

**PRIORITY OF BUSINESS SET BY SUPERVISOR PURSUANT TO  
CHAPTER §A371 OF THE ALDEN TOWN CODE**

- 1. PLEDGE OF ALLEGIANCE – COUNCILWOMAN WAISS**
- 2. CALLING THE ROLL OF BOARD MEMBERS BY THE TOWN CLERK**
- 3. OFFER OF THE MINUTES OF THE PROCEEDINGS OF THE SPECIAL MEETING OF DECEMBER 19, 2022**
- 4. APPROVAL OF VOUCHERS**
- 5. BUSINESS FROM THE FLOOR**
- 6. PRESENTATION OF COMMUNICATIONS FROM BOARD MEMBERS AND OTHER TOWN OFFICIALS**
- 7. NEW BUSINESS**
  - A. Resolution to Hire Special Labor and Employment Counsel per S/BS**
  - B. Reorganization Packet per S/BS**
- 8. UNFINISHED & TABLED BUSINESS**
- 9. REPORTS OF COMMITTEES, OFFICIALS AND PERSONNEL**
- 10. ANNOUNCEMENTS FROM THE SUPERVISOR**
- 11. NOTICE OF MEETINGS:**

<b>WORK SESSION:</b>	<b>January 9, 2023</b>	<b>@ 7:00 PM</b>
<b>REG. BOARD MEETING:</b>	<b>January 17, 2023</b>	<b>@ 7:00 PM</b>
- 12. MEMORIAL REMEMBRANCE: Gregory Lewis and Joan Lang and Lawrence Selbert and Barbara Newman**
- 13. ADJOURNMENT**



DEC. 2022

COUNCILPERSON \_\_\_\_\_ MOVED AND COUNCILPERSON \_\_\_\_\_  
SECONDED THAT THE FOLLOWING VOUCHERS BE ALLOWED AND PAID.

<u>ACCOUNT</u>	<u>AMOUNT</u>		
	ABSTRACT #1	ABSTRACT #2	TOTAL
GENERAL FUND "A"	\$39,721.13	\$26,167.47	\$65,888.60
HIGHWAY FUND "DA/DB"	\$34,069.48	\$12,934.98	\$47,004.46
PART-TOWN FUND "B"	\$3,206.34	\$2,126.38	\$5,332.72
GRANT "G"			\$0.00
CONSOLIDATED WATER "WR"			\$0.00
SPECIAL FIRE PROTECTION "SF"			\$0.00
SEWER DIST. #1 FUND "SI"			\$0.00
SEWER DIST. #2 FUND "SA"	\$385.19	\$196.37	\$581.56
TRUST & AGENCY "T"	\$4,399.21	\$1,532.20	\$5,931.41
SPECIAL REFUSE FUND "SR"	\$39,641.06		\$39,641.06
STREET LIGHTING FUND "SL"	\$5,006.17		\$5,006.17
PERIWINKLE LTG. DIST."SL1"	\$99.08		\$99.08
ZOELLER RD. WATER DIST."WZ"			\$0.00
WATER DIST. NEWSTEAD "WO"			\$0.00
WATER DIST. EXCHANGE "WX"			\$0.00
WATER DIST. NO. 1 "WA"			\$0.00
<b>TOTAL</b>	<b>\$126,527.66</b>	<b>\$42,957.40</b>	<b>\$169,485.06</b>



## AP GL Distribution Report Parameters

**Report ID:** Year: 2022  
**Period:** 1 To: 12  
**Date Range:** Pay Due Date Range: 12/20/2022 To: 12/30/2022  
**Check ID:** To: Print Certification: No Certification Option: Voucher A  
**Voucher No:** To: Include Description: No  
**Batch No:** To: Print Parent Account: No  
**Minimum Amt:** 0.00 Expenses Only: No  
**Include:** All Print Over Budget Message: No  
**Dept Totals:** Yes, no Page Break Use Alt Fund: No  
**Sort By:** Voucher No Include Prior Years Outstanding Vouchers: No  
**Summary Only:** No Include Vouchers Paid/Deleted After Specified Period/Year: No

**Account Table:**

**Alt. Sort Table:**

Sort:	Sort	Subtotal	Page Break	Subheading
1	Fund	Yes	Yes	Yes
2	Dept	Yes	No	Yes



# TOWN OF ALDEN

## AP GL Distribution Report

Fiscal Year: 2022 Period From: 1 To: 12 Pay Due Date 12/20/2022 To: 12/30/2022

Prepared By: CLERK 4

Account No. Voucher No.	PO No.	Check ID	Check No.	Vendor Code	Vendor Name	Invoice No.	Invoice Date	Pay Due	Period	Enc. Amount	Expense Amount
<b>Fund A</b>											
<b>Dept 0000</b>											
<b>GENERAL FUND</b>											
<b>0000</b>											
<b>FINES AND FOREFEITED BAIL</b>											
A.0000.2610		00001		0000001431	STATE COMPTROLLER	1430070-2022-11-	12/22/2022	12/22/2022	12	0.00	2,393.00
20221084										0.00	2,393.00
<b>Total A.0000.2610</b>										<b>0.00</b>	<b>2,393.00</b>
<b>Total Dept 0000</b>										<b>0.00</b>	<b>2,393.00</b>
<b>Dept 1220</b>											
<b>SUPERVISOR</b>											
<b>SUPERVISOR.COMPUTER SOFTWARE</b>											
A.1220.0201		00001		0000002940	COMMERCIAL POWER SYSTEMS	103122KB03	12/29/2022	12/29/2022	12	0.00	1,652.00
20221108				0000002562	WYNYNETWORKS	4185	12/30/2022	12/30/2022	12	0.00	427.50
20221109										0.00	427.50
<b>Total A.1220.0201</b>										<b>0.00</b>	<b>2,079.50</b>
<b>Total Dept 1220</b>										<b>0.00</b>	<b>2,079.50</b>
<b>Dept 1355</b>											
<b>ASSESSOR</b>											
<b>ASSESSOR.MILEAGE</b>											
A.1355.0405		00001		0000001569	OFFICE OF REAL PROPERTY TAX SE RP 22-44		12/22/2022	12/22/2022	12	0.00	100.00
20221086										0.00	100.00
<b>Total A.1355.0405</b>										<b>0.00</b>	<b>100.00</b>
<b>A.1355.0452</b>											
<b>ASSESSOR.NYS REAL PROPERTY SYSTEM FEES</b>											
A.1355.0452		00001		0000001569	OFFICE OF REAL PROPERTY TAX SE RP 22-44		12/22/2022	12/22/2022	12	0.00	1,200.00
20221086										0.00	1,200.00
<b>Total A.1355.0452</b>										<b>0.00</b>	<b>1,200.00</b>
<b>Total Dept 1355</b>										<b>0.00</b>	<b>1,300.00</b>
<b>Dept 1410</b>											
<b>TOWN CLERK</b>											
<b>TOWN CLERK.OFFICE SUPPLIES</b>											
A.1410.0401		00001		0000002489	W. B. MASON CO. INC.	234843982	12/20/2022	12/20/2022	12	0.00	295.91
20221081										0.00	295.91
<b>Total A.1410.0401</b>										<b>0.00</b>	<b>295.91</b>
<b>Total Dept 1410</b>										<b>0.00</b>	<b>295.91</b>
<b>Dept 1610</b>											
<b>TOWN CLERK</b>											
<b>INTERNET</b>											
<b>INTERNET.CONTRACTUAL EXPENSE</b>											
A.1610.0400		00001		0000001862	CHARTER COMMUNICATIONS	146018401122122	12/30/2022	12/30/2022	12	0.00	39.99
20221111										0.00	39.99





