

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

1. PLEDGE OF ALLEGIANCE – COUNCILMEMBER BORK
2. CALLING THE ROLL OF BOARD MEMBERS BY THE 1st Deputy TOWN CLERK
3. OFFER OF THE MINUTES OF THE PROCEEDINGS OF THE REGULAR MEETING
DECEMBER 16, 2024
4. APPROVAL OF VOUCHERS
5. BUSINESS FROM THE FLOOR
6. PRESENTATION OF COMMUNICATIONS FROM BOARD MEMBERS AND
OTHER TOWN OFFICIALS
7. NEW BUSINESS
 - A. 2025 Reorganizational Package per S/CP
 - B. Resolution Authorizing Professional Services Agreement With Dean Architects for Construction
Document Evaluation per S/CP
 - C. Resolution Authorizing Intermunicipal Cooperation Agreement Regarding Code Enforcement
and Building Inspection per S/CP
 - D. Resolution to Transfer Monies Within the 2024 Budget to Pay the Swim Team and Metzger per
S/CP
8. UNFINISHED & TABLED BUSINESS
9. REPORTS OF COMMITTEES, OFFICIALS AND PERSONNEL
10. ANNOUNCEMENTS FROM THE SUPERVISOR
11. NOTICE OF MEETINGS
 - WORK SESSION: January 13, 2025 @ 6:00 PM
 - REG. BOARD MEETING January 21, 2025 (Tues.) @ 6:00 PM
12. MEMORIAL REMEMBRANCE: Thomas “TJ” Ackley, Jr.
13. ADJOURNMENT

Jan-25

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

ACCOUNT	AMOUNT				
	1/6/2024 2024	1/6/2024 2025			TOTAL
GENERAL FUND "A"	\$27,727.84	\$1,233.01			\$28,960.85
HIGHWAY FUND "DA/DB"	\$1,135.51	\$6,460.32			\$7,595.83
PART-TOWN FUND "B"					\$0.00
SR CTR EXPANSION/4 SEASON "HS"					\$0.00
CONSOLIDATED WATER "WR"					\$0.00
SPECIAL FIRE PROTECTION "SF"					\$0.00
GRANTS "G"					\$0.00
SEWER DIST. #2 FUND "SA"	\$200.00				\$200.00
TRUST & AGENCY "T"	\$1,593.55	\$381.35			\$1,974.90
SPECIAL REFUSE FUND "SR"					\$0.00
STREET LIGHTING FUND "SL"					\$0.00
PERIWINKLE LTG. DIST."SL1"	\$771.52				\$771.52
ZOELLER RD. WATER DIST."WZ"					\$0.00
WATER DIST. NEWSTEAD "WO"					\$0.00
WATER DIST. EXCHANGE "WX"					\$0.00
WATER DIST. NO. 1 "WA"					\$0.00
TOTAL	\$31,428.42	\$8,074.68	\$0.00	\$0.00	\$39,503.10

Voucher Summary Report Parameters

Report ID:	Posted				
Report By:	2024	To:	2024		
Year:	1	To:	12		
Period:					
Date Range:	Pay Due Date	Range:	01/06/2025	To:	01/06/2025
Sort By:	Voucher Number	Range:		To:	
Vendor Type:		To:		Print Vendor Name 2:	No
Vendor Code:		To:		Print Vendor Address:	No
Batch No.:		To:		Condense Report:	Y
Check ID:		To:		Print Vch Dist Detail:	No
Entered By:		To:		Print Quotes:	No
Include:	All			Print Multi Inv Detail:	No
User Defined:				Use All Fund:	No
Print Certification:	No	Certification Option:	Voucher B		
Cash Totals:	Yes, no Page Break	Fund Totals:	Yes, no Page Break		
Account Table:					
Alt. Sort Table:					

TOWN OF ALDEN

Voucher Summary Report

Voucher No. Cash Account	Vendor Cd Vendor Name	Invoice No.	Inv. Date Sub-Description	Voucher Amt.	Disc. Amt. Taxable	Check ID	Period PO No.	Year Due/Check Date	Account No.	Amount
20241133	0201.0000	0000000111 01032025	01/06/2025 ELECTRIC	1,518.05	0.00	000001	12	2024	A.1620.0407	1,518.05
20241134	0201.0000	0000001862 122124	01/06/2025 COURT FAX SERVICE	79.98	0.00	000001	12	2024	A.1610.0400	79.98
20241135	0201.0000	0000002489 251177433**	01/06/2025	268.96	0.00	000001	12	2024	A.1620.0439 A.1620.0439 A.1410.0401	34.16 25.39 209.41
20241136	0201.0000	0000001280 3480	01/06/2025	110.00	0.00	000001	12	2024	Total Dist. A.1620.0444	268.96 110.00
20241137	0201.0000	0000002489 245639396	01/06/2025	185.75	0.00	000001	12	2024	A.1110.0401	185.75
20241138	0201.0000	0000001893 2024	01/06/2025	119.15	0.00	000001	12	2024	A.1110.0404	119.15
20241139	0201.0000	0000001762 17525.17526	01/06/2025	335.00	0.00	000001	12	2024	A.3510.0403	335.00
20241140	0201.0000	0000002526 INV11908651	01/06/2025	2,365.93	0.00	000001	12	2024	A.7140.0422	2,365.93
20241141	0201.0000	0000000111 12232024	01/06/2025	771.52	0.00	000001	12	2024	SL.5182.0410	771.52
20241142	0201.0000	0000000653 9979518188	01/06/2025	134.11	0.00	000001	12	2024	A.1620.0406 DB.5130.0409	106.67 27.44
20241143	0201.0000	0000001657 01-69010	01/06/2025	22,019.89	0.00	000001	12	2024	Total Dist. A.7110.0224	134.11 22,019.89
20241144	0201.0000	0000000734 12122024	01/06/2025	1,380.17	0.00	000001	12	2024	A.6772.0444 A.7110.0431 DB.5140.0431 DB.5142.0431	169.89 184.05 232.41 793.82
20241145	0201.0000	0000002656 12240003	01/06/2025	200.00	0.00	000001	12	2024	Total Dist. SA.8130.0419	1,380.17 200.00
20241146	0201.0000	0000002341 940148/3	01/06/2025	66.95	0.00	000001	12	2024	A.7110.0450	66.95
20241147	0201.0000	0000002011 3154974	01/06/2025	163.57	0.00	000001	12	2024	A.7110.0431	163.57
20241148	0201.0000	0000002877 10426	01/06/2025	34.00	0.00	000001	12	2024	A.7110.0450	34.00

