

ORGANIZATIONAL MEETING April 5, 2021

The Village Board meeting was called to order at 6 pm.

Due to Covid-19 this meeting was conducted wearing masks, and social distancing.

The public was invited to join by following social distancing guidelines.

**PRESENT:** Trustees Becker, Refermat, Pruitt & Prucnal Superintendent Sitzman, CEO Czechowski, Clerk Galbraith, Attorney Trapp, Eugene Nuwer, Mark Casell, Mike Manicki, Mark Pruitt, Shawn Eastland, Patrick Cavanaugh.

MOTION by Trustee Pruitt, and seconded by Trustee Refermat, to appoint Michael Manicki, to the position of Mayor, term to expire March 31, 2022.

The Mayor was given his oath of office from Clerk Galbraith.

*On the question* – Mayor Manicki thanked the board for the appointment, although he did not seek out the appointment, he will do the job to the best of his abilities.

MOTION by Trustee Prucnal and seconded by Trustee Becker, to approve all following appointments on the reorganizational meeting.

**RESOLVE** that the regular meeting of the Board of Trustees shall be held on the 2nd and 4th Tuesday of the month.

**RESOLVE** that the regular meeting of the Board of Trustees shall convene at 6:30 P.M. for a work session and the regular meeting start at 7:30 P.M. The clock in the board room shall be designated as the official time.

**RESOLVE** that the regular meeting of the Planning Board be held the third Wednesday of each month.

**RESOLVE** that the regular meeting of the Zoning Board of Appeals be held the third Tuesday of each month on an as needed basis.

**RESOLVE** that the Board of Trustees shall authorize payment in advance of audit of claims for utility services, postage, payroll and debt service, all such claims shall be presented at the next regular meeting for audit.

**RESOLVE** to designate the Alden State Bank, as the official depositories of Village funds.

**RESOLVE** to designate the Alden Advertiser as the Village of Alden's official newspaper.

**RESOLVE** that the Treasurer be authorized to invest surplus funds as per investment policy.

**RESOLVE** that the Mayor be authorized to sign checks in the absence of the Village Clerk/Treasurer.

**RESOLVE** to authorize the Mayor Board of Trustees, and other municipal officials to attend at reasonable expense to the village, meetings of the following named organizations to which the Village of Alden or an official is a member: Conference of Mayors, Village Officials Association of Erie County, Western New York Village Officials Association, Erie County Governments, Municipal Administrative Officers Association, Water Pollution Control Federation, American Water Works Association, New York State Bar Association, New York State Court Clerks Association, Niagara 2 Frontier Building Officials Association, NYS Magistrates Association, Judges & Police Conference of Erie County, NYS Rural Water Association, NEST, Alden Chamber of Commerce, Western New York Storm Water Coalition, NYS Society of Municipal Finance Officers, New York Planning Federation, International Codes Council, American Public Works Association.

**RESOLVE** to approve the Alden Hook & Ladder Fire Company Inc., to conduct fund raisers throughout the upcoming fiscal year as submitted.

**RESOLVE** to approve the Alden Hook & Ladder Fire Company's list of active, and fire police members as Volunteers for the Village of Alden Fire Department, Village of Alden Emergency Medical Services Department.

**RESOLVE** to approve travel reimbursement for mileage at the current IRS rate, to approve toll and parking receipts, and that meals be at reasonable cost to the Village, while performing their official duties on behalf of the Village.

**RESOLVE** to approve the use of Village owned and/or insured vehicles by Village employees and/or volunteers while performing their official duties on behalf of the Village.

**RESOLVE** to approve a stipend rate of \$230 per month for the Code Enforcement Officer/Building Inspector, for the use of his personal vehicle and personal cell phone while performing his official duties on behalf of the Village.

**RESOLVE** to adopt the Procurement Policy on file in the Village Clerk's office.

**RESOLVE** to adopt the investment policy of the Village of Alden on file in the Village Clerk's office.

**RESOLVE** to approve the annual performance evaluations every April 1<sup>st</sup>.

**RESOLVE** to approve \$35 per meeting to members of Planning Board and Zoning Board of Appeals.

**RESOLVE** to approve \$45 per meeting to secretaries/clerks and Chairmen of Planning Board and Zoning Board of Appeals.

**RESOLVE** to approve any changes made to the Chapter A220 Fee Schedule of the Village Code Book as reviewed by all department heads.

**RESOLVE** to approve the Village of Alden Disaster Plan on file in the Village Clerk's office.

**RESOLVE** To allow Village employees to respond to Fire/EMS calls during regular business hours.

**RESOLVE** to adopt the EMS Transportation Rates for 2021-2022 as follows:

Lift assist \$50

Treat & Release \$400.00

Basic Life Support \$900.00

ALS I \$1150.00

ALS II \$1400.00

Mileage Rate \$30.00/mile

**RESOLVE** to approve the use of village vehicles outside of village limits for the following: approved training, seminars, meetings, emergency purposes (hospital on ambulance call, mutual aid calls), parades, and other village business. Any other use of any Village owned vehicle outside the Village limits must be approved by Village Board Carried.