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<b>Fund A</b>											
<b>Dept 1610</b>											
GENERAL FUND											
INTERNET											
INTERNET.CONTRACTUAL EXPENSE											
INTERNET.CONTRACTUAL EXPENSE											
INTERNET											
BUILDINGS											
BUILDINGS.TELEPHONE											
A.1620.0406			00001	0000002064	VERIZON	122202022	12/22/2022	12/22/2022	12	0.00	39.99
<b>Total A.1610.0400</b>										<b>0.00</b>	<b>39.99</b>
<b>Dept 1620</b>											
BUILDINGS											
BUILDINGS.TELEPHONE											
A.1620.0406			00001	0000002064	VERIZON	122202022	12/22/2022	12/22/2022	12	0.00	283.33
<b>Total A.1620.0406</b>										<b>0.00</b>	<b>283.33</b>
<b>A.1620.0407</b>											
BUILDINGS.LIGHT											
20221106			00001	0000000111	NYSEG	122202022	12/29/2022	12/29/2022	12	0.00	255.13
<b>Total A.1620.0407</b>										<b>0.00</b>	<b>255.13</b>
<b>Dept 3120</b>											
BUILDINGS											
PUBLIC SAFETY											
PUBLIC SAFETY.CONSTABLES											
A.3120.0104			00001	0000002950	CARASOFT TECHNOLOGY CORP.	122292022	12/29/2022	12/29/2022	12	0.00	2,446.25
<b>Total A.3120.0104</b>										<b>0.00</b>	<b>2,446.25</b>
<b>Dept 3510</b>											
PUBLIC SAFETY											
DOGS											
DOGS.GASOLINE & OIL											
A.3510.0431			00001	0000000734	ALDEN CENTRAL SCHOOL DISTRICT	122292022	12/29/2022	12/29/2022	12	0.00	137.53
<b>Total A.3510.0431</b>										<b>0.00</b>	<b>137.53</b>
<b>Dept 5010</b>											
DOGS											
HIGHWAY											
HIGHWAY.OFFICE SUPPLIES											
A.5010.0401			00001	0000001330	EATON OFFICE SUPPLY CO INC.	PINV1074387	12/22/2022	12/22/2022	12	0.00	125.98
<b>Total A.5010.0401</b>										<b>0.00</b>	<b>125.98</b>



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Account No. Voucher No.	PO No.	Check ID	Check No.	Vendor Code	Vendor Name	Invoice No.	Invoice Date	Pay Due	Period	Enc. Amount	Expense Amount
<b>Fund A</b>											
<b>GENERAL FUND</b>											
<b>Highway</b>											
<b>Highway Garage</b>											
<b>Highway Garage.Telephone</b>											
A.5132.0406											
20221087		00001	000002064	VERIZON	12202022	12/22/2022	12/22/2022	12		0.00	125.98
20221098		00001	0000001862	CHARTER COMMUNICATIONS	144633601120722	12/27/2022	12/27/2022	12		0.00	33.50
<b>Total A.5132.0406</b>										<b>0.00</b>	<b>153.49</b>
<b>Highway Garage.Repairs &amp; Maint</b>											
A.5132.0438											
20221104		00001	0000000734	ALDEN CENTRAL SCHOOL DISTRICT	12292022	12/29/2022	12/29/2022	12		0.00	5,185.62
<b>Total A.5132.0438</b>										<b>0.00</b>	<b>5,185.62</b>
<b>Highway Garage</b>											
<b>Programs for Aging</b>											
A.6772.0411											
20221089		00001	0000001771	ALDEN SENIOR CITIZEN TRAVEL	ALDE121522	12/22/2022	12/22/2022	12		0.00	1,000.00
<b>Total A.6772.0411</b>										<b>0.00</b>	<b>1,000.00</b>
<b>Programs for Aging.Recreation Supplies</b>											
A.6772.0440											
20221107		00001	0000002308	BUCHERS' CERAMICS UNLIMITED	9759	12/29/2022	12/29/2022	12		0.00	73.30
<b>Total A.6772.0440</b>										<b>0.00</b>	<b>73.30</b>
<b>Programs for Aging.School Bus Trips</b>											
A.6772.0441											
20221089		00001	0000001771	ALDEN SENIOR CITIZEN TRAVEL	ALDE121522	12/22/2022	12/22/2022	12		0.00	300.00
<b>Total A.6772.0441</b>										<b>0.00</b>	<b>300.00</b>
<b>Programs for Aging.R&amp;M for Van</b>											
A.6772.0444											
20221104		00001	0000000734	ALDEN CENTRAL SCHOOL DISTRICT	12292022	12/29/2022	12/29/2022	12		0.00	1,104.83
<b>Total A.6772.0444</b>										<b>0.00</b>	<b>1,104.83</b>
<b>Programs for Aging</b>											
<b>Parks</b>											
<b>Parks.Hand Tools</b>											
A.7110.0279											
20221101		00001	0000000356	WOODCUTTERS HEADQUARTERS	517956	12/29/2022	12/29/2022	12		0.00	2,478.13
<b>Total Dept 6772</b>										<b>0.00</b>	<b>2,478.13</b>
<b>Dept 7110</b>											
<b>Total Dept 7110</b>											
<b>Total Dept 6772</b>										<b>0.00</b>	<b>2,478.13</b>
<b>Dept 7110</b>											
<b>Total Dept 7110</b>										<b>0.00</b>	<b>2,478.13</b>



