

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

- 1. PLEDGE OF ALLEGIANCE – COUNCILMEMBER WAISS**
- 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
JANUARY 21, 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. Resolution to Approve Budget Transfer for CEO and CEO Software Within the 2025 Budget
per S/CP**
 - B. Motion to Approve Use of Town Park by the Alden Chamber of Commerce for a Taste of
Alden Event and Beer Tent per S/CP**
 - C. Resolution to Adopt Revised Key Policy per S/CP**
 - D. Motion to Approve Use of Town Hall Gym for Fire Personnel Training per S/CP**
- 8. UNFINISHED & TABLED BUSINESS**
 - A. Resolution to Transfer Monies Within the 2024 Budget to Pay the Swim Team & Metzger
per S/CP**
- 9. REPORTS OF COMMITTEES, OFFICIALS AND PERSONNEL**
- 10. ANNOUNCEMENTS FROM THE SUPERVISOR**
- 11. NOTICE OF MEETINGS**

WORK SESSION:	February 10, 2025	@ 6:00 PM
REG. BOARD MEETING	February 18, 2025 (Tues.)	@ 6:00 PM
- 12. MEMORIAL REMEMBRANCE**
- 13. ADJOURNMENT**

Feb-25

THE FOLLOWING RESOLUTION WAS OFFERED BY COUNCIL _____, SECOND BY _____, WHO MOVED THAT THE FOLLOWING VOUCHERS BE ALLOWED AND PAID TO WIT; VOUCHERS # | 20250076 | to # | 20250118 |. ALL BILLS REVIEWED BY THE TOWN BOARD.

ACCOUNT	AMOUNT				
	02/03/2024 2024	02/03/2024 2025			TOTAL
GENERAL FUND "A"	\$16,370.99	\$6,011.87			\$22,382.86
HIGHWAY FUND "DA/DB"	\$254.20	\$37,435.15			\$37,689.35
PART-TOWN FUND "B"	\$3,740.04	\$645.86			\$4,385.90
SR CTR EXPANSION/4 SEASON "HS"	\$15,807.77				\$15,807.77
CONSOLIDATED WATER "WR"					\$0.00
SPECIAL FIRE PROTECTION "SF"		\$130,142.00			\$130,142.00
GRANTS "G"					\$0.00
SEWER DIST. #2 FUND "SA"		\$15.54			\$15.54
TRUST & AGENCY "T"	\$2,270.00	\$1,896.89			\$4,166.89
SPECIAL REFUSE FUND "SR"					\$0.00
STREET LIGHTING FUND "SL"					\$0.00
PERIWINKLE LTG. DIST."SL1"					\$0.00
ZOELLER RD. WATER DIST."WZ"					\$0.00
WATER DIST. NEWSTEAD "WO"					\$0.00
WATER DIST. EXCHANGE "WX"	\$5,137.52				\$5,137.52
WATER DIST. NO. 1 "WA"					\$0.00
TOTAL	\$43,580.52	\$176,147.31	\$0.00	\$0.00	\$0.00
					\$219,727.83

Voucher Summary Report Parameters

Report ID:	Posted			
Report By:	2024	To:	2024	
Year:	1	To:	12	
Period:	Pay Due Date	Range:	02/03/2025	To: 02/03/2025
Date Range:	Voucher Number	Range:		To:
Sort By:				
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 Alt 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.	Vendor Cd	Invoice No.	Sub-Description	Inv. Date	Voucher Amt.	Disc. Amt. Taxable	Check ID	Period	Year	Check No.	Account No.	Amount
20250076		0000002489 251357591		02/03/2025	18.99	0.00	00001	12	2024		A.7140.0424	18.99
0201.0000		W. B. MASON CO. INC.	KELLOGGS VARIETY PACK, CHRISTMAS							02/03/2025		
20250077		0000001384 147681		02/03/2025	402.75	0.00	00001	12	2024		A.1355.0450	402.75
0201.0000		BENNETT, DIFILIPPO & KURTZHALTS, WH	FOR PROFESSIONAL SERVICES RENDE M							02/03/2025		
20250078		0000001144 8787,8864,8921,8999,9056,9566,		02/03/2025	15,807.77	0.00	00001	12	2024		HS.1440.0400	15,807.77
0201.0000		METZGER CIVIL ENGINEERING, PLLC	FOUR SEASONS SHELTER ENGINEERIN M							02/03/2025		
20250079		0000001893 DEC2024		02/03/2025	33.25	0.00	00001	12	2024		A.1110.0404	33.25
0201.0000		WALLACE, MICHELLE	BANK & JUDGE COLE'S OFFICE TRAVEL							02/03/2025		
20250080		0000000111 12312024		02/03/2025	76.50	0.00	00001	12	2024		A.1620.0407	76.50
0201.0000		NYSEG	PARK STREET P-1 ELECTRIC SERVICE							02/03/2025		
20250081		0000002960 S5149347.001		02/03/2025	164.31	0.00	00001	12	2024		A.7110.0438	164.31
0201.0000		GREEN MOUNTAIN ELECTRIC SUPPLY	ELECTRICAL SUPPLIES							02/03/2025		
20250082		0000002104 INV185810		02/03/2025	239.75	0.00	00001	12	2024		A.3510.0449	239.75
0201.0000		KETCHUM MFG. CO., INC.	DOG LICENSE TAGS							02/03/2025		
20250083		0000001845 2412033		02/03/2025	5,500.00	0.00	00001	12	2024		A.1320.0434	5,500.00
0201.0000		DRESCHER & MALECKI LLP	FOR PROFESSIONAL SERVICES RENDE M							02/03/2025		
20250084		0000000183 62030		02/03/2025	5,137.52	0.00	00001	12	2024		WX.8389.0414	5,137.52
0201.0000		ERIE COUNTY WATER AUTH	REPLACEMENT OF FIRE HYDRANT AT 2:							02/03/2025		
20250085		0000000818 12312024		02/03/2025	3,735.24	0.00	00001	12	2024		B.9050.0800	3,735.24
0201.0000		NYS DEPT OF LABOR-UI DIV	UNEMPLOYMENT INSURANCE FOR FOU							02/03/2025		
20250086		0000001481 13235		02/03/2025	235.00	0.00	00001	12	2024		DB.3120.0403	235.00
0201.0000		OCCUSTAR WORKPLACE COMPLIANCE	5-PANEL URINE DRUG TEST 4TH QUART M							02/03/2025		
20250087		0000002562 5726		02/03/2025	1,187.50	0.00	00001	12	2024		A.1610.0402	1,187.50
0201.0000		WNY NETWORKS INC	SERVICE MIGRATION OF TSL CO. TAX M							02/03/2025		
20250088		0000001574 1275388		02/03/2025	6,432.94	0.00	00001	12	2024		A.1420.0402	6,432.94
0201.0000		HODGSON RUSS ATTORNEYS LLP	LEGAL WORK RENDERED REGARDING A							02/03/2025		
20250089		0000001144 9565,9055		02/03/2025	2,015.00	0.00	00001	12	2024		A.8389.0401	2,015.00
0201.0000		METZGER CIVIL ENGINEERING, PLLC	CAYUGA CREEK WATER DISTRICT ENGI M							02/03/2025		
20250090		0000001144 9778,9779,9780		02/03/2025	2,270.00	0.00	00001	12	2024		T.0000.0042,7000	1,250.00
											T.0000.0042,4000	270.00
											T.0000.0052,7000	750.00
0201.0000		METZGER CIVIL ENGINEERING, PLLC	PARTIAL PYMT TOMMASO (13500 GENNI M							02/03/2025		2,270.00
20250091		0000003079 117		02/03/2025	300.00	0.00	00001	12	2024		A.6772.0444	300.00
0201.0000		P-TOW ENTERPRISES	TRANSPORTATION OF SENIOR VAN FRC							02/03/2025		

