



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- Organizational Meeting – June 26, 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 Chris Trapp		
Trustee Nicole Quarantillo			Engineer Bob Lannon		
Village Clerk Alexandra Long			Historian Peter Pfohl		
Village Treasurer Kim Winning			Building Inspector Jeffery/ Palermo		
Estimated Attendance			Deputy-Clerk Treasurer Danielle Waz		

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:

PROCLAMATION:

Proclamation for Leo Clark, Oliver Clark, and Nicholas Wesley are being presented with proclamations for their work as Eagle Scouts.

ANNUAL ORGANIZATIONAL MEETING:

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

One-year appointment(s):

Deputy Village Clerk-Treasurer/Deputy Registrar: Danielle Waz

A motion is needed to appoint Danielle Waz as Deputy Village Clerk-Treasurer.

Village Attorney: Chris Trapp

A motion is needed to appoint Chris Trapp as Village Attorney.

Village Historian:

A motion is needed to appoint Peter Pfohl as Village Historian.

Two-year appointment(s):

Village Clerk/ Registrar: Alexandra Long

A motion is needed to appoint Alexandra Long as Village Clerk.

Village Treasurer/Tax Collector: Kim Winning

A motion is needed to appoint Kim Winning as Village Treasurer.

Contractors:

Engineer:

GHD- Bob Lannon will be contracted Engineer for the Village of Youngstown.

So Noted.

Grant Writer:

Shana DiCamillo has been contracted as our Grant Writer for the Village of Youngstown.

So noted.

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 third Thursday of each month at 7:00 p.m. in the board room, unless otherwise noted.

Next Organization meeting:

The next organizational meeting will be held the third Thursday of June 2026.

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.

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 2025 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:

Resolution No. 005-2025

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

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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. 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. The claimant and the officer incurring or approving the claims shall be jointly and severally liable for any disallowed amounts.

Section 2. This resolution shall take effect immediately.

A motion is needed to approve Resolution No. 005-2025, Advance Approval of Claims.

Resolution No. 006-2025

Mileage Allowance

WHEREAS the Board of Trustees has determined to reimburse officers and employees of the Village who use their personal vehicles for official duties at a fixed mileage rate; and

WHEREAS the IRS mileage reimbursement rate may change during the year, and the Village reimbursement rate will be adjusted accordingly;

NOW, THEREFORE, BE IT RESOLVED:

Section 1. The Board of Trustees approves reimbursement to employees at the current IRS mileage rate, presently set at \$0.70 per mile for 2025.

Section 2. This resolution shall take effect immediately.

A motion is needed to approve Resolution No. 006-2025, Mileage Allowance.

Resolution No. 007-2025

Attendance at Schools and Conferences

WHEREAS the following meetings, trainings, and conferences are scheduled for the upcoming year:

- NYCOM Winter Legislative Meeting
- NYCOM Annual Meeting and Training School
- NYCOM Fall Training School
- NYCOM Public Works Training School
- 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
- Training classes through NY State Office of the State Comptroller and NYMIR insurance;

WHEREAS attendance by municipal officials and employees at these events benefits the Village;
and

WHEREAS the Mayor is authorized to approve expenses for Village officials attending workshops and official functions;

NOW, THEREFORE, BE IT RESOLVED:

Section 1. The Trustees, Mayor, Deputy Mayor, Attorney, Clerk, Treasurer, Deputy Clerk-Treasurer, DPW Superintendent, and approved DPW staff are authorized to attend the above meetings and trainings.

Section 2. This resolution shall take effect immediately.

A motion is needed to approve Resolution No. 007-2025, Attendance at Schools and Conferences.

Resolution No. 008-2025

Designating Depositories

WHEREAS Village Law § 4-412(3)(2) requires the Board of Trustees to designate banks or trust companies as depositories for all Village funds;

NOW, THEREFORE, BE IT RESOLVED:

Section 1. The Board of Trustees designates KeyBank and NYCLASS as official depositories for all monies received by the Village Mayor, Village Deputy Mayor, Village Clerk, Village Treasurer (collector of Taxes), and Deputy Village Clerk-Treasurer.

Section 2. This resolution shall take effect immediately.

A motion is needed to approve Resolution No. 008-2025, Designating Depositories.

