INCORPORATED:
APRIL 18, 1854

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Village of Youngstown Board of Trustees Minutes – June 8, 2023

PRESENT: Deputy Mayor Heath, Trustee Quarantillo, Trustee Stella, Trustee Stevens, Chief Paul, Building Inspector Stevens, Attorney Caserta, Engineer Lannon, MEO Quarantillo, Clerk-Treasurer Brown. **ABSENT:** Mayor Reisman, Recreation Director Guarin, Grant Writer Grasso.

CALL TO ORDER: Deputy Mayor Heath called the meeting to order at 7:00 p.m. with the Pledge of Allegiance. Deputy Mayor Heath began the organizational meeting.

ANNUAL ORGANIZATIONAL MEETING:

On June 6, 2023, Kyle Heath was sworn in as Trustee based on the results of the May 16, 2023 Village election.

So noted.

MAYORAL APPOINTMENTS:

Deputy Mayor: Kyle Heath
Attorney: Thomas J. Caserta Jr, Esq.
Village Engineer: GHD Group
Zoning Board of Appeals: Member William Lolo
Planning Board: Member Fred Braun

So noted.

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.

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 .65.5 cents per mile or (current IRS mileage reimbursement rate) and 2) that this resolution takes effect immediately.

Motion to approve the resolution as noted was made by Trustee Quarantillo, seconded by Trustee Stevens. 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 approve the resolution as noted was made by Trustee Quarantillo, seconded by Trustee Stevens. 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, key2business credit card, 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, key2business credit card, 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.

Motion to approve the resolution as noted was made by Trustee Quarantillo, seconded by Trustee Stevens. 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, NYS Deferred Compensation. 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, DPW Staff as approved, be authorized to attend the previously named meetings and 2) that the resolution takes effect immediately.

Motion to approve the resolution as noted was made by Trustee Quarantillo, seconded by Trustee Stevens. 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 approve the resolution as noted was made by Trustee Quarantillo, seconded by Trustee Stella. 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. 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.

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

Regular Meeting:

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

Deputy Mayor Heath proceeded with the regular meeting noting that public comment should be kept to 3 minutes and directed to the Board. Deputy Mayor Heath called for any public comment. With no public comment Deputy Mayor Heath moved on to departmental reports asking for any additional reports or changes from the Department Heads.

DEPARTMENTAL REPORTS

POLICE: With the start of the warmer weather Officers have noted an uptick in juvenile activities at night within Faulkner Park. Complaints of loud and obscene language coupled with them openly urinating in public. The aforementioned complaints have been addressed and Officers have been instructed to take proper measures. The complainant does not wish to be identified. At this month's Chiefs meeting. Daniel G. Haughney from the NYS Office of Cannabis Management was a guest speaker and gave a brief lecture on the legalization of Cannabis and its products. As the market expands and more businesses open the area the lecture and State contact will become more important to the Village.

DEPARTMENT OF PUBLIC WORKS: As we begin the new fiscal year we will be starting some projects and continuing our beautification process within the Village limits. I am currently working with 3 contractors to get pricing for side walk repairs. As the bids come in I will update the board. As we do every week we will continue mowing, trimming, emptying garbage's, cleaning restroom's "South Dock". We also opened the restrooms at Faulkner Park for the summer season. Down on water St at the North Dock we installed a new garbage can and starting cleaning up around the rock work. We added dirt in the low spots and we will be planting grass as well. This will be an ongoing process. We removed the tree on glen vale Rd paper street property and filled in with dirt. We changed the cutting edge on the backhoe. Lastly, I had Koester here doing our annual maintenance on our 3 lift stations. I took the crew to the Carrollwood lift station where we received a very good lesson in general maintenance and cleaning. This will now better allow us to trouble shoot any issues we may come across. We will still need an annual maintenance program with Koester as submitted by MEO Quarantillo..

ENGINEER: – I am hoping to have a proposal for the REDI project submitted to you by COB tomorrow. Need to reschedule a public information meeting as well. We have a meeting scheduled for tomorrow at 2pm to discuss Vic Battey’s subdivision proposal.

GRANT WRITER-No report received.

