

REORGANIZATIONAL MEETING JANUARY 2, 2024

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

CHAIRPERSONS

SUPERVISOR PAUTLER

Seniors
Finance and Audit
Contract and Purchasing
Fire Protection and Ambulance
Intermunicipal Agreements and Municipal Liaison
Personnel and Employee Benefits
Association of Towns Delegate
Highways (Co-Chair)

COUNCILWOMAN WAISS

Refuse and Recycling
Environmental Commission
Zoning and Planning
Parks and Recreation
Cemeteries
Contract and Purchasing (Co- Chair)
Fire Protection and Ambulance (Co Chair)
Personnel and Employee Benefits (Co – Chair)

COUNCILMAN CRIST

Highways
Dogs
Drainage
Police and Safety
Building and Maintenance
Insurance (Co-Chair)
Capital Improvements (Co-Chair)

COUNCILMAN CIESZKI

Water Districts
Capital Improvements
Insurance
Sewers
Disaster Coordinator and OEM
Recreation and Parks (Co-Chair)
Historical Society (Co-Chair)

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COUNCILWOMAN BORK

Lighting

Economic Development Committee

Local Law and Legislation

Chamber Liaison

Historical Society

Association of Towns (Alternate Delegate)

Finance and Audit (Co-Chair)

ALL COUNCILMEMBERS ARE RESPONSIBLE FOR AUDITING EVERY VOUCHER.

NOTICE OF THE SUPERVISOR'S APPOINTMENTS:

ASSISTANT TO THE SUPERVISOR: MARY ANN ARNOLD

DEPUTY SUPERVISOR: GINA WAISS

TOWN HISTORIAN: KAREN MUCHOW

BUDGET OFFICER: COLLEEN ROGERS

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- I. THE FOLLOWING RESOLUTION WAS OFFERED
BY _____, WHO MOVED ITS ADOPTION,
SECONDED BY _____

WHEREAS, with the commencement of the Year 2024, 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 2024 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 Danielle Decker 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 ½ hours per week; The appointment of Lisa Pritikin 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 ½ hours per week;
 - B. Jeanine Pruitt is appointed Highway Clerk Part Time, not to exceed 19 ½ 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.;
 - H. **TBD** is appointed Storm Water Pollution Prevention 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 **TBD** and Supervisor Pautler;
 - J. Pursuant to Section 67 of the Social Services Law, Supervisor Pautler is hereby directed to exercise the powers and duties of the Town Service Officer;

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K. Michelle Wallace and Wendy Rath are appointed Part Time Court Clerks hours not to exceed 19 ½ hours per week;

L. Michael DeWitt is appointed Chairman of the Planning Board for 2024; Susan Schumacher is appointed as Secretary to the Town Planning Board to expire on December 31, 2024; and Matt Malecki is appointed to the Planning Board for a term to expire on December 31, 2028;

M. Sue Galbraith is appointed Chairman of the Zoning Board of Appeals and Susan Schumacher is appointed Secretary to the Zoning Board of Appeals both terms to expire on December 31, 2024. Sue Galbraith is appointed to the Zoning Board of Appeals for a term to expire on December 31, 2028;

N. Stacey Lewandowski is appointed as a member of the Board of Assessment Review for a term to expire on September 30, 2026; Susan Hergenroder is appointed as a member of the Board of Assessment Review for a term to expire on September 30, 2028; and Susan Schumacher is appointed Secretary to the Board of Assessment Review;

O. Jennifer L. Strong, Esq. is appointed as Town Attorney with no benefits except NYS Retirement;

P. Matthew B. Herdzik, Jr. Esq. is appointed as Town Prosecutor with no benefits except NYS Retirement;

Q. Scott Dreyer is appointed as Full Time Parks and Buildings Maintenance Worker;

R. Paul Roll is appointed as Part Time Maintenance Man (Town Hall);

S. 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;

T. Michele Hoffman is appointed as Part Time Senior Van Driver hours not to exceed 19½ hours per week and that Terry Scutt is appointed alternate Senior Van Driver on an as needed basis;