TOWN OF ALDEN

Voucher Summary Report

Voucher No.	Vendor Cd	Invoice No.	Inv. Date	Voucher Amt.	Disc. Amt.	Check ID	Period	Year	Check No.	Account No.	Amount
Cash Account	Vendor Name	Sub-Description	Taxable	PO No.	Due/Check Date						

0201.0000	UNICORN SPECIALTIES	CYLINDER GLAND NUT							01/06/2025		
20241149	0000001403	137328	01/06/2025	65.00	0.00	00001	12	2024		DB:5130.0424	65.00
0201.0000	VALLEY FAB & EQUIPMENT, INC	AS PER ATTACHED							01/06/2025		
20241150	0000001918	4538391	01/06/2025	16.84	0.00	00001	12	2024		DB:5130.0424	16.84
0201.0000	CIVES CORP. DBA VIKING-CIVES OF USA	PER ATTACHED							01/06/2025		
20241151	0000002471	12242024	01/06/2025	1,593.55	0.00	00001	12	2024	646	T:0000.0017	1,593.55
0201.0000	NYS DEFERRED COMPENSATION PLAN	DEFERRED COMP PLAN PR#26, PIR 12/2							01/06/2025		

Total Vouchers reported: 19 **Total GL Detail Reported 31,428.42**
Total Amount All Vouchers 31,428.42

Fund	Cash Item	Regular	Prepaid	Wire Transfer	Outstanding	Paid	Total
----- Direct Pay -----							
A - GENERAL FUND							
	0201.0000	27,727.84	0.00	0.00	0.00	0.00	27,727.84
	Fund Total	27,727.84	0.00	0.00	0.00	0.00	27,727.84
DB - HIGHWAY FUND - PART TOWN							
	0201.0000	1,135.51	0.00	0.00	0.00	0.00	1,135.51
	Fund Total	1,135.51	0.00	0.00	0.00	0.00	1,135.51
SA - SEWER ALAURA DRIVE							
	0201.0000	200.00	0.00	0.00	0.00	0.00	200.00
	Fund Total	200.00	0.00	0.00	0.00	0.00	200.00
SL1 - PERWINKLE LIGHTING DISTRICT							
	0201.0000	771.52	0.00	0.00	0.00	0.00	771.52
	Fund Total	771.52	0.00	0.00	0.00	0.00	771.52
T - TRUST & AGENCY							
	0201.0000	0.00	0.00	1,593.55	0.00	0.00	1,593.55
	Fund Total	0.00	0.00	1,593.55	0.00	0.00	1,593.55

TOWN OF ALDEN

Voucher Summary Report

Voucher No.	Vendor Cd	Invoice No.	Stub-Description	Inv. Date	Voucher Amt.	Disc. Amt.	Check ID	Period	Year	Check No.	Account No.	Amount
Cash Account	Vendor Name					Taxable		PO No.	Due/Check Date			

Fund	Cash Item				Regular	Prepaid	Wire Transfer	Outstanding	Paid	Total
Grand Totals										
					29,834.87	0.00	1,593.55	0.00	0.00	31,428.42
Grand Total Regular, Prepaid, Wire Transfer and Direct Pay										
					31,428.42					31,428.42

Fund					Regular	Prepaid	Wire Transfer	Outstanding	Paid	Total
----- Direct Pay -----										
A - GENERAL FUND		ALDEN			27,727.84	0.00	0.00	0.00	0.00	27,727.84
DB - HIGHWAY FUND - PART TOWN		ALDEN			1,135.51	0.00	0.00	0.00	0.00	1,135.51
SA - SEWER ALAURA DRIVE		ALDEN			200.00	0.00	0.00	0.00	0.00	200.00
SL1 - PERWINKLE LIGHTING DISTRICT		ALDEN			771.52	0.00	0.00	0.00	0.00	771.52
T - TRUST & AGENCY		ALDEN			0.00	0.00	1,593.55	0.00	0.00	1,593.55
Grand Totals										
					29,834.87	0.00	1,593.55	0.00	0.00	31,428.42
Grand Total Regular, Prepaid, Wire Transfer and Direct Pay										
					31,428.42					31,428.42