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
20250092	0000003014	1066984		02/03/2025	24.00	0.00	00001	12	2024	651	B:9060.0800 DB:9060.0800	4.80
0201.0000	BENEFIT RESOURCE LLC	PROFLEX ANNUAL HRA ADMINISTRATIO									Total Dist.	19.20
												24.00

Total Vouchers reported: 17

Total GL Detail Reported 43,580.52
 Total Amount All Vouchers 43,580.52

***** Direct Pay *****

Fund	Cash Item	Regular	Prepaid	Wire Transfer	Outstanding	Paid	Total
A - GENERAL FUND							
0201.0000		16,370.99	0.00	0.00	0.00	0.00	16,370.99
	Fund Total	16,370.99	0.00	0.00	0.00	0.00	16,370.99
B - PART TOWN FUND							
0201.0000		3,735.24	0.00	4.80	0.00	0.00	3,740.04
	Fund Total	3,735.24	0.00	4.80	0.00	0.00	3,740.04
DB - HIGHWAY FUND - PART TOWN							
0201.0000		235.00	0.00	19.20	0.00	0.00	254.20
	Fund Total	235.00	0.00	19.20	0.00	0.00	254.20
HS - SENIOR CENTER EXPANSION/4 SEASON SHELTER							
0201.0000		15,807.77	0.00	0.00	0.00	0.00	15,807.77
	Fund Total	15,807.77	0.00	0.00	0.00	0.00	15,807.77
T - TRUST & AGENCY							
0201.0000		2,270.00	0.00	0.00	0.00	0.00	2,270.00
	Fund Total	2,270.00	0.00	0.00	0.00	0.00	2,270.00
WX - WATER DISTRICT EXCHANGE STREET							
0201.0000		5,137.52	0.00	0.00	0.00	0.00	5,137.52
	Fund Total	5,137.52	0.00	0.00	0.00	0.00	5,137.52
Grand Totals		43,556.52	0.00	24.00	0.00	0.00	43,580.52

AP GL Distribution Report Parameters

Report ID: _____ Year: 2024
 Period: 1 To: 12
 Date Range: _____ Pay Due Date Range: 02/03/2025 To: 02/03/2025
 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

Account Table: Alt. Sort Table: Fiscal Year: 2024 Period From: 1 To: 12 Pay Due Date 02/03/2025 To: 02/03/2025

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.1110.0404					TOWN JUSTICES.EXPENSE & TRAVEL						
20250079				00001	0000001893 WALLACE, MICHELLE	DEC2024	02/03/2025	02/03/2025	12	0.00	33.25
Total A.1110.0404					TOWN JUSTICES.EXPENSE & TRAVEL					0.00	33.25
Total Dept 1110					TOWN JUSTICES					0.00	33.25
Dept 1320					AUDITOR						
A.1320.0434					AUDITOR.AUDIT & BUDGET CONS						
20250083				00001	0000001845 DRESCHER & MALECKI LLP	2412033	02/03/2025	02/03/2025	12	0.00	5,500.00
Total A.1320.0434					AUDITOR.AUDIT & BUDGET CONS					0.00	5,500.00
Total Dept 1320					AUDITOR					0.00	5,500.00
Dept 1355					ASSESSOR						
A.1355.0450					ASSESSOR.REASSESSMENT LITIGATION						
20250077				00001	0000001384 BENNETT, DIFILIPPO & KURTZHALTS	147681	02/03/2025	02/03/2025	12	0.00	402.75
Total A.1355.0450					ASSESSOR.REASSESSMENT LITIGATION					0.00	402.75
Total Dept 1355					ASSESSOR					0.00	402.75
Dept 1420					LAW						
A.1420.0402					ADMINISTRATIVE LEGAL FEES						
20250088				00001	0000001574 HODGSON RUSS ATTORNEYS LLP	1275388	02/03/2025	02/03/2025	12	0.00	6,432.94
Total A.1420.0402					ADMINISTRATIVE LEGAL FEES					0.00	6,432.94
Total Dept 1420					LAW					0.00	6,432.94
Dept 1610					INTERNET						
A.1610.0402					INTERNET.COMPUTER SUPPORT						
20250087				00001	0000002562 WNY NETWORKS INC	5726	02/03/2025	02/03/2025	12	0.00	1,187.50
Total A.1610.0402					INTERNET.COMPUTER SUPPORT					0.00	1,187.50
Total Dept 1610					INTERNET					0.00	1,187.50
Dept 1620					BUILDINGS						