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<b>Fund A</b>												
<b>Dept 7110</b>												
<b>GENERAL FUND</b>												
<b>PARKS</b>												
<b>PARKS.HAND TOOLS</b>												
A.7110.0279											0.00	423.73
<b>Total A.7110.0279</b>											0.00	423.73
<b>PARKS.REPAIRS &amp; MAINTENANCE</b>												
A.7110.0429											0.00	2,602.11
20221104			00001		0000000734	ALDEN CENTRAL SCHOOL DISTRICT 12292022		12/29/2022	12/29/2022	12	0.00	2,602.11
<b>Total A.7110.0429</b>											0.00	2,602.11
<b>PARKS.GASOLINE &amp; OIL</b>												
A.7110.0431											0.00	1,761.63
20221104			00001		0000000734	ALDEN CENTRAL SCHOOL DISTRICT 12292022		12/29/2022	12/29/2022	12	0.00	1,761.63
<b>Total A.7110.0431</b>											0.00	1,761.63
<b>PARKS.MATERIALS &amp; SUPPLIES</b>												
A.7110.0450											0.00	188.20
20221101			00001		0000000356	WOODCUTTERS HEADQUARTERS 517956		12/29/2022	12/29/2022	12	0.00	188.20
<b>Total A.7110.0450</b>											0.00	188.20
<b>Total Dept 7110</b>											0.00	4,975.67
<b>Dept 7140</b>												
<b>RECREATION</b>												
<b>RECREATION.OFFICE SUPPLIES</b>												
A.7140.0401											0.00	17.67
20221090			00001		0000002489	W. B. MASON CO. INC. 234708013		12/22/2022	12/22/2022	12	0.00	17.67
<b>Total A.7140.0401</b>											0.00	17.67
<b>RECREATION.SUMMER CONCERT SERIES</b>												
A.7140.0413											0.00	250.00
20221103			00001		0000002736	TMP SIGNS, ATTN: TAMARA PARKER *****		12/29/2022	12/29/2022	12	0.00	250.00
20221103			00001		0000002736	TMP SIGNS, ATTN: TAMARA PARKER *****		12/29/2022	12/29/2022	12	0.00	100.00
<b>Total A.7140.0413</b>											0.00	350.00
<b>RECREATION.YOUTH PROGRAMS</b>												
A.7140.0424											0.00	32.27
20221091			00001		0000002890	GADD, MICHELLE 12162022		12/22/2022	12/22/2022	12	0.00	32.27
20221092			00001		0000002948	GEREVICS, GLEN 12162022		12/22/2022	12/22/2022	12	0.00	150.00
<b>Total A.7140.0424</b>											0.00	182.27
<b>Total Dept 7140</b>											0.00	549.94
<b>Dept 8389</b>												
<b>WATER DISTRICT CAYUGA CREEK WATER DISTRICT</b>												
A.8389.0401											0.00	549.94



**AP GL Distribution Report**

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<b>Fund A</b>											
<b>Dept 8389</b>											
GENERAL FUND											
HYDRANT											
A.8389.0401					WATER DISTRICT CAYUGA CREEK WATER DISTRICT						
20221105		00001		0000002051	MUNICIPAL SOLUTIONS, INC.	18059	12/29/2022	12/29/2022	12	0.00	1,500.00
<b>Total A.8389.0401</b>					WATER DISTRICT CAYUGA CREEK WATER DISTRICT					<b>0.00</b>	<b>1,500.00</b>
<b>Total Dept 8389</b>					HYDRANT					<b>0.00</b>	<b>1,500.00</b>
<b>Dept 9950</b>											
TRANSFERS TO CAPITAL PROJECTS FUND											
A.9950.0901					TRANSFERS TO CAPITAL PROJECTS FUND.TRANSFER BI-CENTENIAL						
20221085		00001		0000000118	ALDEN ADVERTISER	*****	12/22/2022	12/22/2022	12	0.00	1,968.00
<b>Total A.9950.0901</b>					TRANSFERS TO CAPITAL PROJECTS FUND.TRANSFER BI-CENTENIAL					<b>0.00</b>	<b>1,968.00</b>
<b>Total Dept 9950</b>					TRANSFERS TO CAPITAL PROJECTS FUND					<b>0.00</b>	<b>1,968.00</b>
<b>Total Fund A</b>					GENERAL FUND					<b>0.00</b>	<b>26,167.47</b>





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<b>Fund B</b>											
<b>Dept 3620</b>											
<b>PART TOWN FUND</b>											
<b>SAFETY INSPECTION</b>											
<b>B.3620.0408</b>											
20221110		00001		0000002828	TOLLS BY MAIL PAYMENT PROCESS	17828203533	12/30/2022	12/30/2022	12	0.00	4.48
<b>Total B.3620.0408</b>										<b>0.00</b>	<b>4.48</b>
<b>B.3620.0457</b>											
<b>SAFETY INSPECTION.REPAIRS AND MAINT</b>											
20221082		00001		0000001650	ALDEN AUTOMOTIVE	28243	12/22/2022	12/22/2022	12	0.00	275.00
20221104		00001		0000000734	ALDEN CENTRAL SCHOOL DISTRICT	12292022	12/29/2022	12/29/2022	12	0.00	751.60
<b>Total B.3620.0457</b>										<b>0.00</b>	<b>1,026.60</b>
<b>Total Dept 3620</b>										<b>0.00</b>	<b>1,031.08</b>
<b>Dept 9060</b>											
<b>HOSPITAL AND MEDICAL INSURANCE</b>											
<b>B.9060.0800</b>											
20221099		00001	499	0000002768	BLUE CROSS BLUE SHIELD OF WNY	221122403909	12/29/2022	12/29/2022	12	0.00	1,095.30
<b>Total B.9060.0800</b>										<b>0.00</b>	<b>1,095.30</b>
<b>Total Dept 9060</b>										<b>0.00</b>	<b>1,095.30</b>
<b>Total Fund B</b>											
										<b>0.00</b>	<b>2,126.38</b>