AP GL Distribution Report Parameters

Report ID:	Year:	2024	
Period:	To:	12	
Date Range:	Pay Due Date	Range:	01/06/2025 To: 01/06/2025
Check ID:	To:		Print Certification: No
Voucher No:	To:		Include Description: No
Batch No:	To:		Print Parent Account: No
Minimum Amt:		0.00	Expenses Only: No
Include:		All	Print Over Budget Message: No
Dept Totals:		Yes, no Page Break	Use Alt Fund: No
Sort By:		Voucher No	Include Prior Years Outstanding Vouchers: No
Summary Only:		No	Include Vouchers Paid/Deleted After Specified Period/Year: No

Account Table:
 Alt. Sort Table:

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

TOWN OF ALDEN

AP GL Distribution Report

Fiscal Year: 2024 Period From: 1 To: 12 Pay Due Date 01/06/2025 To: 01/06/2025

Prepared By: TOWN CLERK

Account No.	PO No.	Check ID	Check No.	Vendor Code	Vendor Name	Invoice No.	Invoice Date	Pay Due	Period	Enc. Amount	Expense Amount
Fund A			GENERAL FUND								
Dept 1110			TOWN JUSTICES								
A.1110.0401			TOWN JUSTICES.OFFICE SUPPLIES								
20241137		00001	0000002489	W. B. MASON CO. INC.	245639396	01/06/2025	01/06/2025	12	0.00	185.75	
Total A.1110.0401			TOWN JUSTICES.OFFICE SUPPLIES							0.00	185.75
A.1110.0404			TOWN JUSTICES.EXPENSE & TRAVEL								
20241138		00001	0000001893	WALLACE, MICHELLE	2024	01/06/2025	01/06/2025	12	0.00	119.15	
Total A.1110.0404			TOWN JUSTICES.EXPENSE & TRAVEL							0.00	119.15
Total Dept 1110			TOWN JUSTICES							0.00	304.90
Dept 1410			TOWN CLERK								
A.1410.0401			TOWN CLERK.OFFICE SUPPLIES								
20241135		00001	0000002489	W. B. MASON CO. INC.	251177433**	01/06/2025	01/06/2025	12	0.00	209.41	
Total A.1410.0401			TOWN CLERK.OFFICE SUPPLIES							0.00	209.41
Total Dept 1410			TOWN CLERK							0.00	209.41
Dept 1610			INTERNET								
A.1610.0400			INTERNET.CONTRACTUAL EXPENSE								
20241134		00001	0000001862	CHARTER COMMUNICATIONS	122124	01/06/2025	01/06/2025	12	0.00	79.98	
Total A.1610.0400			INTERNET.CONTRACTUAL EXPENSE							0.00	79.98
Total Dept 1610			INTERNET							0.00	79.98
Dept 1620			BUILDINGS								
A.1620.0406			BUILDINGS.TELEPHONE								
20241142		00001	0000000653	VERIZON WIRELESS	9979518188	01/06/2025	01/06/2025	12	0.00	106.67	
Total A.1620.0406			BUILDINGS.TELEPHONE							0.00	106.67
A.1620.0407			BUILDINGS.ELECTRICITY								
20241133		00001	0000000111	NYSEG	01032025	01/06/2025	01/06/2025	12	0.00	1,518.05	
Total A.1620.0407			BUILDINGS.ELECTRICITY							0.00	1,518.05
A.1620.0439			BUILDINGS.JANITORIAL SUPPLIES								
20241135		00001	0000002489	W. B. MASON CO. INC.	251177433**	01/06/2025	01/06/2025	12	0.00	34.16	
20241135		00001	0000002489	W. B. MASON CO. INC.	251177433**	01/06/2025	01/06/2025	12	0.00	34.16	

