

LEGAL NOTICE
NOTICE OF PUBLIC HEARING
TOWN OF ALDEN, NEW YORK

PLEASE TAKE NOTICE, that the Alden Town Board shall hold a Public Hearing on the proposed Boundary Line Agreement with the Village of Alden and the Alden Hook & Ladder Fire Co., Inc.; the Townline Fire Department, Inc.; the Crittenden Volunteer Fire Department, Inc.; and the Millgrove Volunteer Fire Department, Inc. to provide coverage to the Town of Alden Fire Protection District. The Public Hearing shall be held at the Town Hall, 3311 Wende Road, Alden, New York at 7:05 p.m. on January 3, 2022, at which time persons interested may be heard. The meeting room is wheel chair accessible. Those needing special arrangements should call the Town Hall at (716) 937-6969.

BY ORDER OF THE TOWN BOARD
OF THE TOWN OF ALDEN

Dated: December 21, 2021

LEGAL NOTICE
NOTICE OF PUBLIC HEARING
TOWN OF ALDEN, NEW YORK

PLEASE TAKE NOTICE, that the Alden Town Board shall hold a Public Hearing on the proposed Contract with the Village of Alden (Alden Hook & Ladder Fire Co., Inc.) for the provision of Fire Protection Services for the Town of Alden. The Public Hearing shall be held at the Town Hall, 3311 Wende Road, Alden, New York at 7:10 p.m. on January 3, 2022, at which time persons interested may be heard. The meeting room is wheel chair accessible. Those needing special arrangements should call the Town Hall at (716) 937-6969.

BY ORDER OF THE TOWN BOARD
OF THE TOWN OF ALDEN

Dated: December 21, 2021

Motion:

Motion to introduce for consideration the below proposed changes to the Town Council Rules of Procedure to be effective January 18, 2022 (if adopted by resolution at the January 18, 2022 Town Board Meeting); changing the Town Board meeting night to Monday.

§ A371-1. Regular meetings

Regular meetings of the Alden Town Board shall be held at 7:00 p.m. on the first and third ~~Mondays~~ ~~Tuesdays~~ of each month unless said first or third ~~Monday~~ ~~Tuesday~~ is a legal holiday, in which events such regular meeting shall be held at **7:00 p.m.** on the following day. Each regular meeting and all adjourned sessions shall be open for consideration of any matter which, in accordance with the law and these rules, may be properly brought before the Town Board.

§ A371-7. Time for presentations to the Clerk.

All, resolutions and motions (except incidental ones) shall be submitted to the Town Clerk before 4:00 ~~12:00~~ p.m. on ~~Thursday~~ ~~Friday~~ for presentation at the regular meeting on the following ~~Monday~~ ~~Tuesday~~, unless said Thursday ~~is~~ ~~or following~~ ~~Monday~~ ~~is~~ ~~are~~ a legal holiday, in which event all matters shall be presented to the Town Clerk before 4:00 ~~12:00~~ p.m. on ~~Wednesday~~ ~~Thursday~~. All matters presented to the Clerk in accordance with this rule shall be included on the agenda for the ensuing meeting. The agenda for the ensuing meeting shall be prepared and available at the Town Hall not later than 12:00 noon on the last business day preceding the ensuing meeting. The Town Board shall not consider nor act upon any matters which are not timely or scheduled on the agenda delivered to the Town Board members as aforesaid, except by unanimous consent by all members of the Board. This rule need not apply to special meetings, which are covered in § 2 and in § 62 of the Town Law of the State of New York.



B

**RESOLUTION TO APPROVE INTERMUNICIPAL AGREEMENT FOR ALDEN
FIRE PROTECTION DISTRICT WITH THE VILLAGE OF ALDEN**

THE FOLLOWING RESOLUTION WAS OFFERED BY _____,
WHO MOVED ITS ADOPTION, AND SECONDED BY _____.

