

The Regular Meeting of the Alden Town Board was held at 3311 Wende Road on Tuesday, January 2, 2018 at 7:00 P.M. Supervisor Savage called the Meeting to Order and Councilman Adamski led in the Pledge of Allegiance. The Roll Call was taken by the Town Clerk.

PRESENT: Richard Savage, Supervisor
Colleen Pautler, Councilwoman
Dean Adamski, Councilman

RECORDING SECRETARY: Debra A. Crist, Town Clerk

OTHERS PRESENT: Jennifer Strong, Town Attorney
William Rogers, Highway Supt.
Chris Snyder, CEO
Michael Metzger, Town Engineer
Len Weglarski, DCO
Residents

Supervisor Savage welcomed Councilman Adamski and Highway Supt. Rogers to their first official meeting.

Councilwoman Pautler Moved and Councilman Adamski seconded the Motion to approve the Minutes and Synopsis of December 18, 2017. The Motion was put to a Roll Call Vote on January 2, 2018 and was **CARRIED.**

Ayes 3 Savage, Pautler & Adamski
Nays 0

THE FOLLOWING RESOLUTION WAS OFFERED BY COUNCILWOMAN PAUTLER, SECONDED BY COUNCILMAN ADAMSKI, WHO MOVED THAT THE FOLLOWING VOUCHERS BE ALLOWED AND PAID TO WIT; VOUCHERS #1315-1342 **ALL BILLS REVIEWED BY THE TOWN BOARD.**

	<u>ABSTRACT #1</u>	<u>ABSTRACT #2</u>	<u>TOTAL</u>
GENERAL FUND "A"	\$20,591.33	\$6,974.26	\$27,565.59
HIGHWAY FUND "DA/DB"	10,517.74	722.93	11,240.67
PART-TOWN FUND "B"	6,188.61		6,188.61
COMMUNITY DEV. FUND "CD"			
CAPITAL IMPROV. "HC"			
WATER DISTRICT #1 FUND "WA"	4,234.02		4,234.02
CONSOLIDATED WATER "WR"			
SPECIAL FIRE PROTECTION "SF"	128.00		128.00
SEWER DIST. #1 FUND "SI"			
SEWER DIST. #2 FUND "SA"	2,002.56	426.40	2,428.96
TRUST & AGENCY "T"	4,617.89	6,040.13	10,658.02
SPECIAL REFUSE FUND "SR"	35,523.43		35,523.43
STREET LIGHTING FUND "SL"	5,647.89		5,647.89
GRANT "G"			
PERIWINKLE LTG. DIST. "SL1"	32.03		32.03
TOTALS	\$89,483.50	\$14,163.72	\$103,647.22

THE FOREGOING RESOLUTION WAS PUT TO A ROLL CALL VOTE ON JANUARY 2, 2018 AND **ADOPTED.**

Ayes 3 Savage, Pautler & Adamski
Nays 0

BUSINESS FROM THE FLOOR

There was no business from the Floor.

COMMUNICATIONS

Councilman Adamski:

Andrew Disette came to see Councilman Adamski today regarding drainage issues that they have over on Cary Road. He understands that nothing can be done at this time, but he has been told several times over the last year (this is his father's property) that they were going to take care of it. The ditches on the opposite side were cleaned out, causing backup on his property, his property is unable to flow out anymore. He would like to be added to the list for Highway Supt. Rogers to look at. Supervisor Savage said he will add him to the drainage list for the Work Session.

TOWN CLERK CRIST:

A letter was received from Association of Towns asking that an announcement be made at the first Town Board meeting regarding the 2018 Training School and Annual Meeting to be held at the Marriott Marquis, New York City on February 18-21, 2018 for town officials.

ATTORNEY STRONG:

Attorney Strong reviewed the draft Town Code and has a list of questions from General Code that she would like to review at the Work Session.

Attorney Strong spoke with Mark Butler, the specialist that is doing our Certificate of Needs and he promises her he will have it to her by the end of this week. She hopes to have this for the Work Session on Monday.

COUNCILWOMAN PAUTLER:

A copy of a letter from N.Y.S. D.O.T. to Ms. Gina Wilkolaski, P.E. Traffic Safety Engineer for Erie County was received regarding the request for a reduced speed limit on Sandridge Rd. in the Town of Alden. The D.O.T. will establish a 30 MPH speed limit for Sandridge Rd. from North/Wende Rd. to a point 500+/- feet south of Westwood Rd. and will amend the Notice of Order to lower the existing school speed limit in the vicinity of St. Johns parochial school to 20 MPH. The signs will be the responsibility of Erie County. Councilwoman Pautler will follow up with the principal of St. Johns tomorrow.

