

# Village of Youngstown

VILLAGE CENTER • 240 LOCKPORT STREET  
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 YOUNGSTOWN, NEW YORK 14174-0168



INCORPORATED:  
 APRIL 18, 1854

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## Board of Trustees meeting agenda – June 13, 2024 \*\* Revised June 13, 2024 \*\*

Trustee attendees	Present	Absent	Staff attendees	Present	Absent
Mayor Rob Reisman			Clerk-Treasurer Amy Beaudreau		
			DPW Superintendent Greg		
Deputy Mayor Rick Stortecky			Quarantillo		
Trustee Catherine Stella			Chief Joe Paul		
Trustee Kristel Stevens			Recreation Director Jeff Guarin		
Trustee Nicole Quarantillo			Attorney Tom Caserta		
			Engineer Bob Lannon		
			Grant Writer Christine Rath		

*Reminder to all Trustees and Department Heads: Use the microphone closest to you while speaking. Turn the microphone off when not speaking.*

### QUORUM ANNOUNCEMENT:

### CALL TO ORDER:

### PUBLIC COMMENTS:

Comments shall be kept to 3 minutes and directed to the Village Board of Trustees.

### ANNUAL ORGANIZATIONAL MEETING:

#### Elected Officials:

Frederick “Rick” Stortecky was sworn in as Trustee based on the results of the May 21, 2024 Village election on Monday, June 3, 2024

Nicole Quarantillo was sworn in as Trustee based on the results of the May 21, 2024 Village election on Tuesday, June 4, 2024.

#### Mayoral Appointment of Deputy Mayor:

Trustee Stortecky was appointed Deputy Mayor on Monday, June 10, 2024.

**Village Appointment(s):** *Each appointment requires a motion, second and voice vote.*

One year appointment(s):

Deputy Clerk-Treasurer: Treasurer- Kim Winning

Deputy Clerk: Alexandra Certo

Two-year appointment(s):

Clerk-Treasurer- Amy Beaudreau

Four-year appointment(s):

Zoning Board of Appeals Member: James Carminati

Planning Board Member: Sue MacNaughton

Planning Board Member: Claudia Andres

## **ANNUAL BUSINESS:**

### **Designation of the Official Newspaper:**

The Niagara Gazette is the official newspaper for the Village of Youngstown for one year.

### **Dates of Regular Meetings:**

The Village Board of Trustees will hold the regular meeting on the 2<sup>nd</sup> (second) Thursday of each month at 7:00 p.m. in the board room, unless otherwise noted.

### **Dates of Work Sessions:**

The Village Board of Trustees will hold work sessions on the 4th (fourth) Thursday of January, February, March, April, May, September and October at 7:00 p.m. in the board room, unless otherwise noted.

### **Next Organization meeting:**

The next organizational meeting will be held the 2<sup>nd</sup> (second) Thursday of June, 2025 on June 12, 2025.

### **Procurement Policy:**

Pursuant to General Municipal Law § 104-b the Code of the Village of Youngstown, Chapter 36 -- Procurement Policy was passed on June 5, 1995. Amendments are noted where applicable.

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Current Procurement Guidelines as per Chapter 36-4 are as follows:

Amount of purchase	Requirement
\$1 to \$1500	At the discretion of the department head
\$1,501 to \$2,500	Two telephone quotations or verbal quotes with documentation attached to the voucher or purchase order
\$2,501 to \$19,999	Three written quotations (if possible), documentation attached
Over \$20,000	Formal sealed bids in conformance with General Municipal law § 103 for the purchase of commodities, equipment or goods.
\$10,000 to \$34,999 for public works projects/contracts	Three written quotations, documentation attached
\$35,000 and up for public works projects/contracts	Formal sealed bids in conformance with General Municipal law § 103

**Workplace Violence Prevention Policy:**

The Village of Youngstown Workplace Violence Prevention Program was adopted by the Village Board of Trustees on September 13, 2012 and is available for viewing in the Clerk’s Office.

**Sexual Harassment Policy:**

The Village of Youngstown Sexual Harassment policy was adopted by the Village Board of Trustees on October 25, 2018 and is available for viewing in the Clerk’s Office.

**Investment Policy:**

The Village of Youngstown Investment Policy was adopted by the Village Board of Trustees on June 5, 1995 and is available for viewing in the Clerk’s Office.

As the creation of this policy is from 1995, an updated policy will be presented to the board no later than the September 12, 2024 board meeting for review and approval.

**Code of Ethics Policy:**

The Village of Youngstown Ethics Policy was adopted on November 19, 1970 with amendments where applicable as Chapter 22 – Ethics, Code as per the Code of the Village of Youngstown.

**ANNUAL RESOLUTIONS:**

**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

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:

Section 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. 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.

Section 2. That this resolution takes effect immediately.

**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

Section 1. That the Board of Trustees shall approve reimbursement to such employees at the current rate of .67 cents per mile or the current IRS mileage reimbursement rate and

Section 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, e) the following County association meetings; Niagara County Municipal Clerk's Association Meetings and Niagara County MuSIP Ad Hoc Advisory Committee, Niagara County Association of Town Highway Superintendents, Western New York Water Works Association, f) training classes held through, but not limited to, the NY State Office of the State Comptroller and NYMIR insurance.

