

The Regular Meeting of the Alden Town Board was held in the Town Hall at 3311 Wende Road on Monday, January 4, 2016 at 7:00 P.M. Supervisor Savage called the Meeting to Order and led in the Pledge of Allegiance. The Roll Call was taken by the Town Clerk.

PRESENT: Richard Savage, Supervisor
Colleen Pautler, Councilwoman
Ralph Witt, Councilman

RECORDING SECRETARY: Debra A. Crist, Town Clerk

OTHERS PRESENT: Jennifer Strong, Town Attorney
Gary Wagner, Highway Supt.
Chris Snyder, CEO
Colleen Rogers, Supv. Assistant
Len Weglarski, DCO
Mike Metzger, Town Eng.
Randy Crist, Planning Board
Residents

Supervisor Savage Moved and Councilman Witt seconded the Motion to approve the Minutes and Synopsis of the Regular meeting of December 21, 2015. The Motion was put to a Roll Call Vote on January 4, 2016 and was

CARRIED.

Ayes 3 Savage, Pautler & Witt

Nays 0

THE FOLLOWING RESOLUTION WAS OFFERED BY COUNCILWOMAN PAUTLER AND SECONDED BY COUNCILMAN WITT TO WIT; VOUCHERS #1225-1251

<u>ACCOUNT</u>	<u>ABST. #1</u>	<u>ABST. #2</u>	<u>TOTAL</u>
GENERAL FUND "A"	\$12,350.93	11,779.90	24,130.83
HGHWY FUND "DA/DB"	14,398.42	309.18	14,707.60
PART-TOWN FUND "B"	7,590.15	940.00	8,530.15
CONSOLIDATED WATER "WR"			
SP FIRE PROT. "SF"	1,600.00		1,600.00
SD#2 FUND "SA"	2,591.85		2,591.85
TRUST/AGCY FUND "T"	1,164.10	3,050.40	4,214.50
SP REFUSE FUND "SR"	36,283.99		36,283.99
STREET LIGHTING FUND "SL"	5,057.31		5,057.31
PERIWINKLE LTG. "SL1"	29.43		29.43
GRANTS	29,811.00		29,811.00
TOTALS	\$110,877.18	\$16,079.48	\$126,956.66

UPON ROLL CALL VOTE ON JANUARY 4, 2016 THE FOREGOING RESOLUTION WAS

ADOPTED.

Ayes 3 Savage, Pautler & Witt

Nays 0

BUSINESS FROM THE FLOOR

There was no business from the floor.

COMMUNICATIONS

Attorney Strong:

Attorney Strong received a phone call last week from General Code Publishers to inform her that they are working on their initial review of our Town code and they will have a report ready sometime in February. They asked if there were any specific parts of the code that we would like them to look at. If anyone has any suggestions, they should get it to them at this time.

Supervisor Savage:

The following were received:

1. Town Clerk’s office monthly report.
2. Copy of the Historical Society’s newsletter.
3. Good news received by Colleen Rogers. Grant-writer Sue Barnes and Colleen put in for a Justice Court grant. We were approved for some handicap doors for the Court end of the building. The amount is \$7,554.00. CEO Snyder is already getting some prices. One of our defects in our insurance inspection was a crack in the window by the Court door, so this will correct the problem.
4. Communication from the law office of Matthew Herdzik, who requested to be named Town Prosecutor again.
5. Letter from Jennifer Strong requesting to be appointed Town Attorney again.
6. Letter from Len Weglarski requesting to be appointed Dog Control Officer again.
7. Mandy Szymanski applied for the position on the Zoning Board of Appeals.
8. Bob Meyer asked to be re-appointed to the Planning Board.
9. Michelle Chrzanowski submitted a letter to be reappointed as highway clerk.
10. Barbara Weber submitted a letter requesting reappointment as Deputy Town Clerk.
11. Joyce Eastland submitted a letter requesting to be reappointed Senior Van operator.
12. The Town of Brant circulated a resolution supporting the termination of the present 1977 sales tax revenue distribution agreement. He would like that on the Work Session to see if we would like to do a resolution. Three cities get the bulk of the sales tax from the county.
13. Notification received from the Erie County Court regarding the Weber appeal from the original case transferred to the Marilla Court. The Town of Alden may move forward to collect the monies due. He would like this on the Work Session.
14. There was a small accident with one of the plows. No injury.
15. Postal Machine report for the Month of December and the year.

THE FOLLOWING WAS OFFERED BY COUNCILMAN WITT, WHO MOVED ITS ADOPTION, SECONDED BY COUNCILWOMAN PAUTLER TO WIT;

REORGANIZATION MEETING 2016

SUPERVISOR'S APPOINTMENTS.....4

- Town Board Committees
- Assistant to the Supervisor
- Deputy Supervisor
- Part Time Clerk
- Town Historians

APPOINTMENTS:.....5

First Deputy Town Clerk/Receiver.....5a

Second Deputy Town Clerk.....5b

Third Deputy Town Clerk.....5c

Highway Superintendent’s Clerk.....5d

Registrar.....	5e
Designation of Town Clerk to Receive Notices of Claims.....	5f
Crossing Guard and Alternate Crossing Guard.....	6g
Recreation Supervisor.....	6h
Dog Control Officer and Deputy Dog Control Officer.....	6i
Storm Water Officer.....	6j
Right to Farm Law Resolution Committee.....	6k
Town Service Officer.....	6l
Court Clerk Full Time and Court Clerk Part Time.....	6m
Chairman Town Planning Board, Planning Board and Secretary.....	6n
Chairman Zoning Board of Appeals, Members and Secretary.....	6o
Board of Assessment Review.....	7p
Bingo Inspector and Alternate Inspector.....	7q
Town Attorney.....	7r
Town Prosecutor.....	7s
Parks and Buildings Maintenance Worker.....	7t
Part Time Building Maintenance Man Town Hall.....	7u
Nutritional Program Site Director and Alternates.....	7v
Senior Van Driver and Alternates.....	7w
Ceramics Instructor and Alternate.....	7x
Parks Supervisor.....	7y

