

The Special Meeting of the Alden Town Board was held at 3311 Wende Road, Alden, N.Y. on Monday, January 26th at 6:00 P.M. Supervisor, Pautler, called the Meeting to Order and Councilmember Drogi led the Pledge of Allegiance.

The Roll Call was taken by Alyssa Cooper, who is the Town Clerk.

PRESENT: Randy Crist, Councilmember
 Gwendolyn Bork, Councilmember
 Mark Kerl, Councilmember
 Mark Drogi, Councilmember

Town Clerk: Alyssa Cooper

OTHERS PRESENT: Jennifer Strong, Town Attorney
 Mike Metzger, Town Engineer
 Colleen Rogers, Budget Officer
 Residents

Motion to Approve the Minutes of the Regular Meeting of January 05, 2026 was made by Councilman Crist, seconded by Councilman Bork

The forgoing Motion was duly put to a Roll Call vote, January 26, 2026 and was:

CARRIED

Ayes: 5 (Crist, Bork, Pautler, Drogi, Kerl)

Nays: 0

APPROVAL OF VOUCHERS

THE FOLLOWING RESOLUTION WAS OFFERED BY Councilmember Bork , SECOND BY Councilmember Crist , WHO MOVED THAT THE FOLLOWING VOUCHERS BE ALLOWED AND PAID TO WIT; VOUCHERS # [11] to # [78]. ALL BILLS REVIEWED BY THE TOWN BOARD.

<u>ACCOUNT</u>	<u>AMOUNT</u>				
	1/5/2026 2025	1/5/2026 2026	1/20/2026 2025	1/20/2026 2026	TOTAL
GENERAL FUND "A"	\$20,213.21	\$6,488.30	\$11,505.52	\$2,849.26	\$41,056.29
HIGHWAY FUND "DA/DB"	\$114.07		\$3,065.82	\$6,703.06	\$9,882.95
PART-TOWN FUND "B"	\$625.00	\$1,800.00	\$2,286.03	\$4,272.08	\$8,983.11
SR CTR EXPANSION/4 SEASON "HS"	\$6,474.87				\$6,474.87
GRANTS "G"	\$9,596.90				\$9,596.90

SPECIAL FIRE PROTECTION "SF"	\$242.59			\$137,372.54	\$137,615.13
SEWER INDUSTRIAL PARK "SI"					\$0.00
SEWER DIST. #2 FUND "SA"	\$592.48		\$968.01	\$244.85	\$1,805.34
TRUST & AGENCY "T"	\$3,862.51	\$288.00	\$5,767.50	\$2,362.39	\$12,280.40
SPECIAL REFUSE FUND "SR"			\$45,561.25		\$45,561.25
STREET LIGHTING FUND "SL"			\$6,109.22		\$6,109.22
PERIWINKLE LTG. DIST."SL1"			\$81.41		\$81.41
ZOELLER RD. WATER DIST."WZ"					\$0.00
WATER DIST. NEWSTEAD "WO"					\$0.00
CONS. WATER DIST "WR"					\$0.00
WATER DIST. EXCHANGE "WX"					\$0.00
WATER DIST. NO. 1 "WA"					\$0.00
TOTAL	\$41,721.63	\$8,576.30	\$75,344.76	\$153,804.18	\$279,446.87

BUSINESS FROM THE FLOOR

Michele Hoffman- Town of Alden, Senior Van Driver gave her report for the year 2025.

PRESENTATIONS OF COMMUNICATIONS FROM BOARD MEMBERS AND OTHER TOWN OFFICIALS

Councilmember Kerl

1. Held interviews on 1/16 for the building department and deputy building clerk.
2. Thanked Jennifer for assisting him with connecting with the Lancaster Dog control

Councilmember Bork

1. Big news, we received the Salt Barn Grant
2. Continuing to work with Rotella on different Grants for Alden.

Councilmember Crist

1. Asked Councilmember Mark Kerl when the public hearing was for the Walden property. No other communications.

Supervisor Pautler:

1. Welcomed and congratulated the new Town assessor, Jim Chisholm to his position.
2. Application for Board Assessment Review
3. Walden will have construction coming up and will have only a single lane.
4. South Newstead will have construction Jan 29- Feb 12th.

NEW BUSINESS

Motion to Use Community Center and Town Parks for Soccer Tournament (1.20.2026)

Motion to approve the request of the Alden Soccer Club to use the Community Center (large room), Town Park (including shelters), and Robert O. Smith Park for a soccer tournament on June 26, 2026 from 4 pm to 8 pm, June 27 and 28 from 7:00 am to 8.00 pm; contingent upon the payment of application fees.

The Alden Soccer Club must submit proof of insurance to the Town Clerk, naming the Town of Alden as an additional insured before using the Town facilities.

