

Approved BOARD MINUTES June 21, 2023

The Village Board meeting was called to order at 3:30 pm by Mayor Prucnal, who led the pledge to the flag.

PRESENT: Mayor Prucnal, Trustees: Refermat, Casell, Pruitt and Becker, Attorney Trapp, CEO Czechowski, Clerk Galbraith, Patrick Cavanaugh, and Dan Czelusta.

The board reviewed the list of items that need to be addressed by Dan Czelusta, Sr. WWTP Operator.

The board discussed closing a well at site #1, with a quote from Frey Well Drilling, Inc. Discussed concrete foundations and structure for other wells.

There was a large volume of oil in the sewer treatment system but could not figure out where it came from.

The West Main St. sewer configuration has been approved by Erie County Dept. of Health; this is in connection with the Wetzl project off of Slade Dr. The village had a pre-construction meeting with Wetzl on the project on June 20.

The meeting centered around what position the board has decided on to run the DPW, and how that might affect the future structure of the Village Clerk's Office.

The three options are:

1. Superintendent of Public Works and Village Clerk/Treasurer
2. Village Administrator and DPW Coordinator
3. Part Time Personnel Director and DPW Coordinator, Clerk's Office TBD

The difference between Superintendent and DPW Coordinator was discussed.

Superintendent of Public Works – Civil Service position

DPW Coordinator – can do everything the superintendent does, but not authorized to have budgetary or personnel authority. Many other questions arose about whose responsibility it would be to handle reports such as stormwater, code, plowing, engineering and more. Mayor Prucnal stated that the individual in the position would do all of the work duties that the Supt. of Public Works did with the two exceptions (budget and personnel).

MOTION by Trustee Casell and seconded by Trustee Becker to create the position of DPW Coordinator. On the question, 5 ayes. Carried

MOTION by Trustee Casell and seconded by Trustee Becker to hire a DPW Coordinator at \$68,000. On the question, 5 ayes. Carried.

Since the board has elected to hire a DPW Coordinator they now need to hire a Clerk or Administrator to handle the disciplinary and budgetary portion, not allowed by the DPW Coordinator.

If hire a Clerk – Mayor would do the disciplinary action

Administrator – would do budgetary HR, disciplinary requirements

MOTION by Trustee Pruitt and seconded by Trustee Casell to hire a full-time Village Administrator at \$55,000. Per year. On the question-CEO recommends having the policies in place before hiring., 5 ayes. Carried.

CEO Czechowski – seeking a full time Assistant Code Enforcement Officer for \$45,000-\$60,000/year, the permit fees for the upcoming developments should more than cover the additional salary. Will need 6-12 months to get the candidate NYS Code certified, will need to canvas Civil Service. Would recommend residency, but can wave it if no one is qualified, but they need to live relatively close.

MOTION by Trustee Pruitt and seconded by Trustee Becker to create the position of Assistant Code Enforcement Officer. On the question, 5 ayes. Carried.

Motion by Trustee Becker and seconded by Trustee Casell to canvass for an Assistant Code Enforcement Officer at a salary of \$45,000-\$60,000. On the question, 5 ayes. Carried.

Trustee Pruitt checked with the school concerning CDL training, but they only train for school bus drivers.

The Mayor and Trustee Reformat will interview applicants from the list obtained from the last advertisement for Laborer. Looking to hire one more Laborer and possibly the other 2 seasonal applicants.

Trustee Becker to talk to the General Crew Chief to get a description of his duties.

Motion by Trustee Reformat and seconded by Trustee Becker, to adjourn into Executive Session at 5:38pm. On the question, 5 ayes. Carried.

Motion by Trustee Casell and seconded by Trustee Becker to exit the Executive Session and reenter the regular meeting 6:15 pm. On the question, 5 ayes. Carried.

Motion by Trustee Becker, seconded by Trustee Pruitt, to adjourn the regular meeting at 6:16 p.m., On the question – no comment 5 ayes, carried.

I respectfully submit.

Sue Galbraith,
Village Clerk