



INCORPORATED:
APRIL 18, 1854

Village of Youngstown

VILLAGE CENTER • 240 LOCKPORT STREET
P. O. BOX 168
YOUNGSTOWN, NEW YORK 14174-0168

TELEPHONE:
(716) 745-7721
FAX:
(716) 745-3400

Board of Trustees meeting agenda – March 13, 2025

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 Gruarin		
Trustee Kristel Stevens			Attorney Tom Caserta		
Trustee Nicole Quarantillo			Engineer Bob Lannon		
Deputy Clerk Alex Certo			Deputy Clerk-Treas. Kim Winning		
			Historian Peter Pfohl		

Reminder to all Trustees and Department Heads: Use the microphone closest to you while speaking. Turn the microphone off when not speaking. Please turn off or silence all cellular devices.

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:

Historian:

Engineer:

Building Inspector:

Attorney:

FINANCIAL INFORMATION:

Abstract of Audited Vouchers:

Vouchers for the period from February 26 through March 13, 2025:

General:	\$ 55,184.55
Water:	\$ 5,915.50
Sewer:	\$ 42,868.46
H-Cap	\$ 132,102.25
Trust:	<u>\$ 0.00</u>
Total	\$ 236,070.76

A motion is needed to approve the Abstract of Audited Vouchers.

Budget Amendment(s):

Employee Handbook:

Heather Giambra of Schroder, Joseph & Associates, LLP will be working with us to finalize new employee handbooks. She will review the draft recently provided by Sheridan Benefits and use an existing template to complete the project. The estimated cost for this service is \$3,500.

A budget adjustment is requested to cover this expense. Revenue will be reallocated by using revenue code A1990.4 – Contingency. The expenditure code will be A1420.4 – Attorney Retainer and Expenses.

Motion needed on the budget amendment of \$3,500 for employee handbook services by Heather Giambra.

Village Deputy Clerk-Treasurer Salary:

A budget amendment of \$6,300 is needed to cover the salary for the new Deputy Village Clerk-Treasurer from March 17 through the end of the budget year. The position will be 20 hours per week at a rate of \$21.00 per hour for the remaining 15 weeks of the fiscal year.

A budget adjustment is requested to cover this expense. Revenue will be reallocated by using revenue A1990.4 – Contingency. The expenditure code will be A1325.11 – Deputy Clerk-Treasurer Salary.

Motion needed on the budget amendment of \$6,300 for Deputy Village Clerk-Treasurer salary.

RESOLUTION:

RESOLUTION 003-2025 ADOPTION OF TOWN OF PORTER FEE SCHEDULE FOR BUILDING PERMITS

WHEREAS, the Town of Porter is responsible for processing and enforcing building permits within the Village of Youngstown under this shared services agreement; and

WHEREAS, maintaining a consistent fee schedule between the Village and the Town will create uniformity, ensure fairness, and streamline the permitting process for residents and businesses;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Village of Youngstown hereby adopts the Town of Porter's current fee schedule for building permits, effective immediately; and

BE IT FURTHER RESOLVED, that any future changes to the Town of Porter's fee schedule shall automatically apply to the Village of Youngstown unless otherwise amended by resolution.

This resolution shall take effect immediately.

Dated: March 13, 2025

Village of Youngstown Board of Trustees

Peter has strongly advocated for this alignment, stating that it would be beneficial for both the Village and the Town to maintain consistent fees, given that the code enforcement work remains the same for both entities. This alignment would promote efficiency and clarity for residents seeking permits.

A motion is needed to approve resolution 003-2025 Adoption of Town of Porter Fee Schedule for Building Permits

CONTRACTS/AUTHORIZATIONS:

Grant Writer

Shana DiCamillo has submitted a consulting contract for grant writing services, effective April 1, 2025, at a rate of \$500 per month. Funding for this service is already allocated under account A1325.44, with approximately \$5,500 remaining for the fiscal year. As a result, no budget amendment is required.

A motion needed to approve Shana DiCamillo as our Grant Writer.

Approval of Planning Board Recommendation – Site Plan for 150-164 Jackson Street

Request for approval of the Planning Board's recommendation to approve the site plan submitted by Benjamin Blankenship for the property located at 150-164 Jackson Street, Youngstown (Tax Map 45.14-1-1). The proposed project includes the construction of a four-dwelling unit.

A motion is needed for approval of Planning Board Recommendation – Site Plan for 150-164 Jackson Street.

BUILDING/PARK USE REQUESTS:

Friends of the Library – Annual Spring Book Sale

Friends of the Library has submitted a Building Use Form to hold their Annual Spring Book Sale in the Village Gym from April 26 to May 3, 2025. This request has already been approved by Recreation Director Guarin and DPW Superintendent Quarantillo; therefore, no motion is needed.

Friends of the Library – Fall Book Sale

Friends of the Library has submitted a Building Use Form to hold their Fall Book Sale in the Village Gym from November 1 to November 8, 2025. This request has already been approved by Recreation Director Guarin and DPW Superintendent Quarantillo; therefore, no motion is needed.

St. Peter's RC School – JV Soccer

St. Peter's RC School has submitted a Building Use Form to hold JV Soccer practices in the Village Gym on April 2, 9, 16, and 23, 2025, from 5:30 PM to 7:00 PM. This request has already been approved by Recreation Director Guarin and DPW Superintendent Quarantillo; therefore, no motion is needed.

Carly Butler – Birthday Party

Carly Butler has submitted a Building Use Form to hold a birthday party in the Village Gym on April 19, 2025, from 11:00 AM to 3:00 PM. She will be paying the fee of \$250, and Norm Papaj will be staffing the party. This request has already been approved by Recreation Director Guarin and DPW Superintendent Quarantillo; therefore, no motion is needed.

ITEMS / DISCUSSION/ CORRESPONDENCE:

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:

The O’Riordan St. Patrick’s Day parade is March 15, 2025 at noon down Main Street. Lineup will be on Hinman Street. Contact Melissa at Bandana’s if you are interested in participating.

American Red Cross blood drive is scheduled for Tuesday, March 25, 2025 from 11:30 a.m. to 5:00 p.m. at the Youngstown Volunteer Fire Company main hall.

The New York State Department of Transportation (NYSDOT) will hold a Public Information Meeting on Thursday, March 20, 2025, from 5:00 PM to 7:00 PM at the Youngstown Volunteer Fire Hall, 625 3rd Street, Youngstown, NY 14174. The meeting will cover the upcoming roadway reconstruction and paving project on NY Route 93 (Lockport Street) in the Town of Porter and Village of Youngstown, which includes full-depth reconstruction, road diet, new curbs, ADA-compliant curb ramps, and improvements to drainage, signage, and pedestrian/bicyclist mobility. Traffic control will include single-lane flagging in work zones. NYSDOT representatives will provide details on the project and address any questions.

The Village Board will have a work session meeting March 27, 2025 at 7:00 p.m.