

The Special Meeting of the Alden Town Board was held in the Town Hall at 3311 Wende Road on Monday, January 13, 2014 at 7:00 P.M. Supervisor Milligan called the Meeting to Order and led in the Pledge of Allegiance. The Roll Call was taken by the Town Clerk.

PRESENT: Harry Milligan, Supervisor
Mary Riddoch, Councilwoman
Ralph Witt, Councilman

RECORDING SECRETARY: Debra A. Crist, Town Clerk

OTHERS PRESENT: Jennifer Strong
Gary Wagner, Highway Supt.
Mike Metzger, Town Engineer
CEO Chris Snyder
Michael Fleming, Planning Board
Len Weglarski, DCO
Ryan Sheedy, Emerg. Mgt.
Residents

Supervisor Milligan Moved and Councilwoman Riddoch seconded the Motion to approve the Minutes and Synopsis of the Regular Meeting of December 16, 2013.

CARRIED.

Ayes 3 Milligan, Riddoch & Witt

Nays 0

THE FOLLOWING RESOLUTION WAS OFFERED BY COUNCILWOMAN RIDDOCH AND SECONDED BY SUPERVISOR MILLIGAN TO WIT;

ACCOUNT	ABST. #1	ABST. #2	TOTAL
GENERAL FUND "A"	\$8,107.19	\$14,581.46	\$22,688.65
HGHWY FUND "DA/DB"	22,033.10	31,127.18	53,160.28
PART-TOWN FUND "B"	4,350.40	417.95	4,768.35
CAPITAL IMPROV. "HC"			
WD#1 FUND "WA"			
WD#2 FUND "WB"	260.57		260.57
WD#3 FUND "WC"	3,920.19		3,920.19
WD#4 FUND "WD"	1,126.26		1,126.26
SP FIRE PROT. "SF"			
SD#2 FUND "SA"	2,012.89	450.19	2,463.08
TRUST/AGCY FUND "T"		1,550.39	1,550.39
SP REFUSE FUND "SR"	35,747.17		35,747.17
STREET LIGHTING FUND "SL"	6,350.64		6,350.64
PERIWINKLE LTG. "SL1"	43.06		43.06
GRANTS		1,052.54	
TOTALS	\$83,951.47	\$49,179.71	\$133,131.18

UPON ROLL CALL VOTE THE FOREGOING RESOLUTION WAS PUT TO A VOTE ON JANUARY 13, 2014 AND WAS

ADOPTED.

Ayes 2 Milligan, Riddoch & Witt

Nays 0

BUSINESS FROM THE FLOOR

Edward Earsing had two concerns:

1. Crittenden & North Rd. intersection. There was another accident there and he is concerned this will be ongoing. What can the Town do to improve this area? He would like to see a stop sign put up on Crittenden to stop the cars. Supervisor Milligan explained that these are County Roads. Councilwoman Riddoch has been in touch with the County in the past and had studies done. The roads have been posted "Stop Ahead", flags, signs saying cross traffic does not stop.

Supervisor Milligan said that it was his understanding that those accidents were not due to the intersection.

2. Mr. Earsing wanted to know if the Town was closed Monday night. Supervisor Milligan made the decision not to ban travel.

Matt Herdzik would like to see the Engineer and the Building Inspector seated with the Town Board so he can hear what they are saying. Supervisor Milligan said they are not part of the Town Board and if Mr. Herdzik can't hear what is being said to let him know.

Mr. Herdzik also wanted to know if Chris Snyder is the CEO and Building Inspector. Chris said he does perform both duties.

Mr. Aldinger would like to get information on the proposed water district.

Polly Justinger addressed Mr. Earsing concerning his desire to have a stop sign installed on Crittenden. She lives on Crittenden and does not want a stop sign. She said that people need to be defensive drivers. She suggested dual stop signs on North. Councilwoman Riddoch said that it could further block the drivers view.

COMMUNICATIONS

Town Clerk Debra Crist:

Read the information received from the Association of Towns regarding the 2014 Training School and Annual Meeting to be held at the Hilton New York Midtown, New York City on February 16-19, 2014.

Councilwoman Riddoch:

She received communication from Erie County Public Works Mike Asklar regarding a study for a speed limit reduction on North Rd. between Crittenden and Countyline.

Supervisor Milligan:

An e mail was received from Gerald Ferrell regarding the State owned property that abuts the Town Park which the State may give to the Town.

A reminder was received from Alden Central School about the Superintendent's Advisory Meeting, Thursday, January 16th at 5:30 P.M. at the High School auditorium.

NEW BUSINESS

REORGANIZATION MEETING 2014

SUPERVISOR'S APPOINTMENTS

Town Board Committees
Assistant to the Supervisor
Deputy Supervisor
Part Time Clerk
Town Historians

APPOINTMENTS:

First Deputy Town Clerk/Receiver

Second Deputy Town Clerk

Third Deputy Town Clerk

Highway Superintendent's Clerk

Registrar

Designation of Town Clerk to Receive Notices of Claims

Crossing Guard and Alternate Crossing Guard
Recreation Supervisor
Sewer Plant Superintendent
Dog Control Officer and Deputy Dog Control Officer
Storm Water Officer
Right to Farm Law Resolution Committee
Town Service Officer
Court Clerk Full Time and Court Clerk Part Time
Chairman Town Planning Board, Planning Board and Secretary
Chairman Zoning Board of Appeals, Members and Secretary
Secretary to the Board of Assessment Review
Bingo Inspector and Alternate Inspector
Town Attorney
Town Prosecutor
Parks and Buildings Maintenance Worker
Part Time Building Maintenance Man Town Hall
Nutritional Program Site Director and Alternates
Senior Van Driver and Alternates
Ceramics Instructor and Alternate
Parks Supervisor
Environmental Commission
Affirmative Action Officer
Deputy Tax Receiver
Special Tax Counsel
Recreation Advisory Board
Board of Ethics
Emergency Management Co-Deputy Coordinators
Part Time Clerk-CEO/Assessor/Town Clerk Offices
Court Officers
NEST Representative

