

**Village of Alden**  
**Work Session Agenda**  
July 23, 2024 at 5:30pm  
Village Conference Room

**Guest Reports:**

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**Department Reports:**

**Fire Chief – B. Gossel**

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**Village Clerk / Treasurer- S. Galbraith**

- Deputy Clerk
- Auditors
- vacation

**CEO / BI- J. Czechowski**

- Chapter 210/Local Law
- Policy Manual Changes?
- Records Management Grant

**Superintendent of Public Works – P. Fleck**

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**Village Attorney- C. Trapp, Esq.**

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**Other Departments:**

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**Board of Trustee Reports:**

**Trustee: D. Becker**

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**Trustee: M. Casell**

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**Trustee: B. Cieszki**

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**Trustee: M. Refermat**

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**Mayor: M. Retzlaff**

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**Other Business for Discussion:**

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**Executive Session (If needed):**

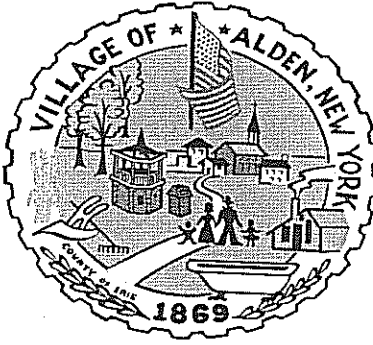
Motion by: \_\_\_\_\_, second by: \_\_\_\_\_,  
to enter into Executive Session at \_\_\_\_\_ pm. for the purpose of \_\_\_\_\_  
\_\_\_\_\_.

On the Question –

Vote: \_\_\_\_\_ ayes, \_\_\_\_\_ nays.

Motion by: \_\_\_\_\_, second by: \_\_\_\_\_,  
to exit from Executive Session at \_\_\_\_\_ pm. and to return to the Regular Village Board  
Meeting / Work Session.

Vote: \_\_\_\_\_ ayes, \_\_\_\_\_ nays.



**Agenda Village Board Meeting, July 23, 2024**  
**Board Meeting-6:30 pm**

- 1. Pledge of Allegiance to the flag**
- 2. Approval of the following items**
  - a. Minutes from July 9, 2024
  - b. Bills on Abstracts
  - c. Monthly Reports
    - DPW Fire & First Aid Calls for Payroll #14 (6/15-6/28/2024)
    - RBC Wealth Management – Portfolio Review (Period Ending: 6/30/2024)
    - Village of Alden-Justice Report: June 2024 (Fines: \$2,278.00)
  - d. Communications-
  - e. Resolutions/Requests/Motions
- 3. Business from the floor**
- 4. Reports from Committees/Departments/Trustees**
- 5. Unfinished and Tabled Business**
- 6. Adjournment with a moment of silence for Robert Schnitzer Sr.**

Next Board Meeting  
Tuesday, August 13, 2024 6:30 pm

**unApproved BOARD MINUTES July 9, 2024.**

Motion by Trustee Casell, second by Trustee Cieszki, to enter into Executive Session at 6:18 pm, for the purpose of personnel. On the Question – Vote: 5 ayes, 0 nays.

Motion by Refermat second by: Cieszki, to exit from Executive Session at 6:23 pm, and to return to the Regular Village Board Meeting / Work Session. Vote: 5 ayes, 0 nays.

The regular meeting of the Village of Alden Board of Trustees was held in the Municipal Building, 13336 Broadway, Alden, NY 14004.

The Village Board meeting was called to order at 6:30 pm by Mayor Retzlaff, who led the pledge to the flag.

**PRESENT:** Mayor Retzlaff, Trustees: Cieszki, Refermat, Becker, Casell, CEO Czechowski, Clerk/Treasurer Galbraith, Attorney Chris Trapp, Dave Metz, John Cieszki, Superintendent Fleck and General Crew Chief, Patrick Cavanaugh.

**MOTION** by Trustee Becker and seconded by Trustee Cieszki, to approve the minutes from the June 11, 2024, meeting. On the question – Refermat abstains, 4 ayes, carried.

**MOTION** by Trustee Cieszki and seconded by Trustee Becker, to approve payment bills on abstract dated June 25, 2024.

Payroll \$51,196.18

Abstract \$46,008.31

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

**MOTION** by Trustee Casell, seconded by Trustee Cieszki, to approve and file the monthly reports as submitted and reviewed by the Board of Trustees.