SUPERVISOR SAVAGE:

1. Application for review and approval for subdivision of property for one lot for Metz. This should be put on the Work Session.
2. A letter was received from the State of New York Unified Court System informing the Town that it requires town and village justices annually provide their court records and dockets to their respective town auditing boards. Such records then are audited and entered into the minutes of the board's proceedings. The audit and resolution will need to be sent to the Unified Court System.
3. The fourth quarter sales tax revenue and it was above what it was in 2017 in total with an increase of \$84,437.00.
4. A communication was received from Dr. Patrick Keem, Supervisor from Orchard Park, it was a copy from the article by the Associate Press about Gov. Andrew Cuomo proposing making a pilot program aimed at cutting local government cost permanent and allocate \$225 million in state funds to match local savings. He will be proposing that state funding for local government performance aid be conditional on continuation of shared services panels led by county executive.
5. An email was received from Alecia Barrett requesting consideration for the Highway Dept. Clerk position.
6. A memorandum was received from Joseph Czechowski, Village of Alden CEO to Chris Snyder, Town of Alden CEO informing that he will be out of the office and out of town from Thursday, December 28, 2017 through Saturday, December 30, 2017 asking that he cover inspections during that time.
7. A tax cap review from the State. General Municipal Law Section 3-c (GML) established a tax levy limit for local governments in N.Y.S., effective June 24, 2011. This law generally limits the amount by which local governments can increase property tax levies to 2 percent or the rate of inflation, whichever is less. They have reviewed the supporting documentation and calculation of our tax levy limit, as well as our tax levy for the fiscal year ending in 2018 and have no findings.
8. A memorandum was received from Joe Czechowski, Village of Alden Code Enforcement Officer regarding the inspection log- for the Town of Alden while Chris Snyder was on vacation.
9. A letter was received from the Alden Hook & Ladder Fire Co., Inc. regarding a letter of permission from the Town of Alden to hold each event and serve alcohol for the Dollars for Scholars 5-K Run – Post Race Party (June 1, 2018) and the Alden Car Show (July 29, 2018). Approval for these will be added to the meeting tonight.
10. The approved Village of Alden Board minutes from December 14, 2017 were received.
11. A letter was received from Alden Youth Baseball informing the Town of the Executive Board members for 2018.

12. A letter was received from N.Y.S. Dept. of Environmental Conservation – Subject: Water Quality Improvement Project #75250 Improvements to Alaura Sewer District 2 Wastewater Treatment Plant.- The proposal was not selected for funding.
13. Copy of a memo sent out to Town employees from Supervisor Savage wishing them a blessed Christmas
14. The agreement between the SPCA and the Town of Alden was received. Supervisor Savage will sign tonight.

REORGANIZATION MEETING 2018 (1-2-18)

SUBJECT	Page	Section
SUPERVISOR’S APPOINTMENTS	3	
Town Board Committees		
Assistant to the Supervisor		
Deputy Supervisor		
Part Time Clerk		
Town Historian		
First Deputy Town Clerk/Receiver	4	1A
Second Deputy Town Clerk	4	1B
Third Deputy Town Clerk	4	1C
Highway Superintendent’s Clerk	4	1D
Registrar and Foil Officer	4	1E
Designation of Town Clerk to Receive Notices of Claims	4	1F
Crossing Guard and Alternate Crossing Guard	4	1G
Recreation Supervisor	4	1H
Dog Control Officer and Deputy Dog Control Officer	4	1I
Storm Water Officer	4	1J
Right to Farm Law Resolution Committee	5	1K
Town Service Officer	5	1L
Court Clerk Full Time and Court Clerk Part Time	5	1M
Chairman Town Planning Board, Planning Board and Secretary	5	1N
Chairman Zoning Board of Appeals, Members and Secretary	5	1O
Board of Assessment Review	5	1P
Bingo Inspector	5	1Q
Town Attorney	5	1R
Town Prosecutor	5	1S
Parks and Buildings Maintenance Worker	5	1T
Part Time Building Maintenance Man Town Hall	5	1U
Nutrition Program Site Director and Alternates	5	1V
Senior Van Driver and Alternate	5	1W
Ceramic Instructor	5	1X
Parks Supervisor	5	1Y
Buildings and Grounds Employee Part Time	5	1Z
Maintenance Services to Community Sr. Ctr./Historical Bldg.	5	1AA

SUBJECT	Page	Section
Maintenance Services for Town Hall	5	1BB
Affirmative Action Officer	5	1CC
Deputy Tax Receiver	6	1DD

Recreation Advisory Board	6	1EE
Board of Ethics	6	1FF
Emergency Management Coordinator	6	1GG
Part Time Clerk – Code Enforcement Officer	6	1HH
Court Officers	6	1II
NEST Representatives	6	1JJ
Volunteer Liaison for Summer Concerts	6	1KK
DESIGNATIONS		
Designation of Official Newspaper and Alternate	6	2A
Designation of Depository	6	2B
Schedule of Holidays	6	2C
POLICIES		
Schedule of Tax Penalties	7	3
Tax Bill Enclosures	7	3A
Mileage Reimbursement	7	3B
Schedule of Salaries – General	8&9	3C
Schedule of Salaries – Vouchered	9	3D
Salaries to be Paid Bi-Weekly	10	3E
Petty Cash Fund	10	3F
Submission of Supervisor’s Annual Financial Report	10	3G
Town Officials’ Bond Approval	10	3H
Procurement Policy Schedule A	11	3I
Resolution for Comprehensive Plan	12	3J
Town Fees	12-15	3K
Retirement – Official Work Day	16	3L
CONTRACTUAL APPOINTMENTS		
Town Engineer/Planning Consultant/Alaura Sewer Plant Supt.	16	4A
Grant Writer	16	4B
Agreement to Spend Highway Funds	16	4C
Erie County Senior Services Congregate Dining Agreement	16	4D
Emergency Shelter Agreement	16	4E
Drescher & Malecki, LLP Accounting Agreement	16	4F
Town of Marilla Agreement to Share Transportation & Meal Svc	16	4G
SPCA Contract for Adoption of Seized Dogs	16	4H

