



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 minutes – March 13, 2025

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

*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:

Village Clerk Certo announced there is a quorum and the meeting can proceed.

### CALL TO ORDER:

The meeting was called to order by Mayor Reisman at 7:02 p.m. with the Pledge of Allegiance.

**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:** Mayor Rob Reisman reported on behalf of Chief Bosi regarding an upcoming Hallmark movie that will be filmed in the Village of Youngstown. The village was briefed on the production late yesterday afternoon, and Mayor Reisman provided as many details as possible in Chief Bosi's absence.

The filming is set to begin next Friday, Monday, and Tuesday, with arrangements currently being made in the village. The production is working closely with local police, county, and state officials to secure the necessary permits. The Youngstown Police Department has volunteered to handle traffic control, road closures, and other logistical aspects of the filming. Mayor Reisman noted that the production is expected to take place in areas such as the grassy area across from Faulkner and the north dock extending toward the lake.

The movie is a Christmas-themed production that will replicate Newport, Rhode Island and will include elements such as a horse and buggy and a mini parade. Mayor Reisman also shared that Hallmark actors and celebrities will be present in the village during filming. Additionally, a Buffalo-based film director informed Mayor Reisman that Youngstown is now on the radar for future productions, as its scenic views, including sunsets and waterfront areas, make it an attractive filming location.

Mayor Reisman acknowledged that while some residents may have concerns about the filming process, others may welcome the opportunity. He encouraged everyone to stay tuned for more details as they become available.

**Department of Public Works:** DPW Superintendent Greg Quarantillo provided updates on ongoing projects and upcoming tasks. He mentioned that with the arrival of warmer weather, the village has already begun receiving calls about spring cleanup. Superintendent Quarantillo confirmed that spring cleanup will officially begin in April, and residents can start putting their items out to the road for pickup.

Additionally, Superintendent Quarantillo noted that the lift station that was not expected until the end of next week arrived unexpectedly this morning. Work on the lift station will begin tomorrow, with the goal of completing the project by the end of next week. The lift station is located at Water Street.

Regarding the Water Street project, Superintendent Quarantillo reported that approximately 90% of the project is complete, and the village is close to finishing. The remaining work will bring the project to about 95% completion. There is still a small amount of funding to be secured, which Superintendent Quarantillo is working on with Mr. Kolkmann to address the remaining portion of the project for the north side.

**Clerk's Office:** Nothing further to report

**Recreation:** Nothing further to report

**Historian:** Village Historian Peter Pfohl provided an update on his role and recent activities since his appointment by the mayor in January. Peter Pfohl has taken steps to familiarize himself with the expectations of the position and has engaged with various historical and municipal resources.

Peter Pfohl has acquainted himself with the Village Office staff, noting the cooperation of Kim and Alex, as well as the Youngstown History Museum staff, Ann and Jean. He has attended a meeting with the Town of Porter Historical Society and has been researching state orientation information for municipal historians. Peter Pfohl shared an interesting fact that New York is the only state that mandates every municipality have a historian.

Peter Pfohl has completed the state-mandated training for municipal historians and has set up an official email account where he can be reached at VillageHistorian@youngstownnewyork.us. He is currently completing his first article, which will introduce readers to the Town of Porter Historical Museum, providing a walkthrough of its exhibits. Additionally, Peter Pfohl has compiled a list of historical topics he plans to write about, with his next article focusing on Cold Storage, a site dating back to 1914, which has now been removed to make way for new condominiums.

Peter Pfohl has also engaged in discussions with Town of Niagara Historian Peter Ames, who has extensive experience in the role and whose father, Don Ames, served as Youngstown’s historian in the 1990s and early 2000s. He has also spoken with Kate Emerson, the Niagara County Historian, who has provided additional guidance in his new role.

Peter Pfohl expressed appreciation for the support he has received from the village board, Alex, and Kim in helping him settle into the position. Looking ahead, he hopes to establish a dedicated page on the village website where his historical articles can be archived for public access.

Peter Pfohl also shared that business cards with his contact information, including his home phone number, are available outside the village offices. Having lived in Youngstown since 1972, he reflected on his deep connection to the community and his excitement to share and preserve its history in an engaging and informative way.