DESIGNATIONS

Designation of Official Newspaper and Alternate

Designation of Depository

Schedule of Holidays

POLICIES

Schedule of Tax Penalties

Mileage Reimbursement

Schedule of Salaries – General

Schedule of Salaries - Vouchered

Salaries to be Paid Bi-Weekly

Petty Cash Fund

Submission of Supervisor's Annual Financial Report

Town Officials' Bond Approval

Procurement Policy

Town Fees

Retirement

Health Insurance

CONTRACTUAL APPOINTMENTS

Town Engineer and Planning Consultant

Grant Writer

Agreement to Spend Highway Funds

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

COUNCILMAN WITT

Refuse/Recycling
Building Maintenance
Capital Improvements (Co-Chair)
Contract/Purchasing (Co-Chair)
Economic Development Committee (Co-Chair)
Water Districts
Zoning and Planning
Highways
Drainage
Sewers
Environmental Commission
Local Laws & Legislation (Co-Chair)

COUNCILWOMAN RIDDOCH

Seniors
Finance and Audit (Co-Chair)
Disaster Coordinator
Cemeteries
Fire Protection/Ambulance (Co-Chair)
Parks & Recreation
Police & Safety
Lighting
Insurance
Dogs
Personnel Policy (Co-Chair)
Office of Emergency Management
Historical Society
Association of Towns Alternate Delegate

SUPERVISOR MILLIGAN

Finance and Audit
Personnel Policy/Employee Benefits
Economic Development Committee
Contract/Purchasing
Fire Protection/Ambulance
Chamber Liaison
Capital Improvements
Inter-municipal Agreements/Municipal Liaison
Local Laws & Legislation
NEST Representative (Co-Chair)
Insurance (Co-Chair)
Parks & Recreation (Co-Chair)
Association of Towns Delegate

ALL COUNCIL MEMBERS ARE RESPONSIBLE FOR AUDITING EVERY VOUCHER
AND ARE MEMBERS OF ALL COMMITTEES

NOTICE OF THE SUPERVISOR'S APPOINTMENTS:

ASSISTANT TO THE SUPERVISOR/BUDGET OFFICER
DEPUTY SUPERVISOR
PART TIME CLERK
TOWN HISTORIAN

Colleen Rogers
Mary Riddoch
Judy Downhower
Karen Muchow
Leonard Weisbeck Sr.,

Emeritus

WHEREAS, with the commencement of the Year 2014, 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 2014 year, all salaries are as per the schedule of salaries unless otherwise specified and all benefits are as per the employee handbook unless otherwise specified:**

- A. The appointment of **Barbara Weber** 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. The appointment of **Sarah Hinsken** by the Town Clerk as Second Deputy Town Clerk is hereby confirmed. Hours shall not exceed 19 hours per week.
- C. The appointment of **Lisa Lista** by the Town Clerk as Third Deputy Town Clerk is hereby confirmed. Ms. Lista, an employee at the Wende Correctional Facility, is appointed for the sole purpose of witnessing Marriage Licenses for residents of the Facility without compensation.
- D. _____ is appointed Highway Clerk Part Time, not to exceed 16 hours per week.
- E. **Debra A. Crist** is appointed as Registrar.
- F. **Debra Crist**, is designated, in her capacity of Town Clerk, to receive notices of claims served upon the Secretary of the 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.
- G. **Jane Mahaney** is appointed Crossing Guard and **Colleen Helwig** is appointed Alternate Crossing Guard .
- H. **Daniel Moultrup** is appointed Part Time Recreation Supervisor for the Town of Alden.
- I. **Christopher Snyder** is appointed as Sewer Plant Superintendent.
- J. **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.
- K. **Christopher Snyder** is appointed Storm Water Officer.
- L. **Gerald Aldinger** and **James Guarino (alternate)** are appointed to the Right to Farm Law Resolution Committee along with Town Code Enforcement Officer **Chris Snyder** and **Deputy Supervisor Riddoch** .
- M. Pursuant to Section 67 of the Social Services Law, **Supervisor Milligan** is hereby directed to exercise the powers and duties of Town Service Officer.

- N. **Sue Siudzinski** is appointed Full Time Court Clerk and **Georjean Labuzzetta** is appointed Part Time Court Clerk hours not to exceed 19 hours per week.
- O. **Michael DeWitt** is appointed Chairman of the Planning Board and _____ is appointed to the Town Planning Board for a term to expire on December 31, 2015 and _____ is appointed to the Town Planning Board for a term to expire on December 31, 2018; and **Joy Insinna** is appointed as Secretary to the Planning Board.
- P. **Paul Alessi** is appointed Chairman of the Zoning Board of appeals and **Colleen Pautler** is appointed to the Zoning Board of Appeals for a term to expire on December 31, 2018; and **Lisa Lista** is appointed Secretary to the Zoning Board of Appeals.
- Q. **Joy Insinna** is appointed Secretary of the Board of Assessment Review.
- R. **Donald Stoffel** is appointed Bingo Inspector and that **Frances Stoffel** is appointed as alternate Bingo Inspector.
- S. **Jennifer L. Strong, Esq.** is appointed as Town Attorney, no Benefits except NYS Retirement.
- T. **Matthew B. Herdzik, Jr., Esq.** is appointed as Town Prosecutor, no benefits except NYS Retirement.
- U. **Andrew Sojka** is appointed Park Buildings Maintenance Worker.
- V. **Roger Mead** is appointed Part Time Maintenance Man (Town Hall).
- W. **Donna Zinter** is appointed Nutritional Program Site Director **Carl Matthies** and **Rebecca Weber** are appointed as Alternates, not to exceed 9 hours per week.
- X. **Petra M. Sojka** is appointed part time Senior Van Driver hours not to exceed 19 hours per week and that the following persons are appointed Alternate Senior Van Drivers on an as needed basis: **Steven Ley and Joyce Eastland.**
- Y. **Beverly Weisbecker** is appointed Ceramics Instructor and **Kathryn Wild** is appointed as alternate.
- Z. **Andrew R. Sojka** is appointed Parks Supervisor.