Supervisor Savage read the following appointments for the Year 2018:

NOTICE OF THE SUPERVISOR’S APPOINTMENTS OF THE TOWN BOARD COMMITTEE CHAIRPERSONS:

COUNCILMAN ADAMSKI

Refuse/Recycling
Contract/Purchasing (Co-Chair)
Water Districts
Highways
Drainage
Sewers
Environmental Commission
Cemeteries
Finance & Audit (Co-Chair)
Lighting
Zoning & Planning
Fire Protection Ambulance (Co-Chair)

COUNCILWOMAN PAUTLER

Finance and Audit (Co-Chair)
Fire Protection/Ambulance (Co-Chair)
Association of Towns Alternate Delegate
Parks and Recreation (Co-Chair)
Police and Safety
Economic Development (Co-Chair)
Dogs
Personnel Policy (Co-Chair)
Historical Society
Insurance (Co-Chair)
Seniors

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 and Legislation
Insurance
Parks and Recreation
Association of Towns Delegate
Building Maintenance
Historical Society
Disaster Coordinator/OEM

ALL COUNCIL MEMBERS ARE RESPONSIBLE FOR AUDITING EVERY VOUCHER.

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

COUNCILMAN ADAMSKI MOVED THE FOLLOWING PORTION OF THE REORGANIZATION PACKET, COUNCILWOMAN PAUTLER SECONDED THE FOLLOWING:

WHEREAS, WITH THE COMMENCEMENT OF THE YEAR 2018, 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 2018 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 Joanna Eisensmith 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 Debra Hey by the Town Clerk as Second Deputy Town Clerk is hereby confirmed. Hours shall not exceed 19 hours per week.
 - C. The appointment of Susan Schumacher by the Town Clerk as Third Deputy Town Clerk is hereby confirmed. Mrs. Schumacher is appointed for the sole purpose of witnessing Marriage Licenses for residents of the Wende Correctional Facility without compensation.
 - D. Alicia Barrett is appointed Highway Clerk Part Time, not to exceed 19 hours per week.
 - E. Debra A. Crist is appointed as Registrar and FOIL Officer.

- F. Debra A. Crist is designated, in her capacity of Town Clerk, to receive notices of claims served upon the Secretary of 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. James Guarino and Steve Fox (alternate) are appointed to the Right to Farm Law Resolution committee along with the Town Code Enforcement Officer Christopher Snyder and Councilman Adamski.

COUNCILWOMAN PAUTLER MOVED THE FOLLOWING PORTION OF THE REORGANIZATION PACKET, COUNCILMAN ADAMSKI SECONDED THE FOLLOWING:

- L. Pursuant to Section 67 of the Social Services Law, Supervisor Savage is hereby directed to exercise the powers and duties of the Town Service Officer.
- M. Sue Siudzinski is appointed Full Time Court Clerk and Sarah Hinsken 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 Frank Altieri, F. Duane Conners and Ronald Gardner are appointed to the Town Planning Board for a term to expire December 31, 2018 and Michael DeWitt is appointed to the Town Planning Board for a term to expire on December 31, 2024; and Joy Insinna is appointed as Secretary to the Town Planning Board.
- O. Sue Galbraith is appointed Chairman of the Zoning Board of Appeals and Sarah Hinsken is appointed to the Zoning Board of Appeals for a term to expire on December 31, 2022, Mandy Szymanski for a term to expire 12/31/2021 and Susan Schumacher is appointed Secretary to the Zoning Board of Appeals.
- P. Christie Cascio is appointed as a member of the Board of Assessment Review for a term to expire on September 30, 2022 and Joy Insinna is appointed Secretary to the Board of Assessment review.
- Q. Thomas Kirszenstein is appointed Bingo Inspector.
- R. Jennifer L. Strong, Esq. is appointed as Town Attorney with no benefits except NYS Retirement.
- S. Matthew B. Herdzyk, Jr. Esq. is appointed as Town Prosecutor with no benefits except NYS Retirement.
- T. Andrew Sojka is appointed Park Buildings Maintenance Worker.
- U. Frank Altieri is appointed Part Time Maintenance Man (Town Hall).
- V. Beverly Weisbecker is appointed Nutritional Program Site Director; Donna Zinter and Carl Matthies 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 person is appointed alternate Senior Van Driver on an as needed basis: Michele Hoffman.
- X. Kathryn Wild is appointed Ceramics Instructor.
- Y. Andrew Sojka is appointed Parks Supervisor with an annual stipend of \$6,000.
- Z. Tim Mikos is appointed regular Part Time Parks Maintenance Man.
- AA. Andrew Sojka will receive a \$2,000.00 stipend to provide maintenance services to the

Community Senior Center and the Alden Historical Society Building.