WHEREAS, the Alden Town Board having on the 3rd day of January, 2022 commencing at 7:10 P.M. duly held a public hearing for the purpose of considering an Intermunicipal Agreement for Alden Fire Protection District for the years 2022 through 2026 with the Village of Alden; said Intermunicipal Agreement shall be for fire protection to "Town of Alden Fire Protection District," and having heard all persons desiring to be heard in the matter and the matter of said Intermunicipal Agreement for such fiscal years having been fully discussed and considered.

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

1. The Town Supervisor be and hereby is authorized to execute said Intermunicipal Agreement for Alden Fire Protection District, with attached boundary line agreement, copies of which are on file in the office of the Town Clerk, on the terms and conditions contained therein, for the fiscal years beginning January 1, 2022 and ending on December 31, 2026; and
2. This resolution shall take effect immediately.

The foregoing Resolution was duly put to a roll call vote at a special meeting of the Alden Town Board held on January 3, 2022. The results of which were as follows:

Councilwomen Waiss	Aye	Nay
Supervisor Sitzman	Aye	Nay
Councilwomen Pautler	Aye	Nay

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C

RESOLUTION TO APPROVE BOUNDARY LINE AGREEMENT AMENDMENT

THE FOLLOWING RESOLUTION WAS OFFERED BY _____,
WHO MOVED ITS ADOPTION, SECONDED BY _____.

WHEREAS, the Alden Town Board having on the 3rd day of January, 2022 commencing at 7:05 P.M. duly held a public hearing for the purpose of considering an Boundary Line Agreement Amendment with: the Town Line Volunteer Fire Department, Inc.; the Crittenden Volunteer Fire Department, Inc.; the Millgrove Volunteer Fire Department, Inc.; and the Village of Alden/Alden Hook & Ladder Fire Co., Inc.; which Agreement shall define the responsibilities and geographical limitations of the four fire companies within the "Town of Alden Fire Protection District," and having heard all persons desiring to be heard in the matter and the matter of said Boundary Line Agreement Amendment having been fully discussed and considered.

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

1. The Town Supervisor be and hereby is authorized to execute said Boundary Line Agreement Amendment, a copy of which is on file in the office of the Town Clerk, on the terms and conditions contained therein beginning January 1, 2022; and
2. This resolution shall take effect immediately.

The foregoing Resolution was duly put to a roll call vote at a special meeting of the Alden Town Board on January 3, 2022. The results of which were as follows:

Councilwomen Waiss	Aye	Nay
Supervisor Sitzman	Aye	Nay
Councilwomen Pautler	Aye	Nay

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RESOLUTION TO ALLOW UNUSED AND UNPAID SICK TIME AS A CREDIT TOWARDS SERVICE WITH THE NEW YORK STATE RETIREMENT SYSTEM

THE FOLLOWING RESOLUTION WAS OFFERED BY _____, WHO MOVED ITS ADOPTION, SECONDED BY _____.

WHEREAS, on January 17, 2017 the Town of Alden, pursuant to Section 41(j) of the New York State Retirement and Social Security Law, established a policy to allow eligible Town of Alden employees to use their unused and unpaid sick time as a credit towards their service with the New York State Retirement System;

WHEREAS, Colleen Rogers has accrued 808.50 hours of unused and unpaid sick time during her employment with the Town of Alden; and

WHEREAS, Colleen Rogers has indicated her intention upon her future retirement to use these 808.5 hours as service credits with the New York State Retirement System.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS THAT:

1. The Town Of Alden acknowledges Colleen Rogers accrual of 808.5 hours of unused and unpaid sick time; and
2. The Town Of Alden agrees to retain Colleen Rogers' 808.5 hours of accrued unused and unpaid sick time until the time of her retirement so that she may use the 808.5 hours as a credit towards her service with the New York State Retirement System; and
3. This resolution shall take effect immediately.