TOWN OF ALDEN

AP GL Distribution Report

Fiscal Year: 2024 Period From: 1 To: 12 Pay Due Date: 02/03/2025 To: 02/03/2025

Account No.	PO No.	Check ID	Check No.	Vendor Code	Vendor Name	Invoice No.	Invoice Date	Pay Due	Period	Enc. Amount	Expn. Amou
Fund A											
GENERAL FUND											
Dept 1620											
BUILDINGS											
A.1620.0407					BUILDINGS.ELECTRICITY				12	0.00	76.5
20250080		00001		0000000111	NYSEG	12312024	02/03/2025	02/03/2025		0.00	76.5
Total A.1620.0407					BUILDINGS.ELECTRICITY					0.00	76.5
Total Dept 1620					BUILDINGS					0.00	76.5
Dept 3510					DOGS						
A.3510.0449					DOGS.MATERIALS & SUPPLIES				12	0.00	239.7
20250082		00001		0000002104	KETCHUM MFG. CO., INC.	INV185810	02/03/2025	02/03/2025		0.00	239.7
Total A.3510.0449					DOGS.MATERIALS & SUPPLIES					0.00	239.7
Total Dept 3510					DOGS					0.00	239.7
Dept 6772					PROGRAMS FOR AGING						
A.6772.0444					PROGRAMS FOR AGING.R&M FOR VAN				12	0.00	300.0
20250091		00001		0000003079	P-TOW ENTERPRISES	117	02/03/2025	02/03/2025		0.00	300.0
Total A.6772.0444					PROGRAMS FOR AGING.R&M FOR VAN					0.00	300.0
Total Dept 6772					PROGRAMS FOR AGING					0.00	300.0
Dept 7110					PARKS						
A.7110.0438					PARKS.BUILDING MAINTENANCE				12	0.00	164.0
20250081		00001		0000002960	GREEN MOUNTAIN ELECTRIC SUPPL S5149347.001		02/03/2025	02/03/2025		0.00	164.0
Total A.7110.0438					PARKS.BUILDING MAINTENANCE					0.00	164.0
Total Dept 7110					PARKS					0.00	164.0
Dept 7140					RECREATION						
A.7140.0424					RECREATION.YOUTH PROGRAMS				12	0.00	18.0
20250076		00001		0000002489	W. B. MASON CO. INC.	251357591	02/03/2025	02/03/2025		0.00	18.0
Total A.7140.0424					RECREATION.YOUTH PROGRAMS					0.00	18.0
Total Dept 7140					RECREATION					0.00	18.0
Dept 8389					HYDRANT						

TOWN OF ALDEN

AP GL Distribution Report

Fiscal Year: 2024 Period From: 1 To: 12 Pay Due Date 02/03/2025 To: 02/03/2025

Prepared By: TOWN CLERK

Account No.	Voucher No.	PO No.	Check ID	Check No.	Vendor Code	Vendor Name	Invoice No.	Invoice Date	Pay Due	Period	Enc. Amount	Expens Amount
Fund A						GENERAL FUND						
Dept 8389						HYDRANT						
A.8389.0401						WATER DISTRICT CAYUGA CREEK WATER DISTRICT						
20250089			00001		0000001144	METZGER CIVIL ENGINEERING, PLLC9565.9055		02/03/2025	02/03/2025	12	0.00	2,015.00
Total A.8389.0401						WATER DISTRICT CAYUGA CREEK WATER DISTRICT					0.00	2,015.00
Total Dept 8389						HYDRANT					0.00	2,015.00
Total Fund A						GENERAL FUND					0.00	16,370.93

Date Prepared: 01/31/2025 12:00 PM

Report Date: 01/31/2025

Account Table:

Alt. Sort Table:

TOWN OF ALDEN

AP GL Distribution Report

Fiscal Year: 2024 Period From: 1 To: 12 Pay Due Date: 02/03/2025 To: 02/03/2025

Account No.	PO No.	Check ID	Check No.	Vendor Code	Vendor Name	Invoice No.	Invoice Date	Pay Due	Period	Enc. Amount	Expen: Amou
Fund B					PART TOWN FUND						
Dept 9050					UNEMPLOYMENT INSURANCE						
B.9050.0800					UNEMPLOYMENT INSURANCE						
20250085		00001		0000000818	NYS DEPT OF LABOR-UI DIV	12312024	02/03/2025	02/03/2025	12	0.00	3,735.2
Total B.9050.0800					UNEMPLOYMENT INSURANCE					0.00	3,735.2
Total Dept 9050					UNEMPLOYMENT INSURANCE					0.00	3,735.2
Dept 9060					HOSPITAL AND MEDICAL INSURANCE						
B.9060.0800					HOSPITAL AND MEDICAL INSURANCE						
20250092		00001	651	0000003014	BENEFIT RESOURCE LLC	1066984	02/03/2025	02/03/2025	12	0.00	4.1
Total B.9060.0800					HOSPITAL AND MEDICAL INSURANCE					0.00	4.1
Total Dept 9060					HOSPITAL AND MEDICAL INSURANCE					0.00	4.1
Total Fund B					PART TOWN FUND					0.00	3,740.1

Account Table:
 All Sort Table:

TOWN OF ALDEN

AP GL Distribution Report

Prepared By: TOWN CLERK

Fiscal Year: 2024 Period From: 1 To: 12 Pay Due Date 02/03/2025 To: 02/03/2025

Account No.	PO No.	Check ID	Check No.	Vendor Code	Vendor Name	Invoice No.	Invoice Date	Pay Due	Period	Enc. Amount	Expens. Amount
Fund DB					HIGHWAY FUND - PART TOWN						
Dept 3120					PUBLIC SAFETY						
DB:3120.0403					PUBLIC SAFETY.BACKGROUND CHECKS/DOT TESTING						
20250086		00001		0000001481	OCCUSTAR WORKPLACE COMPLIAN 13235		02/03/2025	02/03/2025	12	0.00	235.00
Total DB:3120.0403					PUBLIC SAFETY.BACKGROUND CHECKS/DOT TESTING					0.00	235.00
Total Dept 3120					PUBLIC SAFETY					0.00	235.00
Dept 9060					HOSPITAL AND MEDICAL INSURANCE						
DB:9060.0800					HOSPITAL AND MEDICAL INSURANCE.EMPLOYEE BENEFITS						
20250092		00001	651	0000003014	BENEFIT RESOURCE LLC		02/03/2025	02/03/2025	12	0.00	19.20
Total DB:9060.0800					HOSPITAL AND MEDICAL INSURANCE.EMPLOYEE BENEFITS					0.00	19.20
Total Dept 9060					HOSPITAL AND MEDICAL INSURANCE					0.00	19.20
Total Fund DB					HIGHWAY FUND - PART TOWN					0.00	254.20

