



**Town of Aurora
Department of Parks & Recreation**

300 Gleed Avenue
East Aurora, New York 14052

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recreation@townofaurora.com
www.aurorarec.com

To: Town Board
From: Chris Musshafen
Date: 7/18/18
Re: EAST Coaches

Approval is requested to hire Kala McCarrison and Olivia Bello as EAST coaches. Kala comes with a strong background in aquatics. She is a former aquatics coordinator, swim coach, and a high level college swimmer. Olivia is a former competitive swimmer in the area and comes with a strong background working with younger children. The job was posted for over two months with no residents applying. The below pay rates are based off the EAST pay rate chart previously approved.

<u>Name</u>	<u>Address</u>	<u>Position</u>	<u>Rate</u>
Kala McCarison	8 Marywood Dr. Depew	EAST Coach	\$12.50
Olivia Bello	Hamburg, NY.	EAST Coach	\$11.00

LIFEGUARD RPT
LIFEGUARD RPT



**Town of Aurora
Department of Parks & Recreation**

300 Gleed Avenue
East Aurora, New York 14052

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6B

To: Town Board
From: Chris Musshafen
Date: 7/18/18
Re: Additional Guards

Approval is requested to hire Parker Brod and Nolan Thompson and presented below. Parker and Nolan have just finished taking the lifeguard course taught by Chris Musshafen. We will be in need of guards during August when our college staff leaves. Their rate of pay is based on the 2018 pay rate chart approved in 2017.

<u>Name</u>	<u>Address</u>	<u>Position</u>	<u>Rate</u>
Parker Brod	1465 Boies Rd	Lifeguard <i>PT</i>	\$10.70
Nolan Thompson	15 Victoria Heights	Lifeguard <i>PT</i>	\$10.70

TOWN OF AURORA, NY

2019 Budget Calendar

60

Departmental Budget Request Forms to Department Heads	7/27/18 Friday
Department Heads Formulate Budget Requests and Meet With Town Board Liaisons	7/30/18 – 8/10/18
Departmental Request Forms Due to Supervisor's Office	8/13/18 Monday
Town Board Meeting w/ Department Heads and Bookkeeper (Special Meeting)	8/15/18 Wed @ 11 am *
Town Board Work Session to Review Tentative Budget	9/12/18 Wed @ 5 pm *
Budget Officer Files Tentative Budget with Town Clerk (by Sept 30)	9/20/18 Thursday
Town Clerk Presents the Tentative Budget to the Town Board (by Oct 5)	9/24/18 Board Meeting
Town Board Tentative Budget Work Session (Special Meeting)	10/1/18 Mon @ 5 pm *
Town Board approves changes to the Tentative Budget And accepts it as the Preliminary Budget; Set Public Hearing	10/9/18 Board Meeting (Tuesday)
Public Hearing on the Preliminary Budget	10/22/18 Board Meeting
Town Board Preliminary Budget Work Session (Special Meeting <u>if needed</u>)	10/24/18 Wed @ 5 pm * *
Adopt the Budget (no later than Nov 20)	11/13/18 Board Meeting (Tuesday)

SUPERVISOR
James J. Bach
(716) 652-7590
jbach@townofaurora.com



TOWN OF AURORA
Southside Municipal Center
300 Glead Avenue, East Aurora, NY 14052
www.townofaurora.com

town

GD

RECEIVED

JUL 11 2018

TOWN OF AURORA
TOWN CLERKS OFFICE

A handwritten signature in black ink, appearing to be "m", enclosed in a circular scribble.

TO: Aurora Town Board
FROM: Richard Dean
SUBJECT: Resignation from office

A handwritten signature in black ink, appearing to be "RD", written over the name "Richard Dean" in the "FROM:" line.

As I have discussed with the Board starting last year, I wish to tender my resignation effective August 8, 2018. I have thoroughly enjoyed my tenure as Town Assessor and wish nothing but continue prosperity to the Town of Aurora.



GE

TOWN OF AURORA
300 Glead Avenue, East Aurora, NY 14052
www.townofaurora.com

MEMO

To: The Town Board
From: Town Supervisor James J. Bach
Date: July 9, 2018
Re: Appointment of Assessor

With the planned retirement of Rick Dean in early August, the position of Assessor will be open. I request that the Town Board appoint Roger Pigeon to the position of Assessor FT, effective August 11, 2018, at a rate of \$34.96 per hour. TO FILL THE UNEXPIRED TERM THRU 9/30/2019.

As an appointed employee, the Assessor is not subject to a probationary period. Mr. Pigeon would:

- Be eligible for paid holidays, effective Aug 11, 2018
- Receive one paid personal day, to be used by Dec. 31, 2018. (Beginning Jan. 1, 2019, he will be eligible for three personal days per calendar year).
- Begin accruing sick time on Sept. 1, 2018 (one sick day per complete month worked).
- Be eligible for health insurance, effective Nov. 1, 2018.