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Fund DB					HIGHWAY FUND - PART TOWN						
Dept 5110					MAINTENANCE OF ROADS						
DB.5110.0431					MAINTENANCE OF ROADS.GASOLINE & OIL						
20221104		00001		0000000734	ALDEN CENTRAL SCHOOL DISTRICT	12292022	12/29/2022	12/29/2022	12	0.00	6,626.82
<b>Total DB.5110.0431</b>										<b>0.00</b>	<b>6,626.82</b>
<b>Total Dept 5110</b>					MAINTENANCE OF ROADS					<b>0.00</b>	<b>6,626.82</b>
Dept 5130					MACHINERY						
DB.5130.0424					MACHINERY.REPAIRS AND MAINTENANCE						
20221093		00001		0000002298	A & N ENTERPRISES	*****	12/22/2022	12/22/2022	12	0.00	66.00
20221095		00001		0000001577	FERRY INC.	440844	12/22/2022	12/22/2022	12	0.00	37.18
20221096		00001		0000002648	KIMBALL MIDWEST	100568245	12/27/2022	12/27/2022	12	0.00	279.78
20221097		00001		0000002420	RUSERT EQUIPMENT LLC	*****	12/27/2022	12/27/2022	12	0.00	1,091.80
<b>Total DB.5130.0424</b>					MACHINERY.REPAIRS AND MAINTENANCE					<b>0.00</b>	<b>1,476.76</b>
<b>Total Dept 5130</b>					MACHINERY					<b>0.00</b>	<b>1,476.76</b>
Dept 5140					MISCELLANEOUS (BRUSH AND LEAVES)						
DB.5140.0431					MISCELLANEOUS (BRUSH AND LEAVES).GASOLINE & OIL						
20221104		00001		0000000734	ALDEN CENTRAL SCHOOL DISTRICT	12292022	12/29/2022	12/29/2022	12	0.00	493.88
<b>Total DB.5140.0431</b>					MISCELLANEOUS (BRUSH AND LEAVES).GASOLINE & OIL					<b>0.00</b>	<b>493.88</b>
<b>Total Dept 5140</b>					MISCELLANEOUS (BRUSH AND LEAVES)					<b>0.00</b>	<b>493.88</b>
Dept 5142					SNOW REMOVAL						
DB.5142.0431					SNOW REMOVAL.GASOLINE & OIL						
20221104		00001		0000000734	ALDEN CENTRAL SCHOOL DISTRICT	12292022	12/29/2022	12/29/2022	12	0.00	4,337.52
<b>Total DB.5142.0431</b>					SNOW REMOVAL.GASOLINE & OIL					<b>0.00</b>	<b>4,337.52</b>
<b>Total Dept 5142</b>					SNOW REMOVAL					<b>0.00</b>	<b>4,337.52</b>
<b>Total Fund DB</b>					HIGHWAY FUND - PART TOWN					<b>0.00</b>	<b>12,934.98</b>



# TOWN OF ALDEN

## AP GL Distribution Report

Fiscal Year: 2022 Period From: 1 To: 12 Pay Due Date 12/20/2022 To: 12/30/2022

Account No. Voucher No.	PO No.	Check ID	Check No.	Vendor Code	Vendor Name	Invoice No.	Invoice Date	Pay Due	Period	Enc. Amount	Expense Amount
Fund SA Dept 8130					SEWER ALAURA DRIVE						
					SEWAGE TREATMENT AND DISPOSAL						
SA.8130.0410					SEWAGE TREATMENT AND DISPOSAL.PHONE						
20221088		00001		0000002064	VERIZON	122020221	12/22/2022	12/22/2022	12	0.00	32.37
<b>Total SA.8130.0410</b>					<b>SEWAGE TREATMENT AND DISPOSAL.PHONE</b>					<b>0.00</b>	<b>32.37</b>
SA.8130.0419					SEWAGE TREATMENT AND DISPOSAL.OTHER UNCLASSIFIED						
20221083		00001		0000002656	EC PUBLIC HEALTH LAB. ATTN: ACC	12222022	12/22/2022	12/22/2022	12	0.00	164.00
<b>Total SA.8130.0419</b>					<b>SEWAGE TREATMENT AND DISPOSAL.OTHER UNCLASSIFIED</b>					<b>0.00</b>	<b>164.00</b>
<b>Total Dept 8130</b>					<b>SEWAGE TREATMENT AND DISPOSAL</b>					<b>0.00</b>	<b>196.37</b>
<b>Total Fund SA</b>					<b>SEWER ALAURA DRIVE</b>					<b>0.00</b>	<b>196.37</b>



# TOWN OF ALDEN

## AP GL Distribution Report

Date Prepared: 12/30/2022 01:16 PM  
Report Date: 12/30/2022  
Account Table:  
Alt. Sort Table:

Fiscal Year: 2022 Period From: 1 To: 12 Pay Due Date 12/20/2022 To: 12/30/2022

Account No.	Voucher No.	PO No.	Check ID	Check No.	Vendor Code	Vendor Name	Invoice No.	Invoice Date	Pay Due	Period	Enc. Amount	Expense Amount
Fund T						TRUST & AGENCY						
Dept 0000						0000						
T.0000.0017						DEFERRED COMPENSATION PLAN						
20221100	00001		500	0000002471		NEW YORK STATE DEFERRED COMF 212429	12/29/2022	12/29/2022		12	0.00	1,532.20
<b>Total T.0000.0017</b>						DEFERRED COMPENSATION PLAN					<b>0.00</b>	<b>1,532.20</b>
<b>Total Dept 0000</b>						0000					<b>0.00</b>	<b>1,532.20</b>
<b>Total Fund T</b>						TRUST & AGENCY					<b>0.00</b>	<b>1,532.20</b>
<b>Grand Total</b>											<b>0.00</b>	<b>42,957.40</b>