TOWN OF ALDEN

AP GL Distribution Report

Fiscal Year: 2024 Period From: 1 To: 12 Pay Due Date 01/06/2025 To: 01/06/2025

Prepared By: TOWN CLERK

Account No.	PO No.	Check ID	Check No.	Vendor Code	Vendor Name	Invoice No.	Invoice Date	Pay Due	Period	Enc. Amount	Expense Amount
Fund A			GENERAL FUND								
Dept 1620			BUILDINGS								
A.1620.0439			BUILDINGS.JANITORIAL SUPPLIES		W. B. MASON CO., INC.					0.00	25.39
Total A.1620.0439			BUILDINGS.JANITORIAL SUPPLIES							0.00	59.55
A.1620.0444			BUILDINGS.BUILDING MAINTENANCE								
20241136		00001		0000001280	BOB'S LOCK AND KEY	3480	01/06/2025	01/06/2025	12	0.00	110.00
Total A.1620.0444			BUILDINGS.BUILDING MAINTENANCE							0.00	110.00
Total Dept 1620			BUILDINGS							0.00	1,794.27
Dept 3510			DOGS								
A.3510.0403			DOGS.PRINTING & ADVERTISING								
20241139		00001		0000001762	ELMA PRESS	17525.17526	01/06/2025	01/06/2025	12	0.00	335.00
Total A.3510.0403			DOGS.PRINTING & ADVERTISING							0.00	335.00
Total Dept 3510			DOGS							0.00	335.00
Dept 6772			PROGRAMS FOR AGING								
A.6772.0444			PROGRAMS FOR AGING.R&M FOR VAN								
20241144		00001		0000000734	ALDEN CENTRAL SCHOOL DISTRICT	12122024	01/06/2025	01/06/2025	12	0.00	169.89
Total A.6772.0444			PROGRAMS FOR AGING.R&M FOR VAN							0.00	169.89
Total Dept 6772			PROGRAMS FOR AGING							0.00	169.89
Dept 7110			PARKS								
A.7110.0224			PARKS.MAINTENANCE EQUIPMENT								
20241143		00001		0000001657	ALEXANDER EQUIPMENT	01-69010	01/06/2025	01/06/2025	12	0.00	22,019.89
Total A.7110.0224			PARKS.MAINTENANCE EQUIPMENT							0.00	22,019.89
A.7110.0431			PARKS.GASOLINE & OIL								
20241144		00001		0000000734	ALDEN CENTRAL SCHOOL DISTRICT	12122024	01/06/2025	01/06/2025	12	0.00	184.05
20241147		00001		0000002011	LANDPRO EQUIPMENT, LLC	3154974	01/06/2025	01/06/2025	12	0.00	163.57
Total A.7110.0431			PARKS.GASOLINE & OIL							0.00	347.62
A.7110.0450			PARKS.MATERIALS & SUPPLIES								
20241146		00001		0000002341	GUIS LUMBER ACE HARDWARE	940148/3	01/06/2025	01/06/2025	12		

TOWN OF ALDEN

AP GL Distribution Report

Fiscal Year: 2024 Period From: 1 To: 12 Pay Due Date 01/06/2025 To: 01/06/2025

Prepared By: TOWN CLERK

Account No.	PO No.	Check ID	Check No.	Vendor Code	Vendor Name	Invoice No.	Invoice Date	Pay Due	Period	Enc. Amount	Expense Amount
Fund A			GENERAL FUND								
Dept 7110			PARKS								
A.7110.0450			PARKS.MATERIALS & SUPPLIES								
20241148		00001		0000002877	GUIS LUMBER ACE HARDWARE	10426	01/06/2025	01/06/2025	12	0.00	66.95
					UNICORN SPECIALTIES					0.00	34.00
Total A.7110.0450			PARKS.MATERIALS & SUPPLIES							0.00	100.95
Total Dept 7110			PARKS							0.00	22,468.46
Dept 7140			RECREATION								
A.7140.0422			RECREATION.SWIM TEAM								
20241140		00001		0000002526	SWIMOUTLET.COM	INV11908651	01/06/2025	01/06/2025	12	0.00	2,365.93
Total A.7140.0422			RECREATION.SWIM TEAM							0.00	2,365.93
Total Dept 7140			RECREATION							0.00	2,365.93
Total Fund A			GENERAL FUND							0.00	27,727.84

TOWN OF ALDEN

AP GL Distribution Report

Fiscal Year: 2024 Period From: 1 To: 12 Pay Due Date 01/06/2025 To: 01/06/2025

Prepared By: TOWN CLERK

Account No.	PO No.	Check ID	Check No.	Vendor Code	Vendor Name	Invoice No.	Invoice Date	Pay Due	Period	Enc. Amount	Expense Amount
Fund DB			HIGHWAY FUND - PART TOWN								
Dept 5130			MACHINERY								
DB:5130.0409			MACHINERY,COMMUNICATION SYSTEM								
20241142		00001		0000000653	VERIZON WIRELESS	9979518188	01/06/2025	01/06/2025	12	0.00	27.44
Total DB:5130.0409			MACHINERY,COMMUNICATION SYSTEM							0.00	27.44
DB:5130.0424			MACHINERY,REPAIRS AND MAINTENANCE								
20241149		00001		0000001403	VALLEY FAB & EQUIPMENT, INC	137328	01/06/2025	01/06/2025	12	0.00	65.00
20241150		00001		0000001918	CIVES CORP. DBA VIKING-CIVES OF	4538391	01/06/2025	01/06/2025	12	0.00	16.84
Total DB:5130.0424			MACHINERY,REPAIRS AND MAINTENANCE							0.00	81.84
Total Dept 5130			MACHINERY							0.00	109.28
Dept 5140			MISCELLANEOUS (BRUSH AND LEAVES)								
DB:5140.0431			MISCELLANEOUS (BRUSH AND LEAVES),GASOLINE & OIL								
20241144		00001		0000000734	ALDEN CENTRAL SCHOOL DISTRICT	12122024	01/06/2025	01/06/2025	12	0.00	232.41
Total DB:5140.0431			MISCELLANEOUS (BRUSH AND LEAVES),GASOLINE & OIL							0.00	232.41
Total Dept 5140			MISCELLANEOUS (BRUSH AND LEAVES)							0.00	232.41
Dept 5142			SNOW REMOVAL								
DB:5142.0431			SNOW REMOVAL,GASOLINE & OIL								
20241144		00001		0000000734	ALDEN CENTRAL SCHOOL DISTRICT	12122024	01/06/2025	01/06/2025	12	0.00	793.82
Total DB:5142.0431			SNOW REMOVAL,GASOLINE & OIL							0.00	793.82
Total Dept 5142			SNOW REMOVAL							0.00	793.82
Total Fund DB			HIGHWAY FUND - PART TOWN							0.00	1,135.51

