



INCORPORATED:  
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# Village of Youngstown

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## Village of Youngstown Board of Trustees Minutes – October 12, 2023

**PRESENT:** Mayor Reisman, Deputy Mayor Stortecky, Trustee Quarantillo, Trustee Stella, Trustee Stevens, Chief Paul, Building Inspector Stevens, Superintendent Quarantillo, Clerk-Treasurer Brown. **ABSENT:** Attorney Caserta, Recreation Director Gruarin, Engineer Lannon.

**CALL TO ORDER:** With a quorum in attendance, Mayor Reisman called the meeting order at 7:00 p.m. with the Pledge of Allegiance. Mayor Reisman asked for any 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 Reisman asked for any updates to Departmental reports.

### DEPARTMENTAL REPORTS

**POLICE:** Writer is in the process of renewing DOS licensing for the Police Department that will expire in December of this year. Officers continue to patrol areas of concern that include the cold storage building, along with the parks. Officers also continue to check for vehicles that are in violation of vehicle and traffic laws (speeding, stop signs) and other violations. Officer Matthew Cipollitti is now an active member of the Police Department and has been on patrol multiple times.

**DEPARTMENT OF PUBLIC WORKS:** As you can all see we have completed the paving project for this year! Yahoo. When the final numbers come in, I will send out a report! We have completed the disc golf project at Vets Park we are at 9 holes! We continue trimming trees, this time it was at Vets Park and the Village Center. Over at Falkner Park and the Gazebo we had to repair a railing section and a 2x6 on the picnic table below, also at Falkner Park we have started removing picnic tables from the pavilion to prevent further damage to them caused by juveniles. We will bring them back in the spring. We have been going around and fixing some street signs that were falling down, and compiling a list for replacement. I have been in touch with the County highway dept and they are sending a crew down to look over the signage on Main St and do the updates to them. The Water treatment plant came down and started running cameras down the sewer lines. We did come across a few small root balls that we will need to removed but this is not a cause for back up in the system. I will also have them run the camera down the Fort Niagara line. We have had issues in the past so we just

want to make sure we are all clear. Gary and I took some continuing education classes. This one was an Arch flash training course “very informative”. I did hire a gentleman Named Jason Lons. He was supposed to start already but ran into some serious personal issues. He will be here ready and willing to on the 16<sup>th</sup> of October!

As for the new truck I have been looking at other options and other brands as well. The price just quoted from Ken Worth is \$120,000. That’s \$20,000 more than what I have from International. If we keep waiting the prices are just going to keep going up. 3 Trucks is what we have always had and will always need. I was asked to look into maybe trading one in and I’ve done some research on trucks for sale similar to 18-04 which is our little red truck. The most I’ve seen for that truck listed privately is around \$18,000.00. I would refuse to let it go for such a small amount; this is just to show the board what’s out there. Right now, I have to get one truck ready to plow which is “99 the yellow one” the one I would like to replace, one will be set up for leaf season which is “18-04 the little red one” and the other will be used for all other projects then eventually set up to plow as well. Once the second truck is set up for plowing this leaves 18-04 “the little red truck” as our back up truck for plowing and water main breaks, brush removal or whatever deemed necessary for it. These trucks do not maneuver or come apart very easily once set up for plowing. I would ask the board again to please consider again the proposal for the new truck. Chips money, not saying all of it but a small piece can be used towards the purchase bringing down the financed amount. We got a lot of work done this year with the Chips money leaving plenty in the reserve. Again, the longer we wait the more expensive there going to get. This should be the last dump truck purchase for a long time!!!! Please any questions feel free to reach out. Thanks again for your consideration in this matter.

**ENGINEER:** Absent/no report

**BUILDING INSPECTOR:** 6 building permit applications for the month of September. No complaints. Building Inspector Stevens added that he attended a webinar on Brownfields that offered information on capital stacking and possibilities for funds to handle these areas. Mayor Reisman thanked Building Inspector Stevens and asked if the Cold Storage Site is considered Brownfield, and noted that would need to be confirmed.

