

MEETING NO. 1
REGULAR NO. 1

REGULAR TOWN BOARD MEETING
TOWN OF ALDEN

January 5, 2021
7:00 P.M.

The Regular Meeting of the Alden Town Board was held at 3311 Wende Road, Alden, NY on Tuesday, January 1, 2021 at 7:00 P.M. Supervisor Adamski called the Meeting to Order and Councilwoman Waiss led in the Pledge of Allegiance. The Roll Call was taken by the Town Clerk.

PRESENT: Dean Adamski, Supervisor
Colleen Pautler, Councilwoman
Gina Waiss, Councilwoman

RECORDING SECRETARY: Alecia Barrett, Town Clerk

OTHERS PRESENT: Bill Rogers, Highway Superintendent
Jennifer Strong, Town Attorney
Colleen Rogers, Deputy Town Supervisor
Chris Snyder, Code Enforcement Officer
Mike Metzger, Town Engineer
Len Weglarski, DCO
Residents

Councilwoman Pautler Moved and Councilwoman Waiss seconded the Motion to approve the Minutes and Synopsis of the Regular Meeting of December 15, 2020

CARRIED

Ayes 3 Adamski, Pautler & Waiss
Nays 0

THE FOLLOWING RESOLUTION WAS OFFERED BY COUNCILWOMAN PAUTLER, SECOND BY COUNCILWOMAN WAISS, WHO MOVED THAT THE FOLLOWING VOUCHERS BE ALLOWED AND PAID TO WIT; VOUCHERS #978 - 1018 **ALL BILLS REVIEWED BY THE TOWN BOARD.**

<u>ACCOUNT</u>	<u>AMOUNT</u>		
	ABSTRACT #1	ABSTRACT #2	TOTAL
GENERAL FUND "A"	\$18,633.48	\$30,200.46	\$48,833.94
HIGHWAY FUND "DA/DB"	\$1,536.09	\$4,704.54	\$6,240.63
PART-TOWN FUND "B"	\$3,457.06	\$463.47	\$3,920.53
SPECIAL FIRE PROTECTION "SF"			
SEWER DIST. #2 FUND "SA"	\$335.15	\$183.58	\$518.73
TRUST & AGENCY "T"	\$7,410.53	\$8,075.07	\$15,485.60
SPECIAL REFUSE FUND "SR"	\$39,780.92		\$39,780.92
STREET LIGHTING FUND "SL"	\$3,852.77		\$3,852.77
PERIWINKLE LTG. DIST."SL1"	\$64.37		\$64.37
GRANT "G"		\$92,600.00	\$92,600.00
TOTAL	\$81,108.94	\$136,227.12	\$217,336.06

THE FOREGOING RESOLUTION WAS PUT TO A ROLL CALL VOTE ON JANUARY 5, 2021 AND

ADOPTED

Ayes 3 Adamski, Pautler & Waiss

Nays 0

BUSINESS FROM THE FLOOR

COMMUNICATIONS

Town Attorney Jennifer Strong

- 1. The Governor has extended the ability to hold remote meetings.

Supervisor Adamski

7:05 PUBLIC HEARING – REZONING OF REAL PROPERTY ON BROADWAY AT TWO ROD

Councilwoman Pautler motioned and Supervisor Adamski seconded the motion to enter into Public Hearing; all were in favor.

Notice of Public Hearing was read by the Town Clerk

Supervisor Adamski stated the object of the Public Hearing is for those interested to be heard regarding the Rezoning of Real Property on Broadway at Two Rod.

There was no public comment.

Councilwoman Pautler motioned and Councilwoman Waiss seconded the motion to return to regular meeting; all were in favor.

NEW BUSINESS

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

WHEREAS, the Alden Town Board on November 4, 2019 adopted its 2020 Budget;

WHEREAS, the Town of Alden requires an increase in appropriations and expenditures in the amount of \$450.36 in Account Code SI. 8130.0402. Said expenditures are a result of the 2020 payment between Erie County Sewer District No. 4 and the Town of Alden for Sewer Service to the Alden Industrial Park Sewer District 1 based on the Contract dated 07/20/1987. The charge will close to the Sewer District Fund Balance Code SI.0909 at fiscal year end.

WHEREAS, this increase will not render the Town of Alden insolvent.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS, THAT:

This resolution shall take effect immediately.

The question of the resolution of the foregoing resolution was duly put to a vote on roll call, at a regular meeting on January 5, 2021, which resulted as follows:

CARRIED.

Ayes 3 Adamski, Pautler & Waiss

Nays 0

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

WHEREAS, the Alden Town Board on November 4, 2019 adopted its 2020 Budget;

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

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

NOW THEREFOR BE IT RESOLVED AS FOLLOWS THAT:

The Alden Town Board hereby authorizes the following transfer:

From - Code	Amount	To - Code	General Explanation	Amount
A.1990.0400	\$4,406.00	A.1930.0400	Contractual	\$4,406.00
			Total	\$4,406.00

This resolution shall take effect immediately.

The question of the adoption of the foregoing order was duly put to a vote on roll call, at a regular meeting on January 5, 2021, which resulted as follows:

CARRIED.

Ayes 3 Adamski, Pautler & Waiss

Nays 0

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

WHEREAS, the state disaster emergency has resulted in limited hours in municipal offices and rendered seniors and individuals with disabilities homebound; and

WHEREAS, many seniors and individuals with disabilities do not have the ability to file their real property tax exemption applications in person due to safety precautions and lack the ability to file such applications online; and

WHEREAS, Governor Cuomo has issued Executive Order 202.83, which grants local governments the ability to adopt a resolution extending the exemption status for those seniors and individuals with disabilities entitled to certain real property tax exemptions;

NOW THEREFORE BE IT RESOLVED AS FOLLOWS THAT:

1. The Town of Alden Assessor shall extend the 2020 exemption status for those individuals receiving the senior exemption and the persons with disabilities and limited income exemption through 2021 without a renewal application except in the circumstances elucidated below; and
2. The Assessor may require a renewal application if he or she believes that an owner that qualified for the 2020 exemption has since changed their primary residence, added another owner to the deed, transferred the property to a new owner, or died.
3. This resolution shall take effect immediately.

