

Village of Youngstown

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INCORPORATED:
APRIL 18, 1854

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Village of Youngstown Board of Trustees Agenda – June 10, 2021

PRESENT: Mayor Reynolds, Deputy Mayor Fox, Trustee Comerford, Trustee Quarantillo, Trustee Reisman, Attorney Caserta, Superintendent Muller, Chief Sutor, Clerk-Treasurer Brown, Legislator Myers, residents. **ABSENT:** Engineer Lannon, Grant Writer Rotella, Building Inspector Stevens, Recreation Director Graurin.

CALL TO ORDER: Mayor Reynolds called the meeting to order at 7:00 p.m. with the Pledge of Allegiance. Mayor Reynolds called Legislator Irene Myers to come forward for a presentation of a \$10,000.00 check from Niagara County Greenway Commission towards the Village share of the Shoreline Stabilization and Mitigation project. Mayor Reynolds thanked Legislator Myers for her efforts in assisting with securing the funds. Legislator Myers expressed her support to the project and Village. Mayor Reynolds moved on to the annual organization meeting.

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

All appointments were read and are 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.

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.

All annual business was read and is 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 .56 cents per mile and 2) that this resolution takes effect immediately.

Motion to approve the mileage allowance was made by Trustee Quarantillo, seconded by Trustee Comerford. 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 procurement policy was made by Deputy Mayor Fox, seconded by Trustee Comerford. 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, 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.

Motion to approve the advance approval of claims was made by Trustee Quarantillo, seconded by Trustee Comerford. 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. 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.

Motion to approve the attendance at schools and conferences by Trustee Quarantillo, seconded by Trustee Comerford. 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 designating depositories was made by Trustee Quarantillo, seconded by Trustee Comerford. 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 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.

Motion to approve the regular meeting schedule was made by Trustee Quarantillo, seconded by Deputy Mayor Fox. 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 special meetings protocol was made by Trustee Quarantillo, seconded by Trustee Reisman. All in favor, motion was carried.

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

DEPARTMENTAL REPORTS

POLICE: Chief Sutor reported that the Sheriff's Dept. had been on bike patrol in the Village and will continue on with them. Chief Sutor will be addressing the Elliot Street parking issue with residents in the next few days. Superintendent Muller has the street signs needed. The Street Dance coverage is organized with signs and auxiliary Police.

DEPARTMENT OF PUBLIC WORKS: Superintendent Muller reported that the DPW has redone the bricks in the walkway at the dock as they were a tripping hazard. The DPW will be borrowing the bucket truck from the Town of Niagara to handle some trimming and items that need to be completed. The DPW will be flushing fire hydrants next week and Superintendent Muller reported that Fort Niagara is filing their pools. The sidewalks have been edged. Superintendent Muller noted that the hill near the Gazebo has many ticks this year, and they will be taking precautions when mowing it. Trustee Comerford asked if the lines could be repainted on Main Street prior to the Street Dance. Superintendent Muller advised he will complete that task.

ENGINEER: Engineer Lannon was absent.

GRANT WRITER: Grant Writer Rotella was absent.

BUILDING INSPECTOR: Building Inspector Stevens was absent.

ATTORNEY: Attorney Caserta reported that he has a meeting this weekend with Rick Lohr regarding the easement for the REDI project that is needed.

CLERKS OFFICE: Clerk-Treasurer Brown reported that the office is collecting taxes and working on year-end closing entries. Clerk-Treasurer Brown noted that she attended a webinar on the water shut off program signed by the Governor.

RECREATION: Trustee Reisman reported on behalf of Director Graurin. Trustee Reisman stated that Tennis, Basketball, Kickball, and the Splash Pad programs are ready for July. The baseball field has been prepped and will be ready for use for games through Lewiston. There will be 7 employees and the protocols for bathrooms will be as previously done in 2019. The dog park is being worked on by Liam Robinson and Kyle Heath and they will be providing updates as the project progresses.

MINUTES

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

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

CORRESPONDENCE/ANNOUNCEMENTS:

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

So noted.

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

Motion to approve the abstract of audited vouchers was made by Trustee Comerford, seconded by Trustee Reisman. All in favor, motion was carried.

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.

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

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.

So noted.

OLD BUSINESS: None

NEW BUSINESS: None

BOARD REPORTS:

Trustee Comerford reported that he attended the YBPA meeting on 6/8 at Bandana's in their new area. The Street Dance will be 6/17 with local vendors, a band and the Lion's Club. Somewhere was chosen business of the year. Trustee Comerford asked if the Labor Day Parade would take place and Mayor Reynolds confirmed it would.

Mayor Reynolds reported the summer concert series will be returning and the Chalk Mural project is available for people to use.

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

Mayor Reynolds called for public comment. With no comments, motion to adjourn the regular meeting and enter into Executive session was made at 7:48 p.m. by Trustee Quarantillo, seconded by Trustee Comerford.

Mayor Reynolds and Trustee Quarantillo were recused by Attorney Caserta in matters regarding the Youngstown Fire Hall Contract negotiations.

Motion to adjourn the Executive session and enter into regular session was made by Trustee Comerford, seconded by Deputy Mayor Fox at 9:25 p.m. All in favor, motion was carried.

Motion to adjourn the regular meeting was made by Trustee Comerford at 9:26 p.m., seconded by Deputy Mayor Fox. All in favor, motion was carried.

Submitted by:

Wendy J. Brown
Clerk-Treasurer