Dept. No.	Name	Enc. Amount	Exp. Amount
0000	0000	0.00	3,925.20
1220	SUPERVISOR	0.00	2,079.50
1355	ASSESSOR	0.00	1,300.00
1410	TOWN CLERK	0.00	295.91
1610	INTERNET	0.00	39.99
1620	BUILDINGS	0.00	538.46
3120	PUBLIC SAFETY	0.00	2,446.25
3510	DOGS	0.00	137.53
3620	SAFETY INSPECTION	0.00	1,031.08
5010	HIGHWAY	0.00	125.98
5110	MAINTENANCE OF ROADS	0.00	6,626.82
5130	MACHINERY	0.00	1,476.76
5132	HIGHWAY GARAGE	0.00	5,339.11
5140	MISCELLANEOUS (BRUSH AND LEAVES)	0.00	493.88
5142	SNOW REMOVAL	0.00	4,337.52
6772	PROGRAMS FOR AGING	0.00	2,478.13
7110	PARKS	0.00	4,975.67
7140	RECREATION	0.00	549.94
8130	SEWAGE TREATMENT AND DISPOSAL	0.00	196.37
8389	HYDRANT	0.00	1,500.00
9060	HOSPITAL AND MEDICAL INSURANCE	0.00	1,095.30
9950	TRANSFERS TO CAPITAL PROJECTS FUND	0.00	1,968.00
<b>Grand Total:</b>		<b>0.00</b>	<b>42,957.40</b>







RESOLUTION TO HIRE SPECIAL LABOR AND EMPLOYMENT COUNSEL

THE FOLLOWING RESOLUTION WAS OFFERED BY \_\_\_\_\_, WHO MOVED ITS ADOPTION, SECONDED BY \_\_\_\_\_

WHEREAS, the Town Board must retain special labor and employment counsel to represent and defend the Town of Alden in a threatened matter of litigation tax against the Town;

WHEREAS, hiring an attorney falls under the professional service exemption of the Town of Alden's Procurement Policy & Procedure Guidelines and the General Municipal Law;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS THAT:

1. Bond Schoeneck & King, PLLC is hereby hired as special labor and employment counsel to the Town of Alden to represent the Town of Alden in its defense of a threatened matter of litigation and the Supervisor is hereby authorized and directed to sign a retainer agreement, upon review of the same by the Town Attorney; 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 3, 2023, which resulted as follows:

Councilwomen Pautler	Aye	Nay
Supervisor Sitzman	Aye	Nay
Councilwomen Waiss	Aye	Nay



B

REORGANIZATION MEETING 1/3/2023

SUBJECT	Page	Section
<b>SUPERVISOR'S APPOINTMENTS:</b>	4	
Town Board Committees		
Assistant to the Supervisor		
Deputy Supervisor		
Town Historian		
<b>I. TOWN BOARD APPOINTMENTS:</b>		
First & Second Deputy Town Clerk/Receiver	5	1A
Highway Superintendent's Clerk	5	1B
Registrar and Foil Officer	5	1C
Designation of Town Clerk to Receive Notices of Claims	5	1D
Crossing Guard and Alternate Crossing Guard	5	1E
Recreation Director	5	1F
Dog Control Officer and Deputy Dog Control Officer	5	1G
Storm Water Officer	5	1H
Right to Farm Law Resolution Committee	5	1I
Town Service Officer	5	1J
Court Clerks Part Time	6	1K
Chairman Town Planning Board, Planning Board and Secretary and Planning Board Member	6	1L
Chairman Zoning Board of Appeals, Secretary and Member	6	1M
Board of Assessment Review	6	1N
Bingo Inspector	6	1O
Town Attorney	6	1P
Town Prosecutor	6	1Q
Parks and Buildings Maintenance Worker	6	1R
Part Time Building Maintenance Man Town Hall	6	1S
Nutrition Program Site Director and Alternates	6	1T
Senior Van Driver and Alternate	6	1U
Ceramic Instructor	6	1V
Parks Supervisor	6	1W
Affirmative Action Officer	6	1X
Deputy Tax Receiver	6	1Y
Recreation Advisory Board	6	1Z
Board of Ethics	7	1AA
Emergency Management Coordinator	7	1BB

SUBJECT	Page	Section
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Part Time Clerk – Code Enforcement Officer	7	1CC
Assessor Trainee	7	1DD
Part Time Clerk/Floater	7	1EE
NEST Representatives	7	1FF
Senior Exercise Program Coordinator	7	1GG
Alaura Sewer District Testers	7	1HH
Town Constables	7	1II
Comprehensive Plan Implementation Committee	7	1JJ
Summer Concert Liaison	7	1KK
<b>II. DESIGNATIONS</b>		
Designation of Official Newspaper and Alternate	8	2A
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<b>III. POLICIES</b>		
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Salaries to be Paid Bi-Weekly	9	3F
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Town Fees	9	3K
Retirement – Official Work Day	9	3L
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<b>IV. CONTRACTUAL APPOINTMENTS</b>		
Town Engineer/Planning Consultant/Alaura Sewer Plant Supt.	10	4A
Grant Writer	10	4B
HodgsonRuss, LLP Special Labor Counsel	10	4C
Joel Kurtzhals, Esq. Special Council Tax Assessment	10	4D
Agreement to Spend Highway Funds	10	4E
Drescher & Malecki, LLP Accounting Agreement	10	4F



**APPENDICES**

SCHEDULE OF TAX PENALTIES

SCHEDULE OF SALARIES

SCHEDULE OF VOUCHERED SALARIES

PAYROLL SCHEDULE

PETTY CASH FUNDS

TOWN ELECTED AND APPOINTED OFFICIAL'S BONDS

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  
Lighting  
Zoning & Planning  
Fire Protection Ambulance (Co-Chair)  
Personnel Policy

COUNCILWOMAN PAUTLER

Finance and Audit (Co-Chair)  
Association of Towns (Alternate Delegate)  
Water Districts  
Parks and Recreation (Co-Chair)  
Dogs  
Local Laws and Legislation  
Historical Society  
Insurance (Co-Chair)  
Seniors  
Chamber Liaison  
Highways  
Capital Improvements (Co-Chair)

SUPERVISOR SITZMAN

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

ALL COUNCILMEMBERS ARE RESPONSIBLE FOR AUDITING EVERY  
VOUCHER.

