

Village of Youngstown

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INCORPORATED:
APRIL 18, 1854

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Board of Trustees meeting agenda – September 12, 2024 * REVISED*

Village attendees	Present	Absent	Village attendees	Present	Absent
Mayor Rob Reisman			DPW Supt. Greg Quarantillo		
Deputy Mayor Rick Stortecky			Police Chief Shawn Bosi		
Trustee Catherine Stella			Recreation Director Jeff Guarin		
Trustee Kristel Stevens			Attorney Tom Caserta		
Trustee Nicole Quarantillo			Engineer Bob Lannon		
Clerk-Treas. Amy Beaudreau		X	Deputy Clerk-Treas. Kim Winning		
Deputy Clerk Alex Certo					

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:

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:

Building Inspector:

Attorney:

FINANCIAL INFORMATION:

Abstract of Audited Vouchers:

Vouchers for the period from August 9, 2024 through September 12, 2024:

General:	\$ 68,875.78
Water:	\$ 175.00
Sewer:	\$ 18,763.62
H-Cap	\$ 0.00
Trust:	\$ 315.00
Total	\$ 88,129.40

Determination needed on the Abstract of Audited Vouchers.

Budget Amendment(s):

Collection of Temporary Municipal Assistance (TMA) payment:

TMA payment is a State Aid payment that was received on August 21, 2024. As this was not budgeted (unexpected) a budget amendment is required. Revenue in the amount of \$1,124.00 falls under code A3089 – State Aid. The board can determine the expenditure line or add this amount to expenditure A1990.4 – contingency.

Determination needed for the TMA payment budget amendment in the amount of \$1,124.00

PILOT payment

The PILOT payment was budgeted as a line item but inadvertently not calculated into the total revenue amount of the budget. Therefore, a budget amendment is needed. Revenue will be in the amount of \$1,058.44 code A1081 – Pilot. The board can determine the expenditure line or add this amount to expenditure A1990.4 – contingency.

Determination needed for the PILOT budget amendment in the amount of \$1,058.44.

ARPA procedure:

The current balance of ARPA is \$30,098.98 minus the basement wall maintenance in the amount of \$8115.00 (budget amendment made in August) leaving an approximate balance of \$21,984.00. Once the money is earmarked as an expenditure, a budget amendment must be made before the money can be spent. Final reporting with documentation to the Federal Government is due by the end of this year. With that deadline approaching, the Board needs to determine where the remaining money will be expended.

To note.

NYSERDA Clean Energy Grant funding:

The Village was informed on September 5, 2024 that three grants were awarded through NYSERDA. As none of the grants were budgeted, budget amendments are needed for each.

Clean Energy Communities Tier 1 Campaign: \$5000 for electrical landscaping equipment for the DPW. The revenue code will be A3089 – State Aid other and the expenditure code will be A7140.2 – Park maintenance equipment expenses.

Determination needed for the Tier 1 Campaign budget amendment in the amount of \$5,000.00.

1-Star Grant: \$10,000 for installation of a cooling system in the Village Center to replace the air conditioning unit on the third floor. The revenue code will be A3089 – State Aid other and the expenditure code will be A1620.2 – Village Center equipment expenses.

Determination needed for the 1-Star Grant budget amendment in the amount of \$10,000.00.

Clean Energy Communities Designation Grant: \$5,000 for installation of a heating/cooling system in the recreation building at Veteran’s Park. The revenue code will be A3089 – State Aid other and the expenditure code will be A7140.2 Park equipment expenses.

Determination needed for the Clean Energy Communities Designation Grant budget amendment in the amount of \$5,000.00.

701 Nancy Price Drive taxes

School taxes were received for 701 Nancy Price Drive in the amount of \$877.65. As this was not a budgeted expenditure, a budget amendment is needed.

Revenue will be reallocated by using Expenditure A1190.4 Contingency. Expenditure code will be A1950.0 – Taxes & Assessments on Municipal Property in the amount of \$877.65.

Determination needed on the budget amendment for 701 Nancy Price Drives school taxes for \$877.65.