TOWN OF ALDEN

AP GL Distribution Report

Fiscal Year: 2024 Period From: 1 To: 12 Pay Due Date 01/06/2025 To: 01/06/2025

Account No.	PO No.	Check ID	Check No.	Vendor Code	Vendor Name	Invoice No.	Invoice Date	Pay Due	Period	Enc. Amount	Expense Amount
Fund SA					SEWER ALAURA DRIVE						
Dept 8130					SEWAGE TREATMENT AND DISPOSAL						
SA.8130.0419					SEWAGE TREATMENT AND DISPOSAL.OTHER UNCLASSIFIED						
20241145		00001		0000002656	EC PUBLIC HEALTH LAB	12240003	01/06/2025	01/06/2025	12	0.00	200.00
Total SA.8130.0419					SEWAGE TREATMENT AND DISPOSAL.OTHER UNCLASSIFIED					0.00	200.00
Total Dept 8130					SEWAGE TREATMENT AND DISPOSAL					0.00	200.00
Total Fund SA					SEWER ALAURA DRIVE					0.00	200.00

Date Prepared: 01/03/2025 02:24 PM

Report Date: 01/03/2025

Account Table:

Alt. Sort Table:

TOWN OF ALDEN

AP GL Distribution Report

Fiscal Year: 2024 Period From: 1 To: 12 Pay Due Date 01/06/2025 To: 01/06/2025

Prepared By: TOWN CLERK

Account No.	PO No.	Check ID	Check No.	Vendor Code	Vendor Name	Invoice No.	Invoice Date	Pay Due	Period	Enc. Amount	Expense Amount
Fund SL1					PERWINKLE LIGHTING DISTRICT						
Dept 5182					STREET LIGHTING						
SL1.5182.0410					STREET LIGHTING.MAINTENANCE AND OPERATION						
20241141		00001		0000000111	NYSEG	12232024	01/06/2025	01/06/2025	12	0.00	771.52
Total SL1.5182.0410					STREET LIGHTING.MAINTENANCE AND OPERATION					0.00	771.52
Total Dept 5182					STREET LIGHTING					0.00	771.52
Total Fund SL1					PERWINKLE LIGHTING DISTRICT					0.00	771.52

TOWN OF ALDEN

AP GL Distribution Report

Fiscal Year: 2024 Period From: 1 To: 12 Pay Due Date 01/06/2025 To: 01/06/2025

Account No.	PO No.	Check ID	Check No.	Vendor Code	Vendor Name	Invoice No.	Invoice Date	Pay Due	Period	Enc. Amount	Expense Amount
Fund T					TRUST & AGENCY						
Dept 0000					0000						
T.0000.0017					DEFERRED COMPENSATION PLAN						
20241151		00001	646	0000002471	NYS DEFERRED COMPENSATION PL 12242024		01/06/2025	01/06/2025	12	0.00	1,593.55
Total T.0000.0017					DEFERRED COMPENSATION PLAN					0.00	1,593.55
Total Dept 0000					0000					0.00	1,593.55
Total Fund T					TRUST & AGENCY					0.00	1,593.55
Grand Total										0.00	31,428.42

Dept. No.	Name	Enc. Amount	Exp. Amount
0000	0000	0.00	1,593.55
1110	TOWN JUSTICES	0.00	304.90
1410	TOWN CLERK	0.00	209.41
1610	INTERNET	0.00	79.98
1620	BUILDINGS	0.00	1,794.27
3510	DOGS	0.00	335.00
5130	MACHINERY	0.00	109.28
5140	MISCELLANEOUS (BRUSH AND LEAVES)	0.00	232.41
5142	SNOW REMOVAL	0.00	793.82
5182	STREET LIGHTING	0.00	771.52
6772	PROGRAMS FOR AGING	0.00	169.89
7110	PARKS	0.00	22,468.46
7140	RECREATION	0.00	2,365.93
8130	SEWAGE TREATMENT AND DISPOSAL	0.00	200.00
Grand Total:		0.00	31,428.42

REORGANIZATIONAL MEETING JANUARY 6, 2025



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

REORGANIZATIONAL MEETING JANUARY 6, 2025

SUBJEC	Page	Section
Part Time Clerk-Code Enforcement Officer	8	1BB
Assessor Administrative Assistant	8	ICC
Part Time Clerk/Supervisor	8	IDD
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		
Schedule of Tax Penalties	11	3A
Tax Bill Enclosures	11	3B
Mileage Reimbursement	11	3C
Schedule of Salaries-General	11	3D
Schedule of Salaries – Vouchered	11	3E
Salaries to be Paid Bi-Weekly	11	3F
Petty Cash Fund	11	3G
Submission of Supervisor's Annual Financial Report	11	3H
Town Officials' Bond Approval	11	3I
Procurement Policy	11	3J
Town Fees	11	3K
Retirement-Official Work Day	11	3L
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
Joel Kurtzhals, Esq. Special Council Tax Assessment	13	4D
Agreement to Spend Highway Funds	13	4E
Drescher & Malecki, LLP Accounting Agreement	13	4F

