

TOWN OF AURORA
TOWN BOARD WORK SESSION

December 20, 2011

The following members of the Aurora Town Board met on Tuesday, December 20, 2011 at 7:00 p.m. in the Town Hall Auditorium, 300 Gleed Avenue, East Aurora, NY, for the purpose of holding a work session.

Present:	Jolene M. Jeffe Susan Friess James F. Collins Jeffrey T. Harris	Supervisor Councilwoman Councilman Councilman
Absent/Excused:	James J. Bach	Councilman
Others Present:	Ronald Bennett Nicole Serra David Gunner James Walczyk	Town Attorney Asst. to Supervisor Highway Superintendent Crew Chief

Supervisor Jeffe opened the work session at 7:00 p.m. with the Pledge of Allegiance to the Flag. The Board met to discuss the following:

- 1) **Computer Support Proposals:**
Supervisor Jeffe noted that the Town currently has weekly dedicated computer support from Network Services and this works well. Councilman Collins stated that the hours Network Services spends at the Town had been cut and they are still getting the work done. The Board reviewed the proposals from Binattech IT Solutions, Aurora Consulting Group and Network Services. Nicole Serra stated that the Town will be developing a five-year computer plan that would incorporate when computers and other equipment should be upgraded or replaced. She noted that the quotes were written with the Town's move to Gleed Ave. in mind. This will be placed on the December 27, 2011 meeting agenda.
- 2) **Employee Handbook:**
The Board reviewed the 12/16/11 draft of the Town of Aurora Employee Personnel Policy (Employee Handbook) section by section. Supervisor Jeffe stated that the policy has been reviewed by labor attorney Jeff Swiatek, who made changes where needed to comply with current laws and practices. Lengthy discussion took place regarding section 3.08 Town and/or Personal Vehicles including age of operator and length of driving experience, take-home use of Town Vehicles, and vehicle use logs. Current vehicle operators need to be 21 years of age or have five (5) years of driving experience. Highway Supt. Gunner stated that he would prefer the age to be 18 since many of the seasonal workers he hires are not 21, nor do they have 5 years of driving experience. The Town's insurance carrier will be contacted to see if there is a reason for the age requirement. Crew Chief Jim Walczyk currently has a Town truck that he has 24/7 use of. Mr. Walczyk noted that he drives the truck back and forth to work/home and responds to emergency calls with the Town vehicle, stating that response time is important. The Board also discussed identifying signage on Town vehicles. This will be placed on the December 27, 2011 meeting agenda.
- 3) **Proposed Baseball Diamonds at 300 Gleed:**
Supervisor Jeffe stated that we still do not have scale drawings of the proposed baseball diamond proposal for 300 Gleed Avenue. Supervisor Jeffe stated that fundraising procedures need to be worked out, as well as setting up a Trust & Agency account for funds collected.
- 4) **300 Gleed Renovation Plan Update:**
Supervisor Jeffe reviewed the office location changes made to the original Gleed renovation plans, noting that the Supervisor and Town Clerk offices are changing places with the Assessor and Building Department offices.

- 5) Highway – Request to bid for pick-up truck:
Highway Superintendent Gunner is requesting to go out to bid for a new 4X2 pick-up truck and to declare a 2003 4X4 pick-up truck with plow as surplus equipment. This will be placed on the December 27, 2011 agenda.
- 6) Reform NY Resolution:
Supervisor Jeffe received a letter from Assemblywoman Jane Corwin seeking support for convening a non-partisan, grassroots “People’s Convention to Reform New York”. Accompanying the letter was a sample resolution for the Town Board to consider. Supervisor Jeffe asked the Board to review the resolution for discussion/action at a future meeting.
- 7) Code Red:
Supervisor Jeffe asked the Board if they would be interested in a presentation on the Code Red system that functions like reverse 911 and would allow the Town to send important messages to town residents. This will be scheduled for the January 2012 work session.
- 8) Erie County Sewer District No. 8:
Councilwoman Friess and Bryan Smith currently serve as the Town’s representatives on the Erie County Sewer District No. 8 Board of Managers. They would like to remain as the Town representatives.

Supervisor Jeffe stated she would like to call an Executive Session to discuss an employee’s performance.

Action #364
Board enters executive session.

Councilwoman Friess moved to enter into Executive Session to discuss a particular employee’s performance with no action to be taken during or after the session; seconded by Councilman Collins. Upon a vote being taken: ayes – four noes – none Motion carried.

Councilman Collins moved to come out of Executive Session; seconded by Supervisor Jeffe. Upon a vote being taken: ayes –four noes – none Motion carried.

Action #365
Board exits executive session.

Martha L. Librock
Town Clerk