

Approved BOARD MINUTES September 22, 2020

The Village Board meeting was called to order at 7:30 pm by Mayor Casell, who led the pledge to the flag.

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: Mayor Casell, Trustees Warmus, Prucnal & Overhoff Superintendent Sitzman, CEO Czechowski, Clerk Galbraith, Attorney Trapp Patrick Cavanaugh, Eugene Nuwer, Shawn Eastland, Mike Manicki, Mark Pempsell Mike Galbraith, Esther Kibbe and Sue DeWitt, Alden Advertiser.

MOTION by Trustee Warmus, seconded by Trustee Overhoff, to approve the minutes dated September 8, 2020. On the question – no comment, 5 ayes. Carried.

MOTION by Trustee Prucnal, seconded by Trustee Overhoff, to approve for payment bills on abstract dated September 22, 2020.

Payroll \$43,360.80

Abstract \$53,387.04

On the question – no comment, 5 ayes, Carried.

MOTION by Trustee Warmus seconded by Trustee Prucnal, to approve the following monthly reports: Alden Hook & Ladder laptop distribution report, Aug: DPW, Court, Fire fuel & E.C. Sheriff.

On the question – no comment, 5 ayes, Carried.

ORGANIZATIONAL MEETING September 22, 2020

MOTION by Trustee Warmus, and seconded by Trustee Prucnal, to leave the regular meeting and enter the Re-organizational meeting at 7:40 pm. Carried.

MOTION by Trustee Overhoff, and seconded by Trustee Prucnal, to approve all the 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 Deputy Clerk/Treasurer 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 1st.

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 2020-2021 as follows:

Lift assist \$50

Treat & Release \$400.00

Basic Life Support \$675.00

Intermediate/basic Life Support \$750.00

ALS I \$950.00

ALS II \$1050.00

Mileage Rate \$20.00/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. Carried.

MAYOR'S APPOINTMENTS

MOTION by Trustee Overhoff and seconded by Trustee Prucnal, to approve Mayor Casell's appointment of Trustee Warmus as Deputy Mayor of the Village of Alden term to expire 3/31/2021.

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

MOTION by Trustee Overhoff and seconded by Trustee Prucnal, to approve Mayor Casell's appointment of Donna Taylor as Deputy Clerk/Treasurer term to expire 3/31/2021.

MOTION by Trustee Warmus and seconded by Trustee Overhoff, to approve Mayor Casell's appointment of Pat Meyer as 2nd Deputy Clerk/Treasurer term to expire 3/31/2021.

MOTION by Trustee Warmus and seconded by Trustee Overhoff, to approve Mayor Casell's appointment of Diane Casell as Clerk to Village Justice, term to expire 3/31/2021 at an hourly rate.

Abstain – Mayor Casell.

MOTION by Trustee Warmus and seconded by Trustee Prucnal, to approve all following additional Mayoral appointments:

RESOLVE to approve Mayor Casell's appointment of Randy Crist, Officer of the Court, at a rate of \$50 per session.

RESOLVE to approve Mayor Casell's appointment of Sue Galbraith, Clerk & Secretary to the Zoning Board of Appeals.

RESOLVE to approve Mayor Casell's appointment of Karen Muchow, as Village Historian.

RESOLVE to approve Mayor Casell's appointment of Robert Woods, as Associate Village Justice term to expire 3/31/2021.

RESOLVE to approve Mayor Casell's appointment of Joseph Czechowski as SEQR and Development Officer for the Village of Alden.

RESOLVE to approve Mayor Casell's reappointment of Sue Galbraith as Secretary to the Planning Board.

RESOLVE to approve Mayor Casell's appointment of Michael Manicki, as a member of the Planning Board, term to expire 3/31/2027

RESOLVE to approve Mayor Casell's appointment of Joel McAlpine and Bob Eleczko, as Co-Disaster Coordinators for a one-year term.