Resolution No. 009-2025

Establishing Standard Workday for Village Employees

WHEREAS the Village of Youngstown is required to establish and report the standard workday for employees to determine retirement system service credit; and

WHEREAS the following standard workdays have been reviewed and established for designated positions:

- Village Clerk, DPW Superintendent, MEO, Laborer: 8-hour workday
- Police Chief, Police Sergeant: 8-hour workday
- Village Treasurer, Village Deputy Clerk-Treasurer: 7.5-hour workday
- Recreation Director, Recreation Leaders, Senior Van Driver: 6-hour workday;

NOW, THEREFORE, BE IT RESOLVED:

That the Village of Youngstown hereby establishes the above standard workdays for its employees.

BE IT FURTHER RESOLVED that this resolution shall be entered into the minutes of the Village Board and filed according to reporting requirements.

A motion is needed to approve Resolution No. 009-2025, Establishing Standard Workday for Village Employees.

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:

April 2025 monthly Sales Tax distribution to the Village of Youngstown was received on May 23, 2025 in the amount of \$ 42,498.64 from Niagara County.

Mortgage Tax:

The biannual Mortgage Tax distributed to the Village of Youngstown will be deposited June 13 2025 for the second half of 2024-2025 in the amount of \$9,085.76.

Abstract of Audited Vouchers:

Vouchers for the period from
April 11, 2025 through May 31, 2025:

General:	\$	56,361.32
Water:	\$	5,412.01
Sewer:	\$	58,953.77
H-Cap	\$	40,310.87
Trust:	\$	5,768.23
Total	\$	166,806.20

Vouchers for the period from
June 1, 2025 through June 20, 2025:

General:	\$	258,229.99
Water:	\$	2,797.59
Sewer:	\$	1,084.14
H-Cap	\$	0.00
Trust:	\$	1,850.00
Total	\$	263,961.72

Budget Amendment:

Peter & Elizabeth Tower Grant- Sensory Space

The Village of Youngstown has been awarded a grant from the Peter & Elizabeth Tower Foundation in the amount of \$26,730.00 for the Sensory Space Programming Expansion project. The funds will be provided with specific use instructions for the Recreation Department.

As this was not a budgeted revenue or expense, a budget amendment is requested in the amount of \$26,730.00. The revenue code will be A2709 – Sensory Space Tower Grant. The expenditure code will be A7989.43 – Sensory Space Program.

A motion is needed to approve the Peter & Elizabeth Tower Foundation budget amendment.

NYSERDA Clean Energy Grant:

The Village of Youngstown has been awarded a \$10,000.00 Tier 2 Community Campaign Grant from NYSERDA as part of the Clean Energy Communities Program.

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As this was not a budgeted revenue or expense, a budget amendment is requested in the amount of \$10,000.00. The revenue code will be A3089 – NYSERDA Grant. The expenditure code will be A1620.2 – Village Center.

A motion is needed to approve the NYSERDA Clean Energy Grant budget amendment.

Village Clerk Salary Budget Amendment

To properly align the Village Clerk's salary from a 37.5 hour to a 40-hour standard workweek, a budget amendment is requested to adjust the allocated salary line accordingly. This amendment will ensure the budgeted amount reflects full-time hours worked and provides appropriate compensation as intended by the Board.

The revenue code will remain unchanged. The expenditure code to is **A1410.1 – Village Clerk Salary**, with an increase of \$3,640. This amount will cover all board meetings (Zoning, Planning, and Board of Trustee) and eliminate compensatory time.

A motion is requested to approve the budget amendment of \$3,640 reflecting the Village Clerk's salary adjustment based on a 40-hour workweek.

CONTRACTS/AUTHORIZATIONS:

Part-Time Recreation Leader

A motion is needed to hire Joseph Mullen as a part-time Recreation Leader for the Recreation Department. This position is already budgeted in the Recreation budget.

A motion is needed to hire Joseph Mullen as a part-time Recreation Leader.

Williamson Law Book Contracts:

- Annual software support contract for Accounting Software from May 1, 2025 – April 28, 2026 in the amount of \$1,744.00.
- Annual software support contract for Payroll Software from June 1, 2025 – May 31, 2026 in the amount of \$1,518.00.
- Annual software support contract for Tax Collection with Tax Glance Software from June 1, 2025 – May 31, 2025 in the amount of \$896.00.
- Annual software support contract for Water/Sewer for July 1, 2025- June 30, 2026 in the amount of \$1,650.00.

A motion is needed to approve all four annual software support contracts with Williamson Law Book Company.

