

**Work Session Meeting Minutes**  
**May 11, 2026**  
**6:00 P.M.**

**Attendance:**

Supervisor Colleen Pautler; Councilmembers Gwendolyn Bork, Randy Crist, Mark Drogi, and Mark Kerl; Town Clerk Alyssa Cooper; Town Engineer Mike Metzger; Budget Officer Colleen Rogers; Highway Superintendent Bill Rogers; Recreation Director Michelle Gadd; Meals on Wheels Director Debbie Woods; Resident Kevin Martin.

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**Town Park Cameras – Highway Superintendent Rogers**

Highway Superintendent Rogers discussed ongoing vandalism occurring at the Town Park and stated that additional surveillance is needed. Highway Superintendent Rogers will purchase additional cameras and remain within the Town's \$5,000 procurement policy limit.

**Bandshell – Highway Superintendent Rogers**

Highway Superintendent Rogers stated that the bandshell will be reviewed to determine whether it will be safe and usable for the upcoming season. More information is expected next week.

**Town Playground Grant – Councilmember Bork**

Lucas from Parkatects presented a proposed playground design for the Town of Alden. The presentation included upgraded playground equipment and ADA-accessible features. The proposed project would be used as part of the Town's playground grant application.

Lucas reviewed the proposed budget and project breakdown. The Town would be responsible for 20% of the project cost if the grant is awarded. Communications were had regarding the proposal, and the Board made several suggestions for revisions to the playground design. Lucas will make the requested updates and submit the revised proposal to Councilmember Bork by the end of the week. Once received, Councilmember Bork will forward the proposal to Rotella to begin the grant application process.

**Grants – Councilmember Bork**

**West Main Street Grant:**

Nathan from Rotella had several questions regarding the property and the cause of delays. The Town is currently in communication with the DEC and the Army Corps of Engineers. While wetlands have been identified on the property, there is currently no jurisdiction from the Army Corps of Engineers, and confirmation of this is needed.

Nathan recommended applying for a Letter of Intent. A delineation has already been completed by the property owner and must be submitted to the Army Corps of Engineers. An appraisal of the property will also need to be completed.

Councilmember Bork asked for an estimated timeline for the process. Town Engineer Metzger stated it would likely take approximately six months at best. Councilmember Bork will request additional information regarding the grant. It was noted that a Letter of Intent is non-binding.

**Comprehensive Grant:**

No updates have been received at this time.

**Art Grant:**

The Town's grant application was denied.

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**Meals on Wheels Project – Debbie Woods**

Debbie Woods presented a proposed project involving individuals from ARC who currently assist in the Meals on Wheels kitchen. She asked whether the individuals could also assist with landscaping around the building, including edging, weeding, planting flowers around the light poles and flower beds, and obtaining mulch from the Town Highway Department. The Board agreed with the proposal.

**Air Conditioning Units – Councilmember Crist**

Councilmember Crist reported that he received a quote for replacing older air conditioning units in the building. The quote exceeds the Town's procurement policy threshold, so additional quotes will be obtained.

**Baseball Tournament Request – Recreation Director Gadd**

Recreation Director Gadd stated that a request was received for a baseball tournament to be held from 8:00 p.m. to 9:00 p.m. on Sunday, June 14, 2026. A motion will be presented at the next Town Board meeting.

**Garbage and Recycling Lids – Councilmember Drogi**

Councilmember Drogi referenced a previous discussion from Town Clerk Cooper regarding the purchase of additional garbage and recycling lids. The Board agreed to move forward and requested pricing information, including how many lids can be purchased at one time.

**Building Department and Planning Board Updates – Councilmember Kerl**

Councilmember Kerl stated that positive feedback has been received regarding iCloud Permit from Jamie. Jeff's iPad is operational, and he has been conducting home inspections during evening hours.

There are currently only two delinquent dog licenses remaining.

Councilmember Kerl also noted that the Planning Board meeting is scheduled for the following evening and that Buffalo Solar is on the agenda. He expressed support for the project and encouraged support from both the Planning Board and Town Board. He asked Board members to share any concerns or comments prior to the meeting.

### **Code Enforcement Office – Coburn**

Code Enforcement Officer Coburn reported that staff has been performing well and noted that Sue has done an excellent job locating and cataloging older records and materials.

Code Enforcement Officer Coburn stated that he would like to create a reporting system that updates the Board in real time regarding matters being handled within the Building Department. He also requested that Board Meeting and Work Session minutes be sent to the department.

Additionally, Code Enforcement Officer Coburn stated that Adobe software is needed either within the department or accessible throughout the building for shared use.

### **Cayuga Creek Water Update – Town Engineer Metzger**

Town Engineer Metzger reported that the Erie County Water Authority had originally not allowed blind taps; however, after further discussion, ECWA will now permit homeowners to install blind taps.

Town Engineer Metzger recommended sending another letter to residents who have not yet paid for their water hook-up to notify them of this change.

### **Executive Session – Supervisor Pautler**

Supervisor Pautler stated that following adjournment of the Work Session, an Executive Session would be called for personnel matters. The Town Board, Town Clerk, and Budget Officer were requested to attend.

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**Meeting Adjourned:** 7:55 p.m.

**Next Work Session Meeting:** Tuesday, May 26, 2026 at 6:00 p.m.

