

## REORGANIZATIONAL MEETING JANUARY 2, 2024

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# **REORGANIZATIONAL MEETING JANUARY 2, 2024**

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# **REORGANIZATIONAL MEETING JANUARY 2, 2024**

## **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)

# **REORGANIZATIONAL MEETING JANUARY 2, 2024**

## **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**

## REORGANIZATIONAL MEETING JANUARY 2, 2024

- 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;

## **REORGANIZATIONAL MEETING JANUARY 2, 2024**

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. Herdzyk, 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;

## REORGANIZATIONAL MEETING JANUARY 2, 2024

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 Bok 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;



## REORGANIZATIONAL MEETING JANUARY 2, 2024

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	COLUMBUS DAY
MARTIN LUTHER KING DAY	VETERANS DAY
PRESIDENTS DAY	THANKSGIVING
GOOD FRIDAY	DAY AFTER THANKSGIVING
MEMORIAL DAY	CHRISTMAS
JUNETEENTH	CHRISTMAS EVE HALF DAY
INDEPENDENCE DAY	NEW YEARS'S EVE HALF 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 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.

# REORGANIZATIONAL MEETING JANUARY 2, 2024

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 Civil Engineering PLLC is retained as Town Engineer, Planning Consultant for \$27,265.00 and the Supervisor is directed to sign a contract and as Alaura Sewer Plant Superintendent for \$1,450.00;
  - 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 Kurtzhalts, Esq. is retained on a variable hourly rate as special counsel to represent the Town of Alden in tax assessment challenges;
  - E. Agreement to Spend Town Highway Funds for 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