- BB. Christopher Snyder will receive a \$2,000.00 stipend to provide maintenance services to the Town Hall.
- CC. 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.

SUPERVISOR SAVAVAGE MOVED THE FOLLOWING PORTION OF THE REORGANIZATION PACKET, COUNCILWOMAN PAUTLER SECONDED THE FOLLOWING:

- DD. Alden State Bank is appointed as Deputy Tax Receiver for the sole purpose of collecting (but not accepting) tax payment monies.
- EE. Recreation Director Daniel Moultrup and Supervisor Richard A. 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 (1) year term to expire December 31, 2018: Frank Bermel, David Kocher, Shawn Eastland and Robert Meyer; and the following five (5) persons shall serve on the Recreation Advisory Committee for a two (2) year term to expire on December 31, 2019: Michael Boling, William Kissel, Mark Kerl, Jeffrey Patterson and Joe Jankowski.
- FF. Richard A. Savage, Richard D. Koelbl, and Jean Weisbeck are appointed to the Board of Ethics.
- GG. Robert Elesko is appointed as the Town of Alden's Disaster Coordinator and Joel MacAlpine is appointed Assistant Town of Alden Disaster Coordinator.
- HH. Susan Schumacher is appointed as Part Time Clerk for the Code Enforcement Officer.
Hours shall not exceed 19 hours per week.
- II. Gerald Warner and Mark Overhoff are appointed as Court Officers.
- JJ. Colleen Rogers and Ronald Snyder are appointed as representatives to NEST with Colleen Rogers being the voting member for the Town of Alden.
- KK. Leeza Brown is appointed as Town of Alden Volunteer Liaison for summer with no pay.

THE FOREGOING WAS PUT TO A ROLL CALL VOTE ON JANUARY 2, 2018 AND

ADOPTED.

Ayes 3 Savage, Pautler & Adamski

Nays 0

COUNCILMAN ADAMSKI MOVED THE FOLLOWING PORTION OF THE REORGANIZATION PACK, COUNCILWOMAN PAUTLER SECONDED THE FOLLOWING:

2. NOW THEREFORE, BE IT RESOLVED AS FOLLOWS, THAT FOLLOWING DESIGNATIONS ARE MADE FOR THE 2018 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 for 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 DAY | COLUMBUS DAY |
| MARTIN LUTHER KING DAY | VETERANS DAY |
| PRESIDENTS DAY | THANKSGIVING |
| GOOD FRIDAY | DAY AFTER THANKSGIVING |
| MEMORIAL DAY | CHRISTMAS DAY (1/2 DAY) |
| INDEPENDENCE DAY | CHRISTMAS |
| LABOR DAY | NEW YEARS EVE (1/2 DAY) |

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

3. THE FOLLOWING POLICIES ARE MADE FOR THE 2018 YEAR:

The Town Clerk/Receiver is instructed to collect the tax roll for the year 2018 according to the following schedule of penalties:

TIME PERIOD	PENALTY RATE
Taxes paid prior to February 15, 2018	no fees or penalties
Taxes paid on February 16 through February 28, 2018 inclusive	1.5%
Taxes paid on March 1 through March 15, 2018 inclusive	3.0%
Taxes paid on March 16 through April 2, 2018 inclusive	4.5%
Taxes Paid on April 3 through April 16, 2018 inclusive	6.0%
Taxes paid on April 17 through April 30, 2018 inclusive	7.5%

ON MAY 1, 2018, 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 JULY 2, 2018, TAXES UNPAID BY THE CLOSE OF BUSINESS ON THIS DATE WILL BE RETURNED TO ERIE COUNTY.

- A. 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.
- B. 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.

THE FOREGOING PORTION OF THE REORGANIZATION PACKET WAS PUT TO A ROLL CALL VOTE ON JANUARY 2, 2018 AND

ADOPTED.