U. Kathryn Wild is appointed as Ceramics Instructor;

V. Highway Superintendent Bill Rogers is appointed as Parks Supervisor;

W. Gwendolyn Bork 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;

X. Alden State Bank is appointed as Deputy Tax Receiver for the sole purpose of collecting (but not accepting) tax payment monies;

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Y. Recreation Director Michelle Gadd and Councilwoman Waiss 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, 2024: Kevin Clifford, Bob DeGraff, Matt Newman and Ben Baker; and the following five (5) persons shall continue to 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;

Z. Richard D. Koelbl is appointed for a one year term (until December 31, 2024); Harry Milligan is appointed for a two year term (until December 31, 2025), Jean Weisbeck is appointed for a three year term (until December 31, 2026); William J. Rogers is appointed for a four year term (until December 31, 2027) and Nancy Mead is appointed for a five year term (until December 31, 2028) to the Board of Ethics;

AA. Robert Eleczko is appointed as the Disaster Coordinator and David Metz is appointed as Assistant Disaster Coordinator;

BB. Susan Schumacher is appointed as Part Time Clerk for the Code Enforcement Office, not to exceed 19 ½ hours per week;

CC. Daniel McMahon is appointed as Administrative Assistant to the Assessor, not to exceed 19½ hours per week;

DD. Courtney Krull is appointed as Part Time Clerk in the Supervisor's office, not to exceed 19½ hours per week;

EE. Gwendolyn Bork and Ronald Snyder are appointed as representatives to NEST;

FF. Judy Bowman is appointed as Senior Exercise Program Coordinator;

GG. Chris Snyder will receive \$30.60 per day for 2024 daily testing, monitoring and maintenance of Alaura Sewer Plant and **TBD** will receive \$30.60 per day for weekend/holiday testing, monitoring and maintenance;

HH. Dale Adamski and Afshar Yusuf, are appointed as Town Constables; and;

II. The following persons are hereby appointed to the Town of Alden Comprehensive Plan Implementation Committee: Supervisor Colleen Pautler, Planning Board Member Mike DeWitt, Code Enforcement Officer **TBD** 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 Mark Drogi;

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JJ. Leeza Brown is appointed as Town of Alden Liaison for summer concerts; and

KK. Code Enforcement Officer TBD is appointed as the SEQRA Intake Officer.

The foregoing Resolution was duly put to a roll call vote at a regular meeting on January 2, 2024, as follows:

Councilmember Waiss	Aye Nay
Supervisor Pautler	Aye Nay
Councilmember Bork	Aye Nay
Councilmember Crist	Aye Nay
Councilmember Cieszki	Aye Nay

REORGANIZATIONAL MEETING JANUARY 2, 2024

II. THE FOLLOWING RESOLUTION WAS OFFERED BY _____, WHO MOVED ITS ADOPTION,
SECONDED BY _____

NOW THEREFORE, BE IT RESOLVED:

1. That following designations are made for the 2024 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
MARTIN LUTHER KING DAY
PRESIDENTS DAY
GOOD FRIDAY
MEMORIAL DAY
JUNETEENTH
INDEPENDENCE DAY
LABOR DAY

COLUMBUS DAY
VETERANS DAY
THANKSGIVING
DAY AFTER THANKSGIVING
CHRISTMAS

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 2, 2024, as follows:

Councilmember Waiss	Aye	Nay
Supervisor Pautler	Aye	Nay
Councilmember Bork	Aye	Nay
Councilmember Crist	Aye	Nay
Councilmember Cieszki	Aye	Nay

REORGANIZATIONAL MEETING JANUARY 2, 2024

III. THE FOLLOWING RESOLUTION WAS OFFERED BY
_____, WHO MOVED ITS ADOPTION,
SECONDED BY _____

NOW THEREFORE BE IT RESOLVED:

1. That the following policies are adopted for the 2024 Year:

A. The Town Clerk/Receiver is instructed to collect the tax roll for the year 2024 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 2024;

E. The appended Schedule of Vouchered Salaries is approved for the Year 2024;

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 close 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 adopted;

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, 2024, all non-Union employees and elected officials will pay fifteen percent (15%) of the health insurance premiums subject to an annual increase by the Town Board. The Supervisor is authorized to sign the contract for employee health insurance.