The above resolution was duly put to a roll call vote at a regular meeting on January 5, 2021, the results of which were as follows:

CARRIED.

Ayes 3 Adamski, Pautler & Waiss

Nays 0

THE FOLLOWING RESOLUTION WAS OFFERED BY COUNCILWOMAN PAUTLER, WHO MOVED ITS ADOPTION, SECONDED BY COUNCILWOMAN WAISS, 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 recent changes in state law and to clarify other matters; 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 5, 2021, to be effective immediately;
2. Councilwomen Pautler 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.

The question of the adoption of the foregoing motion was duly put to a vote on roll call, at a regular meeting on January 5, 2021, which resulted as follows:

CARRIED.

Ayes 3 Adamski, Pautler & Waiss

Nays 0

SUPERVISOR ADAMSKI MOVED TO TABLE THE FOLLOWING RESOLUTION WITH NO OBJECTIONS;

WHEREAS, a Local Law No 1 of 2021 (formally known as Local Law No. 4 of the Year 2020), entitled “Rezoning of Real Property on Broadway and Two Rod Road and Zoning Map Amendment;” was introduced to the Alden Town Board for consideration by Supervisor Adamski on November 17, 2020,

WHEREAS, a resolution was duly adopted by the Alden Town Board calling a public hearing to be held by the Alden Town Board on January 5, 2021 at the Alden Town Hall, to hear all interested parties on a proposed Local Law,

WHEREAS, notice of said public hearing was duly published in the Alden Advertiser,

WHEREAS, said public hearing was duly held on January 5, 2021 and all parties in favor of and opposed to the local law were heard,

WHEREAS, the neighboring municipalities were given notice of the proposed Local Law on December 2, 2020, and

WHEREAS, pursuant to part 617 of the implementing regulations pertaining to Article 8 State Environmental Quality Review Act (SEQRA) it has been determined by the Alden Town Board, as Lead Agency, as solicited on December 1, 2020, that adoption of said proposed Local Law is an Unlisted Action and will not have a significant effect upon the environment;

WHEREAS, the Erie County Division of Planning issued a "no recommendation";

WHEREAS, the Town Planning Board on December 15, 2020 recommended approval of the Local Law;

WHEREAS, said Local Law will not have any adverse impact on the current land uses in this area; and

WHEREAS, the Alden Town Board, after due deliberation, finds it in the best interest of said the Town of Alden to adopt said Local Law.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS THAT:

1. The Alden Town Board hereby adopts said Local Law No. 1 of the Year 2021, entitled "Rezoning of Real Property on Broadway and Two Rod Road and Zoning Map Amendment"; and, a copy of which is attached hereto and made a part of this resolution,
2. That the Alden Town Clerk enter said Local Law in the minutes of this meeting and in the Local Law Book of the Town of Alden, and to give due notice of the adoption of said Local Law to the Secretary of State of New York, post the same on the Town Bulletin Board and publish the same in the Alden Advertiser, and
3. This Resolution shall take effect immediately.

NO ACTION WAS TAKEN.

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

A hearing before the Town Board of the Town of Alden, in the County of Erie shall be held by the Town of Alden at 7:05p.m. on the 19th day of January, 2021, for the purpose of hearing all persons interested in the proposed Local Law No.2 of the Year 2021; and

BE, IT FURTHER

ORDERED, that the Town Clerk is directed to (a) publish a notice of public hearing in the Alden Advertiser, designated by the Town as its official newspaper for this publication, such publication to be not less than ten days before the date of the public hearing; (b) post as required by law one copy of the Notice of Public Hearing no later than the day such Notice is published; and (c) notify by mail all parties of interest pursuant to the General Municipal Law and the Town Law of the Public Hearing, not less than ten days before the date of the Public Hearing and notify County Planning as required by §239-m of the General Municipal Law; and

BE, IT FURTHER

ORDERED, that the Town Clerk is to make copies of the proposed Local Law No. 2 of the Year 2021, entitled "Amendment to Zoning Law of the Town of Alden, New York and Zoning Map of the Town of Alden, New York to reclassify the Zoning Classification for a portion of real property commonly referred to as 0 Walden Avenue (SBL No. 96.00-3-44.111) by removing a portion of said property from the R-2 Residential District and R-A Rural-

Agricultural District Zoning District and adding said portion of real property commonly referred

to as 0 Walden Avenue (SBL No. 96.00-3-44.111) to the M-1 Manufacturing District with said portion of real property commonly referred to as 0 Walden Avenue (SBL No. 96.00-3-44.111) to be reclassified and

Zoning Map Amendment", available at her office for inspection and distribution to any interested person during business hours.

The question of the adoption of the foregoing order was duly put to a vote on roll call, at a regular meeting on January 5, 2021, which resulted as follows:

CARRIED.

