

MEETING NO. 01  
REGULAR NO. 01

REGULAR TOWN BOARD MEETING  
TOWN OF ALDEN

January 06, 2025  
6:00 P.M.

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The Regular Meeting of the Alden Town Board was held at 3311 Wende Road, Alden, NY on Monday, January 06, 2025 at 6:00 P.M. Town Supervisor Pautler called the Meeting to Order and Councilmember Bork led in the Pledge of Allegiance. The Roll Call was taken by 1<sup>st</sup> Deputy Town Clerk Linda J. Marzolf.

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

RECORDING SECRETARY: Linda J. Marzolf, 1<sup>st</sup> Deputy Town Clerk

OTHERS PRESENT: Mike Metzger, Town Engineer  
Bill Rogers, Highway Supervisor  
Kurt Pastuszynski, Parks & Buildings Maintenance  
Glenn Christner, Building Inspector & Code Enforcement Officer  
Colleen Rogers, Budget Officer  
Jennifer Strong, Town of Alden's Attorney  
Alycia Baran, Dog Control Officer  
Residents

Councilmember Waiss moved and Councilmember Crist seconded the Motion to **Approve the Minutes** of the Regular Meeting of December 16 , 2024.

**CARRIED.**

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

**APPROVAL OF VOUCHERS**

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

ACCOUNT	AMOUNT					TOTAL
	FY2024 2024	FY2024 2025				
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
<b>TOTAL</b>	<b>\$31,428.42</b>	<b>\$8,074.68</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$39,503.10</b>

THE FOREGOING RESOLUTION WAS PUT TO A ROLL CALL VOTE ON JANUARY 06, 2025 and

**CARRIED.**

Ayes 5 Crist, Waiss , Bork, Cieszki, Pautler

Nays 0

**BUSINESS FROM THE FLOOR**

**1. Ron Redmann (12000 Broadway): Availability of TV Recycling soon?**

- Councilmember Gina Waiss responded: Currently have eRecycling available on Tuesdays and Thursdays from 9:00am – 12:00pm. Board is considering another Saturday collection and will discuss dates at the next Work Session.

**2. Steve Kelm (11136 Broadway) : Regarding the Building Inspector & Outstanding Permits in Alden**

- Supervisor Pautler responded: Current Intermunicipal Agreement with the Alden Village Inspector, Joe Czechowski, for all outstanding 2024 permits.
- 2025 permits will be handled by the new Town of Alden Code Enforcement Office Glenn Christner will be point of contact.
- Mr. Kelm has contacted Village CEO regarding an engineer being hired? Stuff that doesn't meet State Code but would meet if it was stamped by an engineer.
- Councilmember Waiss responded: an architect is on Agenda for tonight for approval.
- Supervisor Pautler responded that this architect would be looking at the 2024 plans that are in question at this point.
- Town Attorney Strong will update Village CEO with results of tonight's meeting and agenda item to approve architect. Strong stated that she imagines that CEO Czechowski will be in contact with residents that are affected by 2024 situation.

**Deb Woods (Meals on Wheels at 3311 Wende Road): 2025 Waste Management Service Calendar**

- Requested information on a new 2025 Refuse Calendar
- Attorney Strong and Councilmember Waiss responded: Atty. thought mailed out by company. Mrs. Waiss thought mailed out in August 2024 to cover through March 2025. Atty. thought the August mailing was for calendar year. Mrs. Waiss thought was for March 2024-March 2025.
- Councilmember Waiss committed to contacting Waste Management to ask for a new calendar.

**PRESENTATIONS of COMMUNICATIONS from BOARD MEMBERS and Other TOWN OFFICIALS**

**Colleen Pautler, Town Supervisor**

1. Received Building Inspector's report for December
2. Retirement announcement for Mary Erickson – Senior Dining Coordinator.
  - Retiring February 28, 2025
  - Board will post that position
  - Mary Erickson would also like to be added as a substitute

**John Cieszki, Councilmember**

1. Nothing at this time

**Gwendolyn Bork, Councilmember**

1. Nothing at this time

**Jennifer Strong, Town Attorney**

1. Nothing at this time

**Gina Waiss, Councilmember**

1. Received report from the Department of Transportation (DOT) regarding the traffic study at intersection of North Road and Crittenden Road
  - Regarding this intersection: the State DOT looked at Accident Reports, Crash Data and Speed history
  - DOT concluded, based on radar detection and lack of crash history, that no changes are recommended at the intersection of Crittenden and North roads.