**ATTORNEY:** Absent/no report.

**CLERKS OFFICE:** Amy and I returned from NYCOM training; it was great information as always. We are working with the auditors still. The AFR has been filed with the State (our annual required financial report) and we are finishing requests up on the audit portion. We are working on the required Gold certification for NYS Retirement reporting and updating our system and reporting with the State as required. Water bills

were created and sent out last week and we continue collection of payments for them. We continue to work on various items as per emails circulation. We are moving forward on the Archives grant, with the Historical Society cleaning out the Mayor's room and we will be ordering the shelving. This all must be completed by the beginning of December. Financials will be updated soon as the auditors complete their adjustments.

**RECREATION: Indoor** Monday: 4:30-6:00 p.m. Open Gym, Grades 2-8 6:00-7:30 p.m., Family Gym Tuesday: 5:30-7:30 p.m. Open Gym High School Wednesday: 4:30-6:00 p.m. Open Gym Grades 2-8 6:00-8:00 p.m. Open Gym High School Friday: 9:30-11:00 a.m. Toddler Time (NOW all year long!) 5:30-7:00 p.m. Family Night **Planning for Halloween and Christmas. Halloween Party is October 28<sup>th</sup> Parade then trunk or treat in the Parking lot.**

#### **AGENDA:**

##### **ABSTRACT OF AUDITED VOUCHERS:**

Approval of the Abstract of Audited Vouchers for the period from September 15-October 14, 2023 in the amount of \$159,900.03.

General:	\$159,042.32
Water:	\$ 545.09
Sewer:	\$ 312.62
H Capital:	\$ 0.00
Trust:	\$ 0.00
Total	\$159,900.03

Motion to accept the abstract of audited vouchers was made by Trustee Quarantillo, seconded by Trustee Stevens. All in favor, motion was carried.

##### **BUILDING USE REQUEST:**

Request from Girl Scouts of Western NY Brownie Troop, Amy Beaudreau and Misty Doherty to hold meetings in the Board room on Tuesday evenings from October 17, 2023-June 30, 2024 from 5:30 p.m.-7:30 p.m. Insurance is on file.

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

Request from Youngstown Civic Guild-Christmas Basket Committee to use the Board room on October 18, 2023 from 5:45 p.m.-7:00 p.m. to organize the committee for this year's event.

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

## **BOARD CONSIDERATION ON THE FOLLOWING:**

Request for renewal of Raising Fowl permits for the following applicants:

Kristel Stevens, 580 Lockport St

Kyle Heath, 421 Lockport St

Application specifications remain the same as from 2022. No complaints have been received for any of the applications. Renewal of the permit would be valid from October 24, 2023-October 24, 2024.

Trustee Stevens abstained from this vote.

Motion was made by Trustee Quarantillo, seconded by Trustee Stella to approve the Raising Fowl permits for Mrs. Stevens and Mr. Heath. Deputy Mayor Stortecky and Mayor Reisman voted in agreement. With four approvals, motion was carried.

Mayor Reisman added business. Board Consideration: - presentation from CSS at the work session 9/28/23. Attorney Caserta has reviewed and approved the agreement submitted by CSS with minor revisions.

A request to designate Creative Structure Services, Inc as preferred developer for 701 Nancy Price Drive, Youngstown, NY, the former Cold Storage Site, for 120 days commencing with approval on October 12, 2023.

Motion to approve designation of CSS, Inc as preferred developer for 120 days commencing October 12, 2023 was made by Trustee Quarantillo, seconded by Trustee Stevens. All in favor, motion was carried.