Part Time Seasonal Clerk- Assessor.....	7ya
Buildings and Grounds Employee.....	8z
Maintenance for Community Center.....	8aa
Affirmative Action Officer.....	8bb
Deputy Tax Receiver.....	8cc
Recreation Advisory Committee.....	8dd
Board of Ethics.....	8ee
Emergency Management Coordinator.....	8ff
Part Time Clerk- CEO.....	8gg
Court Officers.....	8hh
Nest Representative.....	8ii
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Designation of Depository.....	9b
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Town Engineer and Planning Consultant.....	20a
Grant Writer.....	20b
Agreement to Spend Highway Funds.....	20c

**NOTICE OF THE SUPERVISOR'S APPOINTMENTS OF THE TOWN BOARD
COMMITTEE CHAIRPERSONS:**

COUNCILMAN WITT

Refuse/Recycling
Building Maintenance
Capital Improvements (Co-Chair)
Contract/Purchasing (Co-Chair)
Insurance
Historical Society
Water Districts
Zoning and Planning
Highways
Drainage
Sewers
Environmental Commission
Local Laws & Legislation (Co-Chair)

COUNCILWOMAN PAUTLER

Seniors
Finance and Audit (Co-Chair)
Disaster Coordinator
Cemeteries
Fire Protection/Ambulance (Co-Chair)
Association of Towns Alternate Delegate
Parks & Recreation (Co-Chair)
Police & Safety
Lighting
Economic Development (Co-Chair)
Dogs
Personnel Policy (Co-Chair)
Office of Emergency Management

SUPERVISOR SAVAGE

Finance and Audit
Personnel Policy/Employee Benefits
Economic Development Committee
Contract/Purchasing
Fire Protection/Ambulance
Chamber Liaison
Capital Improvements
Inter-municipal Agreements/Municipal Liaison
Local Laws & Legislation
NEST Representative (Co-Chair)
Insurance (Co-Chair)
Parks & Recreation (Co-Chair)
Association of Towns Delegate

ALL COUNCIL MEMBERS ARE RESPONSIBLE FOR AUDITING EVERY VOUCHER
AND ARE MEMBERS OF ALL COMMITTEES

NOTICE OF THE SUPERVISOR'S APPOINTMENTS:

ASSISTANT TO THE SUPERVISOR/BUDGET OFFICER	Colleen Rogers
DEPUTY SUPERVISOR	Colleen Rogers
PART TIME CLERK	Judy Downhower
TOWN HISTORIAN	Karen Muchow

WHEREAS, with the commencement of the Year 2016, the Town of Alden must reorganize for said New Year.

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

- 1. That the following appointments are made and/or confirmed for the 2016 year, all salaries are as per the schedule of salaries unless otherwise specified and all benefits are as per the employee handbook unless otherwise specified:**

- A. The appointment of **Barbara Weber** by the Town Clerk as First Deputy Town Clerk/Receiver is hereby confirmed; the First Deputy Town Clerk shall have all the

powers and duties of the Town Clerk, not inconsistent with Law. Hours shall not exceed 19 hours per week.

- B. The appointment of **Sarah Hinsken** by the Town Clerk as Second Deputy Town Clerk is hereby confirmed. Hours shall not exceed 19 hours per week.

- C. The appointment of **Lisa Lista** by the Town Clerk as Third Deputy Town Clerk is hereby confirmed. Ms. Lista, an employee at the Wende Correctional Facility, is appointed for the sole purpose of witnessing Marriage Licenses for residents of the Facility without compensation.

- D. **Michelle Chrzanowski** is appointed Highway Clerk Part Time, not to exceed 16 hours per week.

- E. **Debra A. Crist** is appointed as Registrar.

- F. **Debra Crist**, is designated, in her capacity of Town Clerk, to receive notices of claims served upon the Secretary of the State by mail at 3311 Wende Road, Alden, NY 14004 and is directed to file the required certificate with the Secretary of State informing him or her of the Town's designation and applicable time limitation for filing a notice or claim with the Town.

- G. **Jane Mahaney** is appointed Crossing Guard and **Barbara Trybuskiewicz** is appointed Alternate Crossing Guard .

- H. **Daniel Moultrup** is appointed Part Time Recreation Supervisor for the Town of Alden.

- I. **Leonard Weglarski** is appointed Dog Control Officer and **Robert Olsen** is appointed Deputy Dog Control Officer. The Supervisor is authorized to sign a Kennel Agreement with Leonard Weglarski.

- J. **Christopher Snyder** is appointed Storm Water Officer.

- K. **Gerald Aldinger** and **James Guarino (alternate)** are appointed to the Right to Farm Law Resolution Committee along with Town Code Enforcement Officer **Chris Snyder** and **Councilman Witt** .

- L. Pursuant to Section 67 of the Social Services Law, **Supervisor Savage** is hereby directed to exercise the powers and duties of Town Service Officer .