All participants (players, coaches and referees, etc.) must sign Waivers, to be filed with the Town Recreation Director, prior to participating in the tournament.

The Town Clerk is directed to promptly send notice of this approval to the Alden Soccer Club.

1st: Councilman Mark Kerl

2nd: Councilman Mark Drogi

Councilman Crist	Aye
Councilwoman Bork	Aye
Supervisor Pautler	Aye
Councilman Drogi	Aye
Councilman Kerl	Aye

**RESOLUTION TO APPROVE BUDGET TRANSFERS WITHIN THE 2025 BUDGET
FOR VARIOUS BUDGET LINES**

THE FOLLOWING RESOLUTION WAS OFFERED BY Councilmember Drogi
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 funds to pay outstanding invoices to Municipal Solutions and Metzger Engineering for work related to Cayuga Creek and Town Line Water Districts, as well as to ADP for year-end payroll fees;

WHEREAS, the Town needs to transfer funds to make the A fund Social Security and Highway snow removal payroll lines whole;

WHEREAS, this budget transfer will not render the Town of Alden insolvent;

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS, THAT:

The Alden Town Board hereby authorizes the following transfers:

From (Budget Code)	Amount	To (Budget Code)	General Explanation	Amount
A.9060.0800	\$1,538.40	A.8389.0401	Outstanding Cayuga Creek and Town Line Water District Invoices (Municipal Solutions/ Metzger Engineering)	\$1,538.40
A.9060.0800	\$1,300.00	A.1220.0415	Outstanding ADP Invoices (December payroll fees and W2s)	\$1,300.00
A.9060.0800	\$4,346.17	A.9030.0800	Social Security (A Fund)	\$4,346.17
DB.5130.0100	\$9,902.64	DB.5142.010 0	Highway Payroll (Snow Removal)	\$9,902.64
	\$17,087.21		TOTAL	\$17,087.21

This resolution shall take effect immediately.

The foregoing Resolution was duly put to a roll call vote at a special meeting on January 26, 2026, resulting as follows:

Councilmember Crist	Aye
Councilmember Drogi	Aye
Councilmember Bork	Aye
Councilmember Kerl	Aye
Supervisor Pautler	Aye

RESOLUTION TO ADOPT NEW FEE SCHEDULE

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

WHEREAS, the Alden Town Board has noticed the need to further update and clarify the Town Fee Schedule;

WHEREAS, the Town Board is authorized under State Law and under the Town Code to set Town Fees by resolution; and

WHEREAS, the proposed new Fee Schedule is fair and reasonable and is reasonably related to the services performed by the Town.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS THAT:

- 1. The Town Board hereby adopts the attached Fee Schedule, effective as of this date and hereby rescinds all previous versions of the Fee Schedule; and**
2. This resolution shall take effect immediately.

The foregoing Resolution was duly put to a roll call vote at a special meeting on January 26, 2026, as follows:

Councilman Crist	Aye
Councilwoman Bork	Aye
Supervisor Pautler	Aye
Councilman Drogi	Aye
Councilman Kerl	Aye

AMENDED

RESOLUTION TO CORRECT TOWN OF ALDEN 2026 REORGANIZATIONAL RESOLUTIONS

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

WHEREAS, several errors have been found in the Reorganizational Resolution Package adopted by the Alden Town Board on January 5, 2026.

NOW, THEREFORE, BE IT RESOLVED, AS FOLLOWS THAT:

1. **That the Reorganizational Resolution Package adopted by the Alden Town Board on January 5, 2026 is hereby amended as follows:**
 - A. Lori Best (Nutritional Site Director) and Suzanne Walter (alternate) may work up to 19.5 hours per week;**
 - B. The Petty Cash Fund for the Recreation Department is not needed and therefore will not be established;**
 - C. The correct job title for Judy Downhower is alternate part time clerk in the Supervisor's Office;**
 - D. The hourly rate for Deputy Town Clerk Lisa Pritikin is \$23.00;**
 - E. The hourly rate for the Dog Control Officer is \$21.00;**
 - F. The hourly rate for Kurt Pastuszynski (Fulltime Parks Maintenance Worker) is \$31.25, not to exceed 40 hours per week (unless overtime is approved prior to working overtime by the Department Head) and with a limit of two weeks of banked compensatory time per calendar year;**
 - G. Afshar Yusaf is appointed as alternate Town Constable; and**
 - H. Colleen Rogers is appointed as a Bookkeeper in the Supervisor's Office; and**
 - I. Keith Borden shall receive \$31.60/hours for extra hours worked at the Alaura**

Sewer Plant for repairs, testings, and other additional required work.