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The foregoing Resolution was duly put to a roll call vote at a regular meeting on January 2, 2024, as follows:

Councilmember Waiss	Aye	Nay
Supervisor Pautler	Aye	Nay
Councilmember Bork	Aye	Nay
Councilmember Crist	Aye	Nay
Councilmember Cieszki	Aye	Nay

REORGANIZATIONAL MEETING JANUARY 2, 2024

IV. THE FOLLOWING RESOLUTION WAS OFFERED BY
COUNCILMEMBER _____, WHO MOVED ITS
ADOPTION, SECONDED BY _____

NOW THEREFORE BE IT RESOLVED THAT:

1. The following contracts are approved for the 2024 Year and the appropriate Town Official(s) are authorized to sign said Contracts:

- A. Metzger & Associates is retained as Town Engineer, Planning Consultant for \$26,265.00 and the Supervisor is directed to sign a contract and as Alaura Sewer Plant Superintendent for \$2,450.00;
- B. Rotella Grant Management is retained for the 2024 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. Hodgson Russ, 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 Kurtzhaltz, 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 2024, 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 2, 2024, as follows:

Councilmember Waiss	Aye	Nay
Supervisor Pautler	Aye	Nay
Councilmember Bork	Aye	Nay
Councilmember Crist	Aye	Nay
Councilmember Cieszki	Aye	Nay

SCHEDULE OF TAX PENALTIES

COUNTY TIME PERIOD	PENALTY RATE
Taxes paid on or prior to March 15, 2024	no fees or penalties
Taxes paid on March 16 through April 30, 2024 inclusive	7.5%
Taxes paid on May 1 through May 31, 2024 inclusive	9.0 %
Taxes paid on June through June 30, 2024 inclusive	10.5%
SCHOOL TIME PERIOD	PENALTY RATE
Taxes paid on or prior to October 15, 2024	no fees or penalties
Taxes paid on October 16 through November 1, 2024 inclusive	7.5%
Taxes paid on November 2 through November 30, 2024 inclusive	9.0%

IN PARTICIPATING MUNICIPALITIES THAT HAVE EXTENDED COLLECTION UNTIL JUNE 30th, 2024, TAXES UNPAID BY THE CLOSE OF BUSINESS ON THIS DATE WILL BE RETURNED TO ERIE COUNTY.

SCHEDULE OF SALARIES

TITLE	RATE/NOTES	NOT TO EXCEED THE 2024 BUDGET AMOUNT OF:
Supervisor		\$28,000.00
Assistant to the Supervisor		\$52,633.00
Budget Officer		\$5,253.00
Part Time Clerk	\$17.31	\$17,556.00
Councilwomen (2)	\$13,730 each	\$54,920.00
Town Justice (2)	\$25,791 each	\$51,582.00
Court Clerk Part Time (2)	\$17.51 per hour	\$35,510.00
Constables (2)	2 @ \$81.00 per court session	\$10,012.00
Constables (2)	\$19.98 per hour	\$ 5,000.00
Town Clerk/Receiver		\$51,171.00
First Deputy Town Clerk/Receiver	\$17.51 per hour	\$19,844.00
Second Deputy Town Clerk/Receiver	\$17.00 per hour	\$17,756.00
Registrar-Town Clerk		\$1,000.00
Part Time Assessor		\$33,372.00
Part Time Administrative Assistant to Assessor	\$18.07 per hour	\$17,755.00
Town Attorney		\$42,889.00
Town Prosecutor Part Time		\$13,349.00
Superintendent of Highway		\$71,639.00
Highway Clerk-Part Time	\$18.10 per hour	\$18,353.00
Code Enforcement Officer		\$61,670.00
Code Enforcement Clerk – Part Time	\$19.23 per hour	\$19,002.00
Park and Building Maintenance Worker		\$35,000.00
Park Supervisor		\$10,000.00
Sewer District 2	(2) Employees	\$18,250.00
Seasonal Park/Playground Maintenance	Various PT Employees	\$46,721.00
Dog Control Officer – Part Time		\$17,588.00