- M. **Sue Siudzinski** is appointed Full Time Court Clerk and **Georjean Labuzzetta** is appointed Part Time Court Clerk hours not to exceed 19 hours per week.
- N. **Michael DeWitt** is appointed Chairman of the Planning Board and **Randy Crist** and **F. Duane Connors** are appointed to the Town Planning Board for a term to expire on December 31, 2016 and **Robert Meyer** is appointed to the Town Planning Board for a term to expire on December 31, 2021; and **Joy Insinna** is appointed as Secretary to the Planning Board.
- O. _____ is appointed Chairman of the Zoning Board of appeals and **Angelo Daluisio** is appointed to the Zoning Board of Appeals for a term to expire on December 31, 2020; and **Matthew Malecki** is appointed to the Zoning Board of Appeals for a term to expire on December 31, 2019; and **Sue Galbraith** is appointed to the Zoning Board of Appeals for a term to expire on December 31, 2018 and **Mandy Szymanski** is appointed to the Zoning Board of Appeals for a term to expire on December 31, 2016 and **Lisa Lista** is appointed Secretary to the Zoning Board of Appeals.
- P. **Michael Dewitt** is appointed as a member of the Board of Assessment Review for a term to expire on September 30, 2020 and **Joy Insinna** is appointed Secretary of the Board of Assessment Review.
- Q. **Thomas Kirszenstein** is appointed Bingo Inspector.
- R. **Jennifer L. Strong, Esq.** is appointed as Town Attorney, no Benefits except NYS Retirement.
- S. **Matthew B. Herdzik, Jr., Esq.** is appointed as Town Prosecutor, no benefits except NYS Retirement.
- T. **Andrew Sojka** is appointed Park Buildings Maintenance Worker.
- U. **Roger Mead** is appointed Part Time Maintenance Man (Town Hall).
- V. **Donna Zinter** is appointed Nutritional Program Site Director. Carl **Matthies**, **Beverly Weisbecker** and **Rebecca Weber** are appointed as Alternates, not to exceed 9 hours per week.
- W. **Joyce Eastland** is appointed part time Senior Van Driver hours not to exceed 19 hours per week and that the following persons are appointed Alternate Senior Van Drivers on an as needed basis: **Michele Hoffman**

- X. **Beverly Weisbecker** is appointed Ceramics Instructor and **Kathryn Wild** is appointed as alternate.
- Y. **Andrew R. Sojka** is appointed Parks Supervisor with an annual stipend of \$4000.00.
- Ya. **Mary Pettit** is appointed seasonal part time clerk to Assessors Office \$13.00/hr 19 hrs/wk 20 weeks max.
- Z. **Daniel Carder** is appointed “Regular” Part Time Parks Building Maintenance Man.
- AA. **Andrew Sojka** will receive a \$1000.00 stipend to provide maintenance services to the Community Senior Center.
- BB. **Supervisor Richard A. Savage** is appointed as the Affirmative Action Officer; and that the Town Clerk shall notify the County of Erie Department of Environment and Planning of this appointment.
- CC. **Alden State Bank** is appointed as Deputy Tax Receiver for the sole purpose of collecting (but not accepting) tax payment monies.
- DD. Recreation Director **Dan Moultrup** and **Supervisor Richard Savage** are hereby affirmed as the two (2) permanent members of the Recreation Advisory Committee; the following four (4) persons shall serve on the Recreation Advisory Committee for a one year term to expire December 31, 2016: **Frank Bermel; David Kocher; Shawn Eastland** and **Robert Meyer**; And the following five (5) persons shall serve on the Recreation Advisory Committee for a 2 year term to expire on December 31, 2017: **Michael Boling; William Kissel; Mark Kerl; Jeffrey Patterson** and _____.
- EE. **Richard A. Savage; Richard D. Koelbl**, and **Jean Weisbeck**, are appointed to the Board of Ethics.
- FF. **Ryan Sheedy** is appointed Coordinator of the Office of Emergency Management.
- GG. **Sue Schumacher** is appointed as part time Clerk for the Code Enforcement Officer.
- HH. **Gerald Warner** and **Mark Overhoff** are appointed as Court Officers.

II. **Ronald Snyder and Colleen Rogers** is appointed as Representative to NEST.

2. THAT THE FOLLOWING DESIGNATIONS ARE MADE FOR THE 2016 YEAR:

- A. The **Alden Advertiser** is designated as the official newspaper of the Town and **The Buffalo News** is designated as alternate official newspaper.

B. The **Alden State Bank** is designated as the Official depository of the Town and that the Supervisor, Town Clerk/Receiver, Code Enforcement Officer and Court Clerk be authorized and directed to deposit all funds coming into their hands by virtue of their offices in said Bank.

C. Town Hall offices be open from 9:00 A.M. to 4:30 P.M. Monday through Friday, except the following Holidays:

NEW YEARS EVE 12:00 NOON	LABOR DAY
NEW YEARS DAY	COLUMBUS DAY
MARTIN LUTHER KING DAY	VETERANS DAY
PRESIDENTS DAY	THANKSGIVING
GOOD FRIDAY	DAY AFTER THANKSGIVING
MEMORIAL DAY	CHRISTMAS EVE 12:00 NOON
INDEPENDENCE DAY	CHRISTMAS

Town Offices also may be closed on special days at the discretion of the Supervisor.