NOTICE OF THE SUPERVISOR'S APPOINTMENTS:

ASSISTANT TO THE SUPERVISOR  
DEPUTY SUPERVISOR  
TOWN HISTORIAN

Sarah Miller  
Sarah Miller  
Karen Muchow

I. THE FOLLOWING RESOLUTION WAS OFFERED BY  
COUNCILMEMBER \_\_\_\_\_, WHO MOVED ITS  
ADOPTION, SECONDED BY COUNCILMEMBER \_\_\_\_\_



WHEREAS, with the commencement of the Year 2023, 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 2022 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 19-1/2 hours per week; The appointment of Danielle Decker by the Town Clerk as Second Deputy Town Clerk/Receiver is hereby confirmed; the Second Deputy Town Clerk shall have all the powers and duties of the Town Clerk, not inconsistent with Law. Hours shall not exceed 19-1/2 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. Michelle Gadd is appointed Part Time Recreation Director;
  - G. Robert Olsen is appointed Dog Control Officer and **TBD** is appointed Deputy Dog Control Officer. The Supervisor is authorized to sign a Kennel Agreement with **TBD**;
  - 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 Sitzman;
  - J. Pursuant to Section 67 of the Social Services Law, Supervisor Sitzman is hereby directed to exercise the powers and duties of the Town Service Officer;



- K. Michelle Wallace and Wendy Rath are appointed Part Time Court Clerks hours not to exceed 19-1/2 hours per week;
- L. Michael DeWitt is appointed Chairman of the Planning Board and Susan Schumacher is appointed as Secretary to the Town Planning Board to expire on December 31, 2023. Bob Meyer is appointed to the Planning Board for a term to expire on December 31, 2027;
- M. Sue Galbraith is appointed Chairman of the Zoning Board of Appeals; Susan Schumacher is appointed Secretary to the Zoning Board of Appeals to expire on December 31, 2023. Sarah Hinsken is appointed to the Zoning Board of Appeals for a term to expire on December 31, 2027;
- N. TBD is appointed as a member of the Board of Assessment Review for a term to expire on September 30, 2027 and TBD 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 Michele Hoffman 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. 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;
- Y. Alden State Bank is appointed as Deputy Tax Receiver for the sole purpose of collecting (but not accepting) tax payment monies;
- Z. Recreation Director Michelle Gadd 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, 2023: 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, 2024: Ryan Tracy, William Kissel, William Rogers, Mike Gadd and Joe Jankowski;



- AA. Harry Milligan, Richard D. Koelbl, William J. Rogers and Jean Weisbeck are appointed to the Board of Ethics;
- BB. Robert Elesko is appointed as the Disaster Coordinator and David Metz is appointed Assistant Disaster Coordinator;
- CC. Susan Schumacher is appointed as Part Time Clerk for the Code Enforcement Office, not to exceed 19 hours per week;
- DD. Daniel McMahon is appointed as Administrative Assistant to the Assessor, not to exceed 19-1/2 hours per week;
- EE. **TBD** is appointed as Part Time Clerk in the Supervisor's office, not to exceed 19-1/2 hours per week;
- FF. Sarah Miller and Ronald Snyder are appointed as representatives to NEST;
- GG. Judy Bowman is appointed as Senior Exercise Program Coordinator;
- HH. Chris Snyder will receive an annual stipend of \$6,480.00 for 2023 daily testing monitoring and maintenance of SD2 and Ian Torregrossa will receive \$32.40 per day for weekend/holiday testing;
- II. Dale Adamski, Afshar Yusuf, and **TBD** are appointed as Town Constables; and;
- JJ. The following persons are hereby appointed to the Town of Alden Comprehensive Implementation Committee: Supervisor Brett Sitzman, 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.
- KK. Leeza Brown is appointed as Town of Alden Liaison for summer concerts.

The foregoing Resolution was duly put to a roll call vote at a regular meeting on January 3, 2023, as follows:

Councilmember Waiss	Aye	Nay
Supervisor Sitzman	Aye	Nay
Councilmember Pautler	Aye	Nay





**II. THE FOLLOWING RESOLUTION WAS OFFERED BY  
COUNCILMEMBER \_\_\_\_\_, WHO MOVED ITS ADOPTION,  
SECONDED BY COUNCILMEMBER \_\_\_\_\_**

NOW THEREFORE, BE IT RESOLVED:

1. That following designations are made for the 2023 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
JUNETEENTH	
INDEPENDENCE DAY	
LABOR DAY	

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 3, 2023, as follows:

Councilmember Waiss	Aye	Nay
Supervisor Sitzman	Aye	Nay
Councilmember Pautler	Aye	Nay



**III. THE FOLLOWING RESOLUTION WAS OFFERED BY  
COUNCILMEMBER \_\_\_\_\_, WHO MOVED ITS ADOPTION, SECONDED  
BY COUNCILMEMBER \_\_\_\_\_**

NOW THEREFORE BE IT RESOLVED:

1. That the following policies are adopted for the 2023 Year:
  - A. The Town Clerk/Receiver is instructed to collect the tax roll for the year 2023 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 \$.50 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 monthly thereof;
  - D. The appended Schedule of Salaries is approved for Year 2023;
  - E. The appended Schedule of Vouchered Salaries is approved for the Year 2023;
  - 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 30 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 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 was duly put to a roll call vote at a regular meeting on January 3, 2023, as follows:

Councilmember Waiss	Aye	Nay
Supervisor Sitzman	Aye	Nay
Councilmember Pautler	Aye	Nay

IV. THE FOLLOWING RESOLUTION WAS OFFERED BY

COUNCILMEMBER \_\_\_\_\_, WHO MOVED ITS ADOPTION, SECONDED BY COUNCILMEMBER \_\_\_\_\_

NOW THEREFORE BE IT RESOLVED THAT:

1. The following contracts are approved for the 2023 Year and the appropriate Town Official(s) are authorized to sign said Contracts:
  - A. Metzger & Associates is retained as Town Engineer, Planning Consultant for \$25,500.00 And the Supervisor is directed to sign a contract and as Alaura Sewer Plant Superintendent for \$2,200.00;
  - B. Rotella Grant Management is retained for the 2023 year at a rate of \$1,800 per month as Grant Writer and the Supervisor is directed to sign a contract to this effect;
  - C. HodgsonRuss, LLP are retained as special labor counsel on a variable hourly rate per Contract for labor and employment matter and the Supervisor is directed to sign a contract to this effect;
  - D. Joel Kurtzhalt, 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 2023, as allowed by Section 284 of the New York State Highway Law (see appended Agreement);
  - F. Drescher & Malecki, LLP will provide independent accounting and auditing services to the Town of Alden during the years 2023 - 2026 as follows: for the Year ending 12/31/2023 at \$30,800; for the Year ending 12/31/2024 at \$31,300 and for the Year ending 12/31/2025 at \$31,800.00.