The question of the adoption of the foregoing resolution was duly put to a vote on roll call, at a regular meeting of the Town Board on January 3, 2022, which resulted as follows:

Councilwomen Pautler	Aye	Nay
Supervisor Sitzman	Aye	Nay
Councilwomen Waiss	Aye	Nay



E

REORGANIZATION MEETING 1/3/2022

SUBJECT	Page	Section
SUPERVISOR'S APPOINTMENTS:	4	
Town Board Committees		
Assistant to the Supervisor		
Deputy Supervisor		
Part Time Clerk		
Town Historian		
I. TOWN BOARD APPOINTMENTS:		
First Deputy Town Clerk/Receiver	5	1A
Highway Superintendent's Clerk	5	1B
Registrar and Foil Officer	5	1C
Designation of Town Clerk to Receive Notices of Claims	5	1D
Crossing Guard and Alternate Crossing Guard	5	1E
Recreation Director	5	1F
Dog Control Officer and Deputy Dog Control Officer	5	1G
Storm Water Officer	5	1H
Right to Farm Law Resolution Committee	5	1I
Town Service Officer	5	1J
Court Clerks Part Time	6	1K
Chairman Town Planning Board, Planning Board and Secretary and Planning Board Member	6	1L
Chairman Zoning Board of Appeals, Secretary and Member	6	1M
Board of Assessment Review	6	1N
Bingo Inspector	6	1O
Town Attorney	6	1P
Town Prosecutor	6	1Q
Parks and Buildings Maintenance Worker	6	1R
Part Time Building Maintenance Man Town Hall	6	1S
Nutrition Program Site Director and Alternates	6	1T
Senior Van Driver and Alternate	6	1U
Ceramic Instructor	6	1V
Parks Supervisor	6	1W
Affirmative Action Officer	6	1X
Deputy Tax Receiver	6	1Y
Recreation Advisory Board	6	1Z
Board of Ethics	7	1AA
Emergency Management Coordinator	7	1BB

SUBJECT	Page	Section
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NEST Representatives	7	1FF
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Comprehensive Plan Implementation Committee	7	1JJ
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II. DESIGNATIONS		
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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

NOTICE OF THE SUPERVISOR'S APPOINTMENTS OF THE TOWN BOARD
COMMITTEE CHAIRPERSONS:

COUNCILWOMAN WAISS

- Refuse/Recycling
- Contract/Purchasing (Co-Chair)
- Parks and Recreation
- Historical Society (Co-Chair)
- Drainage
- Sewers
- Environmental Commission
- Cemeteries
- Lighting
- Zoning & Planning
- Fire Protection Ambulance (Co-Chair)
- Personnel Policy (Co-Chair)

COUNCILWOMAN PAUTLER

- Finance and Audit (Co-Chair)
- Association of Towns (Alternate Delegate)
- Water Districts
- Personnel/Employee Benefits
- Dogs
- Personnel Policy
- Historical Society
- Insurance (Co-Chair)
- Seniors
- Chamber Liaison
- Highways
- Capital Improvements (Co-Chair)

SUPERVISOR SITZMAN

- Finance and Audit
- Police and Safety
- Economic Development Committee
- Contract/Purchasing
- Fire Protection/Ambulance
- Capital Improvements
- Inter-municipal Agreements/Municipal Liaison
- Local Laws and Legislation
- Insurance
- Parks and Recreation (Co- Chair)
- Association of Towns Delegate
- Building Maintenance
- Highways (Co-Chair)
- Disaster Coordinator/OEM

ALL COUNCILMEMBERS ARE RESPONSIBLE FOR AUDITING EVERY
VOUCHER.