## **MAYOR'S APPOINTMENTS**

MOTION by Trustee Becker and seconded by Trustee Pruitt, to approve Mayor Manicki's appointment of Trustee Prucnal as Deputy Mayor of the Village of Alden for term to expire 3/31/2022.

MOTION by Trustee Reformat and seconded by Trustee Prucnal, to approve Mayor Manicki's appointment of Susanne Galbraith as Clerk/Treasurer term to expire 3/31/2022.

MOTION by Trustee Pruitt and seconded by Trustee Prucnal, to approve Mayor Manicki's appointment of Donna Taylor as Deputy Clerk/Treasurer term to expire 3/31/22.

MOTION by Trustee Prucnal and seconded by Trustee Becker, to approve Mayor Manicki's appointment of Pat Meyer as 2<sup>nd</sup> Deputy Clerk/Treasurer term to expire 3/31/2022.

MOTION by Trustee Prucnal and seconded by Trustee Pruitt, to approve Mayor Manicki's appointment of Diane Casell as Clerk to Village Justice, term to expire 3/31/2022 at an hourly rate.

MOTION by Trustee Pruitt and seconded by Trustee Reformat, to approve Mayor Manicki's appointment of Randy Crist, Officer of the Court, at a rate of \$50 per session.

MOTION by Trustee Reformat and seconded by Trustee Pruitt, to approve Mayor Manicki's appointment of Sue Galbraith, Clerk & Secretary to the Zoning Board of Appeals.

MOTION by Trustee Becker and seconded by Trustee Prucnal, to approve Mayor Manicki's appointment of Karen Muchow, as Village Historian.

MOTION by Trustee Reformat and seconded by Trustee Pruitt, to approve Mayor Manicki's appointment of Robert Woods, as Associate Village Justice term to expire 3/31/2022.

MOTION by Trustee Prucnal and seconded by Trustee Pruitt, to approve Mayor Manicki's appointment of Joseph Czechowski as SEQR and Development Officer for the Village of Alden.

MOTION by Trustee Prucnal and seconded by Trustee Pruitt, to approve Mayor Manicki's reappointment of Sue Galbraith as Secretary to the Planning Board.

MOTION by Trustee Prucnal and seconded by Trustee Pruitt, to approve Mayor Manicki's appointment of Randal Crist as a member of the Planning Board, term to expire 3/31/2028.

MOTION by Trustee Prucnal and seconded by Trustee Becker, to approve Mayor Manicki's appointment of Herbert Schmidt III as a member of the Zoning Board of Appeals, term to expire 3/31/2026.

MOTION by Trustee Becker and seconded by Trustee Prucnal, to approve Mayor Manicki's appointment of Mark Pruitt and alternate Bob Eleczko, as Disaster Coordinators for a one-year term.

*On the question* – Trustee Pruitt abstains from the vote.

MOTION by Trustee Becker and seconded by Trustee Pruitt, to approve Mayor Manicki's appointment of Chris G. Trapp as Village Attorney/Village Prosecutor term to expire 3/31/2022.

MOTION by Trustee Prucnal and seconded by Trustee Pruitt, to approve Mayor Manicki's appointment of Keith Sitzman, Supt. of Public Works as alternate representative to the NEST board.

MOTION by Trustee Refermat and seconded by Trustee Becker, to approve Mayor Manicki's appointment of Keith Sitzman, Supt. of Public Works as Storm Water Management Officer.

**RESOLVE** by Trustee \_\_\_\_\_ and seconded by Trustee \_\_\_\_\_, to approve the following list of committees.

**COMMITTEES FOR 2021-2022**

**CHAIRPERSON: Trustee Prucnal**

- Budget Officer- Manicki
- Disaster Coordinator- Asst. Coordinator
- Multi-channel Service - Chris Trapp
- Insurance Refermat
- Fiscal Oversight Committee- Pruitt
- Nest Representative -Sitzman

**CHAIRPERSON Trustee Becker**

- Streets & Sidewalks- Manicki, Refermat
- Solid Waste-Supt. Sitzman, Prucnal
- Sanitary & Storm Sewers- Manicki
- Liaison to Alden Chamber of Commerce- Manicki

**CHAIRPERSON: Mayor Manicki**

- Personnel- Prucnal
- Municipal Building Maintenance & Cleaning-Supt. Sitzman
- Liaison to the School- Pruitt
- Ordinances- Counsel CEO/BI Czechowski, Attorney Trapp

**CHAIRPERSON: Trustee Refermat**

- Water- Manicki, Pruitt
- Affirmative Action and Fair Housing Officer
- Safety-Supt. Sitzman, Clerk/Treasurer Galbraith, Fire Chief, Becker
- Parks-Sitzman, Manicki

**CHAIRPERSON: Trustee Pruitt**

- Liaison to the Town
- Fire Dept. & EMS Dept., Manicki
- Computer- Supt. Sitzman, Manicki

Roll Call Vote:  
Trustee Becker  
Trustee Refermat

Trustee Prucnal-  
Trustee Pruitt-  
Mayor Manicki-