Account Table:
 Alt. Sort Table:

TOWN OF ALDEN

AP GL Distribution Report

Prepared By: TOWN CLERK

Fiscal Year: 2024 Period From: 1 To: 12 Pay Due Date 02/03/2025 To: 02/03/2025

Account No.	PO No.	Check ID	Check No.	Vendor Code	Vendor Name	Invoice No.	Invoice Date	Pay Due	Period	Enc. Amount	Expens Amount
Fund T					TRUST & AGENCY						
Dept 0000					0000						
T.0000.0042.4000					MAZZ AUTO ESCROW SITE PLANS						
20250090		00001		0000001144	METZGER CIVIL ENGINEERING, PLLC	9778,9779,9780	02/03/2025	02/03/2025	12	0.00	270.00
Total T.0000.0042.4000					MAZZ AUTO ESCROW SITE PLANS					0.00	270.00
T.0000.0042.7000					TOMMASO SITE PLANS						
20250090		00001		0000001144	METZGER CIVIL ENGINEERING, PLLC	9778,9779,9780	02/03/2025	02/03/2025	12	0.00	1,250.00
Total T.0000.0042.7000					TOMMASO SITE PLANS					0.00	1,250.00
T.0000.0052.7000					GREATBACH/INTEGER						
20250090		00001		0000001144	METZGER CIVIL ENGINEERING, PLLC	9778,9779,9780	02/03/2025	02/03/2025	12	0.00	750.00
Total T.0000.0052.7000					GREATBACH/INTEGER					0.00	750.00
Total Dept 0000					0000					0.00	2,270.00
Total Fund T					TRUST & AGENCY					0.00	2,270.00

Account Table:
 Alt. Sort Table:

TOWN OF ALDEN

AP GL Distribution Report

Prepared By: TOWN CLERK

Fiscal Year: 2024 Period From: 1 To: 12 Pay Due Date 02/03/2025 To: 02/03/2025

Account No.	PO No.	Check ID	Check No.	Vendor Code	Vendor Name	Invoice No.	Invoice Date	Pay Due	Period	Enc. Amount	Exper Amount
Fund WX					WATER DISTRICT EXCHANGE STREET						
Dept 8389					HYDRANT						
WX.8389.0414					HYDRANT.RENTALS						
20250084		00001		0000000183	ERIE COUNTY WATER AUTH	62030	02/03/2025	02/03/2025	12	0.00	5,137.1
Total WX.8389.0414					HYDRANT.RENTALS					0.00	5,137.1
Total Dept 8389					HYDRANT					0.00	5,137.1
Total Fund WX					WATER DISTRICT EXCHANGE STREET					0.00	5,137.1
Grand Total										0.00	43,580.52

Dept. No.	Name	Enc. Amount	Exp. Amount
0000	0000	0.00	2,270.00
1110	TOWN JUSTICES	0.00	33.25
1320	AUDITOR	0.00	5,500.00
1355	ASSESSOR	0.00	402.75
1420	LAW	0.00	6,432.94
1440	ENGINEERING	0.00	15,807.77
1610	INTERNET	0.00	1,187.50
1620	BUILDINGS	0.00	76.50
3120	PUBLIC SAFETY	0.00	235.00
3510	DOGS	0.00	239.75
6772	PROGRAMS FOR AGING	0.00	300.00
7110	PARKS	0.00	164.31
7140	RECREATION	0.00	18.99
8389	HYDRANT	0.00	7,152.52
9050	UNEMPLOYMENT INSURANCE	0.00	3,735.24
9060	HOSPITAL AND MEDICAL INSURANCE	0.00	24.00
Grand Total:		0.00	43,580.52

Voucher Summary Report Parameters

Report ID:	Posted		
Report By:	2025	To:	2025
Year:	1	To:	1
Period:	Pay Due Date	Range:	02/03/2025
Date Range:	Voucher Number	Range:	To: 02/03/2025
Sort By:		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:	All	To:	Print Quotes: No
Include:		To:	Print Multi Inv Detail: No
User Defined:	No		Use All Fund: No
Print Certification:	Certification Option:	Voucher B	
Cash Totals:	Yes, no Page Break	Fund Totals:	Yes, no Page Break
Account Table:			
All. Sort Table:			

TOWN OF ALDEN

Voucher Summary Report

Voucher No.	Vendor Cd	Invoice No.	Sub-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				
20250109	0201.0000	0000001762 17614	ELMA PRESS	02/03/2025	44.00	0.00	00001	1	2025	02/03/2025	B.3620.0401	44.00
20250110	0201.0000	0000001505 01272025	GLENN CHRISTNER BUSINESS YARDS	02/03/2025	130,142.00	0.00	00001	1	2025	02/03/2025	SF.9010.0800	130,142.00
20250111	0201.0000	0000000024 01272025	TOWN OF ALDEN SERVICE ANNUAL CONTRIBUTION FOR THE LENG AWARD TRUST	02/03/2025	285.88	0.00	00001	1	2025	02/03/2025	DB.9060.0800	285.88
20250112	0201.0000	0000002774 5781756	WVNY TEAMSTERS WELFARE DENTAL & VISION INSURANCE - FEB 202 FUND	02/03/2025	444.04	0.00	00001	1	2025	02/03/2025	A.1620.0440	444.04
20250113	0201.0000	0000002489 251557207	AMHERST ALARM, INC.	02/03/2025	38.27	0.00	00001	1	2025	02/03/2025	A.1355.0401	38.27
20250114	0201.0000	0000002773 2025	W. B. MASON CO. INC.	02/03/2025	25.00	0.00	00001	1	2025	02/03/2025	A.1355.0408	25.00
20250115	0201.0000	0000001862 146009001010725	ERIE COUNTY ASSESSORS ASSOCIATION,	02/03/2025	319.98	0.00	00001	1	2025	02/03/2025	A.7140.0434	319.98
20250116	0201.0000	0000002489 251739790	CHARTER COMMUNICATIONS	02/03/2025	169.10	0.00	00001	1	2025	02/03/2025	B.3620.0401	169.10
20250117	0201.0000	0000002471 01222025	W. B. MASON CO. INC.	02/03/2025	1,596.89	0.00	00001	1	2025	02/03/2025	T.0000.0017	1,596.89
20250118	0201.0000	0000003014 1066984	NYS DEFERRED COMPENSATION PLAN	02/03/2025	875.00	0.00	00001	1	2025	02/03/2025	A.9060.0800 B.9060.0800 DB.9060.0800	177.80 364.70 332.50
0201.0000	BENEFIT RESOURCE LLC	PROFLEX ANNUAL HRA ADMIN FEE		02/03/2025							Total Dist.	875.00
Total Vouchers reported: 26												
Total GL Detail Reported 176,147.31												
Total Amount All Vouchers 176,147.31												