2025 Village Concert Series

The following concerts are proposed for the 2025 Village Concert Series:

- **Mackenzie Highlanders Pipe Band** – July 4, 2025 – \$650.00

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- **The Taverners** – July 11, 2025 – \$400.00
- **Water Street Quartet** – July 18, 2025 – \$500.00
- **Joe and the Shmoes** – August 1, 2025 – \$550.00
- **Jerry Andres Band** – August 8, 2025 – \$350.00
- **Step in Time Duo** – August 15, 2025 – \$350.00
- **Creek Bend** – August 22, 2025 – \$599.00
- **2nd Time Around** – August 29, 2025 – \$450.00

Dottie Riordan has successfully raised enough funds to fully cover the cost of all concert contracts listed above.

A motion is needed to approve the above contracts and authorize the Mayor to sign on behalf of the Village.

Annual Easements/Leases:

Request for approval of the following easements and lease agreements:

Easements

- Frey – 565 Water Street: 2-year term (110724–053126), \$100/year
- DeDario – 703 Main Street: 1-year term (020125–053126), \$150/year
- Andres – 645 Main Street: 1-year term (020125–053126), \$150/year
- Kopell – 727 Main Street: 1-year term (030125–053126), \$150/year
- Reese – 725 Main Street: 1-year term (030125–053126), \$150/year

Lease Agreements

- Julie/John Calvert Room: (06/01–05/31), \$150/month or \$1,800 annually
- Niagara River Anglers: (06/01–05/31), \$300/year to cover electric
- RCR/YYC Spring Dock: (04/01–10/31), \$25 per cradle, \$25 per mooring, and \$100 per dock

A motion is needed to approve the above easements and lease agreements as listed.

Special Use Permit application:

Request for exclusive use of the Village Dock – July 11, 2025

Adam Burns, Co-Chairman of the Youngstown Yacht Club (YYC), has submitted a request for exclusive use of the Village Dock between the Youngstown Yacht Club and the marina on Friday, July 11, 2025, for the Jack Beatty Hospice Memorial Regatta.

This annual event supports hospice care and brings together community members and visitors in support of a meaningful cause.

A motion is needed to approve the exclusive use of the Village Dock for the Jack Beatty Hospice Memorial Regatta on July 11, 2025.

Request for Placement of Portable Restroom Trailer – July 1–2, 2025

Zach Joseph and Matt Mancuso have requested permission to place a high-end, air-conditioned portable restroom trailer on Village property near the North Dock. This request is in connection with their wedding reception, which will be held on the waterfront properties located at 301 Main Street and 313 Main Street.

Both properties have a road/driveway easement through a gate by the North Dock. The portable restroom trailer would be placed on the park's pavement alongside the fence owned by 313 Main Street. The trailer is completely self-reliant, equipped with its own water and generator, requiring no connection to public utilities.

The trailer is expected to be delivered on Tuesday, July 1, 2025, and picked up on Wednesday, July 2, 2025.

This request is not for use or rental of the park, but solely for permission to place the restroom trailer at that location for the evening of July 1.

The request has been approved by the DPW Superintendent and the Village Clerk therefore no approval is needed from the board.

Tent Camping on the North Dock – July 14–17, 2025

Kaitlyn Enderton, on behalf of the Youngstown Community Boating program and the Youngstown Yacht Club, submitted a request for tent camping on the North Dock from Monday, July 14 through Thursday, July 17, 2025, in support of the Junior Sailing Event. The request includes approximately 10 tents for youth participants.

The request has been approved by the DPW Superintendent therefore no approval is needed from the board.

July 4th Fireworks:

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

So noted.

ITEMS / DISCUSSION/ CORRESPONDENCE:

Short-Term Rental

A motion is needed to hold a public hearing at the July 17, 2025 Board of Trustees meeting regarding the proposed Short-Term Rental Local Law.

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Greenway Youngstown Trail

Niagara County has officially approved and signed the resolution for the Greenway Youngstown Trail.

So noted.

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:

Niagara Pioneer Soccer League tournament at Fort Niagara State Park July 12- July 13, 2025.

Community Garage Sale held by the Friends of the Youngstown Free Library will be held at the Village Center Gym Saturday July 19 and Sunday July 20 from 9:00 a.m. -6 p.m.

Niagara Lacrosse Classic will be at Fort Niagara State Park July 19- July 20, 2025.

The next Village Board meeting will be July 17, 2025 at 7:00 p.m.

The Village Board of Trustees will enter into executive session to discuss contracts, current/pending litigation and employment of a particular person.