The foregoing Resolution was duly put to a roll call vote at a regular meeting on January 3, 2023, as follows:

Councilmember Waiss	Aye	Nay
Supervisor Sitzman	Aye	Nay
Councilmember Pautler	Aye	Nay



## FEE SCHEDULE FOR THE TOWN OF ALDEN

*January 3, 2023*

<b>BUILDING DEPARTMENT</b>		
<b>TYPE OF PERMIT</b>	<b>DESCRIPTION/ CLARIFICATION</b>	<b>FEE/ FEE CALCULATION</b>
Building Permit six (6) month renewal	10% of original fee or \$50 whichever is greater	\$ 50.00 or above
New Residential Construction & Additions		\$. .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		<b>DOUBLE FEE</b>
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 & pipe including paving
Demolition Permits		\$ 50.00
Fill/Pond Permit/Berm	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 Development Permit	plus engineering fees if necessary for site plan review	\$ 50.00
Fuel Tank Installation/ removal	including 500 gallon propane	\$ 50.00





<b>BUILDING DEPARTMENT (continued)</b>		
<b>TYPE OF PERMIT</b>	<b>DESCRIPTION/ CLARIFICATION</b>	<b>FEE/ FEE CALCULATION</b>
Mining (plus Town Engineer Fees. Estimated fees of \$500.00 to be held in escrow)	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
Large Commercial Improvement Projects	Ie: Solar Panel Farm	\$2,500.00
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. Estimated fees of \$500.00 to be held in escrow)	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 Permit Renewal		\$ 50.00
Subdivision Application Fee (plus Town Engineer Fees. Estimated fees of \$500.00 to	minor – up to three (3) lots	\$ 125.00
	major – more than three (3) lots	\$250.00



be held in escrow)			
<b>BUILDING DEPARTMENT (continued)</b>			
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 Permit Fees	residential		\$ 150.00
	commercial	up to 150 feet	\$3,000.00
		ea. ft above 150	\$ 50.00 per foot
Topsoil/Excavation (plus Town Engineer Fees. Estimated fees of \$500.00 to be held in escrow)	base fee: up to 500 CU/YDS		\$ 500.00
	Each 100 CU/YD or part thereof above 500 CU/YD		\$ 50.00 per 100 CU/YD
Zoning Books			\$ 20.00
Variance Request to Zoning Board of Appeals	(plus cost of publications and mailings)		\$ 200.00
Town of Alden code Book	current fee of general code publisher		
Manufactured Home -- New Or Renewal			\$250.00
SWPPP (plus Town Engineer Fees. Estimated fees of \$500.00 to be held in escrow)	0 to 5 acres		\$150.00
	5 – 10 acres		\$250.00
	10 + acres		\$350.00
Open Space / Recreation Fee	Residential		\$250.00
	Commercial		.15 / square foot
Cancelled Check Fee			\$20.00
5G Public ROW	New Installation		\$500.00
	Each New Additional Installation		\$100.00
	Per Facility Annual Renewal Fee		\$270.00

<b>TOWN CLERK'S OFFICE</b>				
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
Dog License Late Fee	Dogs w/o licenses	\$ 25.00		\$ 25.00
Games of Chance		\$ 10.00	\$15.00	\$ 25.00
<b>TOWN CLERK'S OFFICE (continued)</b>				
<b>Title</b>	<b>Description</b>	<b>Town Share</b>	<b>NYS Share</b>	<b>Total</b>
Game Room		Set by Town Board		
Genealogy Search	+ \$1.00/photocopy	\$ 10.00		
Marriage		\$ 17.50* This fee is waived for active duty military personnel.	\$22.50* This fee is waived for active duty military personnel.	\$ 40.00
Home Occupation permit	plus public notice fee for initial permit	\$ 50.00		
	renewal	\$ 50.00		\$ 50.00
Variances	plus public notice fee	\$200.00		
Junkyard License		\$250.00		\$ 250.00
Solid Waste Hauling Fee		\$ 50.00		\$ 50.00
Peddler's Permit		\$100.00		\$ 100.00
Cancelled Check Fee				\$ 20.00
E-recycling		\$12 .00 per TV limit 3 per address per year		\$12.00
Certified Copies		\$ 10.00		\$ 10.00
Tax Receipts		\$ 2.00		\$ 2.00
Service Fee	late County Tax Bills	\$ 1.00		\$ 1.00
Photocopies	non-genealogy	\$ .25/page		\$ .25/pg
Recycling Totes		\$ 70.00		\$ 70.00
Community Center	daily rental	\$225.00		\$225.00
Shelters	daily rental	\$ 20.00/35.00		\$ 20/35.00
Baseball/Softball/	waived for not-for-			



Hardball Diamonds Tournament Fee	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			

<b>RECREATION DEPARTMENT</b>		
<b>TYPE OF EVENT</b>	<b>DESCRIPTION/ CLARIFICATION</b>	<b>FEE/ FEE CALCULATION</b>
Swim	Levels 1-4	\$25.00 per session
	Pre-School	\$30.00 per session
	Parent/Child	\$30.00 per six weeks
	Swin Clinic	\$85.00 per six weeks
	Water Areobics	\$35.00 per six weeks
	Private/Special Needs	\$45.00 per six weeks
Tennis		\$35.00 per six weeks
Activity Hour		\$20.00 per session
Games		\$25.00 per six weeks
Arts & Crafts		\$25.00 per session
Drama/Theatre		\$30.00 per six weeks
Dance/Acro		\$25.00 per class
		\$30.00 per two classes





**SCHEDULE OF TAX PENALTIES**

COUNTY TIME PERIOD	PENALTY RATE
Taxes paid on or prior to March 15, 2023	no fees or penalties
Taxes paid on March 16 through April 30, 2023 inclusive	7.5%
Taxes paid on May 1 through May 31, 2023 inclusive	9.0 %
Taxes paid on June through June 30, 2023 inclusive	10.5 %
SCHOOL TIME PERIOD	PENALTY RATE
Taxes paid on or prior to October 15, 2023	no fees or penalties
Taxes paid on October 16 through November 1, 2023 inclusive	7.5%
Taxes paid on November 2 through November 30, 2023 inclusive	9.0%

