

BUSINESS FROM THE FLOOR

Ryan Henke, 586 Three Rod Road voiced his concerns about not being included in the Cayuga Creek Water District. He and his family moved in about 3 years ago. Their water is undrinkable. He will transport water from a relative’s home to his home to give to their dog. They are hesitant to even bath their young child in the water. They have made substantial improvements to the home including a water treatment system. Even with the improvements the water corrodes their appliances and fixtures. Mr. Henke would like his home to be included in the Cayuga Creek Water District, he believes not including his home would be irresponsible and wrong.

Mr. Henke gave a letter to the Town Board voicing his concerns, the letter has been forwarded to all Town Board members as well as Mike Metzger, Town Engineer.

COMMUNICATIONS

Councilwoman Pautler

1. Resident from Sandridge Road, there is a snowmobile trailer and a gas line right-of-way on the property, contacted her to voice their concerns of the Marilla Snow Mob using the property for their trails. The property owner states they have never given the snowmobile club permission to use the property. Supervisor Savage & Attorney Strong suggested the owner reach out to the Marilla Snow Mob and talk to them also they could put up “no trespassing” signs or “Post” the property.
2. Town Board will be putting together a Special Meeting for Monday, 01/07/19, @ 6pm with the Highway Employees for contract negotiations.

Attorney Strong

1. Winterfest Insurance has come in, the indemnification agreement had come in a while back, so we are all set for that event.

Councilman Adamski

1. Andrew Dissette, Cary Road, approached him with regard to his drainage problems. He is coordinating with Bill Rogers to complete the project.

Supervisor Savage:

1. Colleen Rogers created a sales tax comparison chart for 2018 reflecting \$93,171.43 extra in sales tax at year end as compared to 2017. The 2019 Budget reflects a \$40k decrease in sales tax due to Alden’s decline in residents.
2. Building Dept. Monthly Report for December as well as the Annual Report.
3. Letter from the Chamber. They are doing another Directory. Previously the Town had a page, if everyone wants to get involved the cost will be split 5 ways.
4. Millgrove Sportsman’s Club is having a 60 year celebration.
5. SPCA sent letter stating they have signed the contract.
6. Reappointment request from Sue Schumacher.
7. Public Hearing notice from Marilla regarding Zoning changes.

NEW BUSINESS

REORGANIZATION MEETING 1/2/ 2019

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Town Historian		
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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

WHEREAS, WITH THE COMMENCEMENT OF THE YEAR 2019, 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 2019 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 Pennie Daucher by the Town Clerk as Second Deputy Town Clerk is hereby confirmed. Hours shall not exceed 19 hours per week.
- C. Jeanine Pruitt is appointed Highway Clerk Part Time, not to exceed 19 hours per week.
- D. Alecia Barrett is appointed as Registrar and FOIL Officer and 1st Deputy Town Clerk Joanna Eisensmith is appointed Sub-registrar.
- E. Alecia Barrett 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.
- F. Jane Mahaney is appointed Crossing Guard and Barbara Trybuskiewicz is appointed Alternate Crossing Guard.
- G. Daniel Moultrup is appointed Part Time Recreation Supervisor for the Town of Alden.
- H. 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.
- I. Christopher Snyder is appointed Storm Water Officer.
- J. 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.
- K. 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.
- L. 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.
- M. Michael DeWitt is appointed Chairman of the Planning Board and Frank Altieri, and Ronald Gardner are appointed to the Town Planning Board for a term to expire December 31, 2019 and Duane Connors is appointed to the Town Planning Board for a term to expire on December 31, 2025; and Joy Insinna is appointed as Secretary to the Town Planning Board.
- N. Sue Galbraith is appointed Chairman of the Zoning Board of Appeals and she is appointed to the Zoning Board of Appeals for a term to expire on December 31, 2023 and Susan Schumacher is appointed Secretary to the Zoning Board of Appeals.
- O. Susan Hergenroder is appointed as a member of the Board of Assessment Review for a term to expire on September 30, 2023 and Joy Insinna is appointed Secretary to the Board of Assessment review.
- P. Thomas Kirszenstein is appointed Bingo Inspector.
- Q. Jennifer L. Strong, Esq. is appointed as Town Attorney with no benefits except NYS Retirement.
- R. Matthew B. Herdzik, Jr. Esq. is appointed as Town Prosecutor with no benefits except NYS Retirement.
- S. Andrew Sojka is appointed Park Buildings Maintenance Worker.