AA. **Eve Fertig** is appointed Chairman and member; **Frank Bermel** is appointed Vice Chairman and member and **Marilyn Bensley; Doug Bartlebaugh; and Patrick Galla** are appointed as members of the Environmental Conversation Committee.

BB. **Supervisor Harry F. Milligan** 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.

CC. **Alden State Bank** is appointed as Deputy Tax Receiver for the sole purpose of collecting (but not accepting) tax payment monies.

DD. **Joel Kurtzhals, Esq.** is appointed as Special Counsel to defend the Town of Alden in any tax assessment challenges.

EE. Recreation Director **Dan Moultrup** and Councilperson **Mary Riddoch** 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 year term to expire December 31, 2014: **Frank Bermel; David Kocher; Shawn Eastland and Robert Meyer;** And the following five (5) persons shall serve on the Recreation Advisory Committee for a 2 year term to expire on December 31, 2015: **Michael Boling; William Kissel; Mark Kerl; Jeffrey Patterson** and _____.

FF. **William Sivecz; Richard D. Koelbl, and Jean Weisbeck,** are appointed to the Board of Ethics.

GG. **James Gerber** and **Ryan Sheedy** are appointed Co-Deputy Coordinators of the Office of Emergency Management.

HH. **Barb Ertel** is appointed as part time Clerk (CEO/Assessor and Town Clerk's Office)

II. **Randal Crist** and **Gerald Warner** are appointed as Court Officers.

JJ. **Ronald L. Snyder** is appointed as Representative to NEST.

2. THAT THE FOLLOWING DESIGNATIONS ARE MADE FOR THE 2014 YEAR:

A. The **Alden Advertiser** is designated as the official newspaper of the Town and **The Buffalo News** is designated as alternate official newspaper.

B. The **Alden State Bank** is designated as the Official depository of the Town and that the Supervisor, Town Clerk/Receiver, Code Enforcement Officer and Court Clerk be authorized and directed to deposit all funds coming into their hands by virtue of their offices in said Bank.

C. Town Hall offices be open from 9:00 A.M. to 4:30 P.M. Monday through Friday, except the following Holidays:

NEW YEARS EVE 12:00 NOON	LABOR DAY
NEW YEARS DAY	COLUMBUS DAY
MARTIN LUTHER KING DAY	ELECTION DAY
PRESIDENTS DAY	VETERANS DAY
GOOD FRIDAY	THANKSGIVING
MEMORIAL DAY	DAY AFTER THANKSGIVING
INDEPENDENCE DAY	CHRISTMAS EVE 12:00 NOON
	CHRISTMAS

Town Offices also may be closed on special days at the discretion of the Supervisor.

3. THE FOLLOWING POLICIES ARE MADE FOR THE 2014 YEAR:

A. The Town Clerk/Receiver is instructed to collect the tax roll for the year 2014 according to the following schedule of penalties:

Taxes paid prior to February 19 - no fees or penalties

Taxes paid on February 19 – February 28 Inclusive 1.5%

Taxes paid on March 1 – 17 Inclusive 3%

Taxes paid on March 18 – March 31 Inclusive 4.5%

Taxes paid on April 1- April 15 Inclusive 6%

Taxes paid on April 16 – April 30 Inclusive 7.5%

ON MAY 1st, THE 7.5% PENALTY FEE IS ADDED TO THE UNPAID LEVY, FORMING THE NEW BASE TAX THEN DUE. THEREAFTER, INTEREST IS ADDED TO THE NEW BASE AT THE RATE OF 1.5% PER MONTH ON THE 1ST OF EACH MONTH, MAKING 18.78% IN ALL, WHEN UNPAID TAXES ARE SOLD IN NOVEMBER. IN PARTICIPATING MUNICIPALITIES THAT HAVE EXTENDED COLLECTION UNTIL JUNE 30, 2014, TAXES UNPAID BY THE CLOSE OF BUSINESS ON THIS DATE WILL BE RETURNED TO ERIE COUNTY.

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 **\$.45 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 thereof.