Deputy Dog Control Officer		\$200.00
Town Hall Maintenance-Part Time	\$18.90 per hour	\$19,234.00
Senior Center Building Maintenance – PT	\$16.20 per hour	\$10,000.00
Crossing Guard-Part Time Seasonal	\$16.00 per hour	\$9,456.00
Alternate Crossing Guard	\$16.00 per hour	
Recreation Director Part Time		\$26,619.00
Recreation Assistant Director		\$3,560.00
Senior Recreation Attendants	Hourly Rates set by Town Board	\$60,000.00
Recreation Supervisors		\$23,760.00
Senior Programs – Part Time Help	\$14.90 per hour	\$4,450.00
Nutrition Attendant	\$16.00 per hour	\$7,582.00
Alternate Nutrition Attendant	\$16.00 per hour	
Senior Van Driver-Part Time	\$18.72 per hour	\$19,058.00
Planning Board Chairman	\$176.00 per meeting	\$2,112.00
Members(4)	\$92.99 per meeting	\$6,697.00
Secretary	\$107.79 per meeting	\$1,294.00
Zoning Board of Appeals Chairman	\$50.58 per meeting	\$588.00
Zoning Board of Appeals Secretary	\$450.58 per meeting	\$588.00
Zoning Board of Appeals Members (4)	\$44.24 per meeting	\$2,033.00
Summer Concert Liaison		\$560.00

SCHEDULE OF VOUCHERED SALARIES

TITLE	PAY RATE
BOARD OF ASSESSMENT REVIEW MEMBERS	\$100.00 PER SESSION
ASSESSMENT REVIEW SECRETARY	\$220.00 PER SESSION

2024 PAYROLL SCHEDULE

PR#	WEEKS WORKED	PAYROLL DATE
1	12/23/23 – 1/5/24	1/12/24
2	1/6/24 – 1/19/24	1/26/24
3	1/20/24 – 2/2/24	2/9/24
4	2/3/24 – 2/16/24	2/23/24
5	2/17/24 – 3/1/24	3/8/24
6	3/2/24 – 3/15/24	3/22/24
7	3/16/24 – 3/29/24	4/5/24
8	3/30/24 – 4/12/24	4/19/24
9	4/13/24 – 4/26/24	5/3/24
10	4/27/24 – 5/10/24	5/17/24
11	5/11/24 – 5/24/24	5/31/24
12	5/25/24 – 6/7/24	6/14/24
13	6/8/24 – 6/21/24	6/28/24
14	6/22/24 – 7/5/24	7/12/24
15	7/6/24 – 7/19/24	7/26/24
16	7/20/24 – 8/2/24	8/9/24
17	8/3/24 – 8/16/24	8/23/24
18	8/17/24 – 8/30/24	9/6/24
19	8/31/24 – 9/13/24	9/20/24
20	9/14/24 – 9/27/24	10/4/24
21	9/28/24 – 10/11/24	10/18/24
22	10/12/24 – 10/25/24	11/1/24
23	10/26/24 – 11/8/24	11/15/24
24	11/9/24 – 11/22/24	11/29/24
25	11/23/24 – 12/6/24	12/13/24
26	12/7/24 – 12/20/24	12/27/24
1	12/21/24 – 1/3/25	1/10/25

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
Colleen Pautler, Supervisor	\$500,000
Gina Waiss, Deputy Supervisor	\$5,000
Michael Cole, Town Justice	\$5,000
Louis Mussari, Town Justice	\$5,000
Alecia Barrett, Town Clerk/Receiver	\$600,000
Danielle Decker, 1st Deputy Town Clerk/Receiver	\$500,000
Lisa Pritikin, 2nd Deputy Town Clerk/Receiver	\$500,000
Clerk to the Town Justice-Part Time	\$5,000
Clerk to the Town Justice-Part Time	\$5,000
TBD, CEO/Building Inspector	\$5,000
William Rogers, Highway Superintendent	\$5,000
Mary Ann Arnold, 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 2, 2024

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 \$10,000.00 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 \$10,000.01 but greater than \$5,000.00 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 \$5,000.01 are left to the discretion of the Purchaser; provided that the purchase has been budgeted for or that the Town Board has authorized a budget transfer.