REORGANIZATIONAL MEETING JANUARY 6, 2025

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

REORGANIZATIONAL MEETING JANUARY 6, 2025

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
Chamber Liaison
Drainage
Police and Safety
Building and Maintenance
Parks and Recreation (Co-Chair)
Capital Improvements (Co-Chair)

COUNCILMAN CIESZKI

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

REORGANIZATIONAL MEETING JANUARY 6, 2025

COUNCILWOMAN BORK

Lighting

Economic Development Committee

Local Law and Legislation

Insurance

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:	COURTNEY KRULL
DEPUTY SUPERVISOR:	GINA WAISS
TOWN HISTORIAN:	KAREN MUCHOW
BUDGET OFFICER:	COLLEEN ROGERS

REORGANIZATIONAL MEETING JANUARY 6, 2025

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

WHEREAS, with the commencement of the Year 2025, 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 2025 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 Linda Marzolf 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 Terry Scutt is appointed Alternate Crossing Guard;
 - F. Michelle Gadd is appointed Part Time Recreation Director;
 - G. Alycia Baran is appointed Dog Control Officer and **TBD** is appointed Deputy Dog Control Officer.;
 - H. Glenn Christner 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 Glenn Christner 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 6, 2025

- K. Michelle Wallace and TBD 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 2025; Michaeline White is appointed as Secretary to the Town Planning Board to expire on December 31, 2025; and Michael DeWitt is appointed to the Planning Board for a term to expire on December 31, 2029;
- M. Sue Galbraith is appointed Chairman of the Zoning Board of Appeals for 2025 and Jamie Rapini is appointed Secretary to the Zoning Board of Appeals both terms to expire on December 31, 2025. William Kissell is appointed to the Zoning Board of Appeals for a term to expire on December 31, 2029;
- N. Jenny Gerhart is appointed as a member of the Board of Assessment Review for a term to expire on September 30, 2029; TBD is appointed as a member of the Board of Assessment Review for a term to expire on September 30, 2027; and Jamie Rapini 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. Ralph Mohr, Esq. is appointed as Town Prosecutor with no benefits except NYS Retirement;
- Q. Kurt Pastuszynski is appointed as Full Time Parks and Buildings Maintenance Worker;
- R. Gary Gooch 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. TBD 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 6, 2025

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, 2025: 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, 2026: Ryan Tracy, William Kissel, William Rogers, Mike Gadd and Joe Jankowski;

Z. Richard D. Koelbl is appointed to the Board of Ethics for a term to expire on until December 31, 2029;

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

BB. Michaeline White 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. TBD appointed as Part Time Clerk in the Supervisor's office, not to exceed 19½ hours per week;

EE. Gwendolyn Bork and John Cieszki are appointed as representatives to NEST;

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

GG. Keith Borden and Russell Borden will receive \$30.60 per day for 2025 daily testing, monitoring and maintenance of Alaura Sewer Plant;

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 Glenn Christner 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 Glenn Christner is appointed as the SEQRA Intake Officer.

REORGANIZATIONAL MEETING JANUARY 6, 2025

LL. John Drogi is appointed as Town of Alden Car Cruise Liaison and Mark Drogi is appointed as alternative car cruse liaison, at no salary, no benefits.

MM. Tom Justinger is appointed as part time parks maintenance worker, salary as per schedule of salaries, not to exceed 19.5 hours per week.

NN. Linda Kalczynski is appointed as part time community center cleaner, salary as per schedule of salaries, not to exceed 19.5 hours per week, salary as per schedule of salaries.

The foregoing Resolution was duly put to a roll call vote at a regular meeting on January 6, 2025, 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 6, 2025

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 2025 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 6, 2025, 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 6, 2025

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 2025 Year:

A. The Town Clerk/Receiver is instructed to collect the tax roll for the year 2025 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 \$.70 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 2025;

E. The appended Schedule of Vouchered Salaries is approved for the Year 2025;

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, 2025, 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 6, 2025

The foregoing Resolution was duly put to a roll call vote at a regular meeting on January 6, 2025, 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 6, 2025

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 2025 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. 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;
- C. Joel Kurtzhalts, Esq. is retained on a variable hourly rate as special counsel to represent the Town of Alden in tax assessment challenges;
- D. Agreement to Spend Town Highway Funds for 2025, as allowed by Section 284 of the New York State Highway Law (see appended Agreement);
- E. 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 12/31/2025 at \$31,800.00.