Ayes 3 Adamski, Pautler & Weiss

Nays 0

Town of Alden, New York

Local Law No. 2 of the Year 2021

Amendment to Zoning Law of the Town of Alden, New York and

Zoning Map of the Town of Alden, New York

The Alden Town Board enacts as Local Law No. 2 of the Year 2021 the Amendment to Zoning Law of the Town of Alden, New York and Zoning Map of the Town of Alden, New York to reclassify the Zoning Classification for a portion of real property commonly referred to as 0 Walden Avenue (SBL No. 96.00-3-44.111) by removing a portion of said property from the R-2 Residential District and R-A Rural-Agricultural District Zoning District and adding said portion of real property commonly referred to as 0 Walden Avenue (SBL No. 96.00-3-44.111) to the M-1 Manufacturing District with said portion of real property commonly referred to as 0 Walden Avenue (SBL No. 96.00-3-44.111) to be reclassified more particularly described as:

ALL THAT TRACT OR PARCEL OF LAND situate in the Town of Alden, County of Erie, and State of New York, being part of Lot 39, Township 11, Range 5 of the Holland Land Company's Survey, bounded and described as follows:

BEGINNING at a point on the south line of Genesee Street (66' Wide) distant 131.97 feet westerly from its intersection with the easterly line of lands conveyed to Wilson Greatbatch LTD by Deed recorded in the Erie County Clerk's Office in Liber 11075 of Deeds at page 9553,

Parcel B;

THENCE: southerly and parallel with the east line of said Lot 39 forming an interior angle of $103^{\circ}-07'-36''$, a distance of 646.80 feet to a point;

THENCE: easterly forming an exterior angle of $88^{\circ}-19'-13''$ a distance of 128.58 feet to the easterly line of said Wilson Greatbatch LTD, lands;

THENCE: southerly along said easterly line forming an interior angle of $88^{\circ}-19'-13''$ a distance of 400.00 feet to a southeast corner of said Wilson Greatbatch LTD, lands;

THENCE: westerly on a line forming an interior angle of $91^{\circ}-40'-47''$ a distance of 414.91 feet to the westerly line of said Wilson Greatbatch LTD, lands;

THENCE: northerly along said westerly line forming an interior angle of $88^{\circ}-25'-26''$ a distance of 400.00 feet to a point;

THENCE: easterly on a line forming an interior angle of $91^{\circ}-34'-34''$ a distance of 239.03 feet to a point;

THENCE: northerly on a line parallel with the east line of said Lot 39 forming an exterior angle of $91^{\circ}-40'-47''$, a distance of 659.41 feet to a point on the southerly line of Genesee Street;

THENCE easterly along said southerly line forming an exterior angle of $103^{\circ}-07'-36''$ a distance of 49.29 feet to the POINT OF BEGINNING having an area of 4.531 acres more or less.

1. Legislative Intent

To amend the Zoning Law of the Town of Alden, New York and Zoning Map of the Town of Alden, New York pursuant to a Rezoning Application filed on February 11, 2020 by Greatbatch Ltd., the Property Owner of real property commonly referred to as 0 Walden Avenue (SBL No. 96.00-3-44.111), to reclassify the Zoning Classification for a portion of real property commonly referred to as 0 Walden Avenue (SBL No. 96.00-3-44.111) by removing a portion of said property from the R-2 Residential District and R-A Rural-Agricultural District Zoning District and adding said portion of real property commonly referred to as 0 Walden Avenue (SBL No. 96.00-3-44.111) to the M-1 Manufacturing District with said portion of real property commonly referred to as 0 Walden Avenue (SBL No. 96.00-3-44.111) to be reclassified more particularly described as:

ALL THAT TRACT OR PARCEL OF LAND situate in the Town of Alden, County of Erie, and State of New York, being part of Lot 39, Township 11, Range 5 of the Holland Land Company's Survey, bounded and described as follows:

BEGINNING at a point on the south line of Genesee Street (66' Wide) distant 131.97 feet westerly from its intersection with the easterly line of lands conveyed to Wilson Greatbatch LTD by Deed recorded in the Erie County Clerk's Office in Liber 11075 of Deeds at page 9553,

Parcel B;

THENCE: southerly and parallel with the east line of said Lot 39 forming an interior angle of $103^{\circ}-07'-36''$, a distance of 646.80 feet to a point;

THENCE: easterly forming an exterior angle of $88^{\circ}-19'-13''$ a distance of 128.58 feet to the easterly line of said Wilson Greatbatch LTD, lands;

THENCE: southerly along said easterly line forming an interior angle of $88^{\circ}-19'-13''$ a distance of 400.00 feet to a southeast corner of said Wilson Greatbatch LTD, lands;

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THENCE: easterly on a line forming an interior angle of $91^{\circ}-34'-34''$ a distance of 239.03 feet to a point;

THENCE: northerly on a line parallel with the east line of said Lot 39 forming an exterior angle of $91^{\circ}-40'-47''$, a distance of 659.41 feet to a point on the southerly line of Genesee Street;

THENCE easterly along said southerly line forming an exterior angle of $103^{\circ}-07'-36''$ a distance of 49.29 feet to the POINT OF BEGINNING having an area of 4.531 acres more or less.

2. Jurisdiction

The Alden Town Board is empowered to Amend its Zoning Code and Zoning Map by local law pursuant to New York Town Law § 265 and Article XV of the Zoning Law of the Town of Alden, New York.

