

The Regular Meeting of the Alden Town Board was held at 3311 Wende Road, Alden, NY on Monday, February 03, 2025 at 6:00 P.M. Town Supervisor Pautler called the Meeting to Order. Councilmember Waiss 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  
John Cieszki, Councilmember

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

OTHERS PRESENT: Mike Metzger, Town Engineer  
Glenn Christner, Building Inspector & Code Enforcement Officer  
Jennifer Strong, Town of Alden’s Attorney  
Colleen Rogers, Budget Officer  
Alycia Baran, Dog Control Officer

Councilmember Waiss moved to **Approve the Minutes** of the Regular Meeting of January 21, 2025 based on requested amendments (see below) and Councilmember Crist seconded the Motion.

1. Use ‘*Councilmember*’ when referring to Gina Waiss.
2. Councilmember Waiss requests that Corrections & Clarifications contributed by Clerk’s office are removed from the transcription.
3. Supervisor Pautler and Councilmember Cieszki would like their comments added to 01/21/25 minutes.

**CARRIED.**

Ayes 4 Crist, Waiss, Cieszki, Pautler “*Approved with the amendments*”

Nays 0

**APPROVAL OF VOUCHERS**

THE FOLLOWING RESOLUTION WAS OFFERED BY COUNCILMEMBER WAISS, SECOND BY COUNCILMEMBER CRIST, WHO MOVED THAT THE FOLLOWING VOUCHERS BE ALLOWED AND PAID TO WIT; VOUCHERS # [ 119 ] to # [ 190 ]. ALL BILLS REVIEWED BY THE TOWN BOARD.

Feb-25						
THE FOLLOWING RESOLUTION WAS OFFERED BY COUNCILMEMBER WAISS , SECOND BY COUNCILMEMBER CRIST, WHO MOVED THAT THE FOLLOWING VOUCHERS BE ALLOWED AND PAID TO WIT; VOUCHERS # [ 20250076 ] to # [ 20250118 ]. ALL BILLS REVIEWED BY THE TOWN BOARD.						
<u>ACCOUNT</u>	<u>AMOUNT</u>					TOTAL
	02/03/2025 2024	02/03/2025 2025				
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
<b>TOTAL</b>	<b>\$43,580.52</b>	<b>\$176,147.31</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$219,727.83</b>

THE FOREGOING RESOLUTION WAS PUT TO A ROLL CALL VOTE ON FEBRUARY 03, 2025 and

**CARRIED.**

Ayes 4 Crist, Waiss , Cieszki, Pautler  
Nays 0

**BUSINESS FROM THE FLOOR**

None

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

**Colleen Pautler, Town Supervisor**

- 1. Nothing at this time

**John Cieszki, Councilmember**

- 1. Nothing at this time

**Gwendolyn Bork, Councilmember**

- 2. Nothing at this time

**Jennifer Strong, Town Attorney**

- 1. Working on the Fee Schedule and would like to talk about that at next Work Session
- 2. Working with CEO Glenn Christner on Building Code and would like to discuss at next Work Session
- 3. I have drafted a new Refuse Policy that has been circulated to the Board and would like that on Work Session agenda
- 4. Working with Randy Crist, Councilmember, on the Facility Use Forms and the laws that coordinate with those. I would like that added to Work Session agenda.

**Gina Waiss, Councilmember**

- 1. Please keep the Employee Workbook on the Work Session agenda for next week

**Randy Crist, Councilmember**

- 1. Nothing at this time

**NEW BUSINESS**

**Resolution to Approve Budget Transfer for CEO and CEO Software Within the 2025 Budget**

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

**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
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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
	<b>\$12,500.00</b>		<b>TOTAL</b>	<b>\$12,500.00</b>

**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:

**CARRIED.**

Ayes 4 Crist, Waiss , Cieszki, Pautler

Nays 0

**Motion to Allow Use of Town Park by the Alden Chamber of Commerce for a Taste of Alden Event and Beer Tent**

THE FOLLOWING RESOLUTION WAS OFFERED BY SUPERVISOR PAUTLER, WHO MOVED ITS ADOPTION, SECONDED BY COUNCILMEMBER WAISS with date corrected to June 05, 2025 (from original document).

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, 2025 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.**

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

**CARRIED.**

Ayes 4 Crist, Waiss , Cieszki, Pautler

Nays 0

**Resolution to Adopt Revised Key Policy**

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

**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:

**CARRIED.**

Ayes 4 Crist, Waiss , Cieszki, Pautler  
Nays 0

**Motion to Approve Use of Town Hall Gym for Fire Personnel Training**

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

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.**

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

**CARRIED.**

Ayes 4 Crist, Waiss , Cieszki, Pautler  
Nays 0

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**Supervisor Pautler polled the Board for permission to add the following motions and there were no objections.**

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**Motion to Appoint Deputy Dog Control Officer**

Motion to appoint Vincent Grato as Deputy Dog Control Officer, at \$20.00 per hour, no benefits, effective immediately and for the remainder of 2025, subject to successful completion of all pre-employment checks.