- T. Frank Altieri is appointed Part Time Maintenance Man (Town Hall).
- U. Beverly Weisbecker is appointed Nutritional Program Site Director; Donna Zinter and Carl Matthies are appointed as Alternates, not to exceed 9 hours per week.
- V. Joyce Eastland is appointed Part Time Senior Van Driver hours not to exceed 19 hours per week and that the following are appointed alternate Senior Van Driver on an as needed basis: Michele Hoffman and Ron Bowman.
- W. Kathryn Wild is appointed Ceramics Instructor.
- X. Andrew Sojka is appointed Parks Supervisor with an annual stipend of \$6,000.
- Y. Tim Mikos is appointed regular Part Time Parks Maintenance Man with hours not to exceed 19 hours/week.
- Z. Andrew Sojka will receive a \$2,000.00 stipend to provide maintenance services to the Community Senior Center and the Alden Historical Society Building.
- AA. Christopher Snyder will receive a \$2,000.00 stipend to provide maintenance services to the Town Hall.
- 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 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, 2019: Hanna Ross, David Kocher, Shawn Eastland and Ben Baker; 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: Chris Weiss, William Kissel, William Rogers, Mike Gadd and Joe Jankowski.
- EE. Richard A. Savage, Richard D. Koelbl, and Jean Weisbeck are appointed to the Board of Ethics.
- FF. Robert Elesko is appointed as the Town of Alden's Disaster Coordinator and Joel MacAlpine is appointed Assistant Town of Alden Disaster Coordinator.
- GG. Susan Schumacher is appointed as Part Time Clerk for the Code Enforcement Officer. Hours shall not exceed 19 hours per week.
- HH. Gerald Warner and Mark Overhoff are appointed as Court Officers.
- II. Colleen Rogers and Ronald Snyder are appointed as representatives to NEST with Colleen Rogers being the voting member for the Town of Alden.
- JJ. Leeza Brown is appointed as Town of Alden Volunteer Liaison for summer concerts with no pay.
- KK. Judy Bowman is appointed as Senior Exercise Program Coordinator.
- LL. Chris Snyder and Andrew Sojka will receive an annual stipend of 4,000 for 2019 daily testing monitoring and maintenance of SD2 and Scott Dryer will receive \$30.00 per day for weekend/holiday testing.

THE FOREGOING RESOLUTION OFFERED BY COUNCILWOMAN PAUTLER, SECONDED BY COUNCILMAN ADAMSKI. is duly put to a Roll Call Vote...

Supervisor Savage	Aye	Nay
Councilwoman Pautler	Aye	Nay
Councilman Adamski	Aye	Nay

2. NOW THEREFORE, BE IT RESOLVED AS FOLLOWS, THAT FOLLOWING DESIGNATIONS ARE MADE FOR THE 2019 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 2019 YEAR:

The Town Clerk/Receiver is instructed to collect the tax roll for the year 2019 according to the following schedule of penalties:

TIME PERIOD	PENALTY RATE
Taxes paid prior to February 15, 2019	no fees or penalties
Taxes paid on February 16 through February 28, 2019 inclusive	1.5%
Taxes paid on March 1 through March 15, 2019 inclusive	3.0%
Taxes paid on March 16 through April 2, 2019 inclusive	4.5%
Taxes Paid on April 3 through April 16, 2019 inclusive	6.0%
Taxes paid on April 17 through April 30, 2019 inclusive	7.5%

ON MAY 1, 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 1, 2019, 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 RESOLUTIONS OFFERED BY Supervisor Savage___, SECONDED BY COUNCILMAN ADAMSKI was duly put to a Roll Call Vote...