DPW for May

Fire/EMS calls for June 1-14, 2024, as reflected in payroll

Unapproved Planning Board minutes for June

Court report for May

LOSAP statement for May

On the question - no comment 5 ayes, carried.

**Resolutions/Appointments/Requests/Motions for July 9, 2024**

MOTION by Trustee Becker and seconded by Trustee \_\_\_\_\_ to allow the Alden Chamber of Commerce to erect two farmers market signs in the Firemen’s Memorial Bandstand Park from 7/9-7/19 and 7/20-7/30/24.

Denied, motion dies on the floor for lack of a second.

MOTION by Trustee Becker and seconded by Trustee Cieszki, to Authorize the termination of the probationary period and employment of Carson Burke, DPW Laborer effective Monday, July 8, 2024, at 7:00am.

On the question: The Mayor, Superintendent and union steward were present.

MOTION by Trustee Casell and seconded by Trustee Becker, to approve a one day “unpaid leave of absence” for Brendan Bruce, DPW Laborer on June 21, 2024.

On the question: he was out of state for a family emergency. Trustee Casell – so this was previously approved. Mayor – yes, I approved it.

MOTION by Trustee Becker and seconded by Trustee Reformat, to authorize Phil Fleck, DPW Superintendent, to work 20/hours per week at an hourly rate of \$61.68 (2024-2025) and will receive no benefits except for those identified in the Village Policy Manual for part-time employees (ie: Holiday pay, at 4/hrs. per holiday) until further notice.

On the question: Trustee Casell – till further notice? Attorney Trapp – waiting on Civil Service CEO - civil service will tell you the date.

MOTION by Trustee Becker and seconded by Trustee Cieszki, to pay back “Holiday Pay” due to the part-time employees based upon the Village of Alden, Policy Manual, (4/hours per approved holiday) and supported by the internal audit by Village Accountant Barbara J. Kapperman, CPA:

- o Mrs. Diane Casell, Justice Clerk (former): \$1,020.16 (Gross-Pay)
- o Susan Schumacher, DPW Clerk: \$47.50 (Gross-Pay)
- o Donna Taylor, Deputy Clerk/Treasurer (-\$155.96) DEDUCT

It should also be noted, that under NYS-Municipal Law the statutory limit may only go back one (1) year, and ninety (90) days when looking at such issues.

On the question: Trustee Casell – abstain, need to include update of 4 hours in policy manual. Mayor – this is a board decision, not policy.

MOTION by Trustee Casell and seconded by Trustee Reformat, to authorize the “Emergency Purchase and Replacement” of the Rooftop AC Unit located at the Department of Public Works Building, 11195 Railroad Street, Village of Alden, and that the work be awarded to MJ Mechanical Services, Inc. at the cost of \$13,251.00. This expense is to come out the DPW General Fund 2024-2025 budget.

MOTION by Trustee Becker and seconded by Trustee Reformat, to accept the following Proclamation recognizing “Alden Pools & Play” for 60-years in business, and proclaiming Saturday, July 20, 2024, as Alden Pool & Play Day in the Village of Alden.

MOTION by Trustee Reformat and seconded by Trustee Becker, to approve the sign permit for Pranningberg, 13395 Broadway, as submitted on the application.

MOTION by Trustee Becker and seconded by Trustee Reformat, to accept the following Proclamation recognizing “Alden Pools & Play” for 60-years in business, and proclaiming Saturday, July 20, 2024, as Alden Pool & Play Day in the Village of Alden.

MOTION by Trustee Reformat and seconded by Trustee Becker, to approve the sign permit as submitted on the application.

### **COMMUNICATIONS**

Reviewed by the board.

### **REPORTS FROM COMMITTEES/DEPARTMENT**

**Clerk Galbraith** – tax bills mailed June 1<sup>st</sup>, due by July 1 with no penalty.

**CEO Czechowski** – requesting residents to check with his office, before starting any work.

**Trustee Reformat** -Mayor, did you submit information from the recent NYCOM seminar you attended? Mayor – yes, I did in my board notes.

**Mayor Retzlaff** – we submitted the WIIA grant, thank you Sue and Phil Erie County sales tax is up this quarter but still down 2.3% year to date. we have transferred 3.5 million to NY Class, thank you Sue. The railroad crossing delay on Countyline and Exchange is due to a permit issue. The census report for 2010-2020 shows the following: population is up by 50 people, with the residents 65 and up is down from the last census. Rentals are up compared to home purchases.