Regarding vacation time, I suggest we prorate Mr. Pigeon's part-time service to calculate his eligible vacation time. This is consistent with past practice. Mr. Pigeon's original hire date is Sept. 20, 1993. I recommend that for vacation purposes, that we give Mr. Pigeon 12 years of service for the 24+ years of part-time service. According to policy, Mr. Pigeon would receive 20 days of vacation, effective Jan. 1, 2019. Beginning Jan. 1, 2023, he would earn one additional vacation day per year, until he reaches the maximum of 25 days.

I also recommend that the appointment come with the following expectations:

- Completion of the photo inventory
- The hiring of a new exemption clerk, and the implementation of a succession plan for the position of Assessor.
- Evaluation of current assessment values, and an evaluation of the pros and cons of a revaluation program.
- Ensuring the Assessor's Office is always staffed and open during regular Town Hall business hours.

SUPERVISOR
James J. Bach
(716) 652-7590
jjeffe@townofaurora.com



GF

CLERK
Librock
2-3280
[ra.com](http://www.townofaurora.com)

TOWN OF AURORA
Southside Municipal Center
300 Gleed Avenue, East Aurora, NY 14052
www.townofaurora.com

July 11, 2018
To: Town Board

Please accept a \$2,500 donation from East Aurora Baseball & Softball Inc. It will be used to purchase diamond dirt.

Thank you,

A handwritten signature in cursive script that reads "Elizabeth Deveso".

Elizabeth Deveso
Town of Aurora Highway Secretary

SUPERVISOR
JAMES J. BACH
(716) 652-7590
jbach@townofaurora.com



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townclerk@townofaurora.com

TOWN OF AURORA
300 Gleed Avenue, East Aurora, NY 14052
www.townofaurora.com

MEMO

TO: Town Board
FROM: Kathleen Moffat
RE: Budget Amendment: East Aurora Baseball & Softball Donation
DATE: 07/23/18

I respectfully request approval to amend the budget to record the \$2,500 donation from East Aurora Baseball & Softball. The amendment is as follows:

- Increase revenue line A 2705.2 Donations EA Baseball & Softball by \$2,500
- Increase expenditure line A 7110.444 Park Supplies by \$2,500

6H

**New York State Energy Research and Development Authority
("NYSERDA")**

AGREEMENT

- 1. Agreement Number: 123580
- 2. Contractor: Town of Aurora
- 3. Project Director: Martha Librock
- 4. Effective Date: June 15, 2018
- 5. Total Amount of Award: \$50000
- 6. Project Period: June 15, 2018 – June 30, 2020
- 7. Commitment Terms and Conditions

This Agreement consists of this form plus the following documents:

- Exhibit A, Statement of Work;
- Exhibit B, General Contract Provisions, Terms and Conditions;
- Exhibit C, Standard Terms and Conditions;
- Exhibit D, Prompt Payment Policy Statement; and
- Exhibit E, Metrics Reporting Instructions.

8. ACCEPTANCE. THIS AGREEMENT SHALL NOT BECOME EFFECTIVE UNLESS EXECUTED BELOW BY NYSERDA.

TOWN OF AURORA

**NEW YORK STATE ENERGY
RESEARCH AND
DEVELOPMENT AUTHORITY**

Signature: _____

Signature: _____

Name: _____

Cheryl M. Glanton

Title: _____

Director of Contract Management

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TOWN OF AURORA DEPARTMENT OF PARKS & RECREATION
DIRECTOR'S REPORT
MONTH OF: JUNE 2018

ADMINISTRATIVE:

Reports:

- We have 12,227 members registered in our recreation system
- We had 1,204 individual program registrations in the month of June
- We generated \$35,034 in June sales
- Credit card purchases totaled 79% (92% on-line, 8% office)
 - 2017 to 2018 comparison:
 - Total sales from 1/1/17 – 6/30/17 \$144,360
 - Total sales from 1/1/18 – 6/30/18 \$147,180

The community pool has opened! Opening this year was a breeze with the new surface put in last year. Unfortunately, there have been some large problems with maintenance of the pool. We had to repair our chemical controller, replace both chlorine pumps, repair the boiler, and our automatic vacuum has stopped working and is unable to be repaired. We are now sweeping the pool nightly and vacuuming with our manual vacuum every chance we get.

Day camp staff has been trained and our Hamlin Park programs are well under way and running smoothly. We are lucky to have a great day camp and sport staff with many returning employees.

EAST has moved from the high school pool into the community pool for practices this month. We competed in two meets and are looking forward to championships! We have our highest number of athletes qualified for championships in quite a long time!