Supervisor Savage	Aye	Nay
Councilwoman Pautler	Aye	Nay
Councilman Adamski	Aye	Nay

C. NOW THEREFORE, BE IT RESOLVED THAT THE FOLLOWING SCHEDULE OF SALARIES IS APPROVED FOR THE YEAR 2019:

TITLE	RATE/NOTES	PER YEAR
Supervisor		\$24,000
Assistant to the Supervisor		\$40,000
Budget Officer		\$ 6,000
Part Time Clerk	\$17.40 per hour	\$15,906
Councilman		\$13,461
Councilwoman		\$13,461
Town Justice (2)	\$25,791 annual per each	\$51,582
Court Clerk Full Time (1)		\$35,000
Court Clerk Part Time (1)	\$15.78 per hour	\$15,591
Court Officer (2)	1 @ \$56.00 per session 1 @ \$51.00 per session	\$ 5,200
Town Clerk/Receiver		\$45,000
First Deputy Town Clerk/Receiver	\$15.25 per hour	\$15,067
Second Deputy Town Clerk Part Time	\$13.00 per hour	\$13,832
Registrar – Town Clerk		\$ 150.
Sub-registrar – 1 st Deputy Town Clerk		\$ 100
Assessor		\$52,500
Town Attorney		\$36,696
Town Prosecutor Part Time		\$11,431
Superintendent of Highway		\$58,400
Highway Clerk – Part Time	\$14.00 per hour	\$13,832
Code Enforcement Officer		\$56,971
Building Maintenance (Town Hall)		\$ 2,000
Code Enforcement Clerk – Part Time	\$15.25 per hour	\$15,067
Park and Building Maintenance Worker		\$45,427
Park Supervisor		\$ 6,000
Building Maintenance (Community Center)		\$ 2,000
Parks Maintenance Worker – Part Time	\$14.50 per hour	\$14,326
Sewer District 2	Stipend for 2 Employees	\$8,000
Seasonal Park/Playground Maintenance	Various PT Employees	\$32,000
Dog Control Officer – Part Time		\$14,813
Deputy Dog Control Officer	\$14.25 per hour	\$ 200
Town Hall Maintenance – Part Time	\$15.00 per hour	\$14,820
Senior Center Building Maintenance – PT	\$11.10 per hour	\$ 5,195
Crossing Guard – Part Time Seasonal	\$12.36 per hour	\$ 7,000
Alternate Crossing Guard	\$12.36 per hour	
Recreation Director Part Time		\$23,460
Recreation Assistant Director		\$ 3,000
Senior Recreation Attendants	Hourly Rates set by the Director and Town Board	\$45,000
Recreation Supervisors		\$19,000
Programs for Aging – Part Time Help	\$11.50 per hour	\$ 2,600
Nutrition Attendant	\$11.93 per hour 9 hours per week	\$ 5,616.
Alternate Nutrition Attendant	\$11.93 per hour	
Senior Van Driver – Part Time	\$16.85 per hour	\$16,648
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 RESOLUTION IS OFFERED BY Councilwoman Pautler _____,
SECONDED BY_COUNCILMAN ADAMSKI. Was duly put to a Roll Call Vote...

Supervisor Savage Aye Nay
 Councilwoman Pautler Aye Nay
 Councilman Adamski Aye Nay

D. NOW THEREFORE, THE FOLLOWING SCHEDULE OF VOUCHERED SALARIES IS APPROVED FOR THE YEAR 2019:

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

THE FOLLOWING RESOLUTION IS OFFERED BY SUPERVISOR SAVAGE, SECONDED BY COUNCILWOMAN PAUTLER. The foregoing Resolution is duly put to a Roll Call Vote...

Supervisor Savage Aye Nay
 Councilwoman Pautler Aye Nay
 Councilman Adamski Aye Nay

E&F. NOW THEREFORE, BE IT RESOLVED AS FOLLOWS: TOWN OFFICIALS AND TOWN EMPLOYEES WILL BE PAID ON A BI-WEEKLY BASIS (SEE APPENDED PAYROLL SCHEDULE) 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

THE FOREGOING RESOLUTION IS OFFERED BY Councilman Adamski _____, SECONDED BY COUNCILWOMAN PAUTLER. THE FOREGOING RESOLUTION WAS DULY PUT TO A ROLL CALL VOTE...

Supervisor Savage Aye Nay
 Councilwoman Pautler Aye Nay
 Councilman Adamski Aye Nay

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 closed 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
Alecia Barrett, Town Clerk/Receiver	\$600,000
Joanna Eisensmith, Deputy Town Clerk/Receiver	\$500,000
Pennie Daucher, 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 at the end of this document) 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
Alecia Barrett	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 RESOLUTIONS (G,H,I) OFFERED BY__Councilwoman Pautler____ , SECONDED BY__COUNCILMAN ADAMSKI. THE FOREGOING RESOLUTION IS DULY PUT TO A ROLL CALL VOTE...