D. THE FOLLOWING SCHEDULE OF SALARIES IS APPROVED FOR THE YEAR
2014

		<u>Per Year</u>
Supervisor		\$24,000
Assistant to the Supervisor		\$35,600
Budget Officer		\$ 5,000
Part Time Clerk	\$15.24/hour	\$15,062
Councilman		\$13,261
Councilman		\$13,261
Town Justice (2)	\$24,424/each	\$48,848
Court Clerk Full Time (1)		\$30,469
Court Clerk Part Time (1)	\$16.23/hour	\$16,037
Court Officer (2)	\$51.50/\$41.20per session	\$ 3,461
Town Clerk/Receiver		\$43,285
First Deputy Town Clerk/Receiver (PT)	\$13.00/hr.	\$12,760
Second Deputy Town Clerk/Receiver (PT)	\$13.00/hr	\$12,760
Clerk Typist -Town Clerk/Tax Offices		\$12,924
Registrar		\$ 1,000
Assessor		\$53,814
Part Time Clerk (Code Enforcement Officer & Assessor)		\$18,186
Town Attorney		\$33,563
Town Prosecutor Part Time		\$10,453
Park and Building Maintenance Worker		\$41,202
Building Maintenance (Community Center)		\$ 1,000
Park Maintenance (PT)	\$11.33/hr	\$21,450
Dog Control Officer Part Time		\$13,482
Planning Board Chairman	\$158.17/meeting	\$ 1,898
Members (4)	\$ 83.60/meeting	\$ 4,013
Secretary	\$ 96.90/meeting	\$ 1,163
Crossing Guard PT Seasonal	\$ 11.15/hour	\$ 6,300
Alternate Crossing Guard	\$ 11.15/hour	
Recreation Director PT		\$20,613
Assistant Director		\$ 2,600
Senior Recreation Attendants		
Hourly Rates set by Rec. Director & Town Board	Appropriation	\$35,000
Recreation Supervisors	Appropriation	\$17,000
Programs for Aging PT Help	\$ 9.55/hour	\$ 4,000
Nutrition Attendant	\$ 10.74/hour	9 hrs/week \$ 5,028
Alternate Nutrition Attendant	\$ 10.74/hour	
Senior Van Driver Pt	\$ 15.40/hour	\$14,322
Code Enforcement Officer		\$52,213
Building Maintenance (TH)		\$ 1,000

Superintendent of Highway		\$51,942
Highway Clerk	16/hrs/week	\$ /hour
Park Supervisor		\$ 4,000
Park & Playground Maintenance (Seasonal):		
Various PT Employees		Appropriation \$15,500
Town Hall Maintenance PT	\$11.15	\$10,982
Building Maintenance PT (Senior Center)	\$ 8.00/hour	\$ 3,750
Zoning Board Chairman	\$43.29/meeting	\$ 528
Zoning Board Secretary	\$43.29/meeting	\$ 462
Zoning Board Members (4)	\$37.85/meeting	\$ 1,827
Sewer Plant Superintendent		\$ 875
Deputy Dog Control Officer	\$13.24/hr no benefits	

E. THE FOLLOWING SCHEDULE OF VOUCHERED SALARIES IS APPROVED FOR THE YEAR 2014

BOARD OF ASSESSMENT REVIEW MEMBERS (5)	\$70.00/PER SESSION
BOARD OF ASSESSMENT REVIEW SECRETARY	\$ 220.00
BINGO INSPECTOR	\$ 40.00/PER INSPECTION

F. Town Officers and Town Employees will be paid on a bi-weekly basis.

G. The following Petty Cash Funds are authorized:

SUPERVISOR	\$ 50.00
TOWN CLERK	\$ 400.00
SUPT. OF HIGHWAY	\$ 100.00
TOWN JUSTICE	\$ 100.00
RECREATION DIRECTOR	\$ 50.00
PARKS DEPARTMENT	\$ 100.00

H. The Supervisor shall submit to the Town Clerk within 60 days after the close of the fiscal year, a copy of the ANNUAL FINANCIAL REPORT in accordance with Section 29, Paragraphs 10 and 10A of the Town Law.

I. Town Elected and Appointed Officials' Bonds are approved as to form and sufficiency of surety in the following amounts:

Harry F. Milligan, Supervisor	\$ 500,000
MaryRiddoch, Deputy Supervisor	\$ 5,000
Larry LaDuca, Town Justice	\$ 5,000
Al Gerhart, Town Justice	\$ 5,000
Debra Crist, Town Clerk/Receiver	\$ 600,000
Barbara Weber, Deputy Town Clerk/Receiver	\$ 500,000

Sarah Hinsken, Second Deputy Town Clerk/Receiver	\$ 500,000
Georjean Labuzzetta, Clerk to the Town Justice PT	\$ 5,000
Sue Siudzinski, Court Clerk	\$ 5,000
Christopher Snyder, CEO/Building Inspector	\$ 5,000
Gary Wagner, Highway Superintendent	\$ 5,000
Colleen Rogers, Assistant to the Supervisor/Budget Officer	\$ 500,000

**TOWN OF ALDEN
PROCUREMENT POLICY & PROCEDURE GUIDELINE
January 13, 2014**

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

All purchases of supplies or equipment of less than \$500.01 are left to the discretion of the Purchaser.

5. All public works contracts of less than \$35,000.01 but greater than \$2,000.00 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 \$2,000.01 but greater than \$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 \$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.

J. The Procurement Policy (attached) has been reviewed and is reaffirmed, with the following changes to Exhibit A only:

<u>Name</u>	<u>Title</u>
Harry F. Milligan	Supervisor
Mary Riddoch	Councilperson
RalphWitt	Councilperson
Debra Crist	Town Clerk
Gary Wagner	Highway Superintendent
William Sivecz	Assessor
Daniel Moultrup	Recreation Supervisor
Larry LaDuca	Town Justice
Albert Gerhart	Town Justice
Chris Snyder	Code Enforcement Officer
Andrew Sojka	Parks Supervisor
Colleen Rogers	Assistant to the Supervisor

K. The existing fee schedule is hereby reaffirmed for the calendar year 2014.

FEE SCHEDULE FOR THE TOWN OF ALDEN (1.13.2014)

Building Department:

Building permit 6-month renewal (10% of original fee or \$50 whichever is greater) minimum	\$50.00
New residential construction and	\$.60 S/F of living space
	\$.15 S/F attached garage
Residential addition - up to 400 S/F over 400 S/F will be calculated as new construction	\$.50 sq. ft.
Residential accessory structures (garages, barns, etc.)	\$.15 sq. ft.
Residential remodeling (involving exposure of framing, structural repairs or work, decks)	\$.20 sq. ft.
Swimming Pools {in-ground}	\$ 150.00
Swimming Pools {above ground}	\$ 50.00
Other residential construction (sheds, generators, roofs, windows, siding, fences, etc)	\$ 50.00
Building without a permit	DOUBLE FEE
Certificate of Occupancy/Compliance (houses & commercial)	\$25
Driveway permit (without culvert) pipe	\$150.00 + cost of
Driveway repair/replacement work (existing driveways) materials	actual cost of
Demolition permits	\$ 50
Shed demolition	\$ 20
Fill/pond permit (+ engineering fee if necessary for site plan review)	\$ 50
Fire Inspections/operating permits up to 15,000 S/F	\$ 30
up to 30,000 S/F	\$ 60
up to 45,000 S/F	\$ 90
up to 60,000 S/F	\$120
over 60,000 S/F	\$150
Flood Zone development permit (+ engineering fee if necessary for site plan review)	\$ 50
Fuel tank installation/removal (including 500 gal. Propane)	\$ 50

Junk yard annual fire inspection		\$200
Mining (sand banks, gravel pits, pit excavation) base fee		\$1,500
Each cubic yard or part thereof above 20,000 cubic yards		\$.50/Cu/Yd or
\$2,000		
New commercial construction		
	Cold Storage Buildings	\$.25/sq. ft.
	New Buildings	\$.50/sq. ft
	Additions	\$.50/sq. ft
Commercial Renovations		\$.30/sq. ft
Commercial Improvement Projects (i.e.: roofing, generators, fences, heating systems, Electrical systems, etc.)		3% of Project
Cost		
Re-Zoning (10 acres or less)		\$500 + Eng. Fee
Re-Zoning (more than 10 acres)		\$500 + \$40/acre + Eng. Fee
Sign permit (fixed)		\$ 50
Sign permit (temporary)		\$ 20/month
Planning Board Sign Review		\$100
Commercial Site Plan Review (+ Town Engineer fees, <i>estimated engineer fee to be placed in escrow account</i>)		
	up to and including 1 acre disturbed	\$250
	over 1 acre – up to 5 acres disturbed	\$500
	over 5 acres – up to 10 acres disturbed	\$1,000
	over 10 acres	\$1,000 + \$25 per
acre		
Special Use Permit application fee (+public notice fee)		\$150
Special Use Permit Renewal		\$ 50
Kennel Special Use Permit application fee (+public notice fee)		\$150
Kennel Special Use Permit Renewal		\$ 50
Storm Water Pollution Prevention Permit (+ Engineer fees)		\$250
Subdivision (minor, one lot) Application fee		\$125
Subdivision (major) Application fee		\$250
Subdivision without permit		NORMAL FEE + \$500
fine		
Subdivision Drainage Plan Review by Town Engineer		\$150.00
Telecommunication Towers		
	up to 150 feet	\$3,000
	each foot above 150	\$50/foot
	new tower permit fee	\$500
	co-location	\$100
Windmill Fees:		
Residential		\$150
Commercial	up to 150 feet	\$3,000
	each foot above 150	
\$50/foot		
Topsoil/excavation	base fee: up to 500 cubic yards	\$500
	Each 100 CU/YD or part thereof above 500CU/YD	\$50/100CU/YD
Zoning Books		\$20
Variance Request to Zoning Board	(plus cost of publications and mailings)	\$200
Town of Alden Code Book		current fee of general code publisher

Town Clerk's Office

	<u>Town Share</u>	<u>State Share</u>	<u>Total</u>
Bingo	\$ 7.50	\$11.25	\$ 18.75
Dog license			
Spayed/Neutered	\$ 9.00	\$1.00 (surcharge)	\$ 10.00
Un-spayed/Un-neutered	\$ 15.00	\$3.00 (surcharge)	\$ 18.00
Reissue Lost Dog Tags	\$ 3.00		\$ 3.00
Enumeration Fee for Dogs w/o license	\$ 25.00		\$ 25.00
2 nd Offense	\$ 50.00		\$ 50.00
3 rd Offense	\$100.00		\$100.00
Games of chance	\$ 10.00	\$15.00	\$ 25.00
Genealogy Search Fee	\$10.00 plus \$1.00 for each photocopy		
Marriage	\$ 17.50	\$22.50	\$ 40.00
Home occupation			
Permits	\$ 50.00 (+public notice fee)		\$ 50.00
Variances	\$200.00 (+ public notice fee)		\$ 200.00
Junkyard license	\$250.00		\$ 250.00

Solid waste Hauling fee	\$ 50.00	\$ 50.00
Peddlers permit	\$ 25.00	\$ 25.00
Street directory	\$ 3.00	\$ 3.00
49b		
Tax Receipts	\$ 2.00	\$ 2.00
Town maps	\$ 3.00	\$ 3.00
Certified copies	\$10.00	\$10.00
Subdivision books	\$ 7.00	\$ 7.00
Photocopies (non genealogy)	\$.25 per page	\$.25 per page
Recycling totes	\$70.00	\$70.00
Shelters	\$20.00/\$35.00	\$20.00 /\$35.00
Baseball/Softball/Hardball Diamonds		
Tournament Fee (waived for Not-for-profit tournaments)	\$150.00 per day	\$150.00 per
day		
Zoning maps	\$ 2.00	\$ 2.00
Landfill Management Permits	to be determined on an individual basis by resolution of the Town Board	

L. The “official” work day of 6.5 hours for all elected and appointed officials who are members of the retirement system is hereby confirmed.