Ayes 3 Savage, Pautler & Adamski

Nays 0

COUNCILWOMAN PAUTLER MOVED THE FOLLOWING PORTION OF THE REORGANIZATION PACKET, COUNCILMAN ADAMSKI SECONDED THE FOLLOWING:

C. NOW THEREFORE, BE IT RESOLVED THAT THE FOLLOWING SCHEDULE OF SALARIES IS APPROVED FOR THE YEAR 2018:

TITLE	RATE/NOTES	PER YEAR
Supervisor		\$24,000
Assistant to the Supervisor		\$38,159

Budget Officer		\$ 6,000
Part Time Clerk	\$17.06 per hour	\$15,906
Councilman		\$13,461
Councilwoman		\$13,461
Town Justice (2)	\$25,291 annual per each	\$50,582
Court Clerk Full Time (1)		\$34,000
Court Clerk Part Time (1)	\$15.03 per hour	\$15,000
Court Officer (2)	1 @ \$54.88 per session 1 @ \$50.00 per session	\$ 4,200
Town Clerk/Receiver		\$47,288
First Deputy Town Clerk/Receiver	\$14.50 per hour	\$14,326
Second Deputy Town Clerk Part Time	\$14.00 per hour	\$13,832
Registrar – Town Clerk		\$ 1,000
FOIL Officer – Town Clerk		\$ 500
Assessor		\$49,500
Town Attorney		\$35,976
Town Prosecutor Part Time		\$11,206
Superintendent of Highway		\$57,253
Highway Clerk – Part Time	\$13.00 per hour	\$13,000
Code Enforcement Officer		\$55,853
Building Maintenance (Town Hall)		\$ 2,000
Code Enforcement Clerk – Part Time	\$14.50 per hour	\$14,326
Park and Building Maintenance Worker		\$44,535
Park Supervisor		\$ 6,000
Building Maintenance (Community Center)		\$ 2,000
Parks Maintenance Worker – Part Time	\$14.00 per hour	\$13,832
Seasonal Park/Playground Maintenance	Various PT Employees	\$32,000
Dog Control Officer – Part Time		\$14,523
Deputy Dog Control Officer	\$14.25 per hour	\$ 200
Town Hall Maintenance – Part Time	\$14.00 per hour	\$13,832
Senior Center Building Maintenance – PT	\$10.40 per hour	\$ 4,868
Crossing Guard – Part Time Seasonal	\$12.11 per hour	\$ 7,000
Alternate Crossing Guard	\$12.11 per hour	
Recreation Director Part Time		\$23,000
Recreation Assistant Director		\$ 2,500
Senior Recreation Attendants	Hourly Rates set by the Director and Town Board	\$45,000
Recreation Supervisors		\$19,000
Programs for Aging – Part Time Help	\$10.75 per hour	\$ 2,500
Nutrition Attendant	\$11.68 per hour 9 hours per week	\$ 5,584
Alternate Nutrition Attendant	\$11.68 per hour	
Senior Van Driver – Part Time	\$16.52 per hour	\$16,322
Planning Board Chairman	\$158.17 per meeting	\$ 1,898
Members – Six (6)	\$83.60 per meeting	\$ 6,020
Secretary	\$96.90 per meeting	\$ 1,163
Zoning Board of Appeals Chairman	\$45.48 per meeting	\$ 528
Zoning Board of Appeals Secretary	\$45.48 per meeting	\$ 528
Zoning Board of Appeals Members-four (4)	\$39.77 per meeting	\$ 1,827

THE FOREGOING PORTION OF THE REORGANIZATION PACKET WAS PUT TO A ROLL CALL VOTE ON JANUARY 2, 2018 AND

ADOPTED.

Ayes 3 Savage, Pautler & Adamski

Nays 0

SUPERVISOR SAVAGE OFFERED THE FOLLOWING PORTION OF THE REORGANIZATION PACKET, COUNCILMAN ADAMSKI SECONDED THE FOLLOWING:

D. NOW THEREFORE, THE FOLLOWING SCHEDULE OF VOUCHERED SALARIES IS APPROVED FOR THE YEAR 2018:

TITLE	PAY RATE
BOARD OF ASSESSMENT REVIEW MEMBERS	\$70.00 PER SESSION
ASSESSMENT REVIEW SECRETARY	\$220.00 PER SESSION
BINGO INSPECTOR	\$41.66 PER INSPECTION

E&F. NOW THEREFORE, BE IT RESOLVED AS FOLLOWS: TOWN OFFICIALS AND TOWN EMPLOYEES WILL BE PAID ON A BI-WEEKLY BASIS AND THAT THE FOLLOWING PETTY CASH FUNDS ARE AUTHORIZED:

OFFICE	AMOUNT
SUPERVISOR	\$ 50.00
TOWN CLERK	\$ 400.00
SUPERINTENDENT OF HIGHWAYS	\$ 100.00
TOWN JUSTICE	\$ 100.00
RECREATION DIRECTOR	\$ 50.00
PARKS DEPARTMENT	\$ 100.00

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS: THAT G,H AND I ARE AUTHORIZED:

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

NAME AND TITLE	AMOUNT
Richard A. Savage, Supervisor	\$500,000
Colleen Rogers, Deputy Supervisor	\$ 5,000
Larry LaDuca, Town Justice	\$ 5,000
Christopher Cummings, Town Justice	\$ 5,000
Debra Crist, Town Clerk/Receiver	\$600,000
Joanna Eisensmith, Deputy Town Clerk/Receiver	\$500,000
Debra Hey, Second Deputy Town Clerk	\$500,000
Sarah Hinsken, Clerk to the Town Justice – Part Time	\$ 5,000
Sue Siudzinski, Court Clerk	\$ 5,000
Christopher Snyder, CEO/Building Inspector	\$ 5,000
William Rogers, Highway Superintendent	\$ 5,000
Colleen Rogers, Assistant to the Supervisor/Budget Officer	\$500,000
Beverly Weisbecker, Nutrition Attendant	\$ 5,000
Daniel Moultrup, Recreation Director	\$ 25,000