3. Real Property Subject to Amendment of Zoning Code and Zoning Map

A portion of real property commonly referred to as 0 Walden Avenue (SBL No. 96.00-3-44.111) to the M-1 Manufacturing District with said portion of real property commonly referred to as 0 Walden Avenue (SBL No. 96.00-3-44.111) more particularly described as:

ALL THAT TRACT OR PARCEL OF LAND situate in the Town of Alden, County of Erie, and State of New York, being part of Lot 39, Township 11, Range 5 of the Holland Land Company's Survey, bounded and described as follows:

BEGINNING at a point on the south line of Genesee Street (66' Wide) distant 131.97 feet westerly from its intersection with the easterly line of lands conveyed to Wilson Greatbatch LTD by Deed recorded in the Erie County Clerk's Office in Liber 11075 of Deeds at page 9553,

Parcel B;

THENCE: southerly and parallel with the east line of said Lot 39 forming an interior angle of $103^{\circ}-07'-36''$, a distance of 646.80 feet to a point;

THENCE: easterly forming an exterior angle of $88^{\circ}-19'-13''$ a distance of 128.58 feet to the easterly line of said Wilson Greatbatch LTD, lands;

THENCE: southerly along said easterly line forming an interior angle of $88^{\circ}-19'-13''$ a distance of 400.00 feet to a southeast corner of said Wilson Greatbatch LTD, lands;

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THENCE: easterly on a line forming an interior angle of $91^{\circ}-34'-34''$ a distance of 239.03 feet to a point;

THENCE: northerly on a line parallel with the east line of said Lot 39 forming an exterior angle of $91^{\circ}-40'-47''$, a distance of 659.41 feet to a point on the southerly line of Genesee Street;

THENCE easterly along said southerly line forming an exterior angle of $103^{\circ}-07'-36''$ a distance of 49.29 feet to the POINT OF BEGINNING having an area of 4.531 acres more or less.

5. Legislative Findings

In accordance with NY Town Law § 272-a(11)(a), the Alden Town Board finds that this Amendment of the Zoning Law of the Town of Alden, New York and Zoning Map of the Town of Alden, New York as set forth above is consistent with the Town of Alden Comprehensive Plan upon the following findings that the aforesaid Amendment of the Zoning Law of the Town of Alden, New York and Zoning Map of the Town of Alden, New York is consistent with the Town of Alden Comprehensive Plan, specifically the following sections:

1. Section 2, Page 4: “Manage growth in the Town to ensure that development occurs at an appropriate scale, and pace, and in locations suitable for the type of development being proposed” – the Project is located next to the existing Integer facility and in a location where the majority of adjacent land contains non-residential uses but also in a manner providing a buffer to existing, adjacent residential uses;
2. Section 2, Page 6: “Protect and support the existing economic base of the Town and viability of existing businesses” – the Project allows for the expansion of an existing manufacturing business which is one of the Town’s largest employers;
3. Section 2, Page 6: “Make better use of existing commercial and industrial assets, including better promotion and enhancement to attract prospective tenants” – the Project allows for the expansion of an existing manufacturing business which is one of the Town’s largest employers;
4. Section 2, Page 6: “Target areas for new businesses and industries along major transportation corridors and in areas with adequate infrastructure” – the Project Site fronts on Walden Avenue and Genesee Street, both of which are “major transportation corridors in areas with adequate infrastructure”;
5. Section 3, Page 20: “All State roadways in the Town achieved a surface score of between six and nine on a scale of ten (NYSDOT rating system). This indicated that the roads [are] in good repair and no major defects or deterioration is present” – this indicated that the Project Site is located on roadways built and maintained for such a use;
6. Section 4, Page 3: “Lands along Walden Avenue, in the western portion of the Town, are zoned for manufacturing use. The existence of sanitary sewer in this area provides the potential for future light industrial or commercial (non-retail) development” – the Project Site is located in this area which indicates that the proposed use is located properly for the expansion;
7. Section 4, Page 11: “Encourage non-retail commercial and industrial development along Walden Avenue” – the Project Site is located in this area.

The Alden Town Board further finds that the fact that the subject property and adjacent and nearby properties are already zoned, in part or wholly, M-1 Manufacturing District and that the surrounding area contains a mix of uses including manufacturing, vacant land, a New York State Correctional Facility, the Alden Town Hall and residential uses, further support this Amendment.

WHEREFORE, The Alden Town Board enacts as Local Law No. 1 of the Year 2020 entitled the “Amendment to Zoning Law of the Town of Alden, New York and Zoning Map of the Town of Alden, New York” to reclassify the Zoning Classification for a portion of real property commonly referred to as 0 Walden Avenue (SBL No. 96.00-3-44.111) by removing a portion of said property from the R-2 Residential District and R-A Rural-Agricultural District Zoning District and adding said portion of real property commonly referred to as 0 Walden Avenue (SBL No. 96.00-3-44.111) to the M-1 Manufacturing District with said portion of real property commonly referred to as 0 Walden Avenue (SBL No. 96.00-3-44.111) to be reclassified more particularly described as:

ALL THAT TRACT OR PARCEL OF LAND situate in the Town of Alden, County of Erie, and State of New York, being part of Lot 39, Township 11, Range 5 of the Holland Land Company’s Survey, bounded and described as follows:

BEGINNING at a point on the south line of Genesee Street (66’ Wide) distant 131.97 feet westerly from its intersection with the easterly line of lands conveyed to Wilson Greatbatch LTD by Deed recorded in the Erie County Clerk’s Office in Liber 11075 of Deeds at page 9553,

Parcel B;

THENCE: southerly and parallel with the east line of said Lot 39 forming an interior angle of $103^{\circ}-07'-36''$, a distance of 646.80 feet to a point;

THENCE: easterly forming an exterior angle of $88^{\circ}-19'-13''$ a distance of 128.58 feet to the easterly line of said Wilson Greatbatch LTD, lands;

THENCE: southerly along said easterly line forming an interior angle of $88^{\circ}-19'-13''$ a distance of 400.00 feet to a southeast corner of said Wilson Greatbatch LTD, lands;

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THENCE easterly along said southerly line forming an exterior angle of $103^{\circ}-07'-36''$ a distance of 49.29 feet to the POINT OF BEGINNING having an area of 4.531 acres more or less.

When Effective: Following adoption, this Local Law shall take effect immediately upon filing with the Secretary of State as required by law.