3. THE FOLLOWING POLICIES ARE MADE FOR THE 2016 YEAR:

A. The Town Clerk/Receiver is instructed to collect the tax roll for the year 2016 according to the following schedule of penalties:

Taxes paid prior to February 17 - no fees or penalties

Taxes paid on February 17 – February 29 Inclusive 1.5%

Taxes paid on March 1 – 15 Inclusive 3%

Taxes paid on March 16 – March 31 Inclusive 4.5%

Taxes paid on April 1- April 15 Inclusive 6%

Taxes paid on April 16 – May 2 Inclusive 7.5%

ON MAY 3rd, THE 7.5% PENALTY FEE IS ADDED TO THE UNPAID LEVY, FORMING THE NEW BASE TAX THEN DUE. THEREAFTER, INTEREST IS ADDED TO THE NEW BASE AT THE RATE OF 1.5% PER MONTH ON THE 1ST OF EACH MONTH, MAKING 18.78% IN ALL, WHEN UNPAID TAXES ARE SOLD IN NOVEMBER. IN PARTICIPATING MUNICIPALITIES THAT HAVE EXTENDED COLLECTION UNTIL JUNE 30, 2016, TAXES UNPAID BY THE CLOSE OF BUSINESS ON THIS DATE WILL BE RETURNED TO ERIE COUNTY.

B. The Town Clerk/Receiver is authorized to include in the Tax bills an enclosure advising taxpayers that they are able to make payments at Alden State Bank.

C. All Town Officials and employees are authorized to be paid **\$.45 per mile** for the use of their automobiles on all Town business provided that mileage reimbursement does not exceed budgeted appropriations and proper and sufficient documentation is provided thereof.

D. THE FOLLOWING SCHEDULE OF SALARIES IS APPROVED FOR THE YEAR 2016

		<u>Per Year</u>
Supervisor		\$15,720
Assistant to the Supervisor		\$37,039
Budget Officer		\$ 5,000
Part Time Clerk	\$16.32/hr	\$15,671
Councilman		\$13,262
Councilwoman		\$13,262
Town Justice (2)	\$24,424/each	\$48,848
Court Clerk Full Time (1)		\$31,701
Court Clerk Part Time (1)	\$16.89/hr	\$16,686
Court Officer (2)	\$53.58/\$42.86 per session	\$ 3,570
Town Clerk/Receiver		\$45,900
First Deputy Town Clerk/Receiver	\$14.28/hr	\$14,109
Second Deputy Town Clerk (PT)	\$14.28/hr	\$14,109
Clerk Typist -Tax Clerk/Tax Office		\$ 2,500
Registrar		\$ 1,000
Assessor		\$55,814
Town Attorney		\$34,920
Town Prosecutor Part Time		\$10,876
Superintendent of Highway		\$55,080
Highway Clerk	\$14.28/hr	\$12,935
Code Enforcement Officer		\$54,213
Part Time Code Clerk for Code Enforcement	\$13.00/hr	\$13,832
Park and Building Maintenance Worker		\$42,868
Park Supervisor		\$4,000
Building Maintenance (Community Center)		\$ 1,000
Park Maintenance (PT)	\$15.00/hr	\$14,820
Park & Playground Maintenance (Seasonal):		
	Various PT Employees	\$25,000
Dog Control Officer Part Time		\$14,027
Deputy Dog Control Officer	\$13.77/hr	\$ 200
Town Hall Maintenance PT	\$11.61/hr	\$11,427
Building Maintenance PT (Senior Center)	\$9.00/hr	\$ 4,173
Crossing Guard PT Seasonal	\$11.61/hr	\$ 6,600
Alternate Crossing Guard	\$11.61/hr	
Recreation Director PT		\$21,447
Assistant Director		\$ 2,600
Senior Recreation Attendants		
Hourly Rates set by Rec. Director & Town Board		\$35,000
Recreation Supervisors		\$17,000
Programs for Aging PT Help	\$ 9.93/hr	\$ 3,000
Nutrition Attendant	\$ 11.18/hr...9hrs/week	\$ 5,332

Alternate Nutrition Attendant	\$ 11.18/hr	
Senior Van Driver PT	\$ 16.02/hr	\$14,608
Planning Board Chairman	\$158.17/meeting	\$ 1,898
Members (6)	\$ 83.60/meeting	\$ 6,020
Secretary	\$ 96.90/meeting	\$ 1,163
Zoning Board Chairman	\$45.48/meeting	\$ 528
Zoning Board Secretary	\$45.48/meeting	\$ 528
Zoning Board Members (4)	\$39.77/meeting	\$ 1,827

A. THE FOLLOWING SCHEDULE OF VOUCHERED SALARIES IS APPROVED FOR THE YEAR 2016

BOARD OF ASSESSMENT REVIEW MEMBERS (5)	\$70.00/PER SESSION
BOARD OF ASSESSMENT REVIEW SECRETARY	\$ 220.00
BINGO INSPECTOR	\$ 40.00/PER INSPECTION

B. Town Officers and Town Employees will be paid on a bi-weekly basis.

C. The following Petty Cash Funds are authorized:

SUPERVISOR	\$ 50.00
TOWN CLERK	\$ 400.00
SUPT. OF HIGHWAY	\$ 100.00
TOWN JUSTICE	\$ 100.00
RECREATION DIRECTOR	\$ 50.00
PARKS DEPARTMENT	\$ 100.00

D. The Supervisor shall submit to the Town Clerk within 60 days after the close of the fiscal year, a copy of the **ANNUAL FINANCIAL REPORT** in accordance with Section 29, Paragraphs 10 and 10A of the Town Law.