The foregoing Resolution was duly put to a roll call vote at a regular meeting on January 6, 2025, as follows:

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

A

SCHEDULE OF TAX PENALTIES

COUNTY TIME PERIOD	PENALTY RATE
Taxes paid on or prior to March 17, 2025	no fees or penalties
Taxes paid on March 18 through April 30, 2025 inclusive	7.5%
Taxes paid on May 1 through May 31, 2025 inclusive	9.0 %
Taxes paid on June 1 through June 30, 2025 inclusive	10.5%
SCHOOL TIME PERIOD	PENALTY RATE
Taxes paid on or prior to October 15, 2025	no fees or penalties
Taxes paid on October 16 through October 31, 2025 inclusive	7.5%
Taxes paid on November 1 through November 30, 2025 inclusive	9.0%

IN PARTICIPATING MUNICIPALITIES THAT HAVE EXTENDED COLLECTION UNTIL JUNE 30th, 2025, 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 2025 BUDGET AMOUNT OF:
Supervisor		\$28,000.00
Assistant to the Supervisor	\$23.75 per hour	\$40,138.00
Budget Officer		\$5,500.00
Part-Time Clerk	\$21.00 per hour	\$25,350.00
Councilmembers (4)	\$13,730 each	\$54,920.00
Town Justice (2)	\$26,564.50 each	\$53,129.00
Clerk to Town Justice (Part-Time)	\$17.00 per hour	\$17,238.00
Court Clerk (Part-Time)	\$18.51 per hour	\$18,769.00
Court Officers (2)	2 @ \$83.43 per court session	\$6,000.00
Hearing Constables (2)	\$20.50 per hour	\$3,000.00
Town Clerk/Receiver		\$51,171.00
First Deputy Town Clerk/Receiver (PT)	\$18.51 per hour	\$18,769.00
Second Deputy Town Clerk/Receiver (PT)	\$18.00 per hour	\$18,252.00
Registrar - Town Clerk		\$1,000.00
FOIL Officer – Town Clerk		\$500.00
Assessor (Part-Time)	\$33.90 per hour	\$34,373.00
Administrative Assistant to Assessor (PT)	\$19.07 per hour	\$19,337.00
Town Attorney		\$44,175.00
Town Prosecutor (Part-Time)		\$13,750.00
Superintendent of Highway		\$73,788.00
Highway Clerk (Part-Time)	\$19.10 per hour	\$19,367.40
Code Enforcement Officer		\$73,500.00
Code Enforcement Clerk (Part-Time)	\$18.00 per hour	\$18,252.00
Park and Building Maintenance Worker		\$63,000.00
Park Supervisor		\$10,000.00
Sewer District 2 Operator (2)	\$9,125 each	\$18,250.00
Seasonal Park/Playground Maintenance	Various PT Employees	\$42,750.00

Dog Control Officer		\$17,588.00
Deputy Dog Control Officer		\$200.00
Town Hall Maintenance (Part-Time)	\$18.00 per hour	\$20,280.00
Senior Center Building Maintenance (PT)	\$18.00 per hour	\$18,252.00
Crossing Guard (Part-Time/Seasonal)	\$16.50 per hour	\$9,800.00
Alternate Crossing Guard	\$16.50 per hour	
Recreation Director (Part-Time)	\$27.25 per hour	\$27,632.00
Senior Recreation Attendants	Hourly Rates set by Town Board	\$60,000.00
Recreation Supervisors	Hourly Rates set by Town Board	\$21,560.00
Senior Programs (Part-Time Help)	\$16.00 per hour	\$4,717.00
Nutrition Attendant	\$17.00 per hour	\$10,608.00
Alternate Nutrition Attendant	\$17.00 per hour	
Senior Van Driver (Part-Time)	\$19.72 per hour	\$20,000.00
Planning Board Chairman	\$176.00 per meeting	\$2,112.00
Planning Board Members (4)	\$92.99 per meeting	\$6,697.00
Planning Board Secretary	\$107.79 per meeting	\$1,294.00
Zoning Board of Appeals Chairman	\$50.58 per meeting	\$588.00
Zoning Board of Appeals Members (4)	\$44.24 per meeting	\$2,033.00
Zoning Board of Appeals Secretary	\$50.58 per meeting	\$588.00
Summer Concert Liaison		\$575.00

SCHEDULE OF VOUCHERED SALARIES

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

2025 PAYROLL SCHEDULE

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

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 OFFICIALS' 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
Linda Marzolf, 1st Deputy Town Clerk/Receiver	\$500,000
Lisa Pritikin, 2nd Deputy Town Clerk/Receiver	\$500,000
Michelle Wallace, Clerk to the Town Justice	\$5,000
Clerk to the Town Justice	\$5,000
Glenn Christner, CEO/Building Inspector	\$5,000
William Rogers, Highway Superintendent	\$5,000
Courtney Krull, 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 6, 2025

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
2025**

<u>Name</u>	<u>Title</u>
Colleen Pautler	Supervisor
Gwendolyn 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
Glenn Christner	Building Inspector/Code Enforcement Officer
William Rogers	Parks Supervisor
Gina Weiss	Deputy Supervisor

FEE SCHEDULE FOR THE TOWN OF ALDEN

Last updated: January 6, 2025

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 Letter		\$ 100.00
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	
(plus Town Engineer Fees. Estimated fees of \$500.00 to	5 – 10 acres	\$250.00	

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
Hunting License		\$1.00		\$1.00