General Code to update Village Code book:

As stated at the August meeting, Clerk-Treasurer Beaudreau has gotten a quote from General Code to fully update the Village Code book to include six (6) local laws from 2018-present. The estimated cost is between \$3,454.00 and \$4,037.00. Clerk-Treasurer Beaudreau has also requested an estimate to include local law 1-2024 update once it becomes local law.

As this was not a budgeted expense, a budget amendment is being requested. Revenue will be reallocated by using Expenditure A1190.4 -- Contingency. Expenditure code will be A8664.4 – Code Enforcement. The requested amendment is for \$5,000.00 (the amount may be less once the services are provided).

Determination needed on the budget amendment for the Village Code Book update.

Sales Tax:

July 2024 monthly Sales Tax distribution to the Village of Youngstown was received on July 23, 2024 in the amount of \$44,294.58 from Niagara County.

To note.

Collection of Taxes:

Total collection of taxes through September 6, 2024 is \$749,838.22 with outstanding taxes in the amount of \$48,161.03.

To note.

CONTRACTS/AUTHORIZATIONS:

POLICY/PROCEDURES:

Investment Policy:

An updated Investment Policy draft was emailed to the Trustees on September 3, 2024 for review. This policy has been reviewed by both Clerk-Treasurer Beaudreau and Deputy Clerk-Treasurer Winning in addition to approval from Sarah Bowser at Tronconi. The original template was from the NYS Comptroller's Office.

The Investment Policy is reviewed yearly at the Organizational Meeting and can be modified as needed throughout the year with board approval. An investment policy was not approved at the June 2024 because the policy on file at that time was from the 1990's and outdated.

Determination needed on the Investment Policy.

Park Reservation Form/Policy:

Park Reservation Form:

As requests have come in to reserve the pavilions in the parks, a Park Reservation Form was drafted as suggested by the Board. The draft form was emailed to the Trustees on September 5, 2024 with review from Recreation Director Guarin, DPW Superintendent Quarantillo and the Clerk's Office employees. A suggestion was made to add "carry in, carry out for all garbage".

Determination needed on the Park Reservation Form.

Park Reservation suggested policy:

Once the reservation form is approved, policy will be that the form will be filled out and the \$75.00 cash cleaning deposit will be received. Recreating Director Guarin, DPW Superintendent Quarantillo and the Clerk's Office will review the park schedule and the application for completeness. With approval of all three departments, the use will be approved.

Determination needed on the Park Reservation Policy.

Village Handbook:

The draft of the updated Village handbook was emailed to Department Heads and the Trustees on September 5, 2024. This draft was developed by Sheridan Benefits using the base of the current handbook in addition to standards from other municipalities and laws of NYS as Sheridan Benefits deemed appropriate and/or necessary. This agenda item will be added to the work session agenda for future discussion as it has not been thoroughly reviewed by the Village.

To note.

EMPLOYEE APPOINTMENTS:

Police Chief:

Shawn Bosi was appointed Village of Youngstown Police Chief on August 19, 2024 by Mayor Reisman at the rate of \$26.00 per hour.

To note.

Police Sergeant:

Police Chief Shawn Bosi has requested that Officer Joe Palmero be promoted to the Sergeant position as described in his email to the Trustees on August 28, 2024. Niagara County Civil Service has confirmed that he is qualified for the position.

Determination needed on the appointment of Officer Palmero to Sergeant at the rate of \$24.00 per hour.

FACILITIES USE REQUESTS:

No applications as of this date.

ITEMS / DISCUSSION/ CORRESPONDENCE:

No new correspondence as of this date.

BOARD REPORTS:

Trustee Stella
Trustee Stevens
Trustee Quarantillo
Deputy Mayor Stortecky
Mayor Reisman

PUBLIC COMMENTS:

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

ANNOUNCEMENTS:

Clerk-Treasurer Beaudreau and Deputy Clerk Certo will be attending the NYCOM Fall Training school the week of September 15-20, 2024. The office will be managed by Deputy Clerk-Treasurer Winning.

The Falkner Park Summer Concert Series has been completed with great success.

The annual Labor Day Parade exceeded our participant and crowd expectations. Thank you parade chair Kristel Stevens.

The next Village Board work session will be September 26, 2024 at 7:00 p.m. and the next Village Board meeting will be October 10, 2024 at 7:00 p.m.