E. Town Elected and Appointed Officials' Bonds are approved as to form and sufficiency of surety in the following amounts:

Richard A. Savage, Supervisor	\$ 500,000
Deputy Supervisor	\$ 5,000
Larry LaDuca, Town Justice	\$ 5,000
Christopher Cummings, Town Justice	\$ 5,000
Debra Crist, Town Clerk/Receiver	\$ 600,000
Barbara Weber, Deputy Town Clerk/Receiver	\$ 500,000
Sarah Hinsken, Second Deputy Town Clerk	\$ 500,000
Georjean Labuzzetta, Clerk to the Town Justice PT	\$ 5,000
Sue Siudzinski, Court Clerk	\$ 5,000

Christopher Snyder, CEO/Building Inspector	\$ 5,000
Gary Wagner, Highway Superintendent	\$ 5,000
Colleen Rogers, Assistant to the Supervisor/Budget Officer	\$ 500,000
Donna Zinter, Nutrition Attendant	\$ 5,000
Daniel Moultrup, Recreation Director	\$ 25,000

**TOWN OF ALDEN
PROCUREMENT POLICY & PROCEDURE GUIDELINE
January 4, 2016**

WHEREAS, Section 104-b of the New York State General Municipal Law requires every municipality to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of New York State General Municipal Law Section 103 or any other state law; and

WHEREAS, comments have been solicited from those Department Heads and Town Board Members involved with procurement;

NOW, THEREFORE BE IT RESOLVED AS FOLLOWS:

That the Town of Alden does hereby adopt the following procurement policy and procedure guidelines:

1. Wherever possible, purchases of goods and services shall be made locally, in order to avoid unnecessary shipping and handling charges. Shipping and handling charges must be considered when making the determination as to the cost of goods and services, as high shipping and handling costs may negate the lower price of goods and services.
2. Every prospective purchase of goods or services shall be evaluated to determine the applicability of New York State General Municipal Law Section 103 and of the Town Of Alden Governmental Operations Law. Only Town Department Heads and Town Board Members shall have purchasing authority (hereinafter "Purchaser"). As part of the annual budget process, each Purchaser shall estimate the cumulative amount of the items of supplies, equipment, and/or public work needed in a given fiscal year. The information gathered and conclusions reached shall be documented and retained by the respective Purchaser and filed with the Town Clerk and reviewed by the Town Board.
3. All purchases of: (a) supplies or equipment which will exceed \$20,000.00 in the fiscal year, or
(b) public works contracts which will exceed \$35,000.00;
shall be formally bid pursuant to New York State General Municipal Law Section 103.
4. All purchases of supplies or equipment of less than \$20,000.01 but greater than \$2,000.00 require a written, facsimile, or e-mail request for proposal (RFP) and written, facsimile, or e-mail quotes from at least three (3) vendors.

All purchases of supplies or equipment of less than \$2,000.01 but greater than \$500.00 require an oral, written, facsimile, or e-mail RFP and written, facsimile, or e-mail quotes from at least two (2) vendors.

All purchases of supplies or equipment of less than \$500.01 are left to the discretion of the Purchaser.

5. All public works contracts of less than \$35,000.01 but greater than \$2,000.00 require a written, facsimile, or e-mail RFP and written, facsimile, or e-mail proposals from at least three (3) contractors.

All public works contracts of less than \$2,000.01 but greater than \$500.00 require an oral, written, facsimile or e-mail RFP and written, facsimile, or e-mail proposals from at least two (2) contractors.

All public works contracts of less than \$500.01 are left to the discretion of the Purchaser.

All public works contracts must pay prevailing wage, as required by New York State Law.

All RFPs shall describe the desired goods or services, quantity, and, particulars of delivery. The Purchaser shall compile a list of all vendors/contractors from whom oral, written, facsimile or e-mail quotes have been requested and a list of the written, facsimile, e-mail quotes offered.

All information gathered in complying with the procedures of these Guidelines shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.

All vouchers submitted to the Town for payment must have the appropriate number of quotes attached to the voucher.

To the extent practicable all purchases of supplies shall be made in annual lots. Any Purchaser who divides purchases into multiple orders to avoid having to follow this Policy is subject to disciplinary action by the Town Board. Any voucher which shows divided or split orders may be denied payment by the Town of Alden

6. The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the Purchaser prepares written justification providing reasons why it is in the best interest of the Town and its taxpayers to make an award to other than the low bidder. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement.

7. A good faith effort shall be made to obtain the required number of proposals or quotations. If the Purchaser is unable to obtain the required number of proposals or quotations, the Purchaser shall document the attempt made at obtaining same. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.

8. Except when directed by the Town Board, no solicitation of RFPs shall be required under the following circumstances:

- (a) Acquisition of professional services;
- (b) Emergencies;
- (c) Sole source situations;
- (d) Goods purchased from agencies for the blind or severely handicapped;
- (e) Goods purchased from correctional facilities;
- (f) Goods purchased from another governmental agency;
- (g) Goods purchased at auctions;
- (h) Computer software;
- (i) Purchases pursuant to state or county bid; and/or
- (j) True lease.

9. The unintentional failure to fully comply with the provisions of Section 104-b New York State General Municipal Law or the Town of Alden's Procurement Policy and Procedure Guideline shall not be grounds to void action taken or give rise to a cause of action against the Town or any officer or employee thereof.

10. Legal issues regarding the applicability of competitive bidding requirements are to be presented to the Town Board and Town Attorney for review and determination.

11. The following individuals responsible for purchasing for the Town of Alden are shown on the attached Schedule A.

12. This policy shall be reviewed annually by the Town Board at its organizational meeting, or as soon thereafter as is reasonably practicable.

