

## **APPROVED ORGANIZATIONAL MEETING APRIL 12, 2012**

The Organizational Meeting was called to order at 7:05 PM by newly elected Mayor Mike Manicki, who led the pledge to the flag.

**PRESENT:** Mayor Manicki, Trustees Warmus, Mezydlo, Sitzman, Attorney Trapp, Clerk Kegler, Supt. Keith Sitzman, Administrator Wachowiak, CEO Czechowski, Judge Woods, Deb Woods, Dick Kegler, Shawn Eastland, Eugene Nuwer, Patrick Cavanaugh, Sue DeWitt.

**MOTION** by Trustee Warmus,       Seconded by Trustee Mezydlo, that the regular meeting of the Board of Trustees shall be held on the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of the month, except when such dates shall fall on a holiday, in which case the regular meeting will be held on Tuesday. Carried

**MOTION** by Trustee Mezydlo,       Seconded by Trustee Sitzman, 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. Carried

**MOTION** by Trustee Sitzman,       Seconded by Trustee Warmus, that the regular meeting of the Planning Board be held the third Wednesday of each month. Carried

**MOTION** by Trustee Warmus,       Seconded by Trustee Mezydlo, that the regular meeting of the Zoning Board of Appeals be held the third Tuesday of each month on an as needed basis. Carried

**MOTION** by Trustee Mezydlo,       Seconded by Trustee Sitzman, 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. Carried

**MOTION** by Trustee Sitzman,       Seconded by Trustee Warmus, to designate the Alden State Bank, as the official depositories of Village funds. Carried

**MOTION** by Trustee Warmus,       Seconded by Trustee Mezydlo, to designate the Alden Advertiser as the Village of Alden's official newspaper. Carried

**MOTION** by Trustee Mezydlo,       Seconded by Trustee Sitzman, that the Treasurer be authorized to invest surplus funds as per investment policy. Carried

**MOTION** by Trustee Sitzman       Seconded by Trustee Mezydlo, that the Deputy Clerk/Treasurer be authorized to sign checks in the absence of the Village Clerk/Treasurer. Carried

**MOTION** by Trustee Mezydlo,        Seconded by Trustee Sitzman,  
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 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, 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. Carried

**MOTION** by Trustee Warmus,        Seconded by Trustee Mezydlo,  
to approve the Alden Hook & Ladder Fire Company Inc., to conduct fund raisers throughout the upcoming fiscal year as submitted. Carried

**MOTION** by Trustee Mezydlo,        Seconded by Trustee Sitzman,  
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, pending receipt of revised list. Carried

**MOTION** by Trustee Sitzman,        Seconded by Trustee Warmus,  
to approve travel reimbursement for mileage at the current IRS rate of 51¢/per mile, 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. Carried

**MOTION** by Trustee Warmus,        Seconded by Trustee Mezydlo,  
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. Carried

**MOTION** by Trustee Mezydlo,        Seconded by Trustee Sitzman,  
to approve a per diem rate of \$175 per month for the Code Enforcement Officer/Building Inspector, for the use of his personal vehicle while performing his official duties on behalf of the Village. Carried

**MOTION** by Trustee Sitzman,        Seconded by Trustee Warmus, to approve  
the cell phone stipend for the four Fire Chiefs at \$15 per month, and \$10 per month for the CEO/Building Inspector. Carried

**MOTION** by Trustee Warmus,        Seconded by Trustee Mezydlo, to adopt the  
Procurement Policy on file in the Village Clerk's office. Carried

**MOTION** by Trustee Mezydlo, Seconded by Trustee Sitzman, to adopt the investment policy of the Village of Alden on file in the Village Clerk's office. Carried

**MOTION** by Trustee Warmus, Seconded by Trustee Mezydlo, to approve \$25 per meeting to members of Planning Board and Zoning Board of Appeals. Carried

**MOTION** by Trustee Mezydlo, Seconded by Trustee Sitzman, to approve \$35 per meeting to secretaries of Planning Board and Zoning Board of Appeals. Carried

**MOTION** by Trustee Sitzman, Seconded by Trustee Mezydlo, to approve changes made to the Fee Schedule of the Village Code Book as reviewed by all department heads. Carried

**MOTION** by Trustee Warmus, Seconded by Trustee Mezydlo, to approve the Village of Alden Disaster Plan on file in the Village Clerk's office. Carried

**MOTION** by Trustee Mezydlo, Seconded by Trustee Sitzman, to adopt the EMS Transportation Rates for 2012-2013 as follows:

Treat & Release	\$400.00
Basic Life Support	\$550.00
Advanced Life Support Call-1	\$845.00
Advanced Life Support Call-2	\$850.00
Mileage Rate	\$13.00/mile Carried

**MOTION** by Trustee Sitzman, Seconded by Trustee Warmus, to approve the use of village vehicles outside of village limits for the following: approved training, seminars, meetings, emergency purposes ambulance calls, mutual aid calls, parades, other village business. Carried

## **MAYOR'S APPOINTMENTS**

**MOTION** by Trustee Warmus, Seconded by Trustee Sitzman, to approve Mayor Manicki's appointment of Trustee Mezydlo as Deputy Mayor of the Village of Alden for a one year term. Carried

**MOTION** by Trustee Sitzman, Seconded by Trustee Warmus, to approve Mayor Manicki's appointment of Elizabeth A. Kegler as Village Clerk/Treasurer for a term to expire March 31, 2016.