NOTICE OF THE SUPERVISOR'S APPOINTMENTS:

- ASSISTANT TO THE SUPERVISOR
- DEPUTY SUPERVISOR
- PART TIME CLERK
- Chadbourne
- TOWN HISTORIAN

- Sarah Miller
- Sarah Miller
- JoAnn

- Karen Muchow

I. THE FOLLOWING RESOLUTION WAS OFFERED BY
COUNCILMEMBER _____, WHO MOVED ITS
ADOPTION, SECONDED BY COUNCILMEMBER _____

WHEREAS, with the commencement of the Year 2022, 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 2022 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 Joanna Eisensmith 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 hours per week;
 - B. Jeanine Pruitt is appointed Highway Clerk Part Time, not to exceed 19 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 Barbara Trybuskiewicz is appointed Alternate Crossing Guard;
 - F. TBD is appointed Part Time Recreation Director;.
 - G. Leonard Weglarski is appointed Dog Control Officer and Robert Olsen is appointed Deputy Dog Control Officer. The Supervisor is authorized to sign a Kennel Agreement with Leonard Weglarski;
 - H. Christopher Snyder is appointed Storm Water 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 Christopher Snyder and Supervisor Sitzman;
 - J. Pursuant to Section 67 of the Social Services Law, Supervisor Sitzman is hereby directed to exercise the powers and duties of the Town Service Officer;

- K. Jennifer Cortwright is appointed Part Time Court Clerk hours not to exceed 19 hours per week;
- L. Michael DeWitt is appointed Chairman of the Planning Board and Joy Insinna is appointed as Secretary to the Town Planning Board to expire on December 31, 2022. Colleen Rogers is appointed to the Planning Board for a term to expire on December 31, 2026;
- M. Sue Galbraith is appointed Chairman of the Zoning Board of Appeals; Susan Schumacher is appointed Secretary to the Zoning Board of Appeals to expire on December 31, 2022. Mandy Szymanski is appointed to the Zoning Board of Appeals for a term to expire on December 31, 2026;
- N. James Esack is appointed as a member of the Board of Assessment Review for a term to expire on September 30, 2026 and Joy Insinna is appointed Secretary to the Board of Assessment review;
- O. Thomas Kirszenstein is appointed as Bingo Inspector;
- P. Jennifer L. Strong, Esq. is appointed as Town Attorney with no benefits except NYS Retirement;
- Q. Matthew B. Herdzik, Jr. Esq. is appointed as Town Prosecutor with no benefits except NYS Retirement;
- R. Scott Dreyer is appointed as Full Time Parks and Buildings Maintenance Worker;
- S. Paul Roll is appointed as Part Time Maintenance Man (Town Hall);
- T. 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;
- U. Michele Hoffman is appointed as Part Time Senior Van Driver hours not to exceed 19 hours per week and that Ron Bowman is appointed alternate Senior Van Driver on an as needed basis;
- V. Kathryn Wild is appointed as Ceramics Instructor;
- W. Hwy. Superintendent Bill Rogers is appointed as Parks Supervisor;
- X. Gina Weiss 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;
- Y. Alden State Bank is appointed as Deputy Tax Receiver for the sole purpose of collecting (but not accepting) tax payment monies;
- Z. Recreation Director **(to be named)** and Councilwoman Weiss 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, 2022: Kevin Clifford, David Kocher, Matt Newman and Ben Baker; and the following five (5) persons shall serve on the Recreation Advisory Committee for a two (2) year term to expire on December 31, 2022: Ryan Tracy, William Kissel, William Rogers, Mike Gadd and Joe Jankowski;

AA. Harry Milligan, Richard D. Koelbl, **William J. Rogers** and Jean Weisbeck are appointed to the Board of Ethics;

BB. Robert Elesko is appointed as the Disaster Coordinator and Mark Pruitt is appointed Assistant Disaster Coordinator;

CC. Susan Schumacher is appointed as Part Time Clerk for the Code Enforcement Office, not to exceed 19 hours per week;

DD. Nicole Bognar is appointed as Part Time Assessor Trainee, not to exceed 19 hours per week;