Severability Provision: Should any part of this Local Law be held contrary to law, the remainder shall continue in full force and effect.

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

WHEREAS, Due to the CoVid 19 Pandemic, the Alden Town Board has reviewed the guidelines of the NYS Health Department and of the CDC and has noticed the need to adopt COVID Protocols to protect Town Employees; and

WHEREAS, the Town Board believes that the COVID Protocols 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 adopts the attached COVID Protocols for the Town Hall, and the Town Highway and Parks Departments; to be effective immediately; and
2. This resolution shall take effect immediately.

The question of the adoption of the foregoing resolution was duly put to a vote on roll call, at a regular meeting on January 5, 2021, which resulted as follows:

CARRIED.

Ayes 3 Adamski, Pautler & Waiss

Nays 0

REORGANIZATIONAL MEETING 01/05/2021

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APPENDICES

SCHEDULE OF TAX PENALTIES

SCHEDULE OF SALARIES

SCHEDULE OF VOUCHERED SALARIES

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PROCUREMENT POLICY AND PROCEDURE GUIDELINES

FEE SCHEDULE

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

COUNCILWOMAN WAISS

Refuse/Recycling
Contract/Purchasing (Co-Chair)
Parks and Recreation
Historical Society (Co-Chair)
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)
Water Districts
Personnel/Employee Benefits
Economic Development (Co-Chair)
Dogs
Personnel Policy (Co-Chair)
Historical Society
Insurance (Co-Chair)
Seniors
Chamber Liaison

SUPERVISOR ADAMSKI

Finance and Audit
Police and Safety
Economic Development Committee
Contract/Purchasing
Fire Protection/Ambulance
Capital Improvements
Inter-municipal Agreements/Municipal Liaison
Local Laws and Legislation
Insurance
Parks and Recreation (Co- Chair)
Association of Towns Delegate
Building Maintenance
Highways
Disaster Coordinator/OEM

ALL COUNCILMEMBERS ARE RESPONSIBLE FOR AUDITING EVERY VOUCHER.

NOTICE OF THE SUPERVISOR'S APPOINTMENTS:

ASSISTANT TO THE SUPERVISOR
DEPUTY SUPERVISOR
PART TIME CLERK
TOWN HISTORIAN

Colleen Rogers
Colleen Rogers

Karen Muchow

I. THE FOLLOWING RESOLUTION WAS OFFERED BY COUNCILWOMAN PAUTLER, WHO MOVED ITS ADOPTION, SECONDED BY COUNCILWOMAN WAISS

WHEREAS, with the commencement of the Year 2021, 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 2021 year, all salaries as per the Schedule of Salaries unless otherwise specified and all benefits 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. Jeanine Pruitt is appointed Highway Clerk Part Time, not to exceed 19 hours per week;
 - C. Alecia Barrett is appointed as Registrar and FOIL Officer;
 - D. Alecia Barrett is designated, in her capacity as 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;
 - E. Jane Mahaney is appointed Crossing Guard and Barbara Trybuskiewicz is appointed Alternate Crossing Guard;
 - F. Daniel Moultrup is appointed Part Time Recreation Director;
 - G. 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;
 - H. Christopher Snyder is appointed Storm Water Officer;
 - I. 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 Supervisor Adamski;
 - J. Pursuant to Section 67 of the Social Services Law, Supervisor Adamski is hereby directed to exercise the powers and duties of the Town Service Officer;
 - K. Sarah Miller is appointed Part Time Court Clerk hours not to exceed 19 hours per week;
 - L. Michael DeWitt is appointed Chairman of the Planning Board and Joy Insinna is appointed as Secretary to the Town Planning Board to expire on December 31, 2021;
 - M. Sue Galbraith is appointed Chairman of the Zoning Board of Appeals; Susan Schumacher is appointed Secretary to the Zoning Board of Appeals and Jeff Kurek is appointed to the Zoning Board of Appeals for a term to expire on December 31, 2026;
 - N. Michael DeWitt is appointed as a member of the Board of Assessment Review for a term to expire on September 30, 2026 and Joy Insinna is appointed Secretary to the Board of Assessment review;
 - O. Thomas Kirszenstein is appointed as Bingo Inspector;
 - P. Jennifer L. Strong, Esq. is appointed as Town Attorney with no benefits except NYS Retirement;
 - Q. Matthew B. Herdzyk, Jr. Esq. is appointed as Town Prosecutor with no benefits except NYS Retirement;
 - R. Scott Dreyer is appointed as Full Time Parks and Buildings Maintenance Worker;
 - S. Paul Roll is appointed as Part Time Maintenance Man (Town Hall);
 - T. Mary Erickson is appointed as Nutritional Program Site Director and Donna Zinter and Carl Matthies are appointed as Alternates, not to exceed 9 hours per week;
 - U. Michele Hoffman is appointed as Part Time Senior Van Driver hours not to exceed 19 hours per week and that Ron Bowman is appointed alternate Senior Van Driver on an as needed basis;
 - V. Kathryn Wild is appointed as Ceramics Instructor;
 - W. Hwy. Superintendent Bill Rogers is appointed as Parks Supervisor;
 - X. _____ is appointed as regular Part Time Parks Maintenance Man with hours not to exceed 19 hours/week;