TOWN OF ALDEN

Voucher Summary Report

Voucher No. Cash Account	Vendor Cd Vendor Name	Invoice No. Vendor Name	Inv. Date Sub-Description	Voucher Amt.	Disc. Amt. Taxable	Check ID Check ID	Period PO No.	Year Due/Check Date	Check No.	Account No.	Amount
***** Direct Pay *****											
Fund	Cash Item			Regular	Prepaid	Wire Transfer			Outstanding	Paid	Total
A - GENERAL FUND											
	0201.0000		ALDEN	5,834.07	0.00	177.80			0.00	0.00	6,011.87
		Fund Total		5,834.07	0.00	177.80			0.00	0.00	6,011.87
B - PART TOWN FUND											
	0201.0000		ALDEN	281.16	0.00	364.70			0.00	0.00	645.86
		Fund Total		281.16	0.00	364.70			0.00	0.00	645.86
DB - HIGHWAY FUND - PART TOWN											
	0201.0000		ALDEN	37,102.65	0.00	332.50			0.00	0.00	37,435.15
		Fund Total		37,102.65	0.00	332.50			0.00	0.00	37,435.15
SA - SEWER ALAURA DRIVE											
	0201.0000		ALDEN	15.54	0.00	0.00			0.00	0.00	15.54
		Fund Total		15.54	0.00	0.00			0.00	0.00	15.54
SF - FIRE PROTECTION DISTRICT											
	0201.0000		ALDEN	130,142.00	0.00	0.00			0.00	0.00	130,142.00
		Fund Total		130,142.00	0.00	0.00			0.00	0.00	130,142.00
T - TRUST & AGENCY											
	0201.0000		ALDEN	300.00	0.00	1,596.89			0.00	0.00	1,896.89
		Fund Total		300.00	0.00	1,596.89			0.00	0.00	1,896.89
Grand Totals				173,675.42	0.00	2,471.89			0.00	0.00	176,147.31
Grand Total Regular, Prepaid, Wire Transfer and Direct Pay				176,147.31							
***** Direct Pay *****											
Fund				Regular	Prepaid	Wire Transfer			Outstanding	Paid	Total
A - GENERAL FUND			ALDEN	5,834.07	0.00	177.80			0.00	0.00	6,011.87
B - PART TOWN FUND			ALDEN	281.16	0.00	364.70			0.00	0.00	645.86
DB - HIGHWAY FUND - PART TOWN			ALDEN	37,102.65	0.00	332.50			0.00	0.00	37,435.15
SA - SEWER ALAURA DRIVE			ALDEN	15.54	0.00	0.00			0.00	0.00	15.54
SF - FIRE PROTECTION DISTRICT			ALDEN	130,142.00	0.00	0.00			0.00	0.00	130,142.00

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	Stub-Description		Regular	Prepaid	Wire Transfer	PO No.	Due/Check Date		Outstanding	Paid	Total
T - TRUST & AGENCY	ALDEN			300.00	0.00	1,596.89				0.00	0.00	1,896.89
Grand Totals				173,675.42	0.00	2,471.89				0.00	0.00	176,147.31
Grand Total Regular, Prepaid, Wire Transfer and Direct Pay												
				176,147.31								176,147.31

***** Direct Pay *****

TOWN OF ALDEN

Account Table:
 Alt. Sort Table:

AP GL Distribution Report

Prepared By: TOWN CLERK

Fiscal Year: 2025 Period From: 1 To: 12 Pay Due Date 02/03/2025 To: 02/03/2025

Account No.	PO No.	Check ID	Check No.	Vendor Code	Vendor Name	Invoice No.	Invoice Date	Pay Due	Period	Enc. Amount	Expens Amour
Fund A					GENERAL FUND						
Dept 0000											
A.0000.0688					OTHER LIABILITIES						
20250097		00001		0000003076	ALYCIA FALBO	01152025	02/03/2025	02/03/2025	1	0.00	9.00
Total A.0000.0688										0.00	9.00
Total Dept 0000										0.00	9.00
Dept 1355					ASSESSOR						
A.1355.0401					ASSESSOR.OFFICE SUPPLIES						
20250113		00001		0000002489	W. B. MASON CO. INC.	251557207	02/03/2025	02/03/2025	1	0.00	38.27
Total A.1355.0401										0.00	38.27
A.1355.0408					ASSESSOR.DUES & SUBSCRIPTIONS						
20250114		00001		0000002773	ERIE COUNTY ASSESSOR'S ASSOCI/2025		02/03/2025	02/03/2025	1	0.00	25.00
Total A.1355.0408										0.00	25.00
Total Dept 1355										0.00	63.27
Dept 1620					BUILDINGS						
A.1620.0440					BUILDINGS.ALARM SYS COMM CTR						
20250112		00001		0000002774	AMHERST ALARM. INC.	5781756	02/03/2025	02/03/2025	1	0.00	444.04
Total A.1620.0440										0.00	444.04
A.1620.0444					BUILDINGS.BUILDING MAINTENANCE						
20250093		00001		0000000039	PETSCHKE, INC	56754	02/03/2025	02/03/2025	1	0.00	3,944.00
20250107		00001		0000000039	PETSCHKE, INC	56784	02/03/2025	02/03/2025	1	0.00	269.00
Total A.1620.0444										0.00	4,213.00
Total Dept 1620					BUILDINGS					0.00	4,657.04
Dept 5010					HIGHWAY						
A.5010.0401					HIGHWAY.OFFICE SUPPLIES						
20250105		00001		0000001386	HOME DEPOT CREDIT SERVICES INC 151467.1021569.7.02/03/2025		02/03/2025	02/03/2025	1	0.00	50.81
Total A.5010.0401										0.00	50.81
A.5010.0408					HIGHWAY.DUES & SUBSCRIPTIONS						
20250095		00001		0000000462	TOWN HIGHWAY SUPERINTENDENT:10625		02/03/2025	02/03/2025	1		50.81