EE. JoAnn Chadbourne is appointed as Part Time Clerk/floater, not to exceed 19 hours per week;

FF. Sarah Miller and Ronald Snyder are appointed as representatives to NEST;

GG. Judy Bowman is appointed as Senior Exercise Program Coordinator;

HH. Chris Snyder will receive an annual stipend of \$6,000 for 2022 daily testing monitoring and maintenance of SD2 and Justin Ward will receive \$30.00 per day for weekend/holiday testing;

II. Dale Adamski, Afshar Yusuf, and Daniel Wood are appointed as Town Constables; and;

JJ. The following persons are hereby appointed to the Town of Alden Comprehensive Implementation Committee: Supervisor Brett Sitzman, Planning Board Member Mike DeWitt, Code Enforcement Officer Christopher Snyder 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 Stephanie Pautler Bea.

KK. Leeza Brown is appointed as Town of Alden Liaison for summer concerts.

The foregoing Resolution was duly put to a roll call vote at a regular meeting on January 3, 2022, as follows:

Councilmember Waiss	Aye	Nay
Supervisor Sitzman	Aye	Nay
Councilmember Pautler	Aye	Nay

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

NOW THEREFORE, BE IT RESOLVED:

1. That following designations are made for the 2022 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	
INDEPENDENCE 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 3, 2022, as follows:

Councilmember Waiss	Aye	Nay
Supervisor Sitzman	Aye	Nay
Councilmember Pautler	Aye	Nay

**III. THE FOLLOWING RESOLUTION WAS OFFERED BY
COUNCILMEMBER _____, WHO MOVED ITS ADOPTION, SECONDED
BY COUNCILMEMBER _____**

NOW THEREFORE BE IT RESOLVED:

1. That the following policies are adopted for the 2022 Year:
 - A. The Town Clerk/Receiver is instructed to collect the tax roll for the year 2022 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 \$.50 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 2022;
 - E. The appended Schedule of Vouchered Salaries is approved for the Year 2022;
 - 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 closed 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 reaffirmed;
 - 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, 2012, all newly hired (eligible) employees and elected officials will pay twenty-five percent (25%) of the health insurance premiums subject to 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 3, 2022, as follows:

Councilmember Waiss	Aye	Nay
Supervisor Sitzman	Aye	Nay
Councilmember Pautler	Aye	Nay

IV. THE FOLLOWING RESOLUTION WAS OFFERED BY

COUNCILMEMBER _____, WHO MOVED ITS
ADOPTION, SECONDED BY COUNCILMEMBER _____

NOW THEREFORE BE IT RESOLVED THAT:

1. The following contracts are approved for the 2022 Year and the appropriate Town Official(s) are authorized to sign said Contracts:
 - A. Metzger & Associates is retained as Town Engineer, Planning Consultant for \$25,000.00 And the Supervisor is directed to sign a contract and as Alaura Sewer Plant Superintendent for \$1,000;
 - B. Rotella Grant Management is retained for the 2022 year at a rate of \$1,800 per month as Grant Writer and the Supervisor is directed to sign a contract to this effect;
 - C. HodgsonRuss, 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;
 - D. Joel Kurtzhaltz, Esq. is retained on a variable hourly rate as special counsel to represent the Town of Alden in tax assessment challenges;
 - E. Agreement to Spend Town Highway Funds for 2022, as allowed by Section 284 of the New York State Highway Law (see appended Agreement);
 - F. Drescher & Malecki, LLP will provide independent accounting and auditing services to the Town of Alden during the years 2022 - 2026 as follows: for the Year ending 12/31/2021 at \$29,865; for the Year ending 12/31/2022 at \$30,330; for the Year ending 12/31/2023 at \$30,800; for the Year ending 12/31/2024 at \$31,300 and 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 3, 2022, as follows:

Councilmember Waiss	Aye	Nay
Supervisor Sitzman	Aye	Nay
Councilmember Pautler	Aye	Nay