M. Eligible employees and officials hired before January 1, 2012 will contribute 10% towards health insurance premiums for 2014. Eligible employees and officials hired after January 1, 2012 will contribute 25 % towards health insurance premiums for 2014.

4. THE FOLLOWING CONTRACTS ARE APPROVED FOR THE 2014 YEAR:

- A. **Metzger & Associates** be and hereby is retained as Town Engineer and Planning Consultant and the Supervisor is directed to sign a contract for said services.
- B. **Grant Makers Advantage** is retained as Grant Writer and the Supervisor is authorized to sign a contract for said services.
- C. **Agreement to Spend Town Highway Funds** for 2014, as allowed by Section 284 of the New York State Highway Law and the Supervisor and Town Board are authorized to sign the same.

The foregoing Resolutions were duly put to a roll call vote at a Special meeting held on January 13, 2014 ,

ON THE QUESTION: COUNCILWOMAN RIDDOCH MOVED TO CORRECT THE AMOUNT OF CONTRIBUTION TOWARDS INSURANCE FOR ELIGIBLE EMPLOYEES FROM 10% TO 15%, COUNCILMAN WITT SECONDED THE MOTION.

COUNCILWOMAN RIDDOCH MOVED TO AMEND AND TO ADD POLLY JUSTINGER’S NAME TO BE AN ALTERNATE NUTRITION PERSON, SUPERVISOR MILLIGAN SECONDED THE MOTION.

After the above correction and amendment were made, the foregoing Resolution was:

ADOPTED.

Ayes 3 Milligan, Riddoch & Witt

Nays 0

Councilman Witt moved and Councilwoman Riddoch seconded the Motion to renew the Hauler's Permit for Darling International for the Year 2014. The foregoing was put to a Roll Call Vote at the Special Meeting on January 13, 2014 and was

CARRIED.

Ayes 3 Milligan, Riddoch & Witt

Nays 0

Supervisor Milligan moved and Councilwoman Riddoch seconded the Motion to renew the Hauler's Permit for Abibow Recycling, LLC for the Year 2014. The foregoing was put to a Roll Call Vote at the Special Meeting on January 13, 2014 and was

CARRIED.

Ayes 3 Milligan, Riddoch & Witt

Nays 0

THE FOLLOWING ORDER WAS OFFERED COUNCILWOMAN RIDDOCH AND SECONDED BY COUNCILMAN WITT;

NOW, THEREFORE, IT IS HEREBY ORDERED AS FOLLOWS:

A hearing before the Town Board of the Town of Alden, in the County of Erie shall be held at the Town Hall, 3311 Wendt Road, Alden, New York at 7:05 p.m. on the 21st day of January 2014, for the purpose of hearing all persons interested in the proposed Local Law No. 1 of the Year 2014; and

ORDERED, that the Town Clerk is directed to (a) publish a notice of public hearing in the Alden Advertiser, designated as the official newspaper for this publication, such publication to be not less than ten (10) days before the date of the public hearing; (b) and post as required by law one (1) copy of the Notice of Public Hearing no later than the day such Notice is published; and

ORDERED, that the Town Clerk is to make copies of the proposed Local Law No. 1 of the Year 2014, entitled "Amendment of the Zoning Law of the Town of Alden", available at her office for inspection and distribution to any interested person during business hours.

The question of the adoption of the foregoing order was duly put to a vote on roll call, at a Special Meeting on January 13, and was

ADOPTED.

Ayes 3 Milligan, Riddoch & Witt

Nays 0

Councilman Witt moved and Councilwoman Riddoch seconded the Motion to renew the Hauler's Permit for PSI Disposal for the Year 2014. The foregoing was put to a Roll Call vote at a Special Meeting January 13, 2013 and

CARRIED.

Ayes 3 Milligan, Riddoch & Witt

Nays 0

THE FOLLOWING RESOLUTION WAS OFFERED BY SUPERVISOR MILLIGAN WHO MOVED ITS ADOPTION, SECONDED BY COUNCILWOMAN RIDDOCH TO WIT;

WHEREAS, the Alden Town Board on November 19, 2012 adopted its 2013 Budget;
WHEREAS, the Town of Alden needs to transfer monies to allow for payment of such expenditures until funds are exhausted;
WHEREAS, these budget transfers will not render the Town of Alden insolvent;
NOW THEREFORE, BE IT RESOLVED AS FOLLOWS THAT;

The Alden Town Board hereby authorized the following transfer;

From (Budget Code)	Amount	To	General Explanation	Amount
DB.9089.0800	\$38,462.40	T.0602.1000	To allow for receipt of Funds for credit of unused Sicktime for K. Justinger to Pay for his health ins. Until funds Are exhausted.	\$38,462.00

This Resolution shall take effect immediately.

The foregoing resolution was duly put to a roll call vote at the Special Meeting of January 13, 2014 and

ADOPTED.