TOWN OF ALDEN

AP GL Distribution Report

Alt. Sort Table: Fiscal Year: 2025 Period From: 1 To: 12 Pay Due Date 02/03/2025 To: 02/03/2025

Prepared By: TOWN CLERK

Account No. Voucher No.	PO No.	Check ID	Check No.	Vendor Code	Vendor Name	Invoice No.	Invoice Date	Pay Due	Period	Enc. Amount	Expense Amount
Fund A			GENERAL FUND								
Dept 5010			HIGHWAY								
A.5010.0408			HIGHWAY.DUES & SUBSCRIPTIONS		TOWN HIGHWAY SUPERINTENDENT:					0.00	250.00
Total A.5010.0408			HIGHWAY.DUES & SUBSCRIPTIONS							0.00	250.00
Total Dept 5010			HIGHWAY							0.00	300.81
Dept 5132			HIGHWAY GARAGE								
A.5132.0406			HIGHWAY GARAGE.TELEPHONE								
20250103		00001	0000001862	CHARTER COMMUNICATIONS		144633601010725	02/03/2025	02/03/2025	1	0.00	129.90
Total A.5132.0406			HIGHWAY GARAGE.TELEPHONE							0.00	129.90
Total Dept 5132			HIGHWAY GARAGE							0.00	129.90
Dept 7110			PARKS								
A.7110.0450			PARKS.MATERIALS & SUPPLIES								
20250105		00001	0000001386	HOME DEPOT CREDIT SERVICES INC 151467.1021569.7		02/03/2025	02/03/2025	02/03/2025	1	0.00	353.90
Total A.7110.0450			PARKS.MATERIALS & SUPPLIES							0.00	353.90
Total Dept 7110			PARKS							0.00	353.90
Dept 7140			RECREATION								
A.7140.0434			RECREATION.RECREATION SUPPLIES								
20250115		00001	0000001862	CHARTER COMMUNICATIONS		146009001010725	02/03/2025	02/03/2025	1	0.00	319.90
Total A.7140.0434			RECREATION.RECREATION SUPPLIES							0.00	319.90
Total Dept 7140			RECREATION							0.00	319.90
Dept 9060			HOSPITAL AND MEDICAL INSURANCE								
A.9060.0800			HOSPITAL AND MEDICAL INSURANCE								
20250118		00001	653	0000003014	BENEFIT RESOURCE LLC	1066984	02/03/2025	02/03/2025	1	0.00	177.00
Total A.9060.0800			HOSPITAL AND MEDICAL INSURANCE							0.00	177.00
Total Dept 9060			HOSPITAL AND MEDICAL INSURANCE							0.00	177.00
Total Fund A			GENERAL FUND							0.00	6,011.00

Report Date: 01/31/2025

TOWN OF ALDEN

AP GL Distribution Report

Prepared By: TOWN CLERK

Account Table:

Fiscal Year: 2025 Period From: 1 To: 12 Pay Due Date 02/03/2025 To: 02/03/2025

Account No.	PO No.	Check ID	Check No.	Vendor Code	Vendor Name	Invoice No.	Invoice Date	Pay Due	Period	Enc. Amount	Expense Amount
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Fund B											
Dept 3620											
SAFETY INSPECTION,OFFICE SUPPLIES											
B.3620.0401											
20250108		00001		0000002489	W. B. MASON CO. INC.	251413897	02/03/2025	02/03/2025	1	0.00	68.06
20250109		00001		0000001762	ELMA PRESS	17614	02/03/2025	02/03/2025	1	0.00	44.00
20250116		00001		0000002489	W. B. MASON CO. INC.	251739790	02/03/2025	02/03/2025	1	0.00	169.10
Total B.3620.0401										0.00	281.16

Total Dept 3620											
										0.00	281.16
Dept 9060											
HOSPITAL AND MEDICAL INSURANCE											
B.9060.0800											
20250118		00001	653	0000003014	BENEFIT RESOURCE LLC	1066984	02/03/2025	02/03/2025	1	0.00	364.70
Total B.9060.0800										0.00	364.70

Total Dept 9060											
										0.00	364.70
Total Fund B											
										0.00	645.86