RESOLVE to approve Mayor Casell's appointment of Chris G. Trapp as Village Attorney/Village Prosecutor term to expire 3/31/2021.

RESOLVE to approve Mayor Casell's appointment of Keith Sitzman, Supt. of Public Works as alternate representative to the NEST board.

RESOLVE to approve Mayor Casell's appointment of Keith Sitzman, Supt. of Public Works as Storm Water Management Officer.

RESOLVE by Trustee Overhoff and seconded by Trustee Prucnal, to approve the following list of committees.

COMMITTEES FOR 2020-2021

CHAIRPERSON: Trustee Prucnal

Budget Officer- Warmus

Disaster Coordinator- Asst. Coordinator

- Multi-channel Service - Chris Trapp
- Insurance - Warmus
- Fiscal Oversight Committee- Warmus

CHAIRPERSON Trustee Overhoff:

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

CHAIRPERSON: Mayor Casell

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

CHAIRPERSON: Trustee Kibbe

- Water- Casell, Overhoff
- Affirmative Action and Fair Housing Officer
- Safety-Supt. Sitzman, Clerk/Treasurer Galbraith, Fire Chief, Overhoff
- Parks-Sitzman, Warmus

CHAIRPERSON: Trustee Warmus

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

Roll Call Vote:

- Trustee Warmus - aye
- Trustee Overhoff - aye
- Trustee Prucnal- aye
- Mayor Casell – aye

MOTION by Trustee Prucnal, and seconded by Trustee Overhoff, to leave the Re-organizational meeting and re-enter into the regular meeting at 7:57 pm. Carried.

COMMUNICATIONS

From Erie County: rent & mortgage control information, small business assistance grant program, ACH Direct deposit, Assoc. of E.C. Gov. meeting notice, sales tax remittance and annual clerk’s report. NYS: YCOM pandemic operations plan. Requests from Randal Crist & Mark Pempsell. Notice from Bouvier Law, list of trees to be removed by DPW, Census plea for residents to fill out census -\$13,500 in resources back to our community over the next ten years for each person, Board notes from the school, Narcan Training schedule, Town of Alden agendas and minutes.

MOTION by Trustee Warmus and seconded by Trustee Prucnal to file as received all correspondence.

Resolutions/Appointments/Requests/Motions for September 22, 2020

MOTION by Trustee Overhoff and seconded by Trustee Warmus, to approve fire/EMS calls for August 29- September 11, 2020.

MOTION by Trustee Prucnal and seconded by Trustee Overhoff, to approve the following:
RESOLVED, By the Board of Trustees of the Village of Alden, that Retention and Disposition Schedule for New York Local Government Records (LGS-1), issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A: (a) only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records (LGS-1), after they have met the minimum retention periods described therein; (b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

MOTION by Trustee Warmus and seconded by Trustee Prucnal, to approve Esther Kibbe to fulfill the vacant Trustee seat of Mark Casell.

On the question: Her resignation from the Alden Village Planning Board, has been accepted by the Clerk's Office.

Roll call vote: Trustee Warmus-aye
Trustee Overhoff –aye
Trustee Prucnal –aye
Mayor Casell –aye

MOTION by Trustee Warmus and seconded by Trustee Prucnal, to approve the following:

WHEREAS The Escential Spa and Wellness Center at 1454 Exchange St., was previously granted a permit which provided for the creation of a buffer for the adjacent property next to the parking area, and

WHEREAS the landscaping used on the south side of the property have been proven to be insufficient, and

WHEREAS the Planning Board has reviewed the issue and recommends the installation of a 6-foot-high solid/stockade style fence be installed the entire length of the south parking area,

NOW BE IT THEREFORE RESOLVED: that the Board of Trustees hereby accepts the recommendation of the Planning Board and directs that the Escential Spa and Wellness Center install a 6 foot solid/stockade fence along the south side of their property the entire length of the parking area by November 30, 2020 and that the appropriate plans and applications be submitted to the Building Inspector/Code Enforcement Officer. Fence/building permit fee will be waived.