2. This resolution shall take effect immediately.

The foregoing Resolution was duly put to a roll call vote at a special meeting on January 26, 2026, as follows:

Councilman Crist	Aye
Councilwoman Bork	Aye
Supervisor Pautler	Aye
Councilman Drogi	Aye
Councilman Kerl	Aye

**RESOLUTION TO HIRE SURVEYOR FOR TOWNLINE ROAD WATER DISTRICT
TOPOGRAPHIC SURVEY**

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

**WHEREAS, the Alden Town Board needs to have prepared a topographic survey
to assist in the design and construction of the Townline Road Water District;**

WHEREAS, the Procurement Policy & Procedure Guidelines (“Guidelines”) of the
Town of Alden and the New York General Municipal Law (“GML”) state that professional
services are exempt from the Guidelines and from the GML;

**WHEREAS, despite the professional service exemption, the Town Engineer has
requested quotes from three surveyors;**

WHEREAS, three quotes were received as follows:

McIntosh & McIntosh, P.C. at \$7,900.00,

360 Land Survey, DPC at \$5,500, and

True North Land Surveying, PLLC at \$4,600.00.

WHEREAS, True North Land Surveying, PLLC is the lowest responsible quote;

WHEREAS, The Town Board after full and careful review and consideration of the
request finds that it is in the public interest to authorize the topographic survey work.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS, THAT:

1. **The Town Board approves the attached Agreement with True North Land Surveying, PLLC for a topographic survey of the Townline Water District at a total cost of \$4,600.00;**
2. The Town Supervisor is authorized to sign any and all necessary documents to effectuate this hiring; and
3. This resolution shall take effect immediately.

The foregoing Resolution was duly put to a roll call vote at a special meeting on January 26, 2026, as follows:

Councilman Crist	Aye
Councilwoman Bork	Aye
Supervisor Pautler	Aye
Councilman Drogi	Aye
Councilman Kerl	Aye

RESOLUTION AUTHORIZING THE TOWN BOARD TO BID CONSTRUCTION OF THE CAYUGA CREEK WATER DISTRICT

THE FOLLOWING RESOLUTION WAS OFFERED BY COUNCILMEMBER KERL, WHO MOVED ITS ADOPTION, SECONDED BY COUNCILMEMBER DROGI.

WHEREAS, the Town of Alden, upon receiving permission of the NYS Comptroller, has duly created the Cayuga Creek Water District and has obtained authorization from the NYS Comptroller for the increased costs of said District;

WHEREAS, the Town of Alden has authorized Metzger Civil Engineering to complete the application, plans and specifications for this Water District Construction Project; and

WHEREAS, Metzger Civil Engineering has completed the plans and specifications and has received the approvals from the necessary reviewing agencies; and

WHEREAS, the Procurement Policy & Procedure Guidelines of the Town of Alden requires that all estimated public works projects over \$35,000.00 shall be formally bid pursuant to General Municipal Law section 103.

WHEREAS, The Town Board after full and careful review and consideration of the request finds said request to receive bids in the public interest.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS THAT:

- 1. The Town Board hereby authorizes the Town Clerk to advertise for bids as outlined in the attached Notice to Bidders, full information and specifications are now available at the Office of the Town Clerk at 3311 Wende Road, Alden, New York 14004 during normal business hours.**
2. The Town Clerk has published Notice in the Akron Bugle on January 22, 2026 . Said Notice will be published more than ten (10) days prior to February 18, 2026 and states the time when and place where the sealed bids will be publically opened and read by the Town Clerk. The Town Clerk and Town Engineer are further authorized to fax or email

the Notice to Bidders to interested contractors;

3. **The Town Board hereby authorizes the Town Clerk to receive sealed bids until 10:00 AM Prevailing time on February 18, 2026; and**
4. **This resolution shall take effect immediately.**

The foregoing Resolution was duly put to a roll call vote at a special meeting on January 26, 2026, as follows:

Councilman Crist	Aye
Councilwoman Bork	Aye
Supervisor Pautler	Aye
Councilman Drogi	Aye
Councilman Kerl	Aye

SECTION A- NOTICE TO BIDDERS

TOWN OF ALDEN

CAYUGA CREEK WATERLINE

Notice is hereby given that, pursuant to a resolution of the Town Board of the Town of Alden, Erie County, New York, sealed proposals will be publicly opened and read aloud on the 18TH day of February, 2026 at 11:00 AM in the Town Hall of the Town of Alden located at 3311 Wende Road in the Town of Alden, NY 14004. The proposals shall be a comprehensive bid for furnishing all materials and equipment together with all labor for the installation of approximately 6,123 lineal feet of waterline along Cayuga Creek Road and approximately 316 lineal feet of waterline along Three Rod Road within the Town of Alden, all in accordance with the Contract Documents as prepared by Metzger Civil Engineering, PLLC, for the Town of Alden. Sealed proposals will be received up to 11:00 AM on the bidding date at the office of the Town Clerk.