5. All public works contracts of less than \$35,000.01 but greater than \$10,000.00 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 \$10,000.01 but greater than \$5,000.00 require an oral, written, facsimile or e-mail RFP and written, facsimile, or e-mail proposals from at least two (2) contractors.

All public works contracts of less than \$5,000.01 are left to the discretion of 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 intentionally divides purchases into multiple orders to avoid having to follow this Policy is submit to disciplinary action by the Town Board.

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
2024

Name

Colleen Pautler
Gwendoyln Bork
Gina Waiss
Randy Crist
John Cieszki
Alecia Barrett
William Rogers
William Sivecz
Michelle Gadd
Michael Cole
Louis C. Mussari
TBD
William Rogers
Gina Waiss

Title

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

FEE SCHEDULE FOR THE TOWN OF ALDEN

Last updated: January 17, 2023

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 & 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		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& 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
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	minor – up to three (3) lots	\$ 125.00	
(plus Town Engineer Fees. Estimated fees of \$500.00 to be held in escrow)	major – more than three (3) lots	\$250.00	
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	base fee: up to 500 CU/YDS	\$ 500.00	
	(plus Town Engineer Fees. Estimated fees of \$500.00 to be held in escrow)	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		\$250.00	
Or Renewal			
SWPPP	0 to 5 acres	\$150.00	
	5 – 10 acres	\$250.00	

(plus Town Engineer Fees. Estimated fees of \$500.00 to be held in escrow)	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

TOWN CLERK'S OFFICE				
Title	Description	Town Share	NYS Share	Total
Bingo		\$ 7.50	\$11.25	\$ 18.75
Dog License	Spayed/Neutered	\$ 9.00	\$ 1.00 surcharge	\$ 10.00
	Un-spayed/ Un-neutered	\$ 15.00	\$ 3.00 surcharge	\$ 18.00
Reissue Lost Dog Tags		\$ 3.00		\$ 3.00
Dog License Late Fee	Dogs w/o licenses	\$ 25.00		\$ 25.00
Games of Chance		\$ 10.00	\$15.00	\$ 25.00
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
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/ Hardball Diamonds	waived for not-for-profit tournaments			
Tournament Fee	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			

TYPE OF EVENT	DESCRIPTION/ CLARIFICATION	FEE/ FEE CALCULATION
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

AGREEMENT TO SPEND TOWN HIGHWAY FUNDS YEAR 2024

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 \$ _____ may be expended for general repairs upon _____ 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 Sullivan Rd starting at Henskee Rd and ending at Townline, approximately .75 miles, there shall be expended not over the sum of \$ 150,000
Type Top: _____ Width of traveled surface: 23 feet
Thickness Top: _____ Thickness binder: 4 inches
Other: cold recycle in place

B) On Lambert starting at Broadway and ending at Mayfield, approximately 51 miles, there shall be expended not over the sum of \$ 100,000
Type Top 9mm Width of traveled surface 22 feet
Thickness Top: 1.5 Thickness binder: 3 inches
Other: milling

C) On Various roads starting at _____ and ending at _____ approximately various miles, there shall be expended not over the sum of \$ 87,551
Type Top: _____ Width of traveled surface: _____ feet
Thickness Top: _____ Thickness binder: _____ inches
Other: _____

Supervisor Date



Highway Superintendent

12-21-23

Date

Councilmember Date

Councilmember Date

Councilmember Date

Councilmember Date

Contract for Grant Writing Services

Rotella Grant Management
19 Jordy Court
Hamburg, NY 14075



Colleen Paulter
Supervisor
Town of Alden
3322 Wende Road
Alden, NY 14004

This Contract for Grant Writing Services (the "Contract") is entered into between Rotella Grant Management (RGM), hereinafter referred to as the "Grant Writer," and the Town of Alden, hereinafter referred to as the "Client," for the provision of grant writing services on a monthly retainer basis, as per the terms and conditions stated herein.