MOTION by Trustee Prucnal and seconded by Trustee Overhoff, to approve the following Resolution for the NYSLRS: see attachment.

BUSINESS FROM FLOOR-

REPORTS FROM COMMITTEES/DEPARTMENT

The board & Department heads thanked outgoing Mayor Michael Manicki who was present and congratulated Mayor Casell and new Trustees Pruenal & Kibbe.

Clerk Galbraith – thank you for various appointments. New employees & Trustees need to schedule tour of WWTP & wells.

Superintendent Sitzman – junk day is Sept.28, streetscape, need streetlights and brush pick up was delayed due to repairs from state paving.

Attorney Trapp – thank you for my re-appointment.

UNFINISHED AND TABLED BUSINESS:

ADJOURNMENT

Motion by Trustee Warmus seconded by Trustee Overhoff, at 8:10 PM to adjourn from the regular meeting, with a moment of silence for Thomas Randazzo & Patrick (PJ) Blake. no comment, 5 ayes. Carried.

Esther Kibbe has been sworn in as a Trustee by Mayor Casell.

I respectfully submit

Sue Galbraith,
Village Clerk

Standard Work Day and Reporting Resolution for Elected and Appointed Officials

Office of the New York State Comptroller
NYSLRS
 New York State and Local Retirement System
 110 State Street, Albany, New York 12244-0001

Please type or print clearly in blue or black ink

Employer Location Code

4 0 1 2 8

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

RS 2417-A

(Rev. 11/13)

BE IT RESOLVED, that the Village of Alden / 10 hereby established the following standard work days for these titles and will report the officials to the New York State and Local Retirement based on their record of activities.

| Name | Social Security Number | NYSLRS ID | Title | Current Term Begin & End Dates | Standard Work Day | Record of Activities Result | Not Submitted | Pay Frequency | Tier 1 |
|-----------------------------|------------------------|-----------|-----------------------|--------------------------------|-------------------|-----------------------------|-------------------------------------|---------------|--------------------------|
| Elected Officials: | | | | | | | | | |
| Chris Trapp | | | Village Attorney | 3/31/20-3/31/21 | | 4.57 | <input checked="" type="checkbox"/> | monthly | <input type="checkbox"/> |
| Michael Cole | | | Village Justice | 3/31/19-3/31/21 | 3 | | <input checked="" type="checkbox"/> | bi-monthly | <input type="checkbox"/> |
| Mark Casell | | | Mayor | 9/15/20-3/31/24 | 6 | | <input checked="" type="checkbox"/> | monthly | <input type="checkbox"/> |
| Appointed Officials: | | | | | | | | | |
| Esther Kibbe | | | Planning Board Member | 12/31/17-12/31/24 | | | <input checked="" type="checkbox"/> | annually | <input type="checkbox"/> |
| Brian Schumacher | | | Zoning Board Member | 12/31/15-12/31/20 | | | <input checked="" type="checkbox"/> | annually | <input type="checkbox"/> |
| Herbert Schmidt III | | | Zoning Board Member | 12/31/16-12/31/20 | | | <input checked="" type="checkbox"/> | annually | <input type="checkbox"/> |

I, Susanne M. Galbraith, secretary/clerk of the governing board of the Village of Alden, of the State of New York,

(Name of Secretary or Clerk)

(Name of Employer)

do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the 22 day of September, 2020 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Village of Alden on this 22 day of September, 2020

(Name of Employer)

(Signature of Secretary or Clerk)

(Name of Secretary or Clerk)

Affidavit of Posting: I, _____ being duly sworn, deposes and says that the posting of the Resolution began on _____ and continued for at least 30 days. That the Resolution was available to the public on the: _____

(Date)

Employer's website at: _____

Official sign board at: _____

Main entrance Secretary or Clerk's office at: _____

Page _____ of _____ (for additional rows, attach a RS 2417-B form.)