BUILDING INSPECTOR: There we’re seven (7) bldg. permit applications for May 2023.

ATTORNEY: No information to report.

CLERKS OFFICE: The Village tax bill preparation was completed, Bills were sorted and mailed out for June 1st. We have started receipting tax payments in the office. Water billing will be prepared by the end of the month for July billing. We only have one or two people that have not had their pictures taken for badges. We should be able to start making these mid June. We are converting all the systems over for year-end processing and the start of the new fiscal year.

RECREATION: Still waiting for the shipping of the (4) new disc golf holes. Stage Padding is in. Lewiston Donated a rim for indoor and is donating brand new hockey stuff for summer street hockey. Pads, sticks etc. Amazon stuff was ordered for the teen center (darts, games, chairs etc). Summer Falkner Calendar is set and program sign-ups will go live Tuesday on the Village website (Basketball, wiffle ball, kickball and street hockey) still searching for a tennis instructor. Waiting for confirmation for a meeting with Perfect Seal to potentially re seal the tennis courts and put pickle ball lines in, hoping for a sponsorship from them with them putting a sign up and doing the work for free or @ cost. Will update after the meeting

AGENDA:

ABSTRACT OF AUDITED VOUCHERS:

Approval of the Abstract of Audited Vouchers for the period from May 12- May 31, 2023 and in the amount of \$87,218.79 and June 1-June 8, 2023 in the amount of \$129,071.66.

General:	\$ 48,246.00	85,172.24
Water:	\$ 780.16	1,689.30
Sewer:	\$ 35,519.01	42,210.12
Trust:	\$ 2,673.62	0.00
Total	\$ 87,218.79	\$129,071.66

Motion to approve the abstract of audited vouchers for May and June as noted was made by Trustee Stevens, seconded by Trustee Stella, all in favor, motion was carried.

ITEMS:

Tabled request from Christine Rath to metal detect in Village Parks.

Deputy Mayor Heath address Christine Rath who was in attendance to update the Board with her plans to metal detect on Village property. Ms. Rath noted she has started metal detecting as a hobby and based on historical events in the area would like to metal detect in the parks. Ms. Rath has researched NYS law and Village code regarding this process. Ms. Rath acknowledged the edict that any item discovered will be turned over to the Village Historian. Ms. Rath noted she will do her best to return any dig site to its original status noting most dig sites are 6 inches. Trustee Quarantillo added she felt that this should be in Veterans Park, and not in Falkner Park due to the activities at Falkner Park. Deputy Mayor Heath noted the previous discussion on a permitting fee of \$100.00 for a special use permit. Ms. Rath stated Mayor Reisman advised the permit would be good for one year and there would be no more than three permits of this type issued. Ms. Rath stated she was fine with the fee, and would start in Veteran's Park, however, would also like to be able to detect in Falkner due to its location. Ms. Rath will start with Veteran's Park and see how the process goes, with notation that it may be possible after all events are completed at Falkner Park for the summer, to detect in the fall. The Board also noted that the detecting should not interfere with any scheduled activates at Veteran's Park. Attorney Caserta will draft the language for the special use permit.

Motion to approve Christine Rath for metal detecting as noted was made by Trustee Quarantillo, seconded by Trustee Stella. Building Inspector Stevens voiced concerns over how this will be monitored and the issue that some people may see this and not apply for a permit and begin detecting on their own. Deputy Mayor Heath noted a permit/plaque would be issued that Ms. Rath would need to have with her. All in favor, motion was carried.

Authorization for the Clerk-Treasurer to move \$40,503.35 from NYCLASS Sewer savings account to G8120.43 for the Town of Porter sewer O/M settlement bill as of 6/6.23.

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

Request from Ray Barry to utilize the electric at Veteran's Park for his Village Music Fest event August 5, 2023. Mr. Barry will have Severson set it up and hire a third-party electrical inspector for certification. This will be the same manner as last year's event.

Deputy Mayor Heath noted that when Mr. Barry approached them regarding the electric, generators would be used. Deputy Mayor Heath noted the many issues last year with the electrical inspection. The Board discussed requirement of a contract for the electric to be set up and inspected if this route is taken. Also discussed was sticking to the original plan of generator use. The Board is an agreement to table this request at this time to have further discussion with Mr. Barry.

