

**TOWN OF ALDEN
WORK SESSION
MAY 29, 2012
7:00 P.M.**

VOUCHERS

- 1. ST. JOHN'S ATHLETIC DIRECTOR DAVE KOCHER'S REQUEST FOR USE OF TOWN FACILITIES/TOURNAMENT per CW/MR**
- 2. TOWN OF MARILLA'S REQUEST TO USE THE PORTABLE STAGE per CW/MR**
- 3. BIKE PATH per CM/WW**
- 4. WATER DISTRICT per S/HM**
- 5. TOWN OF ALDEN BANKING & CHECK CASHING POLICY per S/HM**
- 6. MULCH per PS/AS**

St. John the Baptist School
2028 Sandridge Road
Alden, NY 14004
Phone (716) 937-9483 Fax (716) 937-9794
Website: www.stjohnalden.com

WS: 5/29/12
C.C. TB
P.S.
ATTORNEY
TC

To: Alden Town Board

**From: David Kocher
St John's Athletic Director
1740 Meadow Drive
Alden, N.Y. 14004
937-6423**

Date: May 7, 2011

**Subject: Request for Use of Town Facilities
St John's 12th Annual Softball Tournament**

St John's Home School Association is sponsoring their 12th annual Men's Double Elimination Softball Tournament to support the St John's Sports Program.

This is a one day event is scheduled for Saturday, September 1, 2012. Again as in the past, St Johns is asking for use of the Robert O. Smith Park softball/baseball fields from 8:00 AM to 9:00 PM.

Access to the lights, bathrooms, concession area, along with the shelter in the main building would also be needed.

We will also be using St John's Field and possibly high school fields. I would like to thank you in advance for your continued support and please don't hesitate to call with any questions.

Thank You



TOWN OF MARILLA

S-1740 TWO ROD ROAD
MARILLA, NEW YORK 14102

(716) 652-5350
FAX: (716) 652-2541

WS: 5/19/12
MR

May 15, 2012

Alden Town Hall
3311 Wende Road
Alden, NY 14004

Dear Alden Town Board;

Once again, The Town of Marilla will be hosting their annual car show July 28-29, 2012. In past years, you have loaned us your portable stage, at this time we would like to request to use this for the dates stated above. Please contact me with any questions or concerns. Thank you

Sincerely,

Ronald Unverdorben
Highway Superintendent

THE FOLLOWING RESOLUTION WAS OFFERED BY

_____, WHO MOVED ITS ADOPTION,

SECONDED BY _____

WHEREAS, the Alden Town Board has noticed the need to adopt greater controls on the handling of monies by Town Employees and Officials; and

WHEREAS, the Town Board believes that the adoption of a Banking and Check Cashing Policy will provide greater control and accountability over Town monies.

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS THAT:

1. The Town Board hereby adopts the attached Town of Alden Banking and Check Cashing Policy, to be effective June 5, 2012 at 12:01 a.m. and rescinds the previous Town of Alden Banking and Check Cashing Policy dated March 16, 2012;
2. The Town Clerk's Office is hereby directed to promptly provide this Policy to all Town of Alden employees and officials; and
3. This resolution shall take effect immediately.

The foregoing Resolution was duly put to a roll call vote at a regular meeting on June 4, 2012, as follows:

Councilmember Weber	Aye	Nay
Supervisor Milligan	Aye	Nay
Councilmember Riddoch	Aye	Nay

7. Any Town Employee or Official who violates this Policy is subject to disciplinary action, including but not limited to criminal investigation and/or termination from employment.

TOWN OF ALDEN BANKING AND CHECK CASHING POLICY
(effective March 16, 2010)
(amended June 4, 2012)

1. All Town of Alden Employees and Officials are strictly prohibited from cashing any personal checks using Town funds.
2. All Town Employees and Officials are strictly prohibited from including any personal deposits (cash or checks) in the Town's bank deposit.
3. All Town Employees and Officials are strictly prohibited from obtaining personnel cash back from any Town banking transaction.
4. All deposit amounts must agree with cash receipt amounts.
5. All cash receipt books must be maintained in a manner sufficient to identify the date received, payor, purpose and the amount.
6. All Town deposits must be made in a timely manner, as further prescribed by law.
 - a. All Town Employees and Officials, unless otherwise stated below, are required to fully document all funds received using the Town issued forms and to turnover all deposits to the Town Supervisor within seventy-two (72) hours of receiving any funds. The Town Supervisor must within ten (10) days of the receipt of any funds deposit the same in the name of the Town of Alden.
 - b. The Town Clerk must enter daily in a suitable book or books a record of all moneys received, and shall deposit all such moneys not later than the third (3rd) business day after the total thereof exceeds the sum of two hundred fifty dollars (\$250.00).
 - c. The Tax Receiver within twenty-four (24) hours after receiving real property tax payments (including fees, interest and/or penalties) the same, shall deposit and secure all sums of money received and collected and notify the supervisor thereof, except that all school district moneys collected shall be deposited to the credit of the school district in such bank as may be designated from time to time by the school districts, and except the residue, if any, shall be deposited to the credit of the receiver of taxes and assessments and such moneys shall be paid to the county treasurer not later than the fifteenth day of each month following the receipt thereof, and upon expiration of such warrant the receiver shall comply with the provisions the real property tax law.

ATTICA PACKAGE COMPANY INC.
45 Windsor Street
PO Box 295
Attica, NY 14011-0295
585-591-0150

May 16, 2012

Alden Town Parks
Attn: Andy
12800 W. Main St.
Alden, NY

Dear Andy,

Below is the information that you requested regarding the playground material:

30 cu yds @ \$17.00/cuyd = \$510.00	30 cu yds @ \$19.00/cuyd = \$570.00
Delivery \$127.50	Picked up at the yard
Total \$637.50	

Thank you for the opportunity to quote you on this material. Please feel free to call if you have any further questions.

Sincerely,
ATTICA PACKAGE COMPANY INC.

Douglas W. Domes,
President

DWD:bnh