Supervisor Savage	Aye	Nay
Councilwoman Pautler	Aye	Nay
Councilman Adamski	Aye	Nay

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

THE FOLLOWING RESOLUTION WAS OFFERED BY Supervisor Savage

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, Ryan Rogers and Stephanie Pautler Bea.

THE FOREGOING RESOLUTION MOVED BY ___Supervisor Savage and seconded by COUNCILWOMAN PAUTLER was duly put to a roll call vote as follows:

Supervisor Savage	Aye	Nay
Councilmember Pautler	Aye	Nay
Councilmember Adamski	Aye	Nay

3L. THE FOLLOWING REOLUTION MOVED BY Councilman Adamski,NOW THEREFORE BE IT RESOLVED THAT THE FEE SCHEDULE IS HEREBY REAFFIRMED FOR THE CALENDAR YEAR 2019 AS FOLLOWS:

FEE SCHEDULE FOR THE TOWN OF ALDEN (1/02/2019)

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		\$.50 per square foot of living space
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 + cost of pipe
Demolition Permits		\$ 50.00
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	
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	
Manufactured Home – New Or Renewal		\$ 250.00	
SWPP (plus Town Engineer Fees;	0 to 5 acres	\$ 150.00	
	5 – 10 acres	\$ 250.00	

Estimated fees of \$500.00 to be held in escrow)	10+ acres	\$ 350.00
Open Space/Recreation Fee	Residential	\$ 250.00
	Commercial	\$.15 per square foot
Cancelled Check Fee		\$ 20.00

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
Games of Chance		\$ 10.00	\$15.00	\$ 25.00
Genealogy Search	+ \$1.00/photocopy	\$ 10.00		
Marriage		\$ 17.50	\$22.50	\$ 40.00
Cancelled Checks Fee		\$ 20.00		\$ 20.00
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
Television Recycling	Limit three (3) televisions/year/ household	\$ 5.00/ television		\$ 5.00/ television
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 RESOLUTION OFFERED BY Councilman Adamski _____, SECONDED BY ___ COUNCILWOMAN PAUTLER. The foregoing Resolution is duly put to a Roll Call Vote...

Supervisor Savage	Aye	Nay
Councilwoman Pautler	Aye	Nay
Councilman Adamski	Aye	Nay

Councilwoman Pautler RESOLVES AS FOLLOWS:

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 2019 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.

THE FOREGOING RESOLUTION IS OFFERED BY Councilwoman Pautler____, SECONDED BY__COUNCILMAN ADAMSKI IS DULY PUT TO A ROLL CALL VOTE...

Supervisor Savage	Aye	Nay
Councilwoman Pautler	Aye	Nay
Councilman Adamski	Aye	Nay

4. RESOLVED BY __Supervisor Savage_____ THE FOLLOWING CONTRACTS ARE APPROVED FOR THE 2019 YEAR:

- A. Metzger & Associates is retained as Town Engineer, Planning Consultant for \$ 24,225 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 \$21,420 as Grant Writer and the Supervisor is authorized to sign a contract for said services.
- C. Agreement to Spend Town Highway Funds for 2019, 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 2019 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 2019 for \$28,407 and the Supervisor is authorized to sign a contract for said services.
- G. Town of Marilla Agreement for the year 2019 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 2019 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 RESOLUTION WAS OFFERED BY Supervisor Savage_____, SECONDED BYCOUNCILWOMAN PAUTLER_. THE FOREGOING RESOLUTION WAS DULY PUT TO A ROLL CALL VOTE...

Supervisor Savage	Aye	Nay
Councilwoman Pautler	Aye	Nay
Councilman Adamski	Aye	Nay

5. RESOLVED BY Councilman Adamski_____,
SECONDED BY _COUNCILWOMAN PAUTLER THAT THE TOWN OF
ALDEN ADOPTS ITS PROCUREMENT POLICY, PAYROLL DATE
SCHEDULE, AND THE AGREEMENT TO SPEND HIGHWAY FUNDS (all
Appended)

Roll Call Vote

Supervisor Savage	aye	nay
Councilwoman Pautler	aye	nay
Councilman Adamski	aye	nay

TOWN OF ALDEN
PROCUREMENT POLICY & PROCEDURE GUIDELINE
January 2, 2019

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 \$1,000.00 require an oral, written, facsimile, or e-mail RFP and written, facsimile, or -email quotes from at least two (2) vendors.

