

MEETING NO. 1
REGULAR NO. 1

REGULAR TOWN BOARD MEETING
TOWN OF ALDEN

January 2, 2024
7:00 P.M.

The Regular Meeting of the Alden Town Board was held at 3311 Wende Road, Alden, NY on Tuesday, January 2, 2024 at 7:00 P.M. Town Supervisor Pautler called the Meeting to Order and Supervisor Pautler led in the Pledge of Allegiance. The Roll Call was taken by the Town Clerk.

PRESENT: Colleen Pautler, Town Supervisor
Gina Weiss, Councilmember
Randy Crist, Councilmember
Gwendolyn Bork, Councilmember
John Cieszki, Councilmember

RECORDING SECRETARY: Alecia Barrett, Town Clerk

OTHERS PRESENT: Jennifer Strong, Town Attorney
Bill Rogers, Highway Superintendent
Mike Metzger, Town Engineer
Residents

Councilwoman Weiss Moved and Supervisor Pautler seconded the Motion to approve the Minutes and Synopsis of the Regular Meeting of December 18, 2024.

CARRIED

Ayes 5 Pautler, Weiss, Crist, Bork, Cieszki
Nays 0

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

<u>ACCOUNT</u>	<u>AMOUNT</u>		
	ABSTRACT #1	ABSTRACT #2	TOTAL
GENERAL FUND "A"	\$91,839.57	\$16,041.55	\$107,881.12
HIGHWAY FUND "DA/DB"	\$31,741.03	\$11,115.01	\$42,856.04
PART-TOWN FUND "B"	\$13,019.00	\$5,214.00	\$18,233.00
SR CTR EXPANSION/4SEASON"HS"		\$20,983.87	
SPECIAL FIRE PROTECTION "SF"			
WATER DIST. #1 FUND "WA"			
WATER DIST.EXCHANGE ST. "WX"			
SEWER DIST. #2 FUND "SA"	\$340.20	\$589.00	\$929.20
TRUST & AGENCY "T"	\$2,437.98	\$4,029.41	\$6,467.39
SPECIAL REFUSE FUND "SR"	\$39,480.81		\$39,480.81
STREET LIGHTING FUND "SL"	\$6,957.91		\$6,957.91
PERIWINKLE LTG. DIST."SL1"	\$164.68		\$164.68
ZOELLER RD. WATER DIST. "WZ"			
TOTAL	\$185,981.34	\$57,972.84	\$222,970.31

THE FOREGOING RESOLUTION WAS PUT TO A ROLL CALL VOTE ON January 2, 2024 AND

ADOPTED.

Ayes 5 Pautler, Waiss, Crist, Bork, Cieszki

Nays 0

Councilmember Waiss moved to Table January 2024 abstract for corrections needed, seconded by Supervisor Pautler. All in favor. Passed.

BUSINESS FROM THE FLOOR

7:05 Public Hearing – CANCELED

COMMUNICATIONS

Colleen Pautler, Town Supervisor

1. Received completed Planning Board Member training
2. Information on Court copier; add to WS
3. Reappointment request

Randy Crist, Councilmember

1. Information on school for newly elected officials; add to WS

NEW BUSINESS

REORGANIZATIONAL MEETING JANUARY 2, 2024

SUBJECT	Page	Section
SUPERVISOR'S APPOINTMENTS:	4	
Town Board Committees		
Assistant to the Supervisor		
Deputy Supervisor		
Town Historian		
Budget Officer		
I. TOWN BOARD APPOINTMENTS:		
First & Second Deputy Town Clerk/Receiver	6	1A
Highway Clerk	6	1B
Registrar and Foil Officer	6	1C
Designation of Town Clerk to Receive Notices of Claims	6	1D
Crossing-Guard and Alternate Crossing Guard	6	1E
Recreation Director	6	1F
Dog Control Officer and Deputy Dog Control Officer	6	1G
Storm Water Pollution Prevention Officer	6	1H
Right to Farm Law Resolution Committee	6	1I
Town Service Officer	6	1J
Court Clerks Part Time	7	1K
Chairman Town Planning Board, Planning Board and Secretary and Planning Board Member	7	1L
Chairman Zoning Board of Appeals, Secretary and Member	7	1M
Board of Assessment Review Appointments	7	1N
Town Attorney	7	1O
Town Prosecutor	7	1P
Parks and Buildings Maintenance Worker	7	1Q
Part Time Building Maintenance Man Town Hall	7	1R
Nutrition Program Site Director and Alternates	7	1S
Senior Van Driver and Alternate	7	1T
Ceramic Instructor	7	1U
Parks Supervisor	7	1V
Affirmative Action Officer	7	1W
Deputy Tax Receiver	7	1X
Recreation Advisory Board	8	1Y
Board of Ethics	8	1Z
Emergency Management Coordinator	8	1AA

SUBJECT	Page	Section
Part Time Clerk- Code Enforcement Officer	8	1BB
Assessor Administrative Assistant	8	1CC
Part Time Clerk/Supervisor	8	1DD
NEST Representatives	8	1EE
Senior Exercise Program Coordinator	8	1FF
Alaura Sewer District Testers	8	1GG
Town Constables	8	1HH
Comprehensive Plan Implementation Committee	8	1II
Summer Concert Liaison	8	1JJ
SEQRA Intake Officer	8	1KK
II. DESIGNATIONS		
Designation of Official Newspaper and Alternate	10	2A
Designation of Depository	10	2B
Schedule of Holidays	10	2C
III. POLICIES		
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Town Officials' Bond Approval	11	3I
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Town Fees	11	3K
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Health Insurance Premiums	11	3M
IV. CONTRACTUAL APPOINTMENTS		
Town Engineer/Planning Consultant/Alaura Sewer Plant Supt.	13	4A
Grant Writer	13	4B
Hodgson Russ, LLP Special Labor Counsel	13	4C
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Agreement to Spend Highway Funds	13	4E
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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