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:

Section 1. That the Clerk-Treasurer, Deputy Clerk-Treasurer, Deputy Clerk, DPW Superintendent and DPW Staff as approved, be authorized to attend the previously named meetings/trainings and

Section 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:

Section 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

Section 2. That the resolution is effective immediately.

**DEPARTMENTAL REPORTS:** *A copy of all written reports submitted prior to the meeting are available for public viewing on the table with agenda and the sign in sheet in the board room.*

Police:

Department of Public Works:  
 Clerk's Office:  
 Recreation:  
 Engineer:  
 Grant Writer:  
 Building Inspector:  
 Attorney:

**FINANCIAL INFORMATION:**

**Sales Tax:**

May 2024 monthly Sales Tax distribution to the Village of Youngstown was received on May 24, 2024 in the amount of \$40,866.98 from Niagara County.

**Mortgage Tax:**

The biannual Mortgage Tax distributed to the Village of Youngstown will be deposited June 14, 2024 for the second half of 2023-2024 in the amount of \$7,835.86.

**Abstract of Audited Vouchers:**

Vouchers for the period from May 10, 2024 through May 31, 2024:	Vouchers for the period from June 1, 2024 through June 13, 2024:
General: \$ 64,228.67	General: \$ 7,547.05
Water: \$ 888.56	Water: \$
Sewer: \$ 342.29	Sewer: \$
H-Cap \$	H-Cap \$
Trust: \$ 3,772.27	Trust: \$
Total \$ 69,231.79	Total \$ 7,547.05

**Budget Amendment:**

The Friends of Youngstown have received a grant from Project Play in the amount of \$6,790.00. that will be given with specific use instructions to the Recreation Department.

As this was not a budgeted revenue or expense, a budget amendment is requested for \$6,790.00. The revenue code will be A2089 -- Other Culture and Recreation Income. The expenditure code will A7989.4 -- Other Culture and Recreation Expenditure.

**CREATION OF EMPLOYMENT POSITION:**

**Police Sergeant:**

The PT Police Sergeant position was previously removed from the Civil Service roster in 2022. Discussion on re-adding the position to the Village Roster with approval of the (Civil Service) Niagara County Personnel Officer.

The 2024-2025 budget includes 450 hours for the Police Sergeant at \$24.00 per hour.

Appointment of an officer for this position can be made contingent upon approval of the roster addition as per a motion by the Board of Trustees.

**CONTRACTS/AUTHORIZATIONS:**

**Williamson Law Book:**

Determination needed for the annual software support contract with Williamson Law Book Company for Tax Collection with Tax Glance software for June 1, 2024-May 31, 2025 in the amount of \$853.00.

Determination needed for the annual software support contract with Williamson Law Book Company for Payroll Software from June 1, 2024-May 31, 2025 in the amount of \$1446.00.

**Niagara River Anglers:**

Determination needed for the annual lease agreement with the Niagara River Anglers Association effective June 1, 2024-May 31, 2025. In the past, the amount invoiced to the Anglers was \$300.00 to cover the cost of electricity.

**Rasing Fowl Permit:**

James and Jodi Woock, 452 Northfield Drive applied for a license to raise 5 chicken hens. As per Village Code, residents within 50 feet of the applicant were notified of the application for the license. No opposing written comments were received.

Neighbor Kyle Heath submitted a letter of support: *Please accept this email in support of the request for laying hens at 452 Northfield Drive. I am passionate about locally sourced sustainable food. I also believe that nothing is better at eliminating green household waste than chickens. Thank you for your time, Kyle Heath Sent from my iPhone*

As per Village Code, the Village Board shall determine whether or not a license is issued to the applicant; The Village Board shall be empowered to impose further conditions on the license that is deems to be necessary preserve the public safety and welfare (§ 67-26).

**Special Use Permit application:**

An application for a Special Use Permit for the Village docks/parcel between 491 and 555 Water Street was received from the Youngstown Yacht Club on June 15, 2024 for overnight boat docking.

**July 4<sup>th</sup> Fireworks:**

The Village of Lewiston has begun planning for the annual July 4<sup>th</sup> fireworks display and is asking for contributions to the event. In the past, the Village Board has sent and approved \$500 (as budgeted).

**ITEMS / DISCUSSION/ CORRESPONDENCE:**

**Correspondence from Niagara Hospice:**

Email correspondence from Niagara Hospice for their up-and-coming events including:  
The 22<sup>nd</sup> Annual Jack Beatty Memorial Hospice Cruise & Clambake, July 12  
Niagara Hospice Gran Fondo, August 10, 2024  
Mighty Niagara Half Marathon, October 5, 2024.

Further details about the above events can be found on the Village Center bulletin board.

**Correspondence from Resident Henry Sloma:**

Written correspondence from resident Henry Sloma addressed individually to each Trustee and Clerk-Treasurer Beaudreau dated May 22, 2024 and received Jun 6, 2024. The general context was in regards to promoting gender equality.

**BOARD REPORTS:**

**ANNOUNCEMENTS:**

The YBPA Annual Street Dance will be held Thursday, June 20 on Main Street from 6:00 p.m.-10:00 p.m.

The next Village Board meeting will be July 13, 2023 at 7:00 p.m.