- Y. Gina Weiss 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;
- Z. Alden State Bank is appointed as Deputy Tax Receiver for the sole purpose of collecting (but not accepting) tax payment monies;
- AA. Recreation Director Daniel Moultrup and Councilwoman Weiss 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, 2021: Kevin Clifford, David Kocher, Matt Newman 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, 2022: Chris Weiss, William Kissel, William Rogers, Mike Gadd and Joe Jankowski;
- BB. Harry Milligan, Richard D. Koelbl, and Jean Weisbeck are appointed to the Board of Ethics;
- CC. Robert Eleccko is appointed as the Disaster Coordinator and Mark Pruitt is appointed Assistant Disaster Coordinator;
- DD. Susan Schumacher is appointed as Part Time Clerk for the Code Enforcement Office, not to exceed 19 hours per week;
- EE. Nicole Bognar is appointed as Part Time Assessor Trainee, not to exceed 19 hours per week;
- FF. Jo-Ann Chadbourne is appointed as Part Time Clerk/floater, not to exceed 19 hours per week;
- GG. Deputy Supervisor Colleen Rogers and Ronald Snyder are appointed as representatives to NEST;
- HH. Leeza Brown is appointed as Town of Alden Liaison for summer concerts;
- II. Judy Bowman is appointed as Senior Exercise Program Coordinator;
- JJ. Chris Snyder will receive an annual stipend of \$6,000 for 2021 daily testing monitoring and maintenance of SD2 and _____ will receive \$30.00 per day for weekend/holiday testing;
- KK. Dale Adamski, Afshar Yusuf, and Daniel Wood are appointed as Town Constables; and
- LL. The following persons are hereby appointed to the Town of Alden Comprehensive Implementation Committee: Supervisor Dean Adamski, 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 was duly put to a roll call vote at a regular meeting on January 5, 2021, as follows:

CARRIED.

Ayes 3 Adamski, Pautler & Weiss

Nays 0

II. THE FOLLOWING RESOLUTION WAS OFFERED BY SUPERVISOR ADAMSKI, WHO
MOVED ITS ADOPTION,
SECONDED BY COUNCILWOMAN PAUTLER

NOW THEREFORE, BE IT RESOLVED:

1. That following designations are made for the 2021 year:
 - A. The Alden Advertiser is designated as the official newspaper of the Town and The Buffalo News is designated as the 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 Clerks be authorized and directed to deposit all funds coming into their hands by virtue of their offices in said Bank;
 - C. Town Hall Offices will be open from 9:00 a.m. to 4:30 p.m. Monday through Friday, Except for the Courts that will be closed on Fridays. All offices will be closed for 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 EVE
INDEPENDENCE DAY	CHRISTMAS
LABOR DAY	NEW YEARS EVE

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

The foregoing Resolution was duly put to a roll call vote at a regular meeting on January 5, 2021, as follows:

CARRIED.

Ayes 3 Adamski, Pautler & Waiss

Nays 0

III. THE FOLLOWING RESOLUTION WAS OFFERED BY
COUNCILWOMAN WAISS,

WHO MOVED ITS ADOPTION, SECONDED BY SUPERVISOR ADAMSKI

NOW THEREFORE BE IT RESOLVED:

1. That the following policies are adopted for the 2021 Year:
 - A. The Town Clerk/Receiver is instructed to collect the tax roll for the year 2021 according to the appended Schedule of Tax Penalties;
 - 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 appended Schedule of Salaries is approved for Year 2021;
 - E. The appended Schedule of Vouchered Salaries is approved for the Year 2021;
 - F. Town Officials and Town Employees will be paid on a bi-weekly basis (See appended Payroll Schedule);

- G. The appended petty cash funds are authorized;
- H. 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 New York State Town Law;
- I. Town Elected and Appointed Officials' Bonds are approved as to form and sufficiency of surety in the appended amounts;
- J. The Procurement Policy (see appended Procurement Policy) is hereby adopted;
- K. The appended Fee Schedule is hereby reaffirmed;
- L. 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; and
- M. As of January 1, 2012, all newly hired (eligible) employees 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 was duly put to a roll call vote at a regular meeting on January 5, 2021, as follows:

CARRIED.

Ayes 3 Adamski, Pautler & Waiss

Nays 0

**IV. THE FOLLOWING RESOLUTION WAS OFFERED BY
COUNCILWOMAN PAUTLER, WHO MOVED ITS
ADOPTION, SECONDED BY COUNCILWOMAN WAISS**

NOW THEREFORE BE IT RESOLVED THAT:

1. The following contracts are approved for the 2021 Year and the appropriate Town Official(s) are authorized to sign said Contracts:
 - A. Metzger & Associates is retained as Town Engineer, Planning Consultant for \$ 24,710 and Alaura Sewer Plant Superintendent for \$1,000;
 - B. ----- is retained for \$21,848 as Grant Writer;
 - C. Hodgson & Russ Attorneys are retained on a variable hourly rate per contract on Labor/Employment Matters;
 - D. Joel Kurtzhalts, Esq. is retained on a variable hourly rate as special counsel to represent the Town of Alden in tax assessment challenges;
 - E. Agreement to Spend Town Highway Funds for 2021, as allowed by Section 284 of the New York State Highway Law (see appended Agreement);
 - F. Erie County Senior Services Congregate Dining Agreement for the year 2021 with a contract amount of \$74,600;
 - G. Emergency Shelter Agreement with Townline Lutheran Church through the end of 2022; and
 - H. Drescher & Malecki, LLP will provide independent accounting and auditing services to the Town of Alden during the year 2021 for \$29,410.00.

The foregoing Resolution was duly put to a roll call vote at a regular meeting on January 5, 2021, as follows:

CARRIED.

