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NOTICE OF PUBLIC HEARING

A Public Hearing will be held on Tuesday, October 9, 2018 at 7:00 p.m. in the Town Hall Auditorium at 300 Gleed Avenue, East Aurora, NY, regarding the use of Federal Community Development funds in the Town of Aurora.

The Town of Aurora is eligible for a Federal Community Development grant under Title I of the Housing and Community Development Act of 1974, as amended.

The purpose of the Hearing is to provide an opportunity for citizens to express community development and housing needs and to discuss possible projects which would benefit low and moderate income persons in the Town of Aurora.

Citizens are urged to attend this meeting to make known their views and/or written proposals on the Town of Aurora's selection of potential projects to be submitted for possible funding by the Federal Community Development Grant Program.

The Hearing will also present a review of prior Community Development projects and expenditures and a discussion of eligible activities. The meeting room is wheelchair accessible. Those needing special arrangements should call the Town Clerk at (716) 652-3280 by October 4, 2018.

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NOTICE OF PUBLIC HEARING

PLEASE TAKE NOTICE, that a public hearing will be held by the Town Board of the Town of Aurora on the 9th day of October, 2018 at 7:00 p.m. at the Town of Aurora Town Hall Auditorium, 300 Gleed Avenue, East Aurora, New York, at which hearing parties and interested citizens shall have an opportunity to be heard on the adoption of a Local Law of the Town of Aurora for the year 2018, to amend the maximum annual income for persons sixty-five (65) years of age or over and excludes from the calculation of exemption for any senior citizen who is a service-connected disabled veteran and receives disability compensation from the United States Department of Veteran Affairs.

All interested parties are entitled to be heard upon the said proposed Local Law at such public hearing. Copies of said proposed Local Law are available for review at the offices of the Town Clerk at 300 Gleed Avenue, East Aurora, New York during normal business hours.

By Order of the Town Board of the Town of Aurora.

Dated: September 24, 2018

MARTHA LIBROCK
Town Clerk
Town of Aurora

TOWN OF AURORA
LOCAL LAW INTRO. NO. 2-2018
LOCAL LAW ___-2018

A LOCAL LAW, TO AMEND LOCAL LAW 1-1990 KNOWN AS ATHE CODES OF THE TOWN OF AURORA, ADOPTED BY THE TOWN BOARD OF THE TOWN OF AURORA ON JANUARY 22, 1990, BY AMENDING CHAPTER 101 ARTICLE 1 SECTION 101-2(B) (2) THE AMENDED SENIOR CITIZEN EXEMPTION TO INCREASE THE MAXIMUM INCOME ELIGIBILITY FOR SENIOR CITIZENS TO RECEIVE A REAL PROPERTY TAX EXEMPTION AND TO EXCLUDE FROM THE CALCULATION OF EXEMPTION FOR ANY SENIOR CITIZEN WHO IS A SERVICE-CONNECTED DISABLED VETERAN AND RECEIVES DISABILITY COMPENSATION FROM THE UNITED STATES DEPARTMENT OF VETERANS AFFAIRS.

BE IT ENACTED BY THE TOWN BOARD OF THE TOWN OF AURORA AS FOLLOWS:

SECTION 1. LEGISLATIVE INTENT

This Local Law amends a prior Local Law known as The Codes of the Town of Aurora, adopted by the Town of Aurora on January 22, 1990, as amended, relating to the administrative, legislative and general legislation of the Codes within the Town of Aurora as herein set forth. This legislation amends the maximum annual income for persons sixty-five (65) years of age or over and excludes from the calculation of exemption for any senior citizen who is a service-connected

disabled veteran and receives disability compensation from the United States Department Veteran Affairs.

SECTION 2. CHAPTER 101, ARTICLE I-101-1(B), SECTION 101-2(B)(2) CONDITIONS FOR EXEMPTION

Chapter 101-2(B)(2) is amended by adopting as follows: In the event the property owner's income is less than \$35,399.99 the following percentage of the assessed valuation exemption from taxation shall apply:

<u>Maximum Annual Amount</u>	<u>Percentage</u>
\$0 - 27,000	50%
\$27,001 - \$27,999.99	45%
\$28,000 - \$28,999.99	40%
\$29,000 - \$29,999.99	35%
\$30,000 - \$30,899.99	30%
\$30,900 - \$31,799.99	25%
\$31,800 - \$32,699.99	20%
\$32,700 - \$33,599.99	15%
\$33,600 - \$34,499.99	10%
\$34,500 - \$35,399.99	5%

Amends Section 101-2(B)(2) by adding the following sub sections:

E. Maximum annual income exclusion. The Veterans Disability Compensation from the United States Department of Veterans Affairs as defined in Title 38 of the United States Code for a

veteran with a service-connected disability shall be excluded from the calculation of income in the determination of the Real Property Exemptions provided herein.