F. The Procurement Policy (attached) has been reviewed and is reaffirmed, with the following changes to Exhibit A only:

<u>Name</u>	<u>Title</u>
Richard A. Savage	Supervisor
Colleen Pautler	Councilperson
Ralph Witt	Councilperson
Debra Crist	Town Clerk
Gary Wagner	Highway Superintendent
William Sivecz	Assessor
Daniel Moultrup	Recreation Supervisor
Larry LaDuca	Town Justice
Christopher Cummings	Town Justice
Chris Snyder	Code Enforcement Officer
Colleen Rogers	Assistant to the Supervisor

THE FOLLOWING RESOLUTION WAS OFFERED BY COUNCILMEMBER WITT, WHO MOVED ITS ADOPTION, SECONDED BY COUNCILMEMBER PAUTLER.

WHEREAS, the Alden Town Board on December, 2009, adopted its Comprehensive Plan; and WHEREAS, the Alden Town Board has taken steps to implement the Comprehensive Plan and now needs to update membership on its implementation committee.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS THAT:

1. The Town Board hereby establishes the Town of Alden Comprehensive Plan Implementation Committee for the sole purpose of making recommendations to the Alden Town Board on ways to implement the Implementation Plan;

2. The following persons are hereby appointed to the Town of Alden Comprehensive Implementation Committee: Supervisor **Richard A. Savage**, Councilmen **Ralph Witt**; Planning Board Member **Michael Fleming**; Code Enforcement Officer **Chris Snyder**; and the following citizens who are members of local businesses or organizations and/or possess relevant skills, experience and education: **Christopher Gust**, **Gerald Aldinger** and **Stephanie Pautler Bea**.

3. This resolution shall take effect immediately.

The foregoing resolution was duly put to a roll call at a regular meeting on January 4, 2016, and was

ADOPTED.

Ayes 3 Savage, Pautler & Witt

Nays 0

A. The existing fee schedule is hereby reaffirmed for the calendar year 2016.

FEE SCHEDULE FOR THE TOWN OF ALDEN

(1.4.2016)

Building Department:

Building permit 6-month renewal (10% of original fee or \$50 whichever is greater)	\$50.00 minimum
New residential construction and	\$.60 S/F of living space
	\$.15 S/F attached garage
Residential addition - up to 400 S/F over 400 S/F will be calculated as new construction	\$.50 sq. ft.
Residential accessory structures (garages, barns, etc.)	\$.15 sq. ft.
Residential remodeling (involving exposure of framing, structural repairs or work, decks)	\$.20 sq. ft.
Swimming Pools {in-ground}	\$ 150.00
Swimming Pools {above ground}	\$ 50.00
Other residential construction (sheds, generators, roofs, windows, siding, fences, etc)	\$ 50.00
Building without a permit	DOUBLE FEE
Certificate of Occupancy/Compliance (houses & commercial)	\$25
Driveway permit (without culvert)	\$150.00 + cost of pipe
Driveway repair/replacement work (existing driveways)	actual cost of materials
Demolition permits	\$ 50
Shed demolition	\$ 20
Fill/pond permit (+ engineering fee if necessary for site plan review)	\$ 50
Fire Inspections/operating permits up to 15,000 S/F	\$ 30
up to 30,000 S/F	\$ 60
up to 45,000 S/F	\$ 90
up to 60,000 S/F	\$120
over 60,000 S/F	\$150
Flood Zone development permit (+ engineering fee if necessary for site plan review)	\$ 50
Fuel tank installation/removal (including 500 gal. Propane)	\$ 50
Junk yard annual fire inspection	\$200
Mining (sand banks, gravel pits, pit excavation) base fee	\$1,500
Each cubic yard or part thereof above 20,000 cubic yards	\$.50/Cu/Yd or \$2,000
New commercial construction	
Cold Storage Buildings	\$.25/sq. ft.
New Buildings	\$.50/sq. ft.
Additions	\$.50/sq. ft.
Commercial Renovations	\$.30/sq. ft.
Commercial Improvement Projects (i.e.: roofing, generators, fences, heating systems, Electrical systems, etc.)	3% of Project
Cost	
Re-Zoning (10 acres or less)	\$500 + Eng. Fee
Re-Zoning (more than 10 acres)	\$500 + \$40/acre + Eng. Fee
Sign permit (fixed)	\$ 50
Sign permit (temporary)	\$ 20/month
Planning Board Sign Review	\$100
Commercial Site Plan Review (+ Town Engineer fees, <i>estimated engineer fee to be placed in escrow account</i>)	
up to and including 1 acre disturbed	\$250
over 1 acre – up to 5 acres disturbed	\$500
over 5 acres – up to 10 acres disturbed	\$1,000
over 10 acres	\$1,000 + \$25 per acre
Special Use Permit application fee (+public notice fee)	\$150
Special Use Permit Renewal	\$ 50
Kennel Special Use Permit application fee (+public notice fee)	\$150
Kennel Special Use Permit Renewal	\$ 50
Storm Water Pollution Prevention Permit (+ Engineer fees)	\$250
Subdivision (minor, one lot) Application fee	\$125
Subdivision (major) Application fee	\$250
Subdivision without permit fine	NORMAL FEE + \$500
Subdivision Drainage Plan Review by Town Engineer	\$150.00
Telecommunication Towers	
up to 150 feet	\$3,000
each foot above 150	\$50/foot
new tower permit fee	\$500
co-location	\$100