Peter Pfohl concluded his report by thanking the board and attendees for their support.

**Engineer:** Nothing further to report

**Building Inspector:** Nothing further to report

**Attorney:** Nothing further to report

**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
<u>Trust:</u>	<u>\$ 0.00</u>
Total	\$ 236,070.76

Mayor Reisman asked for a motion for approval of the abstract of audited vouchers. The motion was made by Trustee Quarantillo and seconded by Trustee Stella. All in favor. Motion carried.

## **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.

Trustee Stevens asked why the village is hiring an outside attorney when Tom Caserta is already the village attorney. Mayor Reisman explained that the issue involves shared benefits, which is Heather Giambra's area of expertise, and labor matters that require specialized knowledge. Due to union involvement, outside counsel was needed. He mentioned that the 72-page document from Sheridan Benefits was difficult to understand, and the firm being considered is well-regarded for handbook-related matters.

Trustee Stevens inquired whether the \$3,500 fee for the outside attorney was in addition to the previously approved \$33,510. Mayor Reisman confirmed it is separate and stated that without a proper handbook, the village likely wouldn't have faced the same issues. He noted that the village has never had a comprehensive employee handbook, which is critical to address.

Trustee Quarantillo asked Mayor Reisman if he remembered how much the village had spent with Sheridan Benefits. Mayor Reisman confirmed that it was \$1,500. Trustee Quarantillo then asked if, with the new proposal, the board would have input on the employee handbook. Mayor Reisman confirmed that the board would indeed have input, as would the department heads.

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.

Mayor Reisman asked for a motion for approval of the budget amendment of \$3,500 for employee handbook services by Heather Giambra. The motion was made by Trustee Quarantillo and seconded by Trustee Stella. All in favor. Motion carried.

### **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.

Mayor Reisman asked for a motion for approval of the budget amendment of \$6,300 for Deputy Village Clerk-Treasurer salary. The motion was made by Trustee Stevens and seconded by Trustee Quarantillo. All in favor. Motion carried.

## **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; 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.

Mayor Reisman asked for a motion to approve Resolution 003-2025, Adoption of Town of Porter Fee Schedule for Building Permits. The motion was made by Trustee Stella and seconded by Trustee Stevens. All in favor. Motion carried.

## **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

Village of Youngstown Board of Trustees Board Meeting minutes, March 13, 2025

A1325.44, with approximately \$5,500 remaining for the fiscal year. As a result, no budget amendment is required.

Mayor Reisman asked for a motion to approve Shana DiCamillo as our Grant Writer. The motion was made by Trustee Stella and seconded by Trustee Stevens. All in favor. Motion carried.

### **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.

Mayor Reisman asked for a motion for approval of the Planning Board Recommendation – Site Plan for 150-164 Jackson Street. The motion was made by Trustee Stevens and seconded by Trustee Quarantillo. All in favor. Motion carried.

### **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 Gruarin and DPW Superintendent Quarantillo; therefore, no motion is needed.

## **ITEMS / DISCUSSION/ CORRESPONDENCE:**

### **BOARD REPORTS:**

Trustee Stella provided updates on several community events and activities. The Youngstown Business Professional Association will hold its annual Smelt Fest on June 13th, which is a popular event for the community. Trustee Stella encouraged everyone to attend, including the parade that will be part of the festivities.

The next board meeting for the Upward Niagara Chamber will be held on April 8th at the Youngstown Yacht Club. Trustee Stella also mentioned that the Chamber recently held a business mixer at the Cast and Cow, which was well attended and offered local business owners and leaders a chance to network.

The Chamber, under its new president, is working on several upcoming events, including Smelt Fest, which will be held at Academy Park this year, rather than on the waterfront. The event is scheduled for May 23rd. The Chamber is also working on a fundraiser and preparing for the Jazz Festival, which will take place during the weekend of August 22nd. Additionally, they are planning for the fall season.

Trustee Stevens provided an update on last month's library fundraiser. According to Sonora, there were over 60 race registrations, and a total of \$650 was raised for the library.