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

NAME	TITLE
Richard A. Savage	Supervisor
Colleen Pautler	Councilperson
Dean Adamski	Councilperson
Debra Crist	Town Clerk
William Rogers	Highway Superintendent
William Sivecz	Assessor

Daniel Moultrup	Recreation Supervisor
Larry LaDuca	Town Justice
Christopher Cummings	Town Justice
Christopher Snyder	Code Enforcement Officer
Colleen Rogers	Deputy Supervisor
Andrew Sojka	Park Supervisor

THE FOREGOING PORTION OF THE REORGANIZATION PACKET WAS PUT TO A ROLL CALL VOTE ON JANUARY 2, 2018 AND

ADOPTED.

Ayes 3 Savage, Pautler & Adamski

Nays 0

THE FOLLOWING PORTION OF THE REORGANIZATION PACKET WAS OFFERED BY COUNCILMAN ADAMSKI, SECONDED BY COUNCILWOMAN PAUTLER:

J. COMPREHENSIVE PLAN AND TOWN OF ALDEN COMPREHENSIVE PLAN IMPLEMENTATION COMMITTEE

Whereas, the Alden Town Board in 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 established 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, Planning Board Member Mike DeWitt, Code Enforcement Officer Christopher Snyder and the following citizens who are members of local businesses or organizations and/or possess relevant skills, experience and education: Christopher Gust, Donald Hey and Stephanie Pautler Bea.

THE FOREGOING PORTION OF THE REORGANIZATION PACKET WAS PUT TO A ROLL CALL VOTE ON JANUARY 2, 2018 AND

Adopted.

Ayes 3 Savage, Pautler & Adamski

Nays 0

COUNCILMAN ADAMSKI MOVED TO ACCEPT THE ATTACHED FEE SCHEDULE IN THE REORGANIZATION PACKET, SECONDED BY SUPERVISOR SAVAGE:

NOW THEREFORE, THE FEE SCHEDULE IS HEREBY REAFFIRMED FOR THE CALENDAR YEAR 2018 AS FOLLOWS:

FEE SCHEDULE FOR THE TOWN OF ALDEN (1.2.2018)

BUILDING DEPARTMENT		
TYPE OF PERMIT	DESCRIPTION/ CLARIFICATION	FEE/ FEE CALCULATION
Building Permit six (6) month renewal	10% of original fee or \$50 whichever is greater	\$50.00 or above
New Residential Construction		\$.60 per square foot of living space
Residential Addition	up to 400 square feet	\$.50 per square foot
	over 400 square feet is calculated as new	

	construction	\$.60 per square foot
Residential Accessory Structures	garages, barns, etc.	\$.15 per square foot
Residential Remodeling	involving exposure of framing, structural repairs or work, decks	\$.20 per square foot
Swimming Pools	in-ground	\$150.00
	above ground	\$ 50.00
Other Residential Construction	sheds, generators, roofs, windows, fences, solar, etc.	\$ 25.00
Building without a permit		DOUBLE FEE
Certificate of Occupancy/ Certificate of Compliance	houses and commercial	\$ 25.00
Driveway Permit	without culvert	\$225.00 + cost of pipe
Driveway Repair/Replace	existing driveways	actual cost of materials
Demolition Permits		\$ 50.00
Shed Demolition		\$ 20.00
Fill/Pond Permit	plus engineering fee if necessary for site plan review	\$ 50.00
Fire Inspections/ Operating Permits	Up to 15,000 square feet	\$ 30.00
	15,001-30,000 square feet	\$ 60.00
	30,001-45,000 square feet	\$ 90.00
	45,001-60,000 square feet	\$120.00
	over 60,000 square feet	\$150.00
	Junk Yard annual fire inspection	\$200.00
Flood Zone Permit	plus engineering fees if necessary for site plan review	\$ 50.00
Fuel Tank Installation/ removal	including 500 gallon propane	\$ 50.00
TYPE OF PERMIT	DESCRIPTION/ CLARIFICATION	FEE/ FEE CALCULATION
Mining	sand banks, gravel pits, pit excavation – base fee	\$1,500.00
	each cubic yard or part thereof over 20,000 cubic yards	\$.50/cubic yard or \$2,000
New Commercial Construction	Cold Storage Buildings	\$.25 per square foot
	New Buildings	\$.50 per square foot
	Additions	\$.50 per square foot
Commercial Renovations		\$.30 per square foot
Commercial Improvement Projects	roofing, generators, fences heating systems, electrical systems, etc	MINIMUM \$100.00 FEE \$10.00 per \$1000.00 cost of work
Re-Zoning	10 acres or less	\$500.00 plus engineering fee
	more than 10 acres	\$500.00 plus \$40.00 per acre plus engineering fee
Zoning Compliance Cert		\$ 50.00
Sign Permit	fixed	\$ 50.00
	temporary	\$ 20.00 per month
Commercial Site Plan Review (plus Town Engineer fees, <i>estimated engineer fee to be placed in escrow account.</i>)	up to and including one (1) acre disturbed	\$ 250.00
	over one (1) acre up to five (5) acres disturbed	\$ 500.00
	over five (5) acres up to ten (10) acres disturbed	\$1,000.00
	over ten (10) acres disturbed	\$1,000.00 + \$25.00 per additional acre
Special Use Permit Initial Application	(plus public notice fee)	\$ 150.00