Windmill Fees:		
Residential		\$150
Commercial	up to 150 feet	\$3,000
	each foot above 150	\$50/foot
Topsoil/excavation	base fee: up to 500 cubic yards	\$500
	Each 100 CU/YD or part thereof above 500CU/YD	\$50/100CU/YD
Zoning Books		\$20
Variance Request to Zoning Board	(plus cost of publications and mailings)	\$200
Town of Alden Code Book		current fee of general code publisher

Town Clerk's Office

	<u>Town Share</u>	<u>State Share</u>	<u>Total</u>
Bingo	\$ 7.50	\$11.25	\$ 18.75
Dog license			
Spayed/Neutered	\$ 9.00	\$1.00 (surcharge)	\$ 10.00
Un-spayed/Un-neutered	\$ 15.00	\$3.00 (surcharge)	\$ 18.00
Reissue Lost Dog Tags	\$ 3.00		\$ 3.00
Enumeration Fee for Dogs w/o license	\$ 25.00		\$ 25.00
2 nd Offense	\$ 50.00		\$ 50.00
3 rd Offense	\$100.00		\$100.00
Games of chance	\$ 10.00	\$15.00	\$ 25.00
Genealogy Search Fee	\$10.00 plus \$1.00 for each photocopy		
Marriage	\$ 17.50	\$22.50	\$ 40.00
Home occupation			
Permits	\$ 50.00 (+public notice fee)		\$ 50.00
Variances	\$200.00 (+ public notice fee)		\$ 200.00
Junkyard license	\$250.00		\$ 250.00
Solid waste Hauling fee	\$ 50.00		\$ 50.00
Peddlers permit	\$ 25.00		\$ 25.00
Street directory	\$ 3.00		\$ 3.00
Tax Receipts	\$ 2.00		\$ 2.00
Town maps	\$ 3.00		\$ 3.00
Certified copies	\$10.00		\$10.00
Subdivision books	\$ 7.00		\$ 7.00
Photocopies (non genealogy)	\$.25 per page		\$.25 per page
Recycling totes	\$70.00		\$70.00
Shelters	\$20.00/\$35.00		\$20.00 /\$35.00
Baseball/Softball/Hardball Diamonds			
Tournament Fee (waived for Not-for-profit tournaments)	\$150.00 per day		\$150.00 per day
Zoning maps	\$ 2.00		\$ 2.00
Landfill Management Permits	to be determined on an individual basis by resolution of the Town Board		

B. The "official" work day of 6.5 hours for all elected and appointed officials who are members of the retirement system is hereby confirmed.

C. Eligible employees and officials hired before January 1, 2012 will contribute 15% towards health insurance premiums for 2016. Eligible employees and officials hired after January 1, 2012 will contribute 25 % towards health insurance premiums for 2016.

4. THE FOLLOWING CONTRACTS ARE APPROVED FOR THE 2016 YEAR:

- A. Metzger & Associates** be and hereby is retained as Town Engineer, Planning Consultant and Alaura Sewer Plant Superintendent and the Supervisor is directed to sign a contract for said services.

- B. Grant Makers Advantage** is retained as Grant Writer and the Supervisor is authorized to sign a contract for said services.

- C. Agreement to Spend Town Highway Funds** for 2016, as allowed by Section 284 of the New York State Highway Law and the Supervisor and Town Board are authorized to sign the same.

THE FOREGOING RESOLUTION WAS PUT TO A ROLL CALL VOTE ON JANUARY 4, 2016 AND WAS

ADOPTED.

Ayes 3 Savage, Pautler & Witt

Nays 0

THE FOLLOWING RESOLUTION WAS OFFERED BY COUNCILMAN WITT,WHO MOVED ITS ADOPTION, SECONDED BY COUNCILWOMAN PAUTLER TO WIT;

WHEREAS, The Alden Town Board would like to renew its Agreement with Ted Morgan Services for the operation of the wastewater treatment facility that services the Alaura Subdivision;

WHEREAS, Ted Morgan Services is fully licensed to operate wastewater treatment facilities; and

WHEREAS, the Town Board has determined that this is a sole source situation and the Town is therefore unable to solicit bids for this service.

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS, THAT:

1. The Town Board hereby authorizes Supervisor Savage to sign an Agreement with Ted Morgan Services for a term of two years, as per the attached Agreement; and

2. This resolution shall take effect immediately.

The foregoing Resolution was duly put to a roll call vote at a regular meeting on January 4, 2016, and was

ADOPTED.

Ayes 3 Savage, Pautler & Witt

Nays 0

FOLLOWING RESOLUTION WAS OFFERED BY SUPERVISOR SAVAGE WHO MOVED ITS ADOPTION, SECONDED BY COUNCILWOMAN PAUTLER TO WIT;

WHEREAS, the Alden Town Board has reviewed the Town of Alden Employee Handbook ("Handbook") and noticed the need to update the same to reflect changes made at the 2016 Reorganizational Meeting and for general clarification; and

WHEREAS, the Town Board believes that changes are fair to both the Employees of the Town of Alden and is in the best interests of residents of the Town of Alden.

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS, THAT:

1. The Town Board hereby amends the Employee and adopts the new Employee Handbook dated January 4, 2016, to be effective immediately;
2. The Town Clerk's Office is hereby directed to promptly provide the new Employee Handbook, to all Town of Alden Employees and Officials who must acknowledge receipt thereof by signing on the last page of the Handbook and return said page to the Town Clerk; and
3. This resolution shall take effect immediately.

On the Question: Supervisor Savage gave an overview of the changes that were made.