"Grant Writer," will provide the following:

Scope of Services

The Grant Writer agrees to provide grant writing services to the Client, including but not limited to:

- Identifying potential grant opportunities.
- Preparing, writing, and submitting grant proposals.
- Reviewing and editing existing grant proposals.
- Researching and collecting relevant data and information for grant applications.
- Preparing and drafting sample letters of support.
- Providing advice, consulting and guidance on grant-related matters, grant project ideas and grant administration.

Monthly Retainer:

The Client agrees to pay the Grant Writer a monthly retainer of \$1,800.00, payable on receipt of the invoice, starting from the commencement date of this Contract.

Term:

The initial term of this Contract shall be for 12 months, commencing on January 1, 2024 and terminating on December 31, 2024. After the initial term, this Contract shall automatically renew for a successive 12 months unless either party provides written notice of termination at least thirty (30) days before the end of the current term.

Confidentiality:

The Grant Writer shall treat all information provided by the Client as confidential and shall not disclose, share, or use such information for any purpose other than to fulfill the obligations under this Contract. This obligation shall survive the termination of this Contract.

Ownership of Work:

Any grant proposals, documents, or materials prepared by the Grant Writer during the term of this Contract will be provided to and shall become the property of the Client, and the Client

shall have full ownership, preservation, and usage rights. It is the responsibility of the Client to maintain these records.

Non-Exclusive Engagement:

This Contract is non-exclusive, meaning that the Grant Writer may provide grant writing services to other clients during the term of this Contract.

Independent Contractor:

The Grant Writer shall be considered an independent contractor and not an employee or agent of the Client. As such, the Grant Writer shall be responsible for their taxes, insurance, and other obligations related to being an independent contractor.

Reoccurring Meetings and Reporting:

Grant Writers will be available for in-person meetings, conference calls, and video calls, and providing grant status reports upon request by the Client. The Grant Writer, as a standard practice, shall not be obliged to attend reoccurring municipal board meetings, public meetings, or provide continuous reporting. In the event that the Client requires the Grant Writer's regular attendance at in-person meetings not directly related to grant writing, both parties will mutually agree to those terms in addition to this agreement. The Grant Writer will not provide continuous reports on open grant opportunities. The Grant Writer will pinpoint and present grant opportunities that align with project plans and customized ideas tailored to the specific needs of the Client.

Grant Award Compliance:

The Grant Writer shall not be responsible for post-award grant contract terms and compliance, project monitoring, or any other obligations related to the grant award contract. Where necessary and desired by the Client, the Grant Writer may consult with and advise the Client on its responsibilities and roles for contract compliance. The Grant Writer's role is limited to providing grant writing services, grant reporting, grant consulting and relaying information from the Client to the agency upon the terms of the grant award.

~ Grant Writers do not participant in any municipal fund raising or political party donations ~

"Client" will be responsible for the following:

The registration process for any online grant portals, and providing those credentials to the Grant Writer for temporary use to access the grant portals for the purpose of preparing and submitting grant applications. It is the Client's responsibility to maintain records of digital log-in credentials, retain and update passwords as necessary, and assign appropriate staff roles and grant responsibilities as applicable.

All grant application feedback provided to the Grant Writer must be communicated via e-mail along with an e-mail acknowledging acceptance and final approval for the official submission of every grant application.

Supplying any necessary photos, resolutions, cost estimates, planning documents, and/or letters of support for projects to be included in the grant proposals.

Project Bidding and Vendor Selection:

As per **New York State requirements** the Client shall conduct a fair and transparent bidding process for any grant project-related projects in accordance with municipal laws as well as meet the bidding process designated by each respective granting agency including, but not limited to, MWBE, SDVOB, EEO, etc. This involves selecting vendors and contractors based on fair evaluation criteria to ensure compliance with grant regulations, with adherence to all applicable New York State agency and local procurement policies.