Ayes 3 Milligan, Riddoch & Witt

Nays 0

THE FOLLOWING WAS OFFERED BY COUNCILWOMAN RIDDOCH, WHO MOVED ITS ADOPTION, SECONDED BY COUNCILMAN WITT TO WIT;

Standard Work Day and Reporting Resolution for 2014

BE IT RESOLVED, that the Town of Alden hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the clerk of this body:

Title	Name/4 digit SSN	(Hrs/ day)	Standard Work Day Term Begins/Ends	Participates in Employer's Time Keeping System (Y/N)	Days/Month (based on record of activities)
ELECTED OFFICIALS					
Highway Super.	Gary Wagner/xxxx	6 ½	01/01/2014-12/31/2017	N	20
Town Clerk	Debra Crist/xxxx	6 ½	01/01/2014-12/31/2017	N	20
APPOINTED OFFICIALS					
Town Prosecutor	Matthew Herdzyk/xxxx	6½	1/1/2014-12/31/14	N	2
Assessor	William Sivec/xxxx	6 ½	10/01/2013-09/30/2020	Y	N/A
1 st Dpty Town Clerk	Barbara Weber/xxxx	6 ½	01/01/2014-12/31/2014	Y	N/A
2 nd Dpty Town Clerk	Sarah Hinsken/xxxx	6 ½	01/01/2014-12/31/2014	Y	N/A
Dog Control Officer	Leonard Weglarski/xxxx	6½	01/01/2014-12/31/2014	Y	N/A
Court Clerk	Susan Suidinski/xxxx	6 ½	01/01/2014-12/31/2014	Y	N/A
Supervisor's Asst	Colleen Rogers/xxxx	6 ½	01/01/2014-12/31/2014	Y	N/A
Town Attorney	Jennifer Strong/xxxx	6½	01/01/2014-12-31/2014	Y	N/A
p/t Court Clerk	Georjean Labuzzetta/xxxx	6½	01/01/2014-12-31/2014	Y	N/A
Parks Supervisor	Andrew Sojka/xxxx	8	01/01/2014-12-31/2014	Y	N/A

- The Town Clerk's Office is directed to post this Resolution for a minimum of thirty (30) days.
- This resolution shall take effect immediately.

The foregoing Resolution was duly put to a roll call vote at a special meeting on January 13, 2014, and

ADOPTED.

Ayes 3 Milligan, Riddoch & Witt
Nays 0

THE FOLLOWING RESOLUTION WAS OFFERED BY COUNCILMAN WITT, WHO MOVED ITS ADOPTION, SECONDED BY COUNCILWOMAN RIDDOCH TO WIT;

WHEREAS, the Town Board of the Town of Alden is considering an application, under § Chapter 20, Article III of the Town of Alden Code, of William Dillemath for site plan review of the proposed construction of metal storage building (the “proposed action”) at 11038 Walden Avenue in the Town of Alden, County of Erie and State of New York, further identified by SBL #95.02-1-28.122; and

WHEREAS, the Town Board of the Town of Alden has determined that the Proposed Action is an Unlisted Action under SEQRA but has determined that it is in the public interest to conduct a coordinated review and has notified the involved agencies;

WHEREAS, the Town of Board of the Town of Alden believes that the Town of Alden is: the agency primarily responsible for undertaking decisions as to site plan review; is the agency with the broadest governmental powers for investigating the impact of the proposed action; has the greatest capacity for providing the most thorough environmental assessment of the proposed action; and is the most local agent with permitting authority;

WHEREAS, the Town of Alden has provided notice to Erie County Planning as required under Section 239-m of the General Municipal Law and a “no recommendation” was received;

WHEREAS, the New York State Environmental Quality Review Act requires the Town of Alden to determine the Lead Agency status and the Lead Agency making a SEQR determination;

WHEREAS, pursuant to Article 8 of the Environmental Conservation Law and the Code of the Town of Alden, Chapter 9D, the Applicant has prepared the Environmental Assessment Form, which is now on file with the Town Board and the Town’s SEQR Intake Officer; and

WHEREAS, the Town of Alden Planning Board has recommended the approval of the site plan.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS THAT:

1. The Town Board has determined that the Proposed Action is an Unlisted Action under SEQRA and that a proper review has been conducted;
2. The Town Board has determined that the Town of Alden should be the lead agency for all environmental review of the Proposed Action;
3. The Town of Alden, as Lead Agency, hereby determines that the unlisted action described in the attached SEQR NEGATIVE DECLARATION, NOTICE OF DETERMINATION OF NON-SIGNIFICANCE, which attached notice is hereby made a part of this Resolution, will not have a significant effect on the environment and that an environmental impact statement is not required to be prepared with respect to said Proposed Action;
4. That the Town Board of the Alden finds that the Proposed Action is consistent with the Town Code and approves the site plan; and
5. This Resolution shall take effect immediately.

The above Resolution was duly put to a roll call vote at a special meeting of the Town

Board of the Town of Alden on January 13, 2014 and was

ADOPTED

Ayes 3 Milligan, Riddoch & Witt

Nays 0

THE FOLLOWING RESOLUTION WAS OFFERED BY SUPERVISOR MILLIGAN, WHO MOVED ITS ADOPTION, SECONDED BY COUNCILWOMAN RIDDOCH TO WIT;

WHEREAS, the Town Board of the Town of Alden is considering an application by Paul and Anna Marzec for the subdivision of two (2) lots. The entire parcel currently consists of approximately 5.9 acres on Two Rod Road in the Town of Alden, further identified as SBL #129.00-2-5.11. The first proposed lot ("Parcel A") would be approximately .59 acres and the second proposed lot ("Parcel B") would be the remaining approximately 5 acre parcel (The "Proposed Action");

WHEREAS, the Proposed Action is an unlisted action within the requirements of the New York State Environmental Quality Review Act;

WHEREAS, the Town Building Inspector provided notice to the Erie County Division of Planning on November 1, 2013, for this Proposed Action, as required under Section 239-m of the General Municipal Law and a "not subject to our review" was received by the Town Board on November 13, 2013;

WHEREAS, the New York State Environmental Quality Review Act requires the Town to determine the Lead Agency status and the Lead Agency making a SEQR determination;