**Randy Crist, Councilmember**

1. Nothing at this time

**Linda J. Marzolf, Town Clerk's Office**

1. The Town Clerk's Office recognized Councilmember Randy Crist's donation of the American Flag that currently flies over the Alden Town Hall.
  - This flag was flown over the Capitol Building in Washington, D.C. in 2022.
  - The flag was a gift to Councilmember Crist from VFW Post in Lancaster, NY on June 18, 2022.

**NEW BUSINESS**

**REORGANIZATIONAL MEETING JANUARY 6, 2025**

SUBJECT	Page	Section
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Town Board Committees		
Assistant to the Supervisor		
Deputy Supervisor		
Town Historian		
Budget Officer		
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First & Second Deputy Town Clerk/Receiver	6	1A
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Registrar and Foil Officer	6	1C
Designation of Town Clerk to Receive Notices of Claims	6	1D
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Dog Control Officer and Deputy Dog Control Officer	6	1G
Storm Water Pollution Prevention Officer	6	1H
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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
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Parks and Buildings Maintenance Worker	7	1Q
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Town Engineer/Planning Consultant/Alaura Sewer Plant Supt.	13	4A
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**APPENDICES**

SCHEDULE OF TAX PENALTIES

SCHEDULE OF SALARIES

SCHEDULE OF VOUCHERED SALARIES

PAYROLL SCHEDULE

PETTY CASH FUNDS

TOWN ELECTED AND APPOINTED OFFICIAL'S BONDS

PROCUREMENT POLICY AND PROCEDURE GUIDELINES

FEE SCHEDULE

# **REORGANIZATIONAL MEETING JANUARY 6, 2025**

## **NOTICE OF THE SUPERVISOR'S APPOINTMENTS OF THE TOWN BOARD 2025 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)

### **COUNCILMEMBER 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)

### **COUNCILMEMBER CRIST**

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

### **COUNCILMEMBER CIESZKI**

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

**COUNCILMEMBER 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:**

<b>ASSISTANT TO THE SUPERVISOR:</b>	COURTNEY KRULL
<b>DEPUTY SUPERVISOR:</b>	GINA WAISS
<b>TOWN HISTORIAN:</b>	KAREN MUCHOW
<b>BUDGET OFFICER:</b>	COLLEEN ROGERS

I. THE FOLLOWING RESOLUTION WAS OFFERED BY COUNCILMEMBER BORK, WHO MOVED ITS ADOPTION, SECONDED BY COUNCILMEMBER WAISS and amending DD to include Colleen Rogers and Judy Downhower.

**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;

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;

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. Judy Downhower and Colleen Rogers appointed as Part Time Clerks 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.

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:

**CARRIED.**

Ayes 5 Crist with amended changes, Waiss , Bork, Cieszki, Pautler

Nays 0

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

NOW THEREFORE, BE IT RESOLVED:

1. That following designations are made for the 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:

**CARRIED.**

Ayes 5 Crist, Waiss , Bork, Cieszki, Pautler

Nays 0

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

**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.

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

**CARRIED.**

Ayes 5 Crist, Waiss , Bork, Cieszki, Pautler

Nays 0

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

**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 amended to **\$2,450.00 per 2025 Budget**; Information update provided by Supervisor Pautler.
- 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 Kurtzhalt, 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:

**CARRIED.**

Ayes 5 Crist, Waiss , Bork, Cieszki, Pautler

Nays 0

**REORGANIZATIONAL MEETING JANUARY 6, 2025**

**SCHEDULE OF TAX  
PENALTIES**

<b>COUNTY TIME PERIOD</b>	<b>PENALTY RATE</b>
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%
<b>SCHOOL TIME PERIOD</b>	<b>PENALTY RATE</b>
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**

