

**Approved Minutes**  
**Reorganizational Meeting 2026**  
**April 14, 2026 @ 6:30pm**

**MOTION** by Trustee \_\_\_\_\_ and seconded by Trustee \_\_\_\_\_ to approve all following resolutions / appointments at the reorganizational meeting held on 04/14/2026, by Board Consensus vote:

*NOTE: Board Consensus Vote allows the board to approve multiple resolutions at a time. If any Board Member wishes to pull a resolution / motion to be voted on separately please indication so when asked by the Chair and that motion will be moved and acted upon separately.*

***At the request of Trustee Kibbe, the MOTION to appoint Esther Kibbe to the Planning Board, term to expire 3/31/2033 to be pulled from the Consensus vote regarding resolutions/appointments:***

***And; Under Non-Consensus vote; MOTION by Trustee Prucnal, and seconded by Trustee Cieszki, to approve Mayor Retzlaff's recommendation to appoint Esther Kibbe to the Planning Board, term to expire 3/31/2033.***

***Roll Call Vote (Non-Consensus Motions):***

*Trustee Kibbe: Abstain*

*Trustee Cieszki: aye*

*Trustee Prucnal: aye*

*Trustee Casell: Absent*

*Mayor Retzlaff: aye*

**RESOLVE** that the regular meeting of the Board of Trustees shall be held on the 2nd and 4th Tuesday of the month at 6:30pm at Village Hall, 13336 Broadway, Alden NY 14004

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

**RESOLVE** to approve Esther Kibbe to the Planning Board, term to expire 3/31/2033.

**RESOLVE** to approve Mayor Retzlaff's reappointment of Sue Galbraith as Secretary to the Planning Board, term to expire 3/31/2027.

**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** to approve Mayor Retzlaff's appointment of Sue Galbraith, Clerk & Secretary to the Zoning Board of Appeals, term to expire 3/31/2027.

**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, and NYCLASS as the official depositories and Investments of Village funds.

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

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

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

**RESOLVE** to authorize Mayor Retzlaff's appointment of Sarah Hinsken to the position of Court Clerk, term to expire March 31<sup>st</sup>, 2027.

**RESOLVE** to authorize Mayor Retzlaff's appointment of Judge Robert Woods as alternate Justice to the Village of Alden, term to expire March 31, 2027.

**RESOLVE** that all Department Heads, and including the DPW Clerk have Village issued Debit cards to be used in accordance with the Village Credit/Debit card policy and have a signed credit/debit card agreement on file with the Clerk's office.

**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 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, Western Southern Tier Building Officials Association, NY Government Finance Officers' 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, and the Village of Alden Emergency Medical Services Department.

**RESOLVE** to approve travel reimbursement for mileage at the current IRS rate to Village employees, 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.

*NOTE: IRS rate for 2026 is \$.72/mile.*

**RESOLVE** to approve Mayor Retzlaff's recommendation to re-appoint Village Attorney / Village Prosecutor Chris Trapp to a term of one year, term to expire 3/31/2027

**RESOLVE** to approve Mayor Retzlaff's recommendation to re-appoint Assistant Village Attorney / Assistant Village Prosecutor Joe Trapp to a term of one year to expire 3/31/2027

**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 \$30 per month for the Code Enforcement Officer/Building Inspector, Czechowski, for the use of his personal cell phone while performing his official duties on behalf of the Village paid once a year at the end of the fiscal year.

**RESOLVE** to approve a stipend rate of \$30 per month for Mayor Retzlaff, Mayor of the Village of Alden for the use of his personal cell phone while performing his official duties on behalf of the Village paid once every quarter.

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

**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** that Mayor Retzlaff be selected as the FOIL appeals office for the Village of Alden

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

**RESOLVE** to adopt the EMS Transportation Rates for 2025-2026 as follows:

- Lift assists \$50
- Treat & Release \$500.00
- 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.

**On the Question**, any Trustee would like a motion pulled from the consensus vote at this time;

**Roll Call Vote (Consensus Motions):**

Trustee Kibbe:  
 Trustee Cieszki:  
 Trustee Prucnal:  
 Trustee Casell:  
 Mayor Retzlaff:

**If needed:**

**Roll Call Vote (Non-Consensus Motions):**

Trustee Kibbe:  
 Trustee Cieszki:  
 Trustee Prucnal:  
 Trustee Casell:  
 Mayor Retzlaff:

**MOTION** by Trustee \_\_\_\_\_ and seconded by Trustee \_\_\_\_\_ to approve all following Mayor Retzlaff’s appointments and committee assignments for 2026-2027, by Board Consensus vote:

**MAYOR’S APPOINTMENTS**

**MOTION** by Trustee \_\_\_\_\_ and seconded by Trustee \_\_\_\_\_, to approve the following Mayor Retzlaff’s appointments for 2026-2027;

**RESOLVE** to approve Mayor Retzlaff’s appointment of Trustee Kibbe as Deputy Mayor of the Village of Alden for term to expire 3/31/2027.

**RESOLVE** approve Mayor Retzlaff's appointment of Karen Muchow, as Village Historian.

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

**RESOLVE** to approve Mayor Retzlaff, as Disaster Coordinator, and Joseph Czechowski as Assistant Disaster Coordinators for a one-year term to expire on 3/31/2027.

### **COMMITTEES FOR 2026-2027:**

**CHAIRPERSON:** Mayor Retzlaff

- Budget Office - Treasurer
- Personnel - Kibbe
- Disaster Coordinator- CEO/BI Czechowski
- Liaison to the Town, School, & Chamber of Commerce-
- Shared Services – Cieszki
- Computers- Village Clerk, COE/BI Czechowski
- Ordinances- Board of Trustees, Village Attorney, DPW Superintendent, CEO/BI Czechowski

**CHAIRPERSON:** Trustee Casell

- Water/Sewer-DPW Superintendent
- Solid Waste Treatment & Sanitary Sewers-DPW Superintendent
- Storm Water Drainage

**CHAIRPERSON:** Trustee Cieszki

- DPW: Including Streets & Sidewalks-Trustee Prucnal
- Parks-Trustee Casell, DPW Superintendent
- Fire Dept & EMS-Trustee Kibbe

**CHAIRPERSON:** Trustee Kibbe

- Municipal Building Maintenance & Cleaning
- Personnel Policy-Village Attorney
- Affirmative Action and Fair Housing Officer Parks
- Grant Writer-Village Clerk/Village Treasurer, DPW Superintendent
- Insurance-Mayor Retzlaff, Village Clerk, Village Treasurer, Village Attorney

**CHAIRPERSON-**Trustee Prucnal

- Garbage/Refuse-Trustee Cieszki
- Nest Representative-Trustee Prucnal
- Village Safety Committee-Village Clerk, CEO Czechowski, DPW Superintendent, Fire Chief
- Multi-channel Service-Village Attorney

**On the Question,** any Trustee would like a motion pulled from the consensus vote at this time;

**Roll Call Vote (Consensus Motions):**

Trustee Kibbe:  
Trustee Cieszki:  
Trustee Prucnal:  
Trustee Casell:  
Mayor Retzlaff:

I respectfully submit,

Ashley Kaluzny  
Village Clerk