WHEREAS, the Town of Alden did assume Lead Agency Status on December 16, 2013;

WHEREAS, pursuant to Article 8 of the Environmental Conservation Law and the Code of the Town of Alden, Chapter 9D, the Town Board has prepared the Short Form Environmental Assessment Form, which is now on file with the Town Board and the Town's SEQR Intake Officer;

WHEREAS, the Town of Alden Planning Board has reviewed the Proposed Action and recommended to the Town Board the approval of the Proposed Action.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS THAT:

1. The Town Board, as Lead Agency, has determined that the Proposed Action is an Unlisted Action under SEQRA.
2. The Town of Alden, as Lead Agency, hereby determines that the unlisted action described in the attached SEQR NEGATIVE DECLARATION, NOTICE OF DETERMINATION OF NON-SIGNIFICANCE, which attached notice is hereby made a part of this Resolution, will not have a significant effect on the environment and that an environmental impact statement is not required to be prepared with respect to the Proposed Action.
3. That the following parcel, more particularly described as:

Beginning at a point on the center of Two Rod Road and the north line of lands conveyed to Verla E. Winkler by Liber of Deeds 9201 at page 142, said point being 30.14' west of the Northeast corner of Winkler.

Thence west on the north line of Winkler a distance of 440.0' to a point.

Thence southeast at an interior angle of 19° 28' 45", a distance of 351.02' to the center of Two Rod Road.

Thence northeast on the center of Two Rod Road at an interior angle of 113° 29' 56", a distance of 160.0' to the point of beginning, containing 0.59 acres of land more or less.

is given subdivision approval.

4. This resolution shall take effect immediately.

The above resolution was duly put to a roll call vote at a special meeting of the Town Board of the Town of Alden on January 13, 2014, and was

ADOPTED

Ayes 3 Milligan, Riddoch & Witt

Nays 0

SUPERVISOR MILLIGAN POLLED THE BOARD AND WITH NO OBJECTION THE FOLLOWING WAS ADDED:

THE FOLLOWING RESOLUTION WAS OFFERED BY SUPERVISOR MILLIGAN, WHO MOVED ITS ADOPTION, SECONDED BY COUNCILWOMAN RIDDOCH TO WIT;

WHEREAS, The Alden Town Board on November 19, 2012 adopted its 2013 Budget;

WHEREAS, the Town of Alden requires an increase in appropriations and expenditures in the amount of \$1,643.95 in Account Code WC.8389.0414. Said expenditures are a result of cost increase from the Erie County Water Authority from going from Leased Managed to Direct Serve. The Town will be charged against Water District 3 Fund Balance WC909 at fiscal year-end;

WHEREAS, this increase will not render the Town of Alden insolvent,

NOW THEREFORE BE IT RESOLVED AS FOLLOWS, THAT;

The Alden Town Board hereby increases by \$1,643.95 the expenditure line WC.8389.0414 of the 2013 Budget and that said expenditure will be charged to Water District 3 fund balance WA 909 at fiscal year-end.

This Resolution shall take effect immediately.

The Foregoing Resolution was duly put to a roll call vote at a Special Meeting on January 13, 2014 and was

ADOPTED.

Ayes 3 Milligan, Riddoch & Witt

Nays 0

THE FOLLOWING RESOLUTION WAS OFFERED BY COUNCILMAN WITT, WHO MOVED IT ADOPTION, SECONDED BY COUNCILWOMAN RIDDOCH TO WIT;

WHEREAS, the Alden Town Board on November 19, 2012 adopted its 203 Budget;
WHEREAS, the Town of Alden requires an increase in appropriations and expenditures in the amount of \$266.21 in Account Code SL1.5182.0410. Said expenditures are a result of cost increase due to repairs in the Peri-Winkle Lighting District and will be charge against Fund Balance S11.909 at fiscal year-end;
WHEREAS, this increase will not render the Town of Alden insolvent,

NOW THEREFORE BE IT RESOLVED AS FOLLOWS, THAT;

The Alden Town Board hereby increases by \$266.21 the expenditure line SL1.5182.0410 of the 2013 Budget and that said expenditures will charge to Peri-Winkle lighting district fund balance WA909 at fiscal year-end.

This Resolution shall take effect immediately.

The Foregoing Resolution was duly put to a roll call vote at a special meeting on January 13, 2014 and was

ADOPTED.

Ayes 3 Milligan, Riddoch & Witt

Nays 0

THERE WAS NO TABLED OR UNFINISHED BUSINESS

REPORTS OF COMMITTEES, OFFICIALS AND PERSONNEL

Engineer Metzger:

Thanked the Board for reappointing his firm for the year 2014.

CEO Snyder:

The design replacement tank for S.D.#2 is coming along.

DCO Weglarski:

Thanked the Board for his reappointment.

Supervisor Milligan:

Referred to the last meeting regarding the article in the Buffalo News about the Alden Library. A note was received from a resident commending the Highway boys on a great job that they did during the storm.

Councilman Witt:

Asked that taxpayers check their bills to see the amount that is paid towards the library.

NOTICE OF MEETINGS:

NEXT WORK SESSION:		January 27, 2014	@ 7:00 P.M.
SPECIAL MEETING		January 21, 2014	@ 6:00 P.M.
REGULAR BOARD MTG.:	(Tuesday)	January 21, 2014	@ 7:00 P.M.

MEMORIAL ADJOURNMENT

Supervisor Milligan adjourned the Meeting at 7:48 P.M. with a Moment of Silence in Memory of Marilyn Geiser, Sharon Miklinski, Paul Jernatowski and Arthur Siudzinski.

Debra A. Crist
Alden Town Clerk