TOWN OF ALDEN

AP GL Distribution Report

Fiscal Year: 2025 Period From: 1 To: 12 Pay Due Date: 02/03/2025 To: 02/03/2025

Account No.	PO No.	Check ID	Check No.	Vendor Code	Vendor Name	Invoice No.	Invoice Date	Pay Due	Period	Enc. Amount	Expense Amount
Fund DB					HIGHWAY FUND - PART TOWN						
Dept 5112					ROAD CONSTRUCTION						
DB.5112.0433		00001		0000001386	HOME DEPOT CREDIT SERVICES INC 151467.1021569.7.02/03/2025		02/03/2025		1	0.00	120.88
20250105											
Total DB.5112.0433										0.00	120.88
Total Dept 5112					ROAD CONSTRUCTION.MATERIALS & SUPPLIES					0.00	120.88
Dept 5130					ROAD CONSTRUCTION						
DB.5130.0225					MACHINERY,TRUCKS AND RELATED EQUIPMENT						
20250106		00001		0000001403	VALLEY FAB & EQUIPMENT, INC	137510	02/03/2025	02/03/2025	1	0.00	33,000.00
Total DB.5130.0225										0.00	33,000.00
DB.5130.0424					MACHINERY.REPAIRS AND MAINTENANCE						
20250098		00001		0000001918	CIVES CORP. DBA VIKING-CIVES OF	4539313	02/03/2025	02/03/2025	1	0.00	98.88
20250102		00001		0000001804	CONTINENTAL RESEARCH CORP.	60101	02/03/2025	02/03/2025	1	0.00	403.61
20250104		00001		0000001572	CHAFFEE WARD EQUIPMENT	44843	02/03/2025	02/03/2025	1	0.00	56.21
Total DB.5130.0424										0.00	558.70
Total Dept 5130					MACHINERY					0.00	33,558.71
Dept 5140					MISCELLANEOUS (BRUSH AND LEAVES)						
DB.5140.0471					MISCELLANEOUS (BRUSH AND LEAVES).BOOTS						
20250100		00001		0000002781	RUNNINGS	2268021	02/03/2025	02/03/2025	1	0.00	149.91
Total DB.5140.0471										0.00	149.91
Total Dept 5140					MISCELLANEOUS (BRUSH AND LEAVES)					0.00	149.91
Dept 5142					SNOW REMOVAL						
DB.5142.0449					SNOW REMOVAL.MATERIALS & SUPPLIES						
20250099		00001		0000002420	RUSERT EQUIPMENT LLC	10893	02/03/2025	02/03/2025	1	0.00	2,450.00
20250101		00001		0000002666	POWERHOUSE SERVICES, INC.	3991	02/03/2025	02/03/2025	1	0.00	537.11
Total DB.5142.0449										0.00	2,987.11
Total Dept 5142					SNOW REMOVAL					0.00	2,987.11
Dept 9060					HOSPITAL AND MEDICAL INSURANCE						
DB.9060.0800					HOSPITAL AND MEDICAL INSURANCE.EMPLOYEE BENEFITS						

TOWN OF ALDEN

AP GL Distribution Report

Fiscal Year: 2025 Period From: 1 To: 12 Pay Due Date 02/03/2025 To: 02/03/2025

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 9060					HOSPITAL AND MEDICAL INSURANCE						
DB,9060,0800					HOSPITAL AND MEDICAL INSURANCE.EMPLOYEE BENEFITS						
20250111		00001		0000000024	WNY TEAMSTERS WELFARE FUND	01272025	02/03/2025	02/03/2025	1	0.00	285.88
20250118		00001	653	0000003014	BENEFIT RESOURCE LLC	1066984	02/03/2025	02/03/2025	1	0.00	332.50
Total DB,9060,0800					HOSPITAL AND MEDICAL INSURANCE.EMPLOYEE BENEFITS					0.00	618.38
Total Dept 9060					HOSPITAL AND MEDICAL INSURANCE					0.00	618.38
Total Fund DB					HIGHWAY FUND - PART TOWN					0.00	37,435.15

Date Prepared: 01/31/2025 12:04 PM

Report Date: 01/31/2025

Account Table:

Alt. Sort Table:

TOWN OF ALDEN

AP GL Distribution Report

Fiscal Year: 2025 Period From: 1 To: 12 Pay Due Date 02/03/2025 To: 02/03/2025

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.8130.0408					SEWAGE TREATMENT AND DISPOSAL.ELECTRIC						
20250094		00001		0000000111	NYSEG	01292025	02/03/2025	02/03/2025	1	0.00	15.54
Total SA.8130.0408					SEWAGE TREATMENT AND DISPOSAL.ELECTRIC					0.00	15.54
Total Dept 8130					SEWAGE TREATMENT AND DISPOSAL					0.00	15.54
Total Fund SA					SEWER ALAURA DRIVE					0.00	15.54

TOWN OF ALDEN

AP GL Distribution Report

Fiscal Year: 2025 Period From: 1 To: 12 Pay Due Date 02/03/2025 To: 02/03/2025

Account No.	PO No.	Check ID	Check No.	Vendor Code	Vendor Name	Invoice No.	Invoice Date	Pay Due	Period	Enc. Amount	Expense Amount
Fund SF					FIRE PROTECTION DISTRICT						
Dept 9010					STATE RETIREMENT						
SF.9010.0800					SERVICE AWARD PROGRAM						
20250110		00001		0000001505	TOWN OF ALDEN SERVICE AWARD T 01272025		02/03/2025	02/03/2025	1	0.00	130,142.00
Total SF.9010.0800					SERVICE AWARD PROGRAM					0.00	130,142.00
Total Dept 9010					STATE RETIREMENT					0.00	130,142.00
Total Fund SF					FIRE PROTECTION DISTRICT					0.00	130,142.00

TOWN OF ALDEN

AP GL Distribution Report

Prepared By: TOWN CLERK

Account Table: Alt. Sort Table: Fiscal Year: 2025 Period From: 1 To: 12 Pay Due Date 02/03/2025 To: 02/03/2025

Account No.	PO No.	Check ID	Check No.	Vendor Code	Vendor Name	Invoice No.	Invoice Date	Pay Due	Period	Enc. Amount	Exp. Amou
Fund T					TRUST & AGENCY						
Dept 0000					0000						
T.0000.0017					DEFERRED COMPENSATION PLAN						
20250117		00001	652	0000002471	NYS DEFERRED COMPENSATION PL	01222025	02/03/2025	02/03/2025	1	0.00	1,596.8
Total T.0000.0017					DEFERRED COMPENSATION PLAN					0.00	1,596.8
T.0000.0024					ASSOCIATION & UNION DUES						
20250096		00001		0000001631	TEAMSTERS LOCAL 264	01152025	02/03/2025	02/03/2025	1	0.00	300.0
Total T.0000.0024					ASSOCIATION & UNION DUES					0.00	300.0
Total Dept 0000										0.00	1,896.8
Total Fund T					TRUST & AGENCY					0.00	1,896.8
Grand Total										0.00	176,147.3