Special Use Permit Renewal		50.00
Special Use Permit for keeping Chickens – Initial	6 hen chickens maximum – no roosters	\$ 25.00
Special Use Permit for keeping Chickens - Renewal	6 hen chickens maximum – no roosters	\$ 0.00
Kennel Special Use Permit Initial Application	(plus public notice fee)	\$ 150.00
Kennel Special Use Permit Renewal		\$ 50.00
Storm Water Pollution Prevention Permit	(plus Engineering fees)	\$ 250.00
Subdivision Application Fee	minor – up to three(3) lots	\$ 125.00
	major – more than three (3) lots	\$ 250.00

TYPE OF PERMIT	DESCRIPTION/ CLARIFICATION	FEE/ FEE CALCULATION	
Subdivision Without Permit		NORMAL FEE + \$500.00	
Subdivision Drainage Plan Review by Town Engineer		\$ 150.00	
Telecommunications Towers	up to 150 feet	\$3,000.00	
	each foot above 150	\$ 50.00 per foot	
	new tower permit fee	\$ 500.00	
	co-location	\$ 100.00	
Windmill Fees	residential	\$ 150.00	
	commercial	up to 150 feet	\$3,000.00
		ea ft above 150	\$ 50.00 per foot
Topsoil/Excavation	base fee: up to 500 CU/YDS	\$ 500.00	
	Each 100 CU/YD or part thereof above 500 CU/YD	\$ 50.00 per 100 CU/YD	
Zoning Books		\$ 20.00	
Variance Request to Zoning Board of Appeals	(plus cost of publications and mailings)	\$ 200.00	
Town of Alden code Book	current fee of general code publisher		

TOWN CLERK'S OFFICE				
Title	Description	Town Share	NYS Share	Total
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 licenses	\$ 25.00		\$ 25.00
	2 nd Offense	\$ 50.00		\$ 50.00
	3 rd Offense	\$ 75.00		\$ 75.00
Games of Chance		\$ 10.00	\$15.00	\$ 25.00
Genealogy Search	+ \$1.00/photocopy	\$ 10.00		
Marriage		\$ 17.50	\$22.50	\$ 40.00
Home Occupation permit	plus public notice fee for initial permit	\$ 50.00		
	renewal	\$ 50.00		\$ 50.00
Variances	plus public notice fee	\$200.00		
Junkyard License		\$250.00		\$ 250.00
Solid Waste Hauling Fee		\$ 50.00		\$ 50.00
Peddler's Permit		\$100.00		\$ 100.00
Tax Receipts		\$ 2.00		\$ 2.00

Street Directory		\$ 5.00		\$ 5.00
Town Maps		\$ 3.00		\$ 3.00
Certified Copies		\$ 10.00		\$ 10.00
Photocopies	non-genealogy	\$.25/page		\$.25/pg
Recycling Totes		\$ 70.00		\$ 70.00
Shelters	daily rental	\$ 20.00/35.00		\$ 20/35.00
Baseball/Softball/ Hardball Diamonds Tournament Fee	waived for not-for- profit tournaments	\$150.00		\$ 150.00
Zoning maps		\$ 2.00		\$ 2.00
Landfill Management Permits	To be determined on an individual basis by resolution of the Town Board			

THE FOREGOING PORTION OF THE REORGANIZATION PACKET WAS PUT TO A ROLL CALL VOTE ON JANUARY 2, 2018 AND

ADOPTED.

Ayes 3 Savage, Pautler & Adamski

Nays 0

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

THE FOLLOWING PORTION OF THE REORGANIZATION PACKET WAS OFFERED BY COUNCILWOMAN PAUTLER, SECONDED BY COUNCILMAN ADAMSKI:

- K. The “official” work day of six and one half (6.5) hours for all elected and appointed officials who are members of the retirement system with the exception of eight (8) hours for the Highway and Parks Departments is hereby confirmed. The attached 2018 Payroll Schedule is affirmed.
- L. As of January 1, 2012, all newly hired (eligible) employees and elected officials will pay twenty-five percent (25%) of the health insurance premiums subject to annual increase by the Town Board. The Supervisor is authorized to sign the contract for employee health insurance.