Submitted by: Chris Musshafen, Director of Recreation and Aquatics



7B

**East Aurora / Town of Aurora
Police Department
Interdepartmental Correspondence**

To: Mayor Mercurio & Village Board; Supervisor Bach & Town Board

From: Shane Krieger, Chief of Police

Date: 07112018

Re: Monthly Report -June 2018

General Information

- The process to hire a police officer, to fill Lt Bleyle's position due to his retirement, has begun. Both the civil service list and lateral transfers will be looked at to find the next hire.
- The department took possession of two new patrol vehicles purchased on state bid from Delacy Ford. Vehicle #27, the supervisor's vehicle was retained and became the K9 vehicle (which was traded in) which was purchased in 2012 (2013 model year). The cost of the vehicles was the same as last year's vehicles.
- Two new car cameras, four body worn cameras and a server to automatically download and store video evidence were received from Watch Guard Video. The car cameras will be installed into the two new patrol vehicles in July, as well as the server being installed in the station. Currently a lieutenant needs to manually remove a SD card from the car cameras and spend excessive time downloading the data to a hard drive. The new system will automatically download the video when the patrol cars enter the parking lot. Also currently, officers need to have a microphone and a body worn camera to capture the most evidence as possible. With the new system they will only need the BWC, which acts as the microphone. All video can then be viewed simultaneously.
- Annual fire extinguisher inspection for department's extinguishers was completed.
- Five new computers were received, two for dispatch and three for the police department.

Training:

- Lt Suttell will take over the training responsibilities going forward.



East Aurora / Town of Aurora Police Department Interdepartmental Correspondence

Meetings:

In addition to Village Board, Town Board and Staff meetings I also attended the following:

- 7 Pistol Permit Interviews
- Erie County Chiefs of Police meeting
- Met w/ NYS Parks Police, NYS Knox Park Manager and Jennifer Brazil @ Knox Park re: Borderland Festival
- Met w/ Rep from NYS Senator Galvin's office re: The possibility of Video arraignments
- Met w/J Grew from Delacy Ford to sign purchase paperwork for new patrol vehicles
- Attended ribbon cutting RR painting
- Post Musicfest meeting w/ 2 committee members and Lt Wolff
- Met w/ principle from Immaculate Conception School
- Met with VA re: PBA negotiations

Special Events

MusicFest – The department had approximately 100 complaints cards documented from the beginning of the event until 4:00 am. The most serious issue came shortly after midnight when patrols were called to a residence on Lawrence Ave. A 21 year old male went after another 21 year old male with a broken beer bottle. Another incident with a 37 year old male grabbed a 40 year old female by the neck in Tops parking lot.

Other issues throughout the event related to parking complaints, several first aids with people having difficulty walking and public urination.



**East Aurora / Town of Aurora
Police Department
Interdepartmental Correspondence**

Statistics

Activity	Village	Out Side of Village	Total (YTD)
Police calls	985(5,678)	635(3,674)	1,614(9,325)
Fire/EMS calls			350(2,348)
Response Time	1.6 minutes	2.0 minutes	
Property Damage Acc	14	13	27(175)
Injury Accidents	6/0 Fatal	5/0 Fatal	11 (31)0(Fatal)
Leaving Scene Acc	4	0	4 (28)
Arrests-Individuals	14	9	23(105)
Crimes-Persons	9	2	11(34)
Crimes-Drugs	2	1	3(20)
Crimes-Property	13	3	16(78)
Burglary/Trespass	1	0	1(6)
S&R-Lic/Reg	5	4	9(36)
DWI	4	1	5(16)
Warrant Arrests	1	1	2(5)
Traffic Tickets	50 (208)	48 (231)	98 (439)
Parking Tickets			2(184)
Domestics	3(10)	1(11)	4(21)
9.41 Mental Health Charge	0(2)	1(7)	1 (9)



East Aurora / Town of Aurora Police Department Interdepartmental Correspondence

Arrests / Investigations

- Besides the arrests and reported crimes in the above chart, Officers also investigated the following:
 - Detective Longboat investigated a larceny of personal property from Parkdale Elementary. The investigation showed that on a day when the school saw many visitors, a female entered the school and stole an employee's property. The female was located, made an admission and was charged.
 - Officer Kawalerski responded to a suspicious person report in the parking lot of the Middle school. After locating a 17 year old and who was found to possess a quantity of cocaine, charged same with criminal possession of a controlled substance 5th degree, a felony.
 - An officer while assisting EMS personnel at a village group home was exposed to saliva when the resident spit in his face.
 - Patrols and Accident Inv. Unit investigated a pedestrian struck by a vehicle at Main and Olean Sts. The investigation revealed that the pedestrian walked against the light and was at fault.
 - Patrols investigated a fight outside of 7-11 at 1:21 am one evening.