F. Qualifications: The maximum income eligibility level exemption for persons sixty-five (65) years of age or older as authorized by section 467 of the Real Property Tax Law as of the appropriate taxable status date and shall include an otherwise eligible owner who is sixty-five (65) years of age or older on the date the application is filed. The burden of proof is upon the applicants to show eligibility as required by the assessor.

SECTION 3. EFFECTIVE DATE

This Local Law shall take effect immediately upon filing with the Secretary of State.

RESOLUTION APPROVING VARIANCE REQUEST

WHEREAS, Alexander Y. Kruglov has applied for an Open Development Area (ODA) permit for property located at 663 Knox Road (SBL#164.00-2-6.22) in the Town of Aurora, and

WHEREAS, the proposed location of the single family dwelling is approximately fifty two (52) feet from the west side yard lot line of the property, and

WHEREAS, Chapter 99-31 (A) of the Codes of the Town of Aurora requires the side yard setback on the ingress/egress side of the property to be seventy five (75) feet, and

WHEREAS, the applicant has requested a side yard setback variance of twenty three (23) feet to permit the construction of the residence closer to the lot line than provided for in the Town Code, and

WHEREAS, the petitioner has demonstrated the need for said variance due to the topography of the property, and

WHEREAS, this Open Development variance request was reviewed by the Town Planning Board and said Board recommended that the Town Board approve the twenty three (23) feet side yard setback variance, and

WHEREAS, §99-37 of Chapter 99 authorizes the Town Board to vary the strict compliance of the regulations would not cause a concern of public interest,

NOW, THEREFORE, be it

RESOLVED, the Town Board of the Town of Aurora does hereby grant a twenty three (23) feet side yard setback variance allowing the single family residence to be built not closer than fifty two (52) feet to the west lot line of the property at 633 Knox Road (SBL#164.00-2-6.22).

RESOLVED, this Resolution shall be incorporated by reference into the application and approval of the Open Development Area permit.

**RESOLUTION
APPROVING OPEN DEVELOPMENT AREA PLAN
633 KNOX ROAD
TOWN OF AURORA, NEW YORK**

WHEREAS, Chapter 99 of the Code of The Town of Aurora establishes standards for landowners who wish to develop or subdivide land that lacks adequate public road frontage for standard lot development (known as "open development area"); and

WHEREAS, the Applicant has filed an Open Development Area application for 633 Knox Road (SBL#164.00-2-6.22) and seeks approval to construct a single family residence on the 13.4± acre parcel; and

WHEREAS, the Applicant has made every reasonable attempt and all necessary effort to comply with specifications of Chapter 99 of the Code of the Town of Aurora; and

WHEREAS, in 2016 the Town Board approved the Open Development Area application to subdivide a forty-one acre parcel into three lots, all of which lack required public road frontage, with one of those lots being 633 Knox Road; and

WHEREAS, a narrative description of the private right-of-way, including but not limited to, ownership of the right-of-way and a maintenance plan for the right-of-way, has been recorded in the office of the Erie County Clerk in Liber 11139 of Deeds at page 9028; and

WHEREAS, this action is considered a Type II under SEQR and no further review under SEQR is required; and

WHEREAS, the applicant petitioned the Town Board for a side yard setback variance to allow the residence to be constructed twenty-three (23) feet closer to the west lot line than allowed by code and the variance was granted; and

WHEREAS, according to Section 99-37 of the Code, the Town Board may modify the specifications and requirements in any Open Development Area Plan, where in the Board's judgment, such modifications are in the public interest and/or will avoid the imposition of unnecessary hardship on the applicant.

NOW THEREFORE BE IT

RESOLVED, that the Town Board of the Town of Aurora acknowledges that compliance with all other standards, requirements and conditions, including those specified by the Town Board as noted above, is in the public interest and will substantially secure the objectives of the modified standard; and **BE IT FURTHER**

RESOLVED, that approval of this Open Development Area, with a side yard setback variance, by the Town Board of the Town of Aurora, and any future development will be subject to the standards and requirements of Chapter 99 of the Code of the Town of Aurora without modification, variance or waiver; and **BE IT FURTHER**

RESOLVED, that said Open Development Area Plan for 633 Knox Road (SBL#164.00-2-6.2) Knox Road is approved.