Providing and Monitoring Financial Information:

As per **New York State requirements** the Client shall be responsible for providing accurate and up-to-date financial information to the granting agency as required by the terms of the grant. This may include budget reports, financial statements, audits, expenditure documentation, and other relevant financial data.

Project Monitoring:

As per **New York State requirements** the Client shall actively monitor the progress of the funded project, ensuring that it adheres to the specified timelines, objectives, and deliverables outlined in the grant agreement. Provide regular updates and progress to the Grant Writers to keep the grant project moving forward and to keep the granting agency informed.

Grant Award Contract Goals and Transparency:

The Client shall align the project activities with the designated goals, objectives, or initiatives relevant to the grant and grant contracts. Additionally, the Client should maintain transparency throughout the project implementation, disclosing relevant information and progress reports to the Grant Writer and the granting agency as needed.

This agreement has been approved by:

Colleen Paulter
Supervisor
Town of Alden

Date

Bernie Rotella
Grant Coordinator
Rotella Grant Management

Date

12/19/2023



B

RESOLUTION TO TRANSFER MONIES WITHIN THE 2023 BUDGET

THE FOLLOWING RESOLUTION WAS OFFERED BY _____,
WHO MOVED ITS ADOPTION, SECONDED BY _____.

WHEREAS, The Alden Town Board adopted its 2023 Budget on November 7, 2022;

WHEREAS, the Town needs to transfer monies to allow for payments to Metzger Civil Engineering, PLLC for engineering services and to Drescher & Malecki LLP for professional accounting services and bank reconciliation procedures analysis completed in 2023; and

WHEREAS, these budget transfers will not render the Town of Alden insolvent.

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS, THAT:

The Alden Town Board hereby authorizes the following transfers:

From (Budget Code)	Amount	To (Budget Code)	General Explanation	Amount
A.1620.0100	\$10,488.91	A.1440.0415	Metzger Civil Engineering, PLLC	\$10,488.91
A.3120.0104	\$4,990.01	A.1440.0415		\$4,990.01
A.1320.0115	\$196.15	A.1320.0434	Drescher & Malecki LLP	\$196.15
A.1990.0400	\$3,437.60	A.1320.0434		\$3,437.60
	\$19,112.67		TOTAL	\$19,112.67

This resolution shall take effect immediately.

The foregoing Resolution was duly put to a roll call vote at a regular meeting on January 2, 2024, resulting as follows:

Supervisor Pautler	Aye	Nay
Councilwoman Bork	Aye	Nay
Councilman Cieszki	Aye	Nay
Councilman Crist	Aye	Nay
Councilwoman Waiss	Aye	Nay

Resolution Calling Public hearing for Current CDBG Project for Town of Alden Senior Center Improvements

C

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

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS;

- 1. The public hearing called for January 2, 2024 can not be held due to an error in publishing the Notice of Public Hearing and hereby is postponed;**
- 2. A hearing before the Town Board of the Town of Alden, in the County of Erie shall be held at the Town Hall, 3311 Wende Road, Alden, New York at 7:05 p.m. on the 16th day of January, 2024, for the purpose of hearing all persons interested in the Current CDBG Project for Town of Alden Senior Center Improvements; and**

ORDERED, that the Town Clerk is directed to (a) publish a notice of public hearing in the Alden Advertiser, designated as the official newspaper for this publication, such publication to be not less than ten (10) days before the date of the public hearing; (b) and post as required by law one copy of the Notice of Public Hearing no later than the day such Notice is published; and

The question of the adoption of the foregoing resolution was duly put to a vote on roll call, at a regular meeting on January 2, 2024 which resulted as follows:

Councilmen Crist	AYE	NAY
Councilwomen Waiss	AYE	NAY
Supervisor Pautler	AYE	NAY
Councilwomen Bork	AYE	NAY
Councilmen Cieszki	AYE	NAY

LEGAL NOTICE
Notice of Public Hearing
Town of Alden

The Alden Town Board will hold a public hearing on January 16, 2024 at 7:05 P.M. at Alden Town Hall, 3311 Wende Road, Alden, NY for the purpose of hearing public comments on the Town of Alden's current Community Development Block Grant (CDBG) project: NYSHCR project # 2602CVPF43-21 for the Town of Alden Senior Center Improvements.