PR#	WEEKS WORKED	PAYROLL DATE
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TITLE	PAY RATE
BOARD OF ASSESSMENT REVIEW MEMBERS	\$100.00 PER SESSION
ASSESSMENT REVIEW SECRETARY	\$220.00 PER SESSION

**2025 PAYROLL SCHEDULE**

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

OFFICE	AMOUNT
SUPERVISOR	\$50.00
TOWN CLERK	\$400.00

**PETTY CASH FUNDS**

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 submit to disciplinary action by the Town Board.

6. The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the Purchaser prepares written justification providing reasons why it is in the best interest of the Town and its taxpayers to make an award to other than the low bidder. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement.

7. A good faith effort shall be made to obtain the required number of proposals or quotations. If the Purchaser is unable to obtain the required number of proposals or quotations, the Purchaser shall document the attempt made at obtaining same. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.

8. Except when directed by the Town Board, no solicitation of RFPs shall be required under the following circumstances:

- (a) Acquisition of professional services;
- (b) Emergencies;
- (c) Sole source situations;
- (d) Goods purchased from agencies for the blind or severely handicapped;
- (e) Goods purchased from correctional facilities;
- (f) Goods purchased from another governmental agency;
- (g) Goods purchased at auctions;
- (h) Computer software;

- (i) Purchases pursuant to state or county bid; and/or
- (j) True lease.

9. The unintentional failure to fully comply with the provisions of Section 104-b New York State General Municipal Law or the Town of Alden’s Procurement Policy and Procedure Guideline shall not be grounds to void action taken or give rise to a cause of action against the Town or any officer or employee thereof.

10. Legal issues regarding the applicability of competitive bidding requirements are to be presented to the Town Board and Town Attorney for review and determination.

11. The following individuals responsible for purchasing for the Town of Alden are shown on the attached Schedule A.

12. This policy shall be reviewed annually by the Town Board at its organizational meeting, or as soon thereafter as is reasonably practicable.

**SCHEDULE A  
2025**

<b><u>Name</u></b>	<b><u>Title</u></b>
Colleen Pautler	Supervisor
Gwendolyn Bork	Councilperson
Gina Waiss	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 Waiss	Deputy Supervisor



**FEE SCHEDULE FOR THE TOWN OF ALDEN**

*Last updated: January 6, 2025*

<b>BUILDING DEPARTMENT</b>		
<b>TYPE OF PERMIT</b>	<b>DESCRIPTION/ CLARIFICATION</b>	<b>FEE/ FEE CALCULATION</b>
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		<b>DOUBLE FEE</b>
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/	Up to 15,000 square feet	\$ 30.00
	15,001-30,000 square feet	\$ 60.00
	30,001-45,000 square feet	\$ 90.00

Operating Permits	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 (plus Town Engineer Fees. Estimated fees of \$500.00 to be held in escrow)	minor – up to three (3) lots	\$ 125.00	
	major – more than three (3) lots	\$250.00	
Subdivision Without Permit		NORMAL FEE + \$500.00	
Telecommunications Towers	up to 150 feet	\$3,000.00	
	each foot above 150	\$ 50.00 per foot	
	new tower permit fee	\$ 500.00	
	co-location	\$ 100.00	
Windmill Permit Fees	residential	\$ 150.00	
	commercial	up to 150 feet	\$3,000.00
		ea. ft above 150	\$ 50.00 per foot
Topsoil/Excavation (plus Town Engineer Fees. Estimated fees of \$500.00 to be held in escrow)	base fee: up to 500 CU/YDS	\$ 500.00	
	Each 100 CU/YD or part thereof above 500 CU/YD	\$ 50.00 per 100 CU/YD	
Zoning Books		\$ 20.00	
Variance Request to Zoning Board of Appeals	(plus cost of publications and mailings)	\$ 200.00	
Town of Alden code Book	current fee of general code publisher		
Manufactured Home – New Or Renewal		\$250.00	
SWPPP (plus Town Engineer Fees. Estimated fees of \$500.00 to be held in escrow)	0 to 5 acres	\$150.00	
	5 – 10 acres	\$250.00	
	10 + acres	\$350.00	
Open Space / Recreation Fee	Residential	\$250.00	
	Commercial	.15 / square foot	
Cancelled Check Fee		\$20.00	
5G Public ROW	New Installation	\$500.00	
	Each New Additional Installation	\$100.00	
	Per Facility Annual Renewal Fee	\$270.00	