Dept. No.	Name	Enc. Amount	Exp. Amount
0000	0000	0.00	1,905.89
1355	ASSESSOR	0.00	63.27
1620	BUILDINGS	0.00	4,657.04
3620	SAFETY INSPECTION	0.00	281.16
5010	HIGHWAY	0.00	300.81
5112	ROAD CONSTRUCTION	0.00	120.88
5130	MACHINERY	0.00	33,558.78
5132	HIGHWAY GARAGE	0.00	129.99
5140	MISCELLANEOUS (BRUSH AND LEAVES)	0.00	149.99
5142	SNOW REMOVAL	0.00	2,987.12
7110	PARKS	0.00	353.98
7140	RECREATION	0.00	319.98
8130	SEWAGE TREATMENT AND DISPOSAL	0.00	15.54
9010	STATE RETIREMENT	0.00	130,142.00
9060	HOSPITAL AND MEDICAL INSURANCE	0.00	1,160.88
Grand Total:		0.00	176,147.31



**RESOLUTION TO BUDGET TRANSFER FOR CEO AND CEO SOFTWARE
WITHIN THE 2025 BUDGET**

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

WHEREAS, The Alden Town Board adopted its 2025 Budget on November 4, 2024;

WHEREAS, the Town needs to transfer monies to cover the annual, increased salary for the new Town Building Inspector/Code Enforcement Officer;

WHEREAS, the Town needs to transfer monies to pay for the Cloudpermit software for the Town Building Department/Code Enforcement Office, of which the purchase was approved by the Town Board via resolution on January 21, 2025;

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
B.3620.0104	\$6,500.00	B.3620.0100	CEO Payroll Line requires additional funds due to new CEO's increased salary	\$6,500.00
B.6989.0411	\$6,000.00	B.3620.0401	Cloudpermit Building/CEO Software	\$6,000.00
	\$12,500.00		TOTAL	\$12,500.00

This resolution shall take effect immediately.

The foregoing Resolution was duly put to a roll call vote at a regular meeting on February 3, 2025, resulting as follows:

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



Motion to Approve Use of Town Park by the Alden Chamber of Commerce for a Taste of Alden Event and Beer Tent (2.3.25)

Motion to Approve:

The Alden Chamber of Commerce's use of the Town Park, Kiwanis Shelter, and bandshell from Monday June 2, 2025 through June 9, 2025 for a Taste of Alden Event with Beer Tent on June 5, 2024 from 4 pm until 11 pm. The Beer Tent will be provided by the Alden Hook & Ladder Fire Company. The Chamber must provide a certificate of liability insurance with the Town of Alden named as an additional insured in the amount of \$1,000,000 per occurrence, \$3,000,000 aggregate, and sign an indemnification agreement with the Town. The Alden Hook & Ladder Fire Company must provide proof of liability insurance and liquor liability insurance naming the Town of Alden as an additional insured and sign an Indemnification Agreement with the Town. The Chamber is responsible for making sure that all food vendors and the Chamber obtain Erie County Health Department permits.

The Chamber is responsible for cleaning up the Town Park after the events.

The Alden Town Clerk is directed to send notice of this approval to the Chamber.

1st:

2nd:

The foregoing Motion was duly put to a roll call vote at a regular meeting on February 03, 2025, as follows:

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



RESOLUTION TO ADOPT REVISED KEY POLICY

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

WHEREAS, the Town Board in 2020 adopted a Key Policy;

WHEREAS, it has come to the attention of the Town Board that the 2020 Key Policy no longer offers sufficient security to Town Facilities and that the Key Policy needs to be updated to provide for greater control of keys and for greater security of Town Facilities.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS, THAT:

- 1. The Town Board hereby adopts the Attached Town of Alden Key Policy, replaced the 2020 Key Policy; and**
- 2. This resolution shall take effect immediately.**

The foregoing Resolution was duly put to a roll call vote at a regular meeting on February 3, 2025, as follows:

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

TOWN OF ALDEN KEY POLICY (2-3-25)

PURPOSE

The purpose of the Key Policy is to protect the property of the Town of Alden, and of individuals assigned to use Town Buildings, by limiting access to such facilities to assigned individuals only.

SCOPE

This policy applies to all Keyholders, volunteers and employees working for or contracted with the Town of Alden. It applies to all Buildings owned and/or leased by the Town of Alden.

POLICY

Locks may only be changed or rekeyed by prior permission of the Town Board. In the event of an Emergency, the Town Supervisor or the Deputy Supervisor may have locks changed or re-keyed.

The Town Supervisor, Deputy Supervisor and Highway Superintendent shall have a key to each and every door/lock on a Town Facility and/or Town Office.

The Town Board acknowledges that the Town Records Vault is under the sole control of the Town Clerk.

All persons wishing to have a key to any Town Building must strictly adhere to the following policy.

Keyholders are strictly prohibited from making a copy of their key. Any Keyholder who violates this prohibition will lose their key privileges and may cause their organization to lose its key privileges.

Keyholders are strictly prohibited from sharing their key with anyone; except for Town Board Members. The right to use the key is personal to the Keyholder. Any Keyholder who violates this provision will lose their key privileges and may cause their organization to lose its key privileges.

When the Keyholder is finished with the key either because their position with the Town or Organization has ended or because the sports / meeting season has ended, the Keyholder, or their Agent or representative, must return their key to the Town Supervisor at the Alden Town Hall.

To pick up a Key, each person must appear in person at the Alden Town Supervisor's Office Hall to sign for their key.

Failure to return keys upon termination/separation may result in holding the key holder/organization responsible for the cost to re-key a building.

KEYHOLDER NAME: _____

KEYHOLDER ADDRESS: _____

KEYHOLDER PHONE: _____

TOWN BUILDING KEY ISSUED FOR: _____ KEY #: _____

DATE KEY SIGNED OUT: _____

DRIVER'S LICENSE # _____

I HEREBY ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE ABOVE POLICY AND THAT BY SIGNING BELOW I AGREE TO ADHERE TO THIS POLICY.

Signature of Keyholder upon receiving key: _____

DATE KEY RETURNED: _____

Keyholder/Agent signature: _____

Town Supervisor Signature: _____



Motion to Approve Use of Town Hall Gym for Fire Personnel Training (02.03.2025)

Motion to approve the request of Crittenden VFD and Millgrove VFD to use the Town Hall Gym on February 17, 2025 from 7:00 pm until 8.30 pm for training.

The Town Clerk is directed to send notice of this approval to the Crittenden VFD.

1st:

2nd:

The foregoing Motion was duly put to a roll call vote at a regular meeting on February 03, 2025, as follows:

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