Ayes 3 Adamski, Pautler & Waiss

Nays 0

SCHEDULE OF TAX PENALTIES

COUNTY TIME PERIOD	PENALTY RATE
Taxes paid prior to February 17, 2021	no fees or penalties
Taxes paid on February 17 through March 1, 2021 inclusive	1.5%
Taxes paid on March 2 through March 15, 2021 inclusive	3.0%
Taxes paid on March 16 through March 31, 2021 inclusive	4.5%
Taxes Paid on April 1 through April 15, 2021 inclusive	6.0%
Taxes paid on April 16 through April 30, 2021 inclusive	7.5%
SCHOOL TIME PERIOD	PENALTY RATE
Taxes paid prior to October 16, 2021	no fees or penalties
Taxes paid on October 16 through November 2, 2021 inclusive	7.5%
Taxes paid on November 3 through November 30, 2021 inclusive	9.0%

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 JUNE 30th, 2021, TAXES UNPAID BY THE CLOSE OF BUSINESS ON THIS DATE WILL BE RETURNED TO ERIE COUNTY.

SCHEDULE OF SALARIES

TITLE	RATE/NOTES	PER YEAR
Supervisor		\$28,000
Assistant to the Supervisor		\$51,000
Budget Officer		\$ 6,600
Part Time Clerk	\$20.00 per hour	\$19,760
Councilwomen (2)	13,730 each	\$27,460
Town Justice (2)	\$25,791 each	\$51,582
Court Clerk Part Time (2)	\$15.70 per hour	\$31,024
Constables (3)	3 @ \$75.00 per court session	\$ 9,000
Constables (3)	\$18.50 per hour (min 3 hour callout)	\$ 12,500
Town Clerk/Receiver		\$46,000
First Deputy Town Clerk/Receiver	\$17.25 per hour	\$17,043
Part Time Clerk/floater	\$15.00 per hour	\$15,689
Registrar – Town Clerk		\$ 250
Part Time Assessor	\$30.67 per hour	\$30,300
Part Time Assessor Trainee	\$17.00 per hour	\$16,796
Town Attorney		\$37,800
Town Prosecutor Part Time		\$11,775
Superintendent of Highway		\$64,400
Highway Clerk – Part Time	\$15.95 per hour	\$15,759
Code Enforcement Officer		\$58,700
Code Enforcement Clerk – Part Time	\$16.95 per hour	\$16,747
Park and Building Maintenance Worker		\$34,900
Park Supervisor		\$ 6,000
Parks Maintenance Worker – Part Time	\$?	\$16,800
Sewer District 2	(2) Employees	\$11,500
Seasonal Park/Playground Maintenance	Various PT Employees	\$40,000
Dog Control Officer – Part Time		\$15,500
Deputy Dog Control Officer	\$15.00 per hour	\$ 200
Town Hall Maintenance – Part Time	\$17.25 per hour	\$17,290
Senior Center Building Maintenance – PT	\$15.00 per hour	\$ 16,500
Crossing Guard – Part Time Seasonal	\$13.55 per hour	\$ 7,200
Alternate Crossing Guard	\$13.55 per hour	
Recreation Director Part Time		\$23,930
Recreation Assistant Director		\$ 3,200
Senior Recreation Attendants	Hourly Rates set by the Director and Town Board	\$45,000
Recreation Supervisors		\$19,000
Senior Programs – Part Time Help	\$13.00 per hour	\$ 2,600
Nutrition Attendant	\$13.50 per hour 9 hours per week	\$ 6,552
Alternate Nutrition Attendant	\$13.50 per hour	
Senior Van Driver – Part Time	\$17.00 per hour	\$16,302
Planning Board Chairman	\$158.17 per meeting	\$ 1,898
Members – Four (4)	\$83.60 per meeting	\$ 4,012
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

SCHEDULE OF VOUCHERED SALARIES

TITLE	PAY RATE
BOARD OF ASSESSMENT REVIEW MEMBERS	\$70.00 PER SESSION
ASSESSMENT REVIEW SECRETARY	\$220.00 PER SESSION
BINGO INSPECTOR	\$50.00 PER INSPECTION

Payroll Schedule

2021 PAYROLL SCHEDULE				
HOURLY EMPLOYEES	PAYROLL DATE	PR#	SALARIED EMPLOYEES	PAYROLL DATE
12/26/20 - 01/08/21	01/15/21	1	01/01/21 - 01/15/21	01/15/21
01/09/21 - 01/22/21	01/29/21	2	01/16/21 - 01/29/21	01/29/21
01/23/21 - 02/05/21	02/12/21	3	01/30/21 - 02/12/21	02/12/21
02/06/21 - 02/19/21	02/26/21	4	02/13/21 - 02/26/21	02/26/21
02/20/21 - 03/05/21	03/12/21	5	02/27/21 - 03/12/21	03/12/21
03/06/21 - 03/19/21	03/26/21	6	03/13/21 - 03/26/21	03/26/21
03/20/21 - 04/02/21	04/09/21	7	03/27/21 - 04/09/21	04/09/21
04/03/21 - 04/16/21	04/23/21	8	04/10/21 - 04/23/21	04/23/21
04/17/21 - 04/30/21	05/07/21	9	04/24/21 - 05/07/21	05/07/21
05/01/21 - 05/14/21	05/21/21	10	05/08/21 - 05/21/21	05/21/21
05/15/21 - 05/28/21	06/04/21	11	05/22/21 - 06/04/21	06/04/21
05/29/21 - 06/11/21	06/18/21	12	06/05/21 - 06/18/21	06/18/21
06/12/21 - 06/25/21	07/02/21	13	06/19/21 - 07/02/21	07/02/21
06/26/21 - 07/09/21	07/16/21	14	07/03/21 - 07/16/21	07/16/21
07/10/21 - 07/23/21	07/30/21	15	07/17/21 - 07/30/21	07/30/21
07/24/21 - 08/06/21	08/13/21	16	07/31/21 - 08/13/21	08/13/21
08/07/21 - 08/20/21	08/27/21	17	08/14/21 - 08/27/21	08/27/21
08/21/21 - 09/03/21	09/10/21	18	08/28/21 - 09/10/21	09/10/21
09/04/21 - 09/17/21	09/24/21	19	09/11/21 - 09/24/21	09/24/21
09/18/21 - 10/01/21	10/08/21	20	09/25/21 - 10/08/21	10/08/21
10/02/21 - 10/15/21	10/22/21	21	10/09/21 - 10/22/21	10/22/21
10/16/21 - 10/29/21	11/05/21	22	10/23/21 - 11/05/21	11/05/21
10/30/21 - 11/12/21	11/19/21	23	11/06/21 - 11/19/21	11/19/21
11/13/21 - 11/26/21	12/03/21	24	11/20/21 - 12/03/21	12/03/21
11/27/21 - 12/10/21	12/17/21	25	12/04/21 - 12/17/21	12/17/21
12/11/21 - 12/24/21	12/31/21	26	12/18/21 - 12/31/21	12/31/21
12/25/21 - 01/07/22	01/14/22	1	01/01/22 - 01/14/22	01/14/22