**TOWN CLERK'S OFFICE**

Title	Description	Town Share	NYS Share	Total
Bingo		\$ 7.50	\$11.25	\$ 18.75
Dog License	Spayed/Neutered	\$ 9.00	\$ 1.00 surcharge	\$ 10.00
	Un-spayed/			

	Un-neutered	\$ 15.00	\$ 3.00 surcharge	\$ 18.00
Reissue Lost Dog Tags		\$ 3.00		\$ 3.00
Dog License Late Fee	Dogs w/o licenses	\$ 25.00		\$ 25.00
Games of Chance		\$ 10.00	\$15.00	\$ 25.00
Game Room		Set by Town Board		
Genealogy Search	+ \$1.00/photocopy	\$ 10.00		
Marriage		\$ 17.50* This fee is waived for active duty military personnel.	\$22.50* This fee is waived for active duty military personnel.	\$ 40.00
See next page Home Occupation permit	See next page 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 Copy Fee		\$1.00		\$1.00
Cancelled Check Fee				\$ 20.00
Certified Copies		\$ 10.00		\$ 10.00
Tax Receipts		\$ 2.00		\$ 2.00
Service Fee	late County Tax Bills	\$ 1.00		\$ 1.00
Photocopies	non-genealogy	\$ .25/page		\$ .25/pg
Recycling Totes		\$ 70.00		\$ 70.00
Zoning maps		\$ 2.00		\$ 2.00
Landfill Management Permits	To be determined on an individual basis by resolution of the Town Board			
<b>RECREATION DEPARTMENT</b>				
	<b>DESCRIPTION/</b>	<b>FEE/</b>		

<b>TYPE OF EVENT</b>	<b>CLARIFICATION</b>	<b>FEE CALCULATION</b>
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 Tournament Fee	waived for not-for-profit tournaments	\$500.00/day \$1000.00/weekend (Fri, Sat, Sun)
Concession Stand		\$50.00/weekend \$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 had 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 \$ 84,000  
Type Top: 9mm Width of traveled surface 22 feet  
Thickness Top: 1.5 Thickness binder: 2.5 inches  
Other: Mill Road 3"
- C) On Glendale Ter starting at Town Rd 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

Willie Ryz 1/2/25  
Highway Superintendent Date

\_\_\_\_\_  
Councilmember Date

\_\_\_\_\_  
Councilmember Date

\_\_\_\_\_  
Councilmember Date

\_\_\_\_\_  
Councilmember Date

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

**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:

**CARRIED.**

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

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

**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:

**CARRIED.**

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

THE FOLLOWING **MOTION TO REMOVE THIS RESOLUTION** WAS OFFERED BY COUNCILMEMBER WAISS, WHO MOVED ITS ADOPTION, SECONDED BY COUNCILMEMBER CRIST.

**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 Swim Team had unspent funds from the Swim Club; and

**WHEREAS**, the below payment will clear the remaining balance of unspent funds; 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:**

<b>From (Budget Code)</b>	<b>Amount</b>	<b>To (Budget Code)</b>	<b>General Explanation</b>	<b>Amount</b>
A.7140.0106	\$2,365.93	A.7140.0422	Swim Team equipment (Swim Outlet)	\$2,365.93
	<b>\$2,365.93</b>		<b>TOTAL</b>	<b>\$2,365.93</b>



**This resolution shall take effect immediately.**

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

**CARRIED.**

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

**Supervisor called and there were No Objections for this POLL and ADD**

THIS RESOLUTION WAS OFFERED BY COUNCILMEMBER WAISS, WHO MOVED ITS ADOPTION, SECONDED BY COUNCILMEMBER CRIST.