The foregoing Resolution was duly put to a roll call vote at a regular meeting on January 4, 2016, and was

ADOPTED.

Ayes 3 Savage, Pautler & Witt

Nays 0

Councilwoman Pautler moved and Councilman Witt seconded the Motion to approve the Alden Winterfest Committee request to use the Alden Town Park for its Winterfest on February 12th and 13th, 2016, contingent upon the Village of Alden giving an indemnification agreement to the Town of Alden no later than January 15, 2016.

ON THE QUESTION: Supervisor Savage questioned Mark Casell who was on the Winterfest Committee? Mark stated a number of members. Supervisor Savage questioned how the money is disbursed? The Village holds it in trust and agency for the Committee. Who has authorization to withdraw the money? Mark said the checks are written by the Village Treasurer. Supervisor Savage wanted to know who authorizes this transaction. Disbursement is approved at their meeting and Mayor Manicki carries the information over. Supervisor Savage just wanted to know what the process was.

The foregoing Motion was put to a Roll Call Vote on January 4, 2016 and was

CARRIED.

Ayes 3 Savage, Pautler & Witt

Nays 0

Councilman Witt moved and Councilwoman Pautler seconded the Motion to approve the renewal of the Hauler's permit for PSI Disposal, Inc. for the year 2016. The foregoing Motion was put to a Roll Call Vote on January 4, 2016 and was

CARRIED.

Ayes 3 Savage, Pautler & Witt

Nays 0

SUPERVISOR SAVAGE POLLED THE BOARD AND WITH NO OBJECTION THE FOLLOWING WAS ADDED:

THE FOLLOWING RESOLUTION WAS OFFERED BY SUPERVISOR SAVAGE, WHO MOVED ITS ADOPTION, SECONDED BY COUNCILMAN WITT TO WIT;

WHEREAS, the Alden Town Board on November 2, 2015 adopted its 2016 Budget;

WHEREAS, the Town of Alden requires a transfer of funds to allow for the creation of a Part Time Clerk to serve in the Assessor's Office for a period of 20 weeks @ 19 hours per week;

WHEREAS, this budget transfer will not render the Town of Alden insolvents;

The Alden Board hereby authorizes the following transfer totaling \$4,940;

NOW THEREFORE BE IT RESOLVED AS FOLLOWS, THAT:

This resolution shall take effect immediately.

From (Budget Code)	Amount	To (Budget Code)	General Explanation	Amount
A.1220.0100	\$4,940	A.1355.0104	Part-Time Clerk	\$4,940

ON THE QUESTION: This transfer is from the Supervisor's salary line. He is reducing the line by about \$8,250.00. This allows for another \$3,000.00 to be transferred during the year to another needed line that needs it more than the Supervisor.

The foregoing Resolution was duly put to a roll call vote at a regular meeting on January 4, 2016 and was **ADOPTED.**

Ayes 3 Savage, Pautler & Witt

Nays 0

Councilwoman Pautler Moved and Councilman Witt seconded the Motion to approve the request from Meals on Wheels/Alternative Care to use the Community Center on January 29th, 2016 from 4:30 to 7:30 P.M. The foregoing Motion was put to a Roll Call Vote on January 4, 2016 and was

CARRIED.

Ayes 3 Savage, Pautler & Witt

Nays 0

UNFINISHED & TABLED BUSINESS

There was no unfinished & tabled business.

REPORTS OF COMMITTEES, OFFICIALS AND PERSONNEL

Engineer Michael Metzger:

The Supervisor, Mike Metzger, Andy Sojka and the Architect met at the Community Center to look over the work done. There are still a few outstanding items. There will be a change order. They will come back in the Spring and repaint the panels.

Engineer Metzger thanked the Board for his reappointment.

CEO Chris Snyder:

Chris recently attended WNY Stormwater Coalition seminar. He has forms that the Highway Dept. and Parks Dept. need to fill out. They are going around checking Towns and Village to make sure they are in compliance. He would like to discuss this at the Work Session. Councilman Witt asked CEO Snyder on the status of the Moore site plans. Chris said that he spoke to Mr. Moore and he will have them for the next Planning Board meeting.

DCO Len Weglarski:

Len thanked the Board for his reappointment for 2016.

Randy Crist, Planning Board:

Randy thanked the Board for his reappointment.

Colleen Rogers:

Colleen thanked the Board for her reappointment. Supervisor Savage thanked Colleen for her efforts on behalf of the Town and the last several Supervisors. No one is better qualified than she is. She is an asset to the Town.

Supervisor Savage:

Supervisor Savage would like to set up a meeting with the Highway Supt. on the insurance. He would like to see what the Engineer proposes regarding the Highway Garage repairs. We need to get with the insurance coming and get moving forward.

Town Clerk Debra Crist:

Debra read a letter received from the Association of Towns regarding the 2016 Training School and Meeting to be held at the Marriott Marquis, New York City, on February 14-17, 2016.

NOTICE OF MEETINGS

NEXT WORK SESSION:

January 11, 2016

@ 7:00 P.M.

NEXT REG. BOARD MTG.: **January 19, 2016 (Tuesday)** **@ 7:00 P.M.**

MEMORIAL REMEMBRANCE

Supervisor Savage asked all to stand for a Moment of Silence in Memory of Gaspar Kiraly Jr., Erik Wilkinson, Larry Stachera and Inez Hillman.

ADJOURMENT

At 7:55 P.M. Supervisor Savage adjourned the Meeting.

Debra A. Crist
Alden Town Clerk