**IN PARTICIPATING MUNICIPALITIES THAT HAVE EXTENDED COLLECTION UNTIL JUNE 30th, 2023, 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		\$28,000.00
Assistant to the Supervisor		\$37,800.00
Budget Officer		\$5,100.00
Part Time Clerk	\$17.00	\$17,238.00
Councilwomen (2)	\$13,730 each	\$27,460.00
Town Justice (2)	\$25,791 each	\$51,582.00
Court Clerk Part Time (2)	\$17.00 per hour	\$34,476.00
Constables (3)	3 @ \$81.00 per court session	\$ 9,720.00
Constables (3)	\$19.98 per hour	\$ 5,000.00
Town Clerk/Receiver		\$49,680.00
First Deputy Town Clerk/Receiver	\$19.00 per hour	\$19,266.00
Second Deputy Town Clerk/Receiver	\$17.00 per hour	\$17,238.00
Registrar – Town Clerk		\$750.00
Part Time Assessor		\$32,400.00
Part Time Administrative Assistant to Assessor	\$17.54 per hour	\$17,238.00
Town Attorney		\$41,640.00
Town Prosecutor Part Time		\$12960.00
Superintendent of Highway		\$69,552.00
Highway Clerk – Part Time	\$17.57 per hour	\$17,361.00
Code Enforcement Officer		\$64,664.00
Code Enforcement Clerk – Part Time	\$18.67 per hour	\$18,449.00
Park and Building Maintenance Worker		\$35,000.00
Park Supervisor		\$10,000.00
Sewer District 2	( 2) Employees	\$11,832.00
Seasonal Park/Playground Maintenance	Various PT Employees	\$45,360.00
Dog Control Officer – Part Time		\$17,075.00
Deputy Dog Control Officer		\$200



Town Hall Maintenance – Part Time	\$18.90 per hour	\$18,673.00
Senior Center Building Maintenance – PT	\$16.20 per hour	\$10,000.00
Crossing Guard – Part Time Seasonal	\$14.95 per hour	\$9,180.00
Alternate Crossing Guard	\$14.95 per hour	
Recreation Director Part Time		\$25,844.00
Recreation Assistant Director		\$3,456.00
Senior Recreation Attendants	Hourly Rates set by the Director and Town Board	\$55,000.00
Recreation Supervisors		\$23,760.00
Senior Programs – Part Time Help	\$14.90 per hour	\$4,320.00
Nutrition Attendant	\$14.90 per hour 9 hours per week	\$7,582.00
Alternate Nutrition Attendant	\$14.90 per hour	
Senior Van Driver – Part Time	\$18.72 per hour	\$18,503.00
Planning Board Chairman	\$170.82 per meeting	\$2,050.00
Members – Four (4)	\$90.28 per meeting	\$6,502.00
Secretary	\$104.65 per meeting	\$1,256.00
Zoning Board of Appeals Chairman	\$49.11 per meeting	\$570.00
Zoning Board of Appeals Secretary	\$49.11 per meeting	\$570.00
Zoning Board of Appeals Members-four (4)	\$42.95 per meeting	\$1,973.00
Summer Concert Liaison		\$540.00



**SCHEDULE OF VOUCHERED SALARIES**

TITLE	PAY RATE
BOARD OF ASSESSMENT REVIEW MEMBERS	\$100.00 PER SESSION
ASSESSMENT REVIEW SECRETARY	\$220.00 PER SESSION
BINGO INSPECTOR	\$50.00 PER INSPECTION





## **Payroll Schedule**



## 2023 PAYROLL SCHEDULE

PR#	WEEKS WORKED	PAYROLL DATE
1	12/24/22 - 01/06/23	1/13/2023
2	01/07/23 - 01/20/23	1/27/2023
3	01/21/23 - 02/03/23	2/10/2023
4	02/04/23 - 02/17/23	2/24/2023
5	02/18/23 - 03/03/23	3/10/2023
6	03/04/23 - 03/17/23	3/24/2023
7	03/18/23 - 03/31/23	4/7/2023
8	04/01/23 - 04/14/23	4/21/2023
9	04/15/23 - 04/28/23	5/5/2023
10	04/29/23 - 05/12/23	5/19/2023
11	05/13/23 - 05/26/23	6/2/2023
12	05/27/23 - 06/09/23	6/16/2023
13	06/10/23 - 06/23/23	6/30/2023
14	06/24/23 - 07/07/23	7/14/2023
15	07/08/23 - 07/21/23	7/28/2023
16	07/22/23 - 08/04/23	8/11/2023
17	08/05/23 - 08/18/23	8/25/2023
18	08/19/23 - 09/01/23	9/8/2023
19	09/02/23 - 09/15/23	9/22/2023
20	09/16/23 - 09/29/23	10/6/2023
21	09/30/23 - 10/13/23	10/20/2023
22	10/14/23 - 10/27/23	11/3/2023
23	10/28/23 - 11/10/23	11/17/2023
24	11/11/23 - 11/24/23	12/1/2023
25	11/25/23 - 12/08/23	12/15/2023
26	12/09/23 - 12/22/23	12/29/2023
1	12/23/23 - 01/05/24	1/12/2024



**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
Brett Sitzman, Supervisor	\$500,000
Sarah Miller, Deputy Supervisor	\$ 5,000
Michael Cole, Town Justice	\$ 5,000
Louis Mussari, Town Justice	\$ 5,000
Alecia Barrett, Town Clerk/Receiver	\$ 600,000
Joanna Eisensmith, 1 <sup>st</sup> Deputy Town Clerk/Receiver	\$ 500,000
Danielle Decker, 2 <sup>nd</sup> 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
Sarah Miller, Assistant to the Supervisor	\$500,000
Mary Erickson, Nutrition Attendant	\$ 5,000
Michelle Gadd, Recreation Director	\$ 25,000





**TOWN OF ALDEN**  
**PROCUREMENT POLICY & PROCEDURE GUIDELINE**  
**January 3, 2023**

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 \$2,500.01 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 \$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  
2022**

**Name**

Brett Sitzman  
Colleen Pautler  
Gina Waiss  
Alecia Barrett  
William Rogers  
William Sivecz  
Michelle Gadd  
Michael Cole  
Louis Mussari  
Christopher Snyder  
William Rogers  
Sarah Miller

**Title**

Supervisor  
Councilperson  
Councilperson  
Town Clerk  
Highway Superintendent  
Assessor  
Recreation Director  
Town Justice  
Town Justice  
Building Inspector/Code Enforcement Officer  
Parks Supervisor  
Deputy Supervisor

