

Town of Alden – Work Session Meeting Notes

Date: January 12, 2026

1. Sandridge / Three Rod / Broadway Intersection – Traffic Signal

Discussion was held regarding the possibility of adding a turning arrow signal at the traffic light located at the Sandridge/Three Rod/Broadway intersection. It was noted that a traffic study through the DOT would be required in order to pursue any turning signal installation. Bill Rogers will seek the appropriate State contact to initiate the inquiry and will report back with an update.

2. Evans Property – Dumping / Property Violations

Concerns were raised regarding dumped garbage and old tires on the Evans property. It was discussed that the Town needs to confirm whether the issue falls under Town or County violations. If the property is found to be in violation of any applicable codes, the Code Enforcement Officer/Building Department will be able to review the matter further and determine next steps.

3. Grants / Parks & Recreation / Town Priorities

Parks and Recreation expressed interest in exploring available grants for new playground equipment and additional park improvements. A County Comprehensive Plan Update was also discussed. Rotella will provide the Town with an updated list of grant opportunities available to Alden. Moving forward, the Town will meet monthly to review and prioritize needs.

Additional grant-related discussions included:

- **Senior Van:** The Town is exploring possible funding support for a replacement van. The current wheelchair lift is not functioning properly. The Town is considering transitioning from a 15-passenger van to a 14-passenger van.
- **Bandshell:** The Town is in need of a new bandshell or similar structure, and grant opportunities may be explored for this as well.

4. Water District Updates

The Water District was discussed, including review of an attached email from Mike Metzger regarding the Cayuga Creek Waterline. It was noted that the Town Line Water District is not yet designed and the Town will need to authorize a topographic survey as a next step.

5. Employee Handbook – Suggested Edits

Suggested edits to the Employee Handbook were reviewed and changes were made to the following sections:

- Page 17: Annual Review for Employees
- Page 18: Appointments
- Page 19: Part-Time Employee
- Page 20: Pay Date
- Page 24: Vacation Time (Part-Time, Full-Time, Seasonal, Observed Holidays)
- Page 35: FMLA
- Pages 39–40: Medical Insurance
- Page 44: Staggering Lunches
- Page 48: Mileage
- Page 49: Fuel Distribution
- Page 54: Systems – Electronic Mail and Voice Mail
- Page 56: System Supervisors

Jennifer will review and apply all updates discussed and will submit the revised version to Louisa, then follow up accordingly.

6. LVAC Contract

It was noted that a six-month contract was signed with LVAC on January 1, 2026. If the Town would like to utilize other service providers moving forward, an RFP process will be required and should be initiated as soon as possible. Colleen and Gwen will begin working on this.

Additional note: The Certificate of Need will expire on August 1, 2026. Jennifer will provide the new contract documentation to Gwen and Colleen.

7. Meals on Wheels (MOW) – Postage Machine Approval

Meals on Wheels was approved to utilize the Town's postage machine. Alyssa will work with Jennifer to draft a formal policy and procedure to outline appropriate usage and process guidelines.

Notes from the Board

Mark Kerl

- Spent time meeting with the Town Engineer and Building Department.
- Interviews have been scheduled for Friday, January 16 with Sue and Rick for the Building Department.
- The Dog Warden currently has no issues to report.
- Met with the Court Clerk regarding the possibility of involving the court for enforcement related to unpaid dog licenses, if needed.

Jennifer Strong

Jennifer will update the necessary corrections in the Reorganization Packet. A motion will be required to approve the corrections, and the updated documents will be ready for the next Board meeting.

Executive Session

The meeting concluded and transitioned into Executive Session.