Petty Cash Funds

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

Town Elected and Appointed Official's Bonds

NAME AND TITLE	AMOUNT
Dean Adamski, Supervisor	\$500,000
Colleen Rogers, Deputy Supervisor	\$ 5,000
Michael Cole, 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
Clerk to the Town Justice – Part Time	\$5,000
Clerk to the Town Justice – Part Time	\$ 5,000
Christopher Snyder, CEO/Building Inspector	\$ 5,000
William Rogers, Highway Superintendent	\$ 5,000
Colleen Rogers, Assistant to the Supervisor	\$500,000
Mary Erickson, Nutrition Attendant	\$ 5,000
Daniel Moultrup, Recreation Director	\$ 25,000

TOWN OF ALDEN
PROCUREMENT POLICY & PROCEDURE GUIDELINE
January 5, 2021

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 **\$5,000.00** 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 **\$5,000.01** but greater than **\$2,500.00** 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 **\$2,500.00** 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 **\$5,000.00** 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 **\$5,000.01** but greater than **\$2,500.00** 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 **\$2,500.01** 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 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 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.

**SCHEDULE A
2021**

<u>Name</u>	<u>Title</u>
Dean W. Adamski	Supervisor
Colleen Pautler	Councilperson
Gina Weiss	Councilperson
Alecia Barrett	Town Clerk
William Rogers	Highway Superintendent
William Sivecz	Assessor
Daniel Moultrup	Recreation Director
Michael Cole	Town Justice
Christopher Cummings	Town Justice
Christopher Snyder	Building Inspector/Code Enforcement Officer
William Rogers	Parks Supervisor
Colleen Rogers	Deputy Supervisor

FEE SCHEDULE 1/5/2021

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

AGREEMENT TO SPED TOWN HIGHWAY FUNDS YEAR 2021

Town Of Alden, County of Erie

Pursuant to the provisions of Section 284 of the Highway Law, we agree that monies levied and collected for the repair and improvement of highways, and received from New York State for the repair and improvement of highways, shall be expended as follows:

1. GENERAL REPAIRS

The sum of \$ 265,024 may be expended for general repairs upon Various miles of town highways, including sluices, culverts and bridges having a span of less than five feet and boardwalks or the renewal thereof.

2. IMPROVEMENTS - The following sum shall be set aside to be expended for the improvement of town highways:

- A) On Jane Dr starting at Townline and ending at Greenfield, approximately .45 miles, there shall be expended not over the sum of \$ 136,338.
Type Top: Fog Seal Width of traveled surface: 22 feet
Thickness Top: _____ Thickness binder: 4 inches
Other: Cold Recycle
- B) On Boncliff starting at Broadway and ending at .40 miles south of Broadway, approximately .40 miles, there shall be expended not over the sum of \$ 128,686.
Type Top: Fog Seal Width of traveled surface: 22 feet
Thickness Top: _____ inches Thickness binder: 4 inches
Other: Cold Recycle

- C) On _____ starting at _____ and ending at _____ approximately _____ miles, there shall be expended not over the sum of \$ _____.
Type Top: _____ Width of traveled surface: _____ feet
Thickness Top: _____ Thickness binder: _____ inches
Other: _____

Supervisor

Date

Councilmember

Date

Councilmember

Date

William Rogan

Highway Superintendent

12/14/20

Date

REPORTS OF COMMITTEES, OFFICIALS AND PERSONNEL

Jennifer Strong , Town Attorney – Thanked the Board for re-appointment. Second draft of the state mandated pandemic preparedness plan was distributed; add to Work Session for further discussion. There are still Planning & Zoning Board Members who have not completed their yearly training; add to Work Session for further discussion. Draft policy for laptops has been circulated; add to Work Session for further discussion.

Bill Rogers, Highway Superintendent – requested an Executive Session with the Town Board, following the meeting, to discuss a personnel issue.

Colleen Rogers, Deputy Town Supervisor – sales tax came in and was pleasantly surprised that it was about \$20k off from same time last year. And overall off about \$23k from last year. CHIPS money came in at a 20% reduction. Court fines down for the year. And 20% cut in AIM funding.

Len Weglarski, DCO – Thanked the Board for re-appointment.

Mike Metzger, Town Engineer – Thanked the Board for re-appointment. Waiting on Firestone inspection of the Community Center roof to wrap everything up.

UNFINISHED AND TABLED BUSINESS

NOTICE OF MEETINGS

WORK SESSION:	January 12, 2021	@7:00 PM
REGULAR BOARD MEETING	January 19, 2021	@7:00 PM

MEMORIAL REMEMBRANCE - Beckie Eleczko

ADJOURNMENT

At 7:28 P.M. Supervisor Adamski adjourned the Meeting.

Alecia Barrett
Town Clerk