**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 Swim Team had unspent funds from the Swim Club; and

**WHEREAS**, the below payment will clear the remaining balance of unspent funds; 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:**

<b>From (Budget Code)</b>	<b>Amount</b>	<b>To (Budget Code)</b>	<b>General Explanation</b>	<b>Amount</b>
A.7140.0106	\$2,365.93	A.7140.0422	Swim Team equipment (Swim Outlet)	\$2,365.93
	<b>\$2,365.93</b>		<b>TOTAL</b>	<b>\$2,365.93</b>

**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:

**CARRIED.**

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

**UNFINISHED AND TABLED BUSINESS** - None

**REPORTS OF COMMITTEES, OFFICIALS AND PERSONNEL**

**John Cieszki, Councilmember**

1. To Mr. Metzger (Town Engineer): Do we have any answers back from the State regarding the Cayuga Creek Water District? Answer: No, we do not.
2. Welcome to Alycia Baran, our new Dog Control Officer. She is a wildlife specialist and is already doing a great job.
3. We are also looking to have a 2<sup>nd</sup> deputy dog control officer as needed. We are waiting for the ads to be filled out and will go from there.

**Gwendolyn Bork, Councilmember**

Nothing at this time

**Jennifer Strong, Town Attorney**

1. Thank you to the Board for reappointing me. I look forward to my 21<sup>st</sup> year.
2. I request an Executive Session for matters of litigation; matters of personnel and the planning board and zoning board.

**Gina Waiss, Councilmember**

Nothing at this time

**Randy Crist, Councilmember**

Nothing at this time

**Bill Rogers, Highway Superintendent**

Nothing at this time

**Mike Metzger, Town Engineer**

1. I would like to thank the Board for my reappointment.
2. I look forward to working with you. We have a lot going on.

**Glenn Christner, Code Enforcement Office/Building Inspector**

Nothing at this time

**Colleen Rogers, Budget Officer**

Nothing at this time

**Kurt Pastuszynski, Parks & Buildings Maintenance**

Nothing at this time

**Alycia Baran, Dog Control Officer**

Nothing at this time

**Town Clerk's Office, represented by Linda J. Marzolf, 1<sup>st</sup> Deputy Town Clerk**

Thank you for my first 6 months and reappointment.

**ANNOUNCEMENTS FROM THE SUPERVISOR**

We will add to the Work Session:

- The Recycling Event
- The Key Policy
- Review the Employee Handbook that was distributed
- NOTE from Councilmember Cieszki that he (most likely) will miss the Work Session on January 13, 2025. This will be the first meeting he has missed since becoming a Town Councilmember.

**NOTICE OF MEETINGS**

<b>WORK SESSION:</b>	<b>January 13, 2025</b>	<b>@ 6:00 PM</b>
<b>REGULAR BOARD MEETING</b>	<b>January 21, 2025 (Tues.)</b>	<b>@ 6:00 PM</b>

**MEMORIAL REMEMBRANCE – Thomas "TJ" Ackley, Jr. and Kenneth M. Meyer**

Councilmember Waiss, with second by Councilmember Cieszki, moved to **Enter into Executive Session** for matters of Litigation, and matters of personnel and planning board and zoning board.

Present at Executive Session were: 5 members of the Town Board, the Town Attorney, the Town Engineer, and the Town Code Enforcement Office.

**All in Favor.**

7:53 PM: Councilmember Crist, with second by Councilmember Cieszki, moved to **Leave the Executive Session with NO Action Taken and Return to regular meeting.**

**All in Favor.**

#### **ADJOURNMENT**

7:53 PM - Supervisor Pautler adjourned the Meeting.

Minutes recorded by 1<sup>st</sup> Deputy Town Clerk Linda J. Marzolf – January 06, 2025

Minutes transcribed by 1<sup>st</sup> Deputy Town Clerk Linda J. Marzolf – January 13, 2025