The CDBG program is administered by the New York State Office of Community Renewal (OCR), and provides resources to eligible local governments for housing, economic development, public facilities, public infrastructure, and planning activities, with the principal purpose of benefitting low/moderate income persons. The hearing will provide further information about the progress of the ongoing CDBG project. Comments related to the effectiveness of administration of the CDBG project will also be received at this time. The hearing is being conducted pursuant to Section 570.486, Subpart I of the CFR and in compliance with the requirements of the Housing and Community Development Act of 1974, as amended.

The Town Hall is accessible to persons with disabilities. If special accommodations are needed for persons with disabilities, those with hearing impairments, or those in need of translation from English, those individuals should contact Alecia Barrett, Town Clerk at 716-937-6969, at least one week in advance of the hearing date to allow for necessary arrangements. Written comments may also be submitted to the Alden Town Clerk, 3311 Wende Road, Alden, NY 14004 until 4.00 PM on January 16, 2024.

By Order of the Alden Town Board
January 2, 2024

D

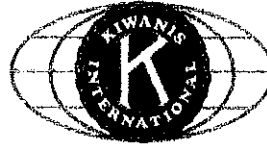
MOTION TO APPROVE KIWANIS USE OF COMMUNITY CENTER

Motion to approve the request of the Alden Kiwanis Club to use the Alden Community Center on February 11, 2024 from 11 am until 4 pm to distribute the dinners for their annual Super Bowl Sunday Chicken BBQ Fundraiser.

KIWANIS CLUB OF ALDEN

MEETS EVERY THURSDAY AT 6:15 P.M.

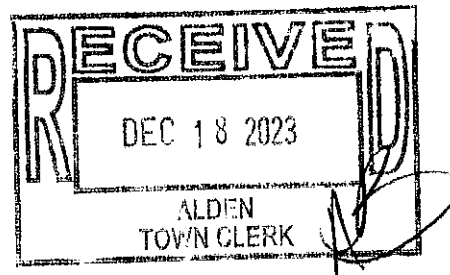
ALDEN, NEW YORK



TOWN OF ALDEN
3311 WENDE ROAD
ALDEN, N.Y. 14004

AS WE HAVE DONE IN THE PAST, THE KIWANIS CLUB OF ALDEN AND THE ALDEN HIGH SCHOOL KEY CLUB ARE REQUESTING THE USE OF THE COMMUNITY CENTER FOR OUR ANNUAL "BIG GAME CHICKEN BARB-B-QUE" FUNDRAISER ON SUNDAY, FEBRUARY 11TH, 2024 FROM 11 AM TO 4 PM. WE APPRECIATE THE HELP THAT THE TOWN PROVIDES TO OUR ALDEN KIWANIS CLUB.

THANK YOU IN ADVANCE.
SINCERELY,
JOE KIELB
ALDEN KIWANIS PRESIDENT
PHONE # 716-937-3420



Wed - after 5
Thurs - after 5

6.

E

Motion to hire Winter/Spring 2024 Lifeguards

Motion to hire or rehire the following lifeguards at the following hourly rates from 1/10/2024-6/22/2024:

James Fecio - \$15.57

Brianna Quinn- \$15.88

Sierra Warner- \$17.02

Anthony Kudla- \$15.45

Ayden Daigler- \$15.45

Avery Stahl- \$15.45

Skylar King- \$15.45

Liam Farrell- \$15.45

Madeline Erhardt- \$15.88

Noah Toczek - \$15.45

Mackenzie Fronczak- \$15.57

Abby Blendowski - supervisor \$18.91

contingent upon successful completion of all pre-employment checks.

Motion to hire Volunteer Temporary Clerk

Motion to hire Debra Crist as a volunteer temporary clerk, for the Town Supervisor's Office and other Town Offices, as may be needed, subject to successful completion of all pre-employment checks.

F