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

**CARRIED.**

Ayes 4 Crist, Waiss , Cieszki, Pautler  
Nays 0

**Motion to Appoint Official Newspaper for the Town of Alden**

Motion to appoint the Akron Bugle as the official newspaper for the Town of Alden; replacing the Alden Advertiser, due to the pause in production of the Alden Advertiser. The Buffalo News shall remain as the alternate official newspaper of the Town of Alden.

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

**CARRIED.**

Ayes 4 Crist, Waiss , Cieszki, Pautler

Nays 0

**UNFINISHED AND TABLED BUSINESS**

**A. Resolution to Transfer Monies Within the 2024 Budget to Pay the Swim Team & Metzger per S/CP**

The following motion to Remove from Unfinished Business the **Resolution to Transfer Monies Within the 2024 Budget to Pay the Swim Team & Metzger** from the Agenda was offered by Supervisor Pautler with a second by Councilmember Waiss.

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

**CARRIED.**

Ayes 4 Crist, Waiss , Cieszki, Pautler

Nays 0

**REPORTS OF COMMITTEES, OFFICIALS AND PERSONNEL**

**John Cieszki, Councilmember**

1. Dog Enumeration Forms were delivered to the Town Clerk's office. These forms will go out with the Tax Bills. Hoping to get a 'handle on' how many people have dogs that are unregistered.

**Jennifer Strong, Town Attorney**

1. Nothing at this time

**Gina Waiss, Councilmember**

1. Nothing at this time

**Randy Crist, Councilmember**

1. Would like to talk about Hometown Hero Banners. Believes that Supervisor's secretary shared this request.

**Bill Rogers, Highway Superintendent**

1. Would the Board like me to invite Dave Heist to the next Work Session to discuss process for re-keying and to answer any questions. Supervisor Pautler responded with yes. Councilmember Waiss requested it to be added as #1 on next Work Session agenda.

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

1. Nothing to report

**Mike Metzger, Town Engineer**

1. Working with Glenn (Building Inspector)
2. Jennifer Strong (Town Attorney) has been working hard with State Comptroller's office about comments and questions they have regarding Cayuga Creek Water District and Townline Water District. He has been assisting her putting together responses. Attorney Strong said she's waiting for responses from Bill Sivecz (Tax Assessor) and the Town Clerk's office.

**Colleen Rogers, Budget Officer**

1. Please add Grant Writer to Work Session. I forwarded proposal from “Jean” to Town Supervisor, Councilmembers Bork and Waiss. Seems expensive especially since we’re using grant funding the new [Building Department] software.
2. B Fund is very delicate this year. We have to be very careful with all expenses coming out of the B Fund. It’s January and we’re pretty well spent because of all the extra charges.
3. We did get an invoice from the Erie County Water Authority. I noticed that there are two extra hydrants. We haven’t done any new districts and don’t know where those two extra hydrants came from. Checking into them and Bill (Rogers, Highway) is checking and found one on Two Rod but the 2<sup>nd</sup> one doesn’t exist. I have asked for an inventory. There’s a \$544 Fire Protection charge. Upon questioning they said we didn’t pay for 2023. Advised Courtney to pay what we’ve paid in the past. Years ago we found two hydrants were not ours.

**Alycia Baran, Dog Control Officer**

1. Nothing at this time

**Linda J. Marzolf, 1st Deputy Town Clerk**

1. Nothing at this time

**ANNOUNCEMENTS FROM THE SUPERVISOR**

1. Clerk’s Office please look at Memorial Remembrances. Deputy Clerk asked for assistance in finding the information. Charles Meyer’s Funeral Home and website was given as best source for updated information.

**NOTICE OF MEETINGS**

<b>WORK SESSION:</b>	<b>February 10, 2025</b>	<b>@ 6:00 PM</b>
<b>REGULAR BOARD MEETING</b>	<b>February 18, 2025 (Tues.)</b>	<b>@ 6:00 PM</b>

**MEMORIAL REMEMBRANCE**

**Gerald J. Butler (Jan. 31)**  
**Joseph W. Struntz (Jan. 29)**  
**Susan A. Muench (Jan. 26)**  
**Evelyn P. Phillips (Jan. 22)**

**ADJOURNMENT**

6:25 PM - Supervisor Pautler adjourned the Meeting.

Minutes recorded by 1<sup>st</sup> Deputy Town Clerk Linda J. Marzolf – February 03, 2025  
 Minutes transcribed by 1<sup>st</sup> Deputy Town Clerk Linda J. Marzolf – February 18, 2025