

ORGANIZATIONAL MEETING APRIL 14, 2016

PRESENT: Mayor Manicki, Trustees Mezydlo, Daluisio and Warmus, Clerk/Treasurer Wachowiak, Deputy Clerk Galbraith, CEO Czechowski Superintendent Sitzman, Attorney Trapp, Eugene Nuwer, Dick Keger, Ryan Sheedy and Sue DeWitt, Alden Advertiser.

Absent: Trustees Retzlaff

MOTION by Trustee Mezydlo and seconded by Trustee Daluisio, to approve the all following appointments on the reorganizational meeting of Mayor Manicki.

RESOLVE that the regular meeting of the Board of Trustees shall be held on the 2nd and 4th Thursday of the month, except when such dates shall fall on a holiday, in which case the regular meeting will be held on Tuesday.

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 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.

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 per diem rate of \$200 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 \$25 per meeting to members of Planning Board and Zoning Board of Appeals.

RESOLVE to approve \$35 per meeting to secretaries/clerks of Planning Board and Zoning Board of Appeals.

RESOLVE to approve any changes made to the 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 2016-2017 as follows:

Treat & Release	\$400.00
Basic Life Support	\$675.00
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.

MAYOR'S APPOINTMENTS

RESOLVE to approve Mayor Manicki's appointment of Trustee Mezydlo as Deputy Mayor of the Village of Alden for a one year term.

RESOLVE to approve Mayor Manicki's appointment of Terry Wachowiak as Village Clerk/Treasurer for a term to expire March 31, 2020.

RESOLVE to approve Mayor Manicki's appointment of Sue Galbraith as Deputy Clerk/Treasurer for a term to expire March 31, 2017.

RESOLVE to approve Mayor Manicki's appointment of Jeff Patterson Sr., Officer of the Court, at a rate of \$40 per session.

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

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

RESOLVE to approve Mayor Manicki's appointment of Patricia Tavlaris as Clerk to Village Justice, for a period of one year at an hourly rate.

RESOLVE to approve Mayor Manicki's appointment of Joseph Randazzo, as Acting Village Justice for a one year term.

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

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

RESOLVE to approve Mayor Manicki's appointment of Paul Werner, as a member of the

Planning Board, term to expire 3/31/2023.

RESOLVE to approve Mayor Manicki's appointment of Ryan Sheedy, as Disaster Coordinators for a one year term.

RESOLVE to approve Mayor Manicki's appointment of Sally Altrogge, as Assistant to the Disaster Coordinator for a one year term.

RESOLVE to approve Mayor Manicki's appointment of Chris G. Trapp as Village Attorney/Village Prosecutor for a one year term.

RESOLVE to approve Mayor Manicki's appointment of Trustee Michael Retzlaff, as representative to the NEST board.

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

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

RESOLVE to approve the following list of committees.

COMMITTEES FOR 2016-2017

CHAIRPERSON: Mayor Manicki

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

CHAIRPERSON RETZLAFF:

- Computer- Supt. Sitzman, Clerk/Treasurer Wachowiak, Mayor Manicki
- Solid Waste-Supt. Sitzman
- Liaison to the School

CHAIRPERSON: Trustee Daluisio

- Water-Mezydlo, Manicki,
- Sanitary & Storm Sewers-Mezydlo, Warmus
- Personnel-Manicki, Clerk/Treasurer Wachowiak
- Liaison to Alden Chamber of Commerce-Manicki

CHAIRPERSON: Trustee Mezydlo

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

CHAIRPERSON: Trustee Warmus

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

Roll Call Vote: Trustee Retzlaff -
Trustee Warmus -
Trustee Mezydlo -
Trustee Daluisio -
Mayor Manicki –

I respectfully submit,

Sue Galbraith,
Deputy Village Clerk