### **UNFINISHED AND TABLED BUSINESS:**

### **ADJOURNMENT**

Motion by Trustee Becker, seconded by Trustee Cieszki, to exit the regular meeting to enter into an Executive Session at 6:44 p.m, to discuss personnel., On the question: 5 ayes, Carried.

Motion by Trustee Cieszki, seconded by Trustee Casell, to exit the Executive Session at 7:35 p.m., On the question: 5 ayes, Carried.

Motion by Trustee Becker, seconded by Trustee Reformat, to exit the regular meeting at 7:36 p.m., On the question: 5 ayes, Carried.

I respectfully submit,

Sue Galbraith,  
Village Clerk

**VILLAGE OF ALDEN**  
**Abstract of Unaudited Vouchers**  
**A/P CHECKING**

Total Claims: \$41,288.91

07/23/24

Number 004

Voucher #	Claimant	Account #	Amount	Check	Date
3773	ALDEN ADVERTISER 5399/public notices	A1927.4	108.51		
3795	ALDEN CENTRAL SCHOOL	A3410.416	529.24		
3795	ALDEN CENTRAL SCHOOL fuel 6/1-6/30/2024	A8170.416	1,402.53		
3795	ALDEN CENTRAL SCHOOL	AM4510.416	110.79		
3795	ALDEN CENTRAL SCHOOL	CL8160.416	453.86		
3795	ALDEN CENTRAL SCHOOL	FX8320.416	73.48		
3795	ALDEN CENTRAL SCHOOL	G8130.418	158.69		
3774	ANDREW KAUN court 7/1 & 5/25	A1110.443	150.00		
3796	BISON LABRATORIES INC. 37576 & 37483/sodium hypochlorite	G8130.416	2,677.60		
3781	COUNTY LINE STONE 5339/stone	A5410.435	399.64		
3781	COUNTY LINE STONE 5406/stone	G8130.420	1,161.10		
3781	COUNTY LINE STONE 5339/stone	HY8320.2	820.94		
3775	DEPT. OF THE TREASURY excise tax	A9060.8	9.66		
3782	DIVERSITY AUTOMOTIVE 10040/a/c service 2012 Freightliner DD13	CL8160.450	239.95		
3783	ERIE COUNTY WATER AUTHORITY water bill	FX8320.418	1,138.28		
3797	FLEET MAINTENANCE 665916/rear brake chamber	A8170.469	126.23		
3784	GALETON 2717540/gloves	A8170.4	113.06		
3785	GHD CONSULTING SERVICES INC. 3370011737/Pump station rehab billing thru June 2024	HO8120.2	800.00		
3786	HARTFORD STEAM BOILER 1306704/Certification Fees for Waste Water Treatment Plant	G8130.479	330.00		
3800	HIGHMARK BCBSWNY retirees August	A9060.8	1,623.00		
3787	HURTUBISE TIRE 244852/tires for garbage truck	CL8160.450	3,260.25		

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**A/P CHECKING**

Total Claims: \$41,288.91

07/23/24

Number 004

Voucher #	Claimant	Account #	Amount	Check	Date
3787	HURTUBISE TIRE tires for garbage truck	CL8160.451	3,260.25		
3780	International Code Council yearly dues	A3620.432	160.00		
3798	KELLY PAVEMENT SEALER CO. seal & stripe Village Hall parking lot	A1620.450	5,050.00		
3788	LOCKPORT OUTDOOR STORE	A8170.400	125.00	✓	
3788	LOCKPORT OUTDOOR STORE 267218/Dakota Booth uniform expense	CL8160.417	124.98	✓	
3788	LOCKPORT OUTDOOR STORE	FX8320.417	161.98	✓	
3788	LOCKPORT OUTDOOR STORE	FX8320.417	212.96	✓	
3788	LOCKPORT OUTDOOR STORE 268517/Tim Pfitzinger uniform expense	G8130.419	161.97	✓	
3788	LOCKPORT OUTDOOR STORE 269189/Dan Czelusta	G8130.419	212.95	✓	
3789	MITCHELL GREENHOUSES 467600/Annuals and hanging baskets for municipal building	A1620.450	147.50	✓	
3790	MJ MECHANICAL SERVICES, IINC 91054955/service a/c rtu on ground not cooling	A1620.438	703.84		
3791	MONROE TRACTOR & IMPL. CO P46845/Centrifugal Pum	A8170.469	2,693.18		
3792	NAPA AUTO PARTS	A1640.450	94.30		
3792	NAPA AUTO PARTS June invoices	A8170.469	467.94		
3792	NAPA AUTO PARTS	AM4510.453	110.32		
3792	NAPA AUTO PARTS	CL8160.450	190.64		
3776	NATIONAL FUEL substation	A3410.472	21.55		
3776	NATIONAL FUEL 1971 crittenden	FX8320.438	17.09		
3776	NATIONAL FUEL 1860 crittenden	G8120.438	20.00		
3778	NUSSBAUMER & CLARKE, INC 120385/cmom	G8110.433	3,500.00		
3793	NYS Thruway Authority 0624009229/tag fee	A3410.470	2.50		