Trustee Stevens inquired with Village Clerk Certo about the date for the chicken coop variance. Clerk Certo responded that the variance has not yet been paid, but he will keep everyone updated. Clerk Certo mentioned having discussed the matter with Peter and confirmed that the variance process must be followed, although there is consideration of possibly adjusting the code.

Trustee Stevens also shared information regarding the Hallmark movie being filmed in the village. She mentioned that the film is seeking extras, and interested individuals can visit the Casting Buffalo website to sign up. The film is looking for Santa Clauses, tourists, tuxedoed men, and other staff, among other roles.

Trustee Quarantillo provided a small update on events organized by the Recreation Department and Friends of Youngstown. The Nancy Price 5K will be held on May 9th, with a new start and finish location at Griffin Park. Additionally, a beer label is being created in honor of the race and

Nancy Price's family. To sign up for the race, individuals can visit the Friends of Youngstown, the Village of Youngstown, or the Recreation Department's websites.

Trustee Quarantillo also mentioned that she is working with Peter Jeffrey, the Building Inspector/Code Enforcement Officer, to address an issue regarding the fire company. She explained that the fire company has never received building plans for major structures in the village, which could become problematic in the event of large fires, such as the one in Wilson. Trustee Quarantillo noted that although the fire company was not unprepared, the lack of building plans made it difficult to coordinate and manage large fires. Moving forward, Trustee Quarantillo and Peter Jeffrey will ensure that all new building plans will be provided to the fire company. This will allow the fire department to be better prepared for any future emergencies, especially with the increase in new builds in the village.

Deputy Mayor Stortecky began by sharing details about the Youngstown Lions Club's annual Cash Bash, which will take place at the fire hall on Saturday from 1 to 3 p.m., following the parade. The event requires a \$25 donation, which includes entry to the drawings for a chance to win up to \$5,000, as well as hot dogs, hamburgers, food, and drinks. Tickets are available for purchase, and anyone interested can contact Deputy Mayor Stortecky.

Deputy Mayor Stortecky also provided an update on the Friends of Youngstown's involvement in the community. On May 9th, the organization will be involved in the 31st Annual Nancy Price 5K, which will be held at The Griffon. This will be the first year that the event will start and finish at this location. Those interested in sponsoring the race can visit [www.foy14174.com](http://www.foy14174.com), where they can donate or sponsor at different levels. Additionally, the organization is working to collect sponsorships for various events, including Nancy Price, Celebrity Bartending in the summer and Christmas in the Village. The deadline for sponsorships is March 30th.

Deputy Mayor Stortecky also shared that last year's celebrity bartending event raised over \$7,000, and they are hoping to surpass that amount this year. Deputy Mayor Stortecky confirmed that the celebrity bartending event will take place on June 18th, a Wednesday night, at The Griffon.

Mayor Reisman provided an update on the upcoming parade, reminding the Board that all members are welcome to participate, although it's more of a short stroll than a long march. The group will meet on Main Street between 11:30 a.m. and 11:45 a.m., with the parade scheduled to begin at noon. The parade is expected to be brief, but it draws a large crowd and is always a fun event.

## **PUBLIC COMMENTS:**

Mayor Reisman opened up public comment, stating that comments shall be kept to 3 minutes and directed to the Village Board of Trustees.



Chad Szymanski, a senior at Lew-Port, addressed the Board regarding the condition of the basketball court at Veterans Park. He explained that the paint on the court, including the key and out-of-bounds areas, has worn off and is no longer visible. He asked if the issue would be addressed as the weather improves. In response, it was confirmed that the Recreational Director Gruarin, will be handling the repainting of the lines, specifically designed for basketball, once the weather permits, likely by spring. Mr. Szymanski thanked the Board for their attention and mentioned that he and his friends frequently visit Veterans Park to play basketball because it is less crowded compared to other locations such as Red Brick in Lewiston.

## **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.

Mayor Reisman made a motion to adjourn the meeting at 7:44 p.m. The motion was made by Trustee Quarantillo and seconded by Trustee Stella. All in favor. Motion carried.