SCHEDULE OF TAX PENALTIES

COUNTY TIME PERIOD	PENALTY RATE
Taxes paid on or prior to March 15, 2022	no fees or penalties
Taxes paid on March 16 through April 30, 2022 inclusive	7.5%
Taxes paid on May 1 through May 31, 2022 inclusive	9.0 %
Taxes paid on June through June 30, 2022 inclusive	10.5 %
SCHOOL TIME PERIOD	PENALTY RATE
Taxes paid on or prior to October 15, 2021	no fees or penalties
Taxes paid on October 16 through November 1, 2022 inclusive	7.5%
Taxes paid on November 2 through November 30, 2022 inclusive	9.0%

IN PARTICIPATING MUNICIPALITIES THAT HAVE EXTENDED COLLECTION UNTIL JUNE 30th, 2022, TAXES UNPAID BY THE CLOSE OF BUSINESS ON THIS DATE WILL BE RETURNED TO ERIE COUNTY.

SCHEDULE OF SALARIES

TITLE	RATE/NOTES	PER YEAR
Supervisor		\$28,000
Assistant to the Supervisor		\$35,000.00
Budget Officer		\$5,000
Part Time Clerk	\$15.30	\$15,314
Councilwomen (2)	\$13,730 each	\$27,460
Town Justice (2)	\$25,791 each	\$51,582
Court Clerk Part Time (2)	\$16.00 per hour	\$31,636
Constables (3)	3 @ \$75.00 per court session	\$ 9,000
Constables (3)	\$18.50 per hour	\$ 12,500
Town Clerk/Receiver		\$46,000
First Deputy Town Clerk/Receiver	\$17.60 per hour	\$17,389.00
Registrar – Town Clerk		\$500
Part Time Assessor	TBD	TBD
Part Time Assessor Trainee	\$18.00 per hour	\$17,784
Town Attorney		\$38,556
Town Prosecutor Part Time		\$12,000
Superintendent of Highway		\$64,400
Highway Clerk – Part Time	\$16.27 per hour	\$16,075
Code Enforcement Officer		\$59,874
Code Enforcement Clerk – Part Time	\$17.29 per hour	\$17,082
Park and Building Maintenance Worker		\$35,000
Park Supervisor		\$10,000
Sewer District 2	(2) Employees	\$11,600
Seasonal Park/Playground Maintenance	Various PT Employees	\$42,000
Dog Control Officer – Part Time		\$15,810
Deputy Dog Control Officer	\$15.00 per hour	\$200
Town Hall Maintenance – Part Time	\$17.50 per hour	\$17,290

Senior Center Building Maintenance – PT	\$15.00 per hour	\$16,500
Crossing Guard – Part Time Seasonal	\$13.85 per hour	\$8,500.00
Alternate Crossing Guard	\$13.85 per hour	
Recreation Director Part Time		\$23,930
Recreation Assistant Director		\$ 3,200
Senior Recreation Attendants	Hourly Rates set by the Director and Town Board	\$45,000
Recreation Supervisors		\$22,000
Senior Programs – Part Time Help	\$13.30 per hour	\$4,000
Nutrition Attendant	\$13.80 per hour 9 hours per week	\$7,020.00
Alternate Nutrition Attendant	\$13.80 per hour	
Senior Van Driver – Part Time	\$17.30 per hour	\$17,132
Planning Board Chairman	\$158.17 per meeting	\$ 1,898
Members – Four (4)	\$83.60 per meeting	\$4,012
Secretary	\$96.90 per meeting	\$ 1,163
Zoning Board of Appeals Chairman	\$45.48 per meeting	\$ 528
Zoning Board of Appeals Secretary	\$45.48 per meeting	\$ 528
Zoning Board of Appeals Members-four (4)	\$39.77 per meeting	\$ 1,827
Summer Concert Liaison		\$500