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**A/P CHECKING**

Total Claims: \$41,288.91

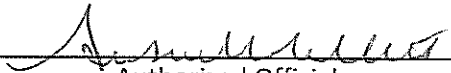
07/23/24

Number 004

Voucher #	Claimant	Account #	Amount	Check	Date
3777	NYSEG v hall	A1620.438	1,016.66	✓	
3777	NYSEG dpw	A1640.438	224.04	✓	
3777	NYSEG maple ridgee	A3410.472	21.50	✓	
3777	NYSEG v hall lights	A5182.438	128.19	✓	
3777	NYSEG exchange	A5182.438	32.01	✓	
3777	NYSEG park st	FX8320.438	253.24	✓	
3777	NYSEG	FX8320.438	128.64	✓	
3777	NYSEG arlington	FX8320.438	598.31	✓	
3777	NYSEG 1300 exchange	FX8320.438	579.72	✓	
3777	NYSEG 13070 broadway	G8120.438	177.37	✓	
3777	NYSEG 1309 exchange	G8120.438	285.71	✓	
3777	NYSEG 1880 crittenden	G8120.438	123.75	✓	
3777	NYSEG stp	G8130.439	3,543.60	✓	
3799	PACE ANALYTICAL 247--67607 & 2470068318/drinking water tests	FX8320.435	438.40		
3779	RESERVE GAS COMPANY, INC maple ridge	A3410.277	15.00		
3779	RESERVE GAS COMPANY, INC well 4	FX8320.438	20.85		
3794	TSC TRACTOR SUPPLY CO 242951/Brendan Bruce uniform clothing	A8170.4	576.16		
<b>Total:</b>			<b>41,288.91</b>		

**AUTHORIZATION FOR PAYMENT**

I hereby certify that the claims presented on this abstract dated 7/23/24 and consisting of 3 page(s), were audited and allowed in the amounts shown.

  
Authorized Official

7/22/24  
Date

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Authorization is hereby given for the amounts paid to each of the claimants listed above.

\_\_\_\_\_  
Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Official

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Date

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Authorized Official

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Date

\_\_\_\_\_  
Authorized Official

\_\_\_\_\_  
Date

MOTION by Trustee \_\_\_\_\_ and seconded by Trustee \_\_\_\_\_ to set a public hearing on Tuesday, August 13, 2024 at 6:35PM for the purposes of hearing comments on proposed Local Law #3-2024, revision of Village Code Chapter 210 (Zoning).

MOTION by Trustee \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve the fire/ems calls for June15-28, 2024 for payroll #14.

MOTION by Trustee \_\_\_\_\_ and seconded by \_\_\_\_\_ to accept the resignation of Brendan Bruce, DPW Laborer effective Friday, July 12, 2024 at 7:00am.

MOTION by Trustee \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve Mayor Retzlaff's recommended year end budget transfers for budget year ending May 31, 2024, totaling \$194,5476.00 (as submitted by Village Accountant B. Kapperman, CPA).

MOTION by Trustee \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve Mayor Retzlaff's recommended year-end Capital Reserve Transfers for budget year ending May 31, 2024, as follows:

- General \$70,000.00
- Refuse: \$15,000.00
- Water: \$5,000.00
- Sewer: \$30,000.00
- Emergency Equipment: \$100,000.00 (as per contract w/Town of Alden)

MOTION by Trustee \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve Mayor Retzlaff's recommended year-end Encumbrances for budget year ending May 31, 2024, as follows:

- Fire Department- General Fund:
  - A3410.211- Radios: \$10,840.26
  - A34210.262 Hoses \$ \$3,126.00