3. NOW THEREFORE, BE IT RESOLVED, THE FOLLOWING CONTRACTS ARE APPROVED FOR THE 2018 YEAR:

- A. Metzger & Associates is retained as Town Engineer, Planning Consultant for \$23,750 and Alaura Sewer Plant Superintendent for \$1000; and the Supervisor is directed to sign a contract for said services.
- B. Grant Makers Advantage is retained for \$21,000 as Grant Writer and the Supervisor is authorized to sign a contract for said services.
- C. Agreement to Spend Town Highway Funds for 2018, as allowed by section 284 of the New York State Highway law and the Supervisor and Town Board are authorized to sign the same. (Attached)
- D. Erie County Senior Services Congregate Dining Agreement for the year 2018 with a contract amount of \$74,600 and the Supervisor is authorized to sign a contract for said services.
- E. Emergency Shelter Agreement with Townline Lutheran Church and the Supervisor is authorized to sign a contract for said services.
- F. Drescher & Malecki, LLP will provide independent accounting and auditing services to the Town of Alden during the year 2018 for \$27,918 and the Supervisor is authorized to sign a contract for said services.
- G. Town of Marilla Agreement for the year 2018 to share transportation and meal services and the Supervisor is authorized to sign to enter into this agreement.
- H. Erie County Society for the Prevention of Cruelty to Animals Contract for the year 2018 that after the statutory holding period as per New York State Agricultural and Markets

Law, Article 7 and Article 26, a seized dog may be offered for adoption; and the Supervisor is authorized to sign a contract for said services.

THE FOREGOING PORTION OF THE REORGANIZATION PACKET WAS PUT TO A ROLL CALL VOTE ON JANUARY 2, 2018 AND

ADOPTED.

Ayes 3 Savage, Pautler & Adamski

Nays 0

Councilman Adamski Moved and Councilwoman Pautler seconded the Motion to approve the renewal of the Hauler's Permit for Allied Waste Services of N.A. LLC for the Year 2018. Permit to run 1/1/18-12/31/18. The foregoing Motion was put to a Roll Call Vote on January 5, 2017 and

CARRIED.

Ayes 3 Savage, Pautler & Adamski

Nays 0

Councilwoman Pautler Moved and Councilman Adamski seconded the Motion to approve the renewal of the Hauler's Permit for Royal Oak Recycling for the Year 2018. Permit to run 1/1/18-12/31/18. The foregoing Motion was put to a Roll Call Vote on January 2, 2017 and

CARRIED.

Ayes 3 Savage, Pautler & Adamski

Nays 0

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

Supervisor Savage Moved and Councilwoman Pautler seconded the Motion to authorize Supervisor Savage to submit letter to Alden Hook & Ladder Fire Co., Inc./New York State Liquor Authority for the purpose of applying for their annual temporary beer and wine Permit Licenses for the year 2018. For the following events:

Alden Fire company- "Dollars for Scholars 5-K Run – Post Race Party" in the Alden Town Park, Friday, June 1, 2018 (3:00 p.m. – 12:00 a.m.)

Alden Car Show, in the Town Park & Alden Village Park (2 stages/Bars) July 29, 2018 (12:00 p.m.-6:00 p.m.) pending the Town receiving a signed indemnification agreement plus draft & liability insurance.

The foregoing Motion was put to a Roll Call Vote on January 2, 2018 and

CARRIED.

Ayes 3 Savage, Pautler & Adamski

Nays 0

UNFINISHED & TABLED BUSINESS

There was no unfinished & tabled business.

REPORTS OF COMMITTEES, OFFICIALS AND PERSONNEL

Town Clerk Crist:

There was an early start to the Town/County taxes. There were quite a few people that came in and prepaid their taxes. Tax bills were picked up and mailed this week.

Attorney Strong:

Attorney Strong wanted to thank the Board for her reappointment this year.

Hwy. Supt. Rogers:

He would like to thank the crew from the Highway; they have done an amazing job in the past two days with all the snow we received. They are out day and night. Great job.

Engineer Metzger:

Mike reported that the work for the design for Sewer District #2 is on schedule for submittal. Supervisor Savage asked if he could bring it to the Work Session. Eng. Metzger will. Also, Mike wanted to thank the Board for the reappointment this year.

DCO Weglarski:

Len thanked the Board for his reappointment for the year 2018.

Supervisor Savage:

The following should be placed on the Work Session:

1. Drainage
2. Foil reimbursement
3. S.D. #2 update
4. Winterfest
5. Cayuga Creek Water update
6. Official Town Map
7. Metz Subdivision
8. Cert. of Need/Ambulance Service

NOTICE OF MEETINGS

NEXT WORK SESSION: **January 8, 2018** **@ 7:00 P.M.**

NEXT TOWN BOARD MTG.: **January 16, 2018 (Tuesday)** **@ 7:00 P.M.**

MEMORIAL REMEMBRANCE

Supervisor Savage asked all to stand for a Moment of Silence in Memory of Edna "Joan" Randall.

ADJOURNMENT

Supervisor Savage adjourned the Meeting at 7:42 P.M.

Debra A. Crist
Alden Town Clerk