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)

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

I. THE FOLLOWING RESOLUTION WAS OFFERED BY
COUNCILMEMBER CIESZKI, WHO MOVED ITS
ADOPTION, SECONDED BY COUNCILMEMBER WAISS

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;

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;

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;

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
- Supervisor Pautler Aye
- Councilmember Bork Aye
- Councilmember Crist Aye
- Councilmember Cieszki Aye

II. THE FOLLOWING RESOLUTION WAS OFFERED
BY COUNCILMEMBER WAISS, WHO MOVED ITS ADOPTION,
SECONDED BY COUNCILMEMBER CRIST

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

Supervisor Pautler Aye

Councilmember Bork Aye

Councilmember Crist Aye

Councilmember Cieszki Aye

III. THE FOLLOWING RESOLUTION WAS OFFERED BY
COUNCILMEMBER CRIST, WHO MOVED ITS ADOPTION,
SECONDED BY COUNCILMEMBER CIESZKI

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.

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

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

IV. THE FOLLOWING RESOLUTION WAS OFFERED BY
COUNCILMEMBER CIESZKI, WHO MOVED ITS
ADOPTION, SECONDED BY COUNCILMEMEBER BORK

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	Councilmember Cieszki Aye
Supervisor Pautler	
Councilmember Bork	Aye
Councilmember Crist	Aye
Aye	Aye

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
Councilmembers (4)	\$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 Weiss, 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 subject 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**

<u>Name</u>	<u>Title</u>
Colleen Pautler	Supervisor
Gwendoyln Bork	Councilperson
Gina Weiss	Councilperson
Randy Crist	Councilperson
John Cieszki	Councilperson
Alecia Barrett	Town Clerk
William Rogers	Highway Superintendent
William Sivecz	Assessor
Michelle Gadd	Recreation Director
Michael Cole	Town Justice
Louis C. Mussari	Town Justice
TBD	Building Inspector/Code Enforcement Officer
William Rogers	Parks Supervisor
Gina Weiss	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 (plus Town Engineer Fees. Estimated fees of \$500.00 to be held in escrow)	minor – up to three (3) lots	\$ 125.00	
	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 (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	

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 Tournament Fee	waived for not-for- profit tournaments	\$150.00		\$150.00
Zoning maps		\$ 2.00		\$ 2.00
Landfill Management Permits	To be determined on an individual basis by resolution of the Town Board			

RECREATION DEPARTMENT		
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

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

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	\$10,488.91
A.3120.0104	\$4,990.01	A.1440.0415	Engineering, PLLC	\$4,990.01
A.1320.0115	\$196.15	A.1320.0434	Drescher &	\$196.15
A.1990.0400	\$3,437.60	A.1320.0434	Malecki LLP	\$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, as follows:

CARRIED.

Ayes 5 Pautler, Waiss, Crist, Bork, Cieszki

Nays 0

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

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:

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

CARRIED.

Ayes 5 Pautler, Waiss, Crist, Bork, Cieszki
Nays 0

**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

THE FOLLOWING MOTION WAS OFFERED BY COUNCILMEMBER WAISS, WHO MOVED ITS ADOPTION, SECONDED BY COUNCILMEMBER CRIST, TO WIT;

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.

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

CARRIED.

Ayes 5 Pautler, Waiss, Crist, Bork, Cieszki
Nays 0

THE FOLLOWING MOTION WAS OFFERED BY COUNCILMEMBER CRIST, WHO MOVED ITS ADOPTION, SECONDED BY COUNCILMEMBER CIESZKI, TO WIT;

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.

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

CARRIED.

Ayes 5 Pautler, Waiss, Crist, Bork, Cieszki

Nays 0

THE FOLLOWING MOTION WAS OFFERED BY COUNCILMEMBER CIESZKI, WHO MOVED ITS ADOPTION, SECONDED BY COUNCILMEMBER BORK, TO WIT;

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.

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

CARRIED.

Ayes 4 Pautler, Waiss, Bork, Cieszki

Nays 0

Abstain 1 Crist

Polled and added with no objection

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

Motion to re-hire: Tom Justinger as part time parks maintenance worker at of \$19.20 per hour, not to exceed 19 ½ hours per week.

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

CARRIED.

Ayes 5 Pautler, Waiss, Crist, Bork, Cieszki

Nays 0

REPORTS OF COMMITTEES, OFFICIALS AND PERSONNEL

Jennifer Strong, Town Attorney – reminder that garbage contract is expiring the end of March, this is a contract that gets bid out so the Board needs to get to work on it.

Mike Metzger, Town Engineer – DOS granted variance for Ledgestone project secondary access road. Only one will be required into the site. Add to WS: Cayuga Creek Water District, Townline Water District, Senior Center Improvements, Community Center Boiler. Thank you to the Board for re-appointment.

Councilmember Waiss moved to exit regular meeting and enter into an executive session for personnel in the Building Dept., second by Councilmember Cieszki. All in favor.

Councilmember Waiss moved to exit executive session and enter back into regular meeting with no action taken, second by Councilmember Crist. All in favor.

UNFINISHED AND TABLED BUSINESS

NOTICE OF MEETINGS

WORK SESSION:	January 8, 2024	@ 7:00 PM
REGULAR BOARD MEETING	January 16, 2024	@ 7:00 PM

MEMORIAL REMEMBRANCE - Marjorie Przywara, Clair Kroh, Nancy Noody, Alice Przybylski, Dorcas Nice, Robert Jurek

ADJOURNMENT

At 7:59 P.M. Supervisor Pautler adjourned the Meeting.

Alecia Barrett
Town Clerk