Request for authorization for Mayor Reisman to sign the New York State Liquor Authority Landlord Authorization form for Ray Barry for Falkner Park on July 22, 2023 at 343 Main Street, Youngstown for his Festival of the Arts event.

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

Request for authorization for Mayor Reisman to sign the New York State Liquor Authority Landlord Authorization form for Ray Barry for Veteran's Park, 700 Nancy Price Drive, Youngstown for his Village Music Fest event.

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

BUILDING REQUEST:

Tani Wojcinski is requesting the use of the gym for a Community Fitness Class Monday and Wednesdays from July 10-August 30, 2023 from 8:30 a.m.-10:30 a.m. Insurance will be provided once use is approved. This would fall under the cost structure of gym classes at a rate of \$50.00 for two hours use. There is no conflict with the gym use at this time.

Motion to approve the use at a cost of \$50.00 for two hours per use pending receipt of insurance was made by Trustee Stella, seconded by Trustee Stevens. All in favor. Motion was carried.

Request from the Youngstown Free Library to use the Board Room on June 27 and July 25 from 5:30 pm-8:30 p.m. for their summer programs. Insurance is on file and there is no conflict with the room use.

Motion to approve the use was made by Trustee Stella, seconded by Trustee Quarantillo. It was noted there is no charge as the Library is a non-profit organization. All in favor, motion was carried.

BOARD REPORTS:

Trustee Stella reported that the Chamber will hold its last mixer at the BBC. The Chamber is working on the Jazz festival and are looking for volunteers. They will also be working on all the summer activities.

Trustee Stevens reported that she is in the process of obtaining a second quote for the EV charging stations. Trustee Stevens will update the Board when it is received.

Trustee Quarantillo reported that the striping and update of the tennis court will be donated by Perfect Seal. Trustee Quarantillo asked if their business sign can be placed there as a thank you

for the donation. Attorney Caserta confirmed it could. A formal agreement is in process. Trustee Quarantillo asked about advertising the rental of the gym. The Board was in agreement things were in order to be able to do that. A post will be created with this information between the Clerk's Office and Recreation.

Deputy Mayor Heath reported that the past weekend was busy with the Garden Club Plant-o-Rama event. He, Trustee Quarantillo, and Stevens and Mayor Reisman were all able to help with the event between Friday and Saturday. Deputy Mayor Heath also noted the Troop 829 helped with set up and tear down of the event, and they also helped with a flag raising event with VFW post 313.

Clerk-Treasurer Brown noted that MEO Quarantillo was able to submit a DPW report to update the Board with the status of things at the DPW for departmental reports and thanked him for the report and attending the meeting.

Clerk-Treasurer Brown also noted that Engineer Lannon had provided the Board with updated info on the REDI project costs. Engineer Lannon updated the Board and noted he was going to arrange a meeting and contact with Mayor Reisman to explain the updates.

ANNOUNCEMENTS:

The next Village Board meeting will be July 13, 2023 at 7:00 p.m. The Board will enter into Executive session immediately following the regular meeting for personnel matters.

So noted.

The YBPA Annual Street Dance will be held June 22nd on Main Street from 6:00 p.m.-10:00 p.m. The Falkner Park Summer Concert series will begin on June 30, 2023 at 6:30 in Falkner Park with the Mackenzie Highlanders Pipes and Drums band. Concerts will continue on Friday evenings at 6:30 p.m. through August 18, 2023.

So noted.

With no further business, motion to adjourn the regular meeting and enter into Executive session was made at 7:30 p.m. by Trustee Stella, seconded by Trustee Stevens. All in favor, motion was carried.

Motion to adjourn Executive session and enter into regular session was made at 8:46 p.m. by Trustee Stevens, seconded by Trustee Stella. All in favor, motion was carried.

Motion to adjourn regular session was made at 8:47 p.m. by Trustee Stella, seconded by Trustee Stevens. All in favor, motion was carried.

Submitted by:

Wendy Brown
Clerk-Treasurer