All purchases of supplies or equipment of less than \$1,000.01 are left to the discretion of the Purchaser; provided that the purchase has been budgeted for or that the Town Board has authorized a budget transfer.

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 \$1,000.00 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 \$1,000.01 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 submit 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 R.F.P.s 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.

2019 PAYROLL SCHEDULE

1	12/15/18 - 12/28/18	01/04/19
2	12/29/18 - 01/11/19	01/18/19
3	1/12/2019 - 01/25/19	02/01/19
4	01/26/19 - 02/08/19	02/15/19
5	02/09/19 - 02/22/19	03/01/19
6	02/23/19 - 03/08/19	03/15/19
7	03/09/19 - 03/22/19	03/29/19
8	03/23/19 - 04/05/19	04/12/19
9	04/06/19 – 04/19/19	04/26/19
10	04/20/19 – 05/03/19	05/10/19
11	05/04/19 – 05/17/19	05/24/19
12	05/18/19 - 05/31/19	06/07/19
13	06/01/19 – 06/14/19	06/21/19
14	06/15/19 - 06/28/19	07/05/19
15	06/29/19 - 07/12/19	07/19/19
16	07/13/19 - 07/26/19	08/02/19
17	07/27/19 - 08/09/19	08/16/19
18	08/10/19 - 08/23/19	08/30/19
19	08/24/19 - 09/06/19	09/13/19
20	09/07/19 - 09/20/19	09/27/19
21	09/21/19 - 10/04/19	10/11/19
22	10/05/19 - 10/18/19	10/25/19
23	10/19/19 - 11/01/19	11/08/19
24	11/02/19 - 11/15/19	11/22/19
25	11/16/19 - 11/29/19	12/06/19
26	11/30/19 - 12/13/19	12/20/19

SUPERVISOR SAVAGE POLLED THE TOWN BOARD AND WITH NO OBJECTIONS ADDED:

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

WHEREAS, the Alden Town Board on November 6, 2017 adopted its 2018 Budget;

WHEREAS, the Town of Alden needs to transfer money to allow for payment of items as outlined below; and;

WHEREAS, these budget transfers will not render the Town insolvent;

NOW THEREFORE BE IT RESOLVED AS FOLLOWS, THAT:

The Alden Town Board Hereby authorizes the following transfers:

From: A.1620.0438 - \$2,607.16 To: A.1620.0407 - \$2,607.16 Balance Due Buildings Light

This resolution shall take effect immediately.

The foregoing Resolution was duly put to a roll call vote at a regular meeting on January 2 2019, as follows:

CARRIED.

Ayes 3 Savage, Adamski & Pautler

Nays 0

REPORTS OF COMMITTEES, OFFICIALS AND PERSONNEL

Attorney Strong

Thanked Board for her re-appointment.

Supervisor Savage

Add to next Work Session: FEMA Flood Hazard determination, SEQR Regulations, panic buttons, SD2, Constables, Refuse

Thanked all Town Employees for doing such a good job and stepping up when need be.

Highway Superintendent Rogers

Ordered more salt today; so far we have been blessed with a mild winter

Town Engineer Metzger

Has not spoken to Andy about the as-builts for the waterline. Supervisor Savage commended Chris Snyder and Andy Sojka for stepping up and being there when SD2 started running. He also noted we are fully running on the new system. Chris and Andy will communicate data to Mike Metzger for reporting purposes. Supervisor Savage and Mike Metzger discussed various aspects of testing and what work still needs to be completed.

Thanked the Board for re-appointing Metzger Civil Engineering as the Town's Engineer.

CEO Snyder

Ordering supplies needed for testing. Chris and Andy are working together on a testing schedule.

DCO Weglarski

Thanked Board for re-appointment.

NOTICE OF MEETINGS

NEXT WORK SESSION: January 7, 2019 @7:00 P.M.
REGULAR BOARD MEETING: January 14, 2019 @7:00 P.M.

MEMORIAL REMEMBRANCE - Nancy Stressing and La Verne Rothfuss

ADJOURNMENT

At 7:50 P.M. Supervisor Savage adjourned the Meeting.

Alecia Barrett
Town Clerk Elect