**MOTION** by Trustee Warmus, Seconded by Trustee Mezydlo, to approve Mayor Manicki's appointment of Terry Wachowiak as Deputy Clerk/Treasurer for a term to expire March 31, 2016.

**MOTION** by Trustee Mezydlo, Seconded by Trustee Sitzman, to approve Mayor Manicki's appointment of Suzanne Galbraith as Temporary Provisional Deputy Clerk/Treasurer until July 6, 2012. Carried

**MOTION** by Trustee Sitzman, Seconded by Trustee Warmus, to approve Mayor Manicki's appointment of Randal Crist, Officer of the Court, at a rate of \$35 per session. Carried

**MOTION** by Trustee Warmus, Seconded by Trustee Mezydlo, to approve Mayor Manicki's appointment of Elizabeth Kegler, Clerk to the Zoning Board of Appeals for a one-year term. Carried

**MOTION** by Trustee Mezydlo, Seconded by Trustee Sitzman, to approve Mayor Manicki's appointment of Patricia Tavlaris as Clerk to Village Justice, for a period of one year at an hourly rate. Carried

**MOTION** by Trustee Sitzman, Seconded by Trustee Warmus, to approve Mayor Manicki's appointment of Richard Noel as Court Stenographer at a rate of \$75 per court session, for a one year term. Carried

**MOTION** by Trustee Warmus, Seconded by Trustee Mezydlo, to approve Mayor Manicki's appointment of Joseph Randazzo, as Acting Village Justice for a one year term. Carried

**MOTION** by Trustee Mezydlo, Seconded by Trustee Sitzman, to approve Mayor Manicki's appointment of Mark Pruitt as Billing Coordinator of the Emergency Medical Services, at \$100 per month. Carried

**MOTION** by Trustee Sitzman, Seconded by Trustee Warmus, to approve Mayor Manicki's appointment of Joseph Czechowski as SEQR and Development Officer for the Village of Alden. Carried

**MOTION** by Trustee Warmus, Seconded by Trustee Mezydlo, to approve Mayor Manicki's reappointment of Patricia Shingledecker as Clerk to the Planning Board, term to expire March 31, 2013. Carried

**MOTION** by Trustee Mezydlo, Seconded by Trustee Sitzman, to approve Mayor Manicki's reappointment of Mark Zimmerman as member of the Planning Board, term to expire March 31, 2019. Carried

**MOTION** by Trustee Sitzman, Seconded by Trustee Warmus, to approve Mayor Manicki's appointment of Thomas Kirszenstein as a member of the Zoning Board, term to expire March 31, 2017. Carried

**MOTION** by Trustee Warmus, Seconded by Trustee Mezydlo, to approve Mayor Manicki's appointment of James Gerber, as Assistant Disaster Coordinator for a one year term. Carried

**MOTION** by Trustee Mezydlo, Seconded by Trustee Sitzman, to approve Mayor Manicki's appointment of Chris G. Trapp as Village Attorney/Village Prosecutor for a one year term. Carried

**MOTION** by Trustee Sitzman, Seconded by Trustee Warmus to authorize the appointment of Mayor Manicki as representative to the NEST board. Carried

**MOTION** by Trustee Warmus, Seconded by Trustee Mezydlo, to approve Mayor Manicki's appointment of Keith Sitzman, Supt. of Public Works as alternate representative to the NEST board. Carried

**MOTION** by Trustee Warmus, Seconded by Trustee Sitzman, to approve Mayor Manicki's appointment of Keith Sitzman, Supt. of Public Works as Stormwater Management Officer. Carried

**MOTION** by Trustee Mezydlo, Seconded by Trustee Warmus, to approve the following list of committees. Carried

## **COMMITTEES FOR 2012-2013**

### **CHAIRPERSON: Mayor Manicki**

- Budget Officer-Clerk/Treasurer
- Disaster Coordinator- Asst. Coordinator
- Multi-channel Service Administrator
- Insurance-Clerk/Treasurer
- Fiscal Oversight Committee-

### **CHAIRPERSON:**

- Computer- Manicki, Supt. Sitzman, Clerk/Treasurer
- Solid Waste-Supt. Sitzman
- Liaison with Town of Alden-Sitzman, Clerk/Treasurer

### **CHAIRPERSON: Trustee Sitzman**

- Water-Mezydlo, Manicki,
- Sanitary & Storm Sewers-Mezydlo, Warmus

- Personnel-Manicki, Clerk/Treasurer
- Liaison to Alden Chamber of Commerce-Manicki

**CHAIRPERSON: Trustee Mezydlo**

- Streets & Sidewalks-Warmus, Manicki,
- Safety-Supt. Sitzman, Clerk/Treasurer, Fire Chief
- Parks-Sitzman, Warmus
- Municipal Building Maintenance & Cleaning-Supt. Sitzman

**CHAIRPERSON: Trustee Warmus**

- Liaison to the School-
- Affirmative Action and Fair Housing Officer
- Fire Dept. & EMS Dept., Sitzman, Manicki
- Ordinances- Counsel CEO/BI Czechowski, Attorney Trapp

**MOTION** by Trustee Sitzman, seconded b Trustee Mezydlo, to adjourn from the Organizational Meeting at 7:28 PM.

I respectfully submit,

Elizabeth A. Kegler  
Village Clerk