## **RESOLUTION:**

### **ESTABLISHING ENERGY BENCHMARKING REQUIREMENTS FOR CERTAIN MUNICIPAL BUILDINGS**

**WHEREAS**, buildings are the single largest user of energy in the State of New York. The poorest performing buildings typically use several times the energy of the highest performing buildings—for the exact same building use; and

**WHEREAS**, collecting, reporting, and sharing building energy data on a regular basis allows municipal officials and the public to understand the energy performance of municipal buildings relative to similar buildings nationwide, and equipped with this information the Village of Youngstown is able to make smarter, more cost-effective operational and capital investment decisions, reward efficiency, and drive widespread, continuous improvement; and

**WHEREAS**, the Village of Youngstown Board of Trustees desires to use Building Energy Benchmarking - a process of measuring a building's energy use, tracking that use over time, and comparing performance to similar buildings - to promote the public health, safety, and

welfare by making available good, actionable information on municipal building energy use to help identify opportunities to cut costs and reduce pollution in the Village of Youngstown and

**WHEREAS**, the Village of Youngstown Board of Trustees desires to establish procedure or guideline for Village of Youngstown staff to conduct such Building Energy Benchmarking; and

**NOW THEREFORE, IT IS HEREBY RESOLVED AND DETERMINED**, that the following specific policies and procedures are hereby adopted;

## **BUILDING ENERGY BENCHMARKING POLICY/PROCEDURES**

### **§1. DEFINITIONS**

(A) “Benchmarking Information” shall mean information generated by Portfolio Manager, as herein defined including descriptive information about the physical building and its operational characteristics.

(B) “Building Energy Benchmarking” shall mean the process of measuring a building’s Energy use, tracking that use over time, and comparing performance to similar buildings.

(C) “Commissioner” shall mean the head of the Department.

(4) “Covered Municipal Building” shall mean a building or facility that is owned or occupied by the Village of Youngstown that is 1,000 square feet or larger in size.

(5) “Department” shall mean the Village of Youngstown departments.

(6) “Energy” shall mean electricity, natural gas, steam, hot or chilled water, fuel oil, or other product for use in a building, or renewable on-site electricity generation, for purposes of providing heating, cooling, lighting, water heating, or for powering or fueling other end-uses in the building and related facilities, as reflected in Utility bills or other documentation of actual Energy use.

(7) “Energy Performance Score” shall mean the numeric rating generated by Portfolio Manager that compares the Energy usage of the building to that of similar buildings.

(8) “Energy Use Intensity (EUI)” shall mean the kBtUs (1,000 British Thermal Units) used per square foot of gross floor area.

(9) “Gross Floor Area” shall mean the total number of enclosed square feet measured between the exterior surfaces of the fixed walls within any structure used or intended for supporting or sheltering any use or occupancy.

(11) “Portfolio Manager” shall mean ENERGY STAR Portfolio Manager, the internet-based tool developed and maintained by the United States Environmental Protection Agency to track and assess the relative Energy performance of buildings nationwide, or successor.

(12) “Utility” shall mean an entity that distributes and sells Energy to Covered Municipal Buildings.

(13) “Weather Normalized Site EUI” shall mean the amount of Energy that would have been used by a property under 30-year average temperatures, accounting for the difference between average temperatures and yearly fluctuations.

## **§2. APPLICABILITY**

(1) This policy is applicable to all Covered Municipal Buildings as defined in Section 2 of this policy.

(2) The Commissioner may exempt a particular Covered Municipal Building from the benchmarking requirement if the Commissioner determines that it has characteristics that make benchmarking impractical.

## **§3. BENCHMARKING REQUIRED FOR COVERED MUNICIPAL BUILDINGS**

(1) No later than February 28, 2024 and no later than February 28th every year thereafter, the Commissioner or his or her designee from the Department shall enter into Portfolio Manager the total Energy consumed by each Covered Municipal Building, along with all other descriptive information required by Portfolio Manager for the previous calendar year.

(2) For new Covered Municipal Buildings that have not accumulated 12 months of Energy use data by the first applicable date following occupancy for inputting Energy use into Portfolio Manager, the Commissioner or his or her designee from the Department shall begin inputting data in the following year.