A copy of the Contract Documents will be on file and available for inspection during the usual business hours at the office of the Town Clerk on and after January 21, 2026. Copies may be secured from the Town upon payment of a non-refundable fee of \$50.00 per set of documents. Checks shall be made payable to the Town of Alden. Copies of all the Contract Documents will also be posted to online contract database platforms including The Construction Exchange of Buffalo & WNY, Dodge Analytical and Construction Management Data. However, the online materials are available for reference only and all formal bids need to be made using the hard copy bid documents available at the Town Clerk's office.

A pre-bid meeting will be held at the Alden Town Hall at 3311 Wende Road in the Town of Alden, New York on Thursday, February 5, 2026 at 10:00 am for all interested parties.

The envelopes containing the bids must be sealed and addressed to the Town of Alden, 3311 Wende Road, Alden, NY 14004 and must be designated as "Bids for the Cayuga Creek Waterline". Any bids not delivered in person shall be mailed to the Town of Alden, 3311 Wende Road, Alden, New York 14004 to the attention of the Town Clerk and must be received by the date and time noted above.

Each bid must be accompanied by a non-collusive bidding certification and a certified check of the bidder in the amount of 5% of the bid (made payable to the Town of Alden) or a bid bond prepared on the form of bid bond acceptable to the Town of Alden, duly executed by the bidder as principal and having as surety thereon a surety company approved by the Town of Alden in the amount of 5% of the

bid. Such checks or bid bonds will be returned to all except the three lowest bidders promptly after the opening of the bids, and the remaining checks or bid bonds will be returned promptly after the Town of Alden and the accepted bidder have executed the Contract, or if no award has been made within 60 days of bid opening, upon demand of the bidder at any time thereafter, so long as he has not been notified of the acceptance of his bid.

Town Clerk

Town of Alden

POLL TO ADD:

(corrected) RESOLUTION TO APPOINT REGISTRAR OF VITAL STATISTICS

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

WHEREAS, Debra Crist has resigned as Registrar of Vital Statistics effective, January 31, 2026.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS, THAT:

1. **The Town Board hereby appoints Town Clerk, Alyssa Cooper as Registrar of Vital Statistics from today through the end of her elected town clerk term (12/31/2028).**
2. **The Town Clerk is hereby directed to immediately prepare an Oath of Office for Ms. Cooper in her capacity as Registrar of Vital Statics; to prepare three certified copies of this resolution; and to prepare three NYS DOH Form 1556; all for immediate filing with: New York State Department of Health; Erie County Clerk and the Town of Alden;**
3. **Ms. Cooper is hereby directly to appoint a Deputy Registrar of Vital Statistics as soon as she is able to identify a qualified person and to file the appropriate forms to effectuate this appointment; and**
4. **This resolution shall take effect immediately.**
- 5.
6. The foregoing Resolution was duly put to a roll call vote at a special meeting on January 26, 2026, as follows:

Councilman Crist	Aye
Councilwoman Bork	Aye
Supervisor Pautler	Aye
Councilman Drogi	Aye
Councilman Kerl	Aye

UNFINISHED & TABLED BUSINESS - None

REPORTS OF COMMITTEES, OFFICIALS, AND PERSONNEL

Councilmember Kerl – Public Hearing 1/29 at the Town Hall. Dog committee can information to the Clerks office. Delinquent dog licenses are going down. Assisted with interviews for the building department, Rick will be reviewing everything and making his decision.

Councilmember Drogi- No news.

Town Clerk Cooper- No news.

Town Attorney Jennifer Strong- typed out edits in employee handbook. Jennifer has some questions about Townline Water District, will connect with Mike.

Councilmember Bork- Moving forward with grants.

Councilmember Crist- No news.

Town Engineer Mike Metzger- Sewer district renewal application is ready for Supervisor Pautler to review and sign. This gets renewed every 3 years. Sent bid specks out for Cayuga Creek and contacted local water companies lettering them know the bid packets are out. If anyone knows of any other companies to contact please let me know. For the work session, I would like to add Storm Water MS4 program from DEC.

ANNOUNCEMENTS FROM THE SUPERVISOR

Supervisor Pautler thanked the Highway department for keeping up with the snow removal from the week of snowstorms. They did a great job. After this meeting wraps up we will be heading into our regular scheduled work session meeting.

NOTICE OF MEETINGS

Work Session – January 26, 2026- 6:00pm
Reg. Board Meeting – February 2, 2026- 6:00pm

MEMORIAL REMEMBRANCE

Memorial Remembrance was held for Ralph Sharpe, Karen Krzyzkowski.

Adjournment

Motion to adjourn the meeting at 6:28 PM and go into works session by Supervisor Pautler and Seconded by Councilmember Kerl.

Councilman Crist	Aye
Councilman Drogi	Aye
Supervisor Pautler	Aye
Councilwoman Bork	Aye
Councilman Kerl	Aye