Copy Fee				
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
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	\$45.00 per session
	Pre-School	\$35.00 per session
	Parent/Child	\$35.00 per session
	Swin Clinic	N/A
	Water Aerobics	N/A
	Private/Special Needs	\$55.00 per session
Tennis*		\$45.00 per session
Activity Hour*		\$35.00 per session
Games*		\$35.00 per six weeks
Arts & Crafts*		\$35.00 per session
Drama/Theatre/Stage Crew*		\$40.00 per six weeks
Dance/Acro*		\$35.00 per six weeks
Volleyball*		\$35.00 per six weeks
Community Center	daily rental	\$250.00
Shelters	daily rental	Small Shelter \$50.00
		Large Shelter \$75.00
Soccer/Baseball/Softball/ Hardball Diamonds	waived for not-for-profit tournaments	\$500.00/day \$1000.00/weekend (Fri, Sat, Sun)
Tournament Fee		\$50.00/weekend
Concession Stand		\$100.00/season

*\$10.00 Non-Resident Fee will be added

AGREEMENT TO SPEND TOWN HIGHWAY FUNDS YEAR 2025

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 \$ 325,218 may be expended for general repairs upon Various miles of town highways, including sluices, culverts and bridges having a span of less than five feet and boardwalks or the renewal thereof.

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

A) On Sullivan starting at Henskee Rd and ending at Town of Bennington approximately 0.75 miles, there shall be expended not over the sum of \$ 175,000
Type Top: 9mm Width of traveled surface: 22 feet
Thickness Top: 1.5" Thickness binder: 3" inches
Other: Spot Mill haul spots

B) On Parkwood Dr starting at Glendale Ter and ending at Circle approximately 0.35 miles, there shall be expended not over the sum of \$ 89,000
Type Top: 9mm Width of traveled surface: 27 feet
Thickness Top: 1.5" Thickness binder: 2.5 inches
Other: Mill Road 3"

C) On Glendale Ter starting at Two Rod and ending at Parkwood Dr approximately 0.16 miles, there shall be expended not over the sum of \$ 61,218
Type Top: 9mm Width of traveled surface: 24 feet
Thickness Top: 1.5" Thickness binder: 2.5 inches
Other: Mill Road 3"

Supervisor Date

Walter R... 1/2/25

Highway Superintendent Date

Councilmember Date

Councilmember Date

Councilmember Date

Councilmember Date

B

RESOLUTION AUTHORIZING PROFESSIONAL SERVICES AGREEMENT WITH DEAN ARCHITECTS FOR CONSTRUCTION DOCUMENT EVALUATION

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

WHEREAS, the Town of Alden is in need of professional architectural services to review construction documents for construction projects completed or underway in the Town of Alden;

WHEREAS, Dean Architects, PLLC will provide a professional service to the Town and therefore additional quotes do not need to be obtained.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. That the Alden Town Board does hereby authorize and direct the Supervisor to enter into and execute an Agreement with Dean Architect PLLC for the review of construction documents.

2. This Resolution shall take effect immediately.

The above Resolution was duly put to a roll call vote at a regular meeting of the Alden Town Board held on January 6, 2025, as follows:

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

RESOLUTION AUTHORIZING INTERMUNICIPAL COOPERATION AGREEMENT
REGARDING CODE ENFORCEMENT AND BUILDING INSPECTION



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

WHEREAS, the Town of Alden (“Town”), recently filled the position of Code Enforcement Office/Building Inspector (“CEO/BI”) pursuant to the requirements of Erie County Civil Service by hiring Glenn Christner as the CEO/BI;

WHEREAS, the Village of Alden (“Village”) has property certified persons who can assist the Town with code enforcement and building inspection;

WHEREAS, the Village and the Town have negotiated an updated Intermunicipal Agreement that is mutually beneficial to both municipalities and wish to memorialize the terms and conditions of this arrangement; and

WHEREAS, pursuant to the laws of the State of New York, including Article 5-G of the New York State General Municipal Law, the Town and the Village are each authorized and empowered to enter into this Agreement.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS THAT:

1. The Town Board hereby approves the attached Intermunicipal Agreement with the Village of Alden and hereby directs and authorizes the Town Supervisor to execute said Agreement; and
2. This resolution shall take effect immediately.

The foregoing Resolution was duly put to a roll call vote at a regular meeting on January 6, 2025, as follows:

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

RESOLUTION TO TRANSFER MONIES WITHIN THE 2024 BUDGET



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

WHEREAS, The Alden Town Board adopted its 2024 Budget on November 6, 2023;

WHEREAS, the Town needs monies to pay Swim Outlet for Swim Team equipment; and

WHEREAS, the Town needs monies to pay Metzger Engineering for work engineering work completed for the Four Seasons Shelter and Cayuga Creek Water District; and

WHEREAS, the Town needs monies to pay Drescher & Malecki for 2024 auditing services; and

WHEREAS, this budget transfer 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.7140.0106	\$2,365.93	A.7140.0422	Swim Team equipment (Swim Outlet)	\$2,365.93
A.	\$	A.		\$
			Engineering services for Four Seasons Shelter and C.C. W.D. (Metzger Engineering)	
A.	\$5,500.00	A.1320.0434	Financial auditing services (Drescher & Malecki)	\$5,500.00
	\$6,966.69		TOTAL	\$6,966.69

This resolution shall take effect immediately.

The foregoing Resolution was duly put to a roll call vote at a regular meeting on January 6, 2025, resulting as follows:

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