## **§4. DISCLOSURE AND PUBLICATION OF BENCHMARKING INFORMATION**

(1) The Department shall make available to the public on the internet Benchmarking Information for the previous calendar year:

(a) no later than June 30, 2024 and by June 30th of each year thereafter for Covered Municipal Buildings; and

(2) The Department shall make available to the public on the internet and update at least annually, the following Benchmarking Information:

(a) Summary statistics on Energy consumption for Covered Municipal Buildings derived from aggregation of Benchmarking Information; and

(b) For each Covered Municipal Building individually:

(i) The status of compliance with the requirements of this Policy; and

(ii) The building address, primary use type, and gross floor area; and

(iii) Annual summary statistics, including site EUI, Weather Normalized Source EUI, annual GHG emissions, and an Energy Performance Score where available; and

(iv) A comparison of the annual summary statistics (as required by Section 5(2)(b)(iii) of this Policy) across calendar years for all years since annual reporting under this Policy has been required for said building.

## **§5. MAINTENANCE OF RECORDS**

The Department shall maintain records as necessary for carrying out the purposes of this Policy, including but not limited to Energy bills and other documents received from tenants and/or Utilities. Such records shall be preserved by the Department for a period of three (3) years.

## **§6. ENFORCEMENT AND ADMINISTRATION**

(1) The Commissioner or his or her designee from the Department shall be the Chief Enforcement Officer of this Policy.

(2) The Chief Enforcement Officer of this Policy may promulgate regulations necessary for the administration of the requirements of this Policy.

(3) Within thirty days after each anniversary date of the effective date of this Policy, the Chief Enforcement Officer shall submit a report to the Village of Youngstown including but not limited to summary statistics on Energy consumption for Covered Municipal Buildings derived from aggregation of Benchmarking Information, a list of all Covered Municipal Buildings identifying each Covered Municipal Building that the Commissioner determined to be exempt from the benchmarking requirement and the reason for the exemption, and the status of compliance with the requirements of this Policy.

## **§7. EFFECTIVE DATE**

This policy shall be effective immediately upon passage.

## **§8. SEVERABILITY**

The invalidity or unenforceability of any section, subsection, paragraph, sentence, clause, provision, or phrase of the aforementioned sections, as declared by the valid judgment of any court of competent jurisdiction to be unconstitutional, shall not affect the validity or enforceability of any other section, subsection, paragraph, sentence, clause, provision, or phrase, which shall remain in full force and effect.

Mayor Reisman read the resolution as noted to the area of procedures. Mayor Reisman noted that Trustee Stevens will be the manager of the program and the Clerk's Office will provide documentation as needed. Motion to adopt the Benchmarking Resolution was made by Trustee Stevens, seconded by Trustee Quarantillo. Roll call vote was taken.

Mayor Reisman	Aye	Deputy Mayor Stortecky	Aye	Trustee Quarantillo	Aye
Trustee Stella	Aye	Trustee Stevens	Aye		

All in favor, resolution was carried.

## **BOARD REPORTS:**

Trustee Stevens reported that she continues work on the Clean Energy program and gathering points. Trustee Stevens also continues to work on the community calendar, Greenway bike path and noted that Dessert in the Stacks with the Library is tomorrow.

Trustee Quarantillo reminded Chief Paul that the trunk or treat event and parade are October 28, 2023 and asked for Police presence.

Mayor Reisman noted that CSS Inc, was very punctual and sent the preferred developer agreement over as they stated they would. Things are moving forward with the process. Mayor Reisman also noted the Dessert in the Stacks event.

**ANNOUNCEMENTS:**

The next Village Board work session meeting will be October 26, 2023 at 7:00 p.m. The next Village Board meeting will be November 9, 2023.

So noted.

Village of Youngstown Recreation will be holding their first trunk or treat event on October 28, 2023 following the annual Halloween parade. The event will be from 11:30 a.m.-2:00 p.m. rain or shine.

So noted.

With no further business, motion to adjourn the regular meeting was made at 7:15 p.m. by Trustee Quarantillo, seconded by Trustee Stevens. All in favor, motion was carried.

Submitted by:

Wendy Brown  
Clerk-Treasurer