SCHEDULE OF VOUCHERED SALARIES

TITLE	PAY RATE
BOARD OF ASSESSMENT REVIEW MEMBERS	\$100.00 PER SESSION
ASSESSMENT REVIEW SECRETARY	\$220.00 PER SESSION
BINGO INSPECTOR	\$50.00 PER INSPECTION

Payroll Schedule

Petty Cash Funds

OFFICE	AMOUNT
SUPERVISOR	\$ 50.00
TOWN CLERK	\$ 400.00
SUPERINTENDENT OF HIGHWAYS	\$ 100.00
TOWN JUSTICE	\$ 100.00
RECREATION DIRECTOR	\$ 50.00
PARKS DEPARTMENT	\$ 100.00

Town Elected and Appointed Official's Bonds

NAME AND TITLE	AMOUNT
Brett Sitzman, Supervisor	\$500,000
Sarah Miller, Deputy Supervisor	\$ 5,000
Michael Cole, Town Justice	\$ 5,000
Christopher Cummings, Town Justice	\$ 5,000
Alecia Barrett, Town Clerk/Receiver	\$ 600,000
Joanna Eisensmith, Deputy Town Clerk/Receiver	\$ 500,000
Clerk to the Town Justice – Part Time	\$5,000
Clerk to the Town Justice – Part Time	\$ 5,000
Christopher Snyder, CEO/Building Inspector	\$ 5,000
William Rogers, Highway Superintendent	\$ 5,000
Sarah Miller, Assistant to the Supervisor	\$500,000
Mary Erickson, Nutrition Attendant	\$ 5,000
TBD , Recreation Director	\$ 25,000

TOWN OF ALDEN
PROCUREMENT POLICY & PROCEDURE GUIDELINE
January 3, 2022

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 \$5,000.00 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 \$5,000.01 but greater than \$2,500.00 require an oral, written, facsimile, or e-mail RFP and written, facsimile, or -email quotes from at least two (2) vendors.

All purchases of supplies or equipment of less than \$2,500.00 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 \$5,000.00 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 \$5,000.01 but greater than \$2,500.00 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 \$2,500.01 are left to the discretion of the 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 divides purchases into multiple orders to avoid having to follow this Policy is subject to disciplinary action by the Town Board. Any voucher which shows divided or split orders may be denied payment by the Town of Alden

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
2022**

<u>Name</u>	<u>Title</u>
Brett Sitzman	Supervisor
Colleen Pautler	Councilperson
Gina Weiss	Councilperson
Alecia Barrett	Town Clerk
William Rogers	Highway Superintendent
William Sivecz	Assessor
TBD	Recreation Director
Michael Cole	Town Justice
Christopher Cummings	Town Justice
Christopher Snyder	Building Inspector/Code Enforcement Officer
William Rogers	Parks Supervisor
Sarah Miller	Deputy Supervisor

FEE SCHEDULE 1/3/2022

BUILDING DEPARTMENT		
TYPE OF PERMIT	DESCRIPTION/ CLARIFICATION	FEE/ FEE CALCULATION
Building Permit six (6) month renewal	10% of original fee or \$50 whichever is greater	\$ 50.00 or above
New Residential Construction		\$.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		DOUBLE FEE
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 + cost of pipe
Demolition Permits		\$ 50.00
Fill/Pond Permit	plus engineering fee if necessary for site plan review	\$ 50.00
Fire Inspections/ Operating Permits	Up to 15,000 square feet	\$ 30.00
	15,001-30,000 square feet	\$ 60.00
	30,001-45,000 square feet	\$ 90.00
	45,001-60,000 square feet	\$120.00
	over 60,000 square feet	\$150.00
	Junk Yard annual fire	

	inspection	\$200.00
Flood Zone Permit	plus engineering fees if necessary for site plan review	\$ 50.00
Fuel Tank Installation/ removal	including 500 gallon propane	\$ 50.00