6A

LEGAL NOTICE
TOWN OF AURORA
PUBLIC HEARING
on the
2019 Preliminary Operating Budget

Notice is hereby given that the Preliminary Operating Budget of the Town of Aurora for the fiscal year beginning January 1, 2019 has been completed and filed in the office of the Aurora Town Clerk where it is available for inspection by any interested persons during regular business hours, and

Further notice is hereby given that the Aurora Town Board will meet and review said budget and hold a public hearing thereon at 7:00 p.m. on the 22nd day of October, 2018 in the Aurora Town Hall auditorium, 300 Gleed Avenue, East Aurora, New York, and that at such hearing any person may be heard in favor of or against the budget as compiled, or for or against any item or items therein contained, and

Further notice is hereby given pursuant to Section 108 of New York State Town Law that the following are proposed yearly salaries of the Town of Aurora Officials to wit:

Councilman \$11,546.00; Councilman \$11,546.00; Councilman \$11,546.00;
Councilman \$11,546.00; Town Justice \$33,771.00; Town Justice \$33,771.00; Supervisor \$40,623.00; Town Clerk \$64,137.00; Town Clerk-Registrar \$866.00; Town Clerk – Grants - \$5,000.00; Superintendent of Highways \$64,137.00; Superintendent of Highways-Parks \$10,825.00; Superintendent of Highways - Building \$5,519.00; Superintendent of Highways - Water Director \$2,550.00; Superintendent of Highways - Dog Control Director \$2,550.00.

Martha L. Librock
Town Clerk



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

MEMO

To: The Town Board
From: Robert L. Goller, Secretary to the Supervisor *RLG*
Date: October 2, 2018
Re: Updated Sexual Harassment Policy and Complaint Form

Attached for your consideration are a new Sexual Harassment Policy and Complaint Form. This draft policy was adapted from the model policy provided by New York State, to be in compliance with the requirements of the new state law. Effective October 9, 2018, the law requires all employers in New York State to adopt and distribute the new anti-harassment policy to employees, as well as to conduct annual anti-harassment training for all employees.

We would have preferred to present this policy for your review well before the Oct. 9 deadline. However, the New York State Department of Labor and the Division of Human Rights issued the final guidance and model policies only last week, on Oct. 2.

If approved by the Town Board, this policy and complaint form will be distributed to town employees at the annual mandatory workplace violence and sexual harassment training, which is scheduled for Wednesday, Oct. 10 and Thursday, Oct. 11.

If approved, the new policy would replace Section 5.02 of the Employee Personnel Policy: "Sexual Harassment Policy."



Town of Aurora Sexual Harassment Policy

DRAFT DRAFT

Introduction

The Town of Aurora is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of the Town of Aurora's commitment to a discrimination-free work environment.

Sexual harassment is against the law¹, and all employees have a legal right to a workplace free from sexual harassment, and employees can enforce this right by filing a complaint internally with the Town of Aurora. Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

Policy:

1. The Town of Aurora's Sexual Harassment Policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business, regardless of immigration status, with the Town of Aurora. In the remainder of this document, the term "employees" refers to this collective group.

2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action, (e.g., counseling, suspension, termination.)

3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. The Town of Aurora will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of the Town of Aurora who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. Any employee, paid or unpaid interns, or non-employees² working in the workplace who believes they have been subject to such retaliation should inform a supervisor, manager, or the Town Supervisor's Office. All employees, paid or unpaid interns or non-employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.

¹ While this policy specifically addresses sexual harassment, harassment because of and discrimination against persons of all protected classes is prohibited. In New York State, such classes include age, race, creed, color, national origin, sexual orientation, military status, sex, disability, marital status, domestic violence victim status, gender identity and criminal history.

² A non-employee is someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees include persons commonly referred to as independent contractors, "gig" workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.

Page 2, Town of Aurora Sexual Harassment Policy, DRAFT

4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject the Town of Aurora to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.

5. The Town of Aurora will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. The Town of Aurora will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.

6. All employees are encouraged to report any harassment or behaviors that violate this policy. The Town of Aurora will provide all employees a complaint form for employees to report harassment and file complaints. **The complaint form is available in the Town Supervisor's Office.**

7. Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe or become aware of, to the Town Supervisor's Office.

8. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable and be provided to employees upon hiring.

What Is "Sexual Harassment"?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the complaining individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment consists of words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, or which interfere with the recipient's job performance.

Page 3, Town of Aurora Sexual Harassment Policy, DRAFT

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Any employee who feels harassed should complain so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of sexual harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
 - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
 - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
 - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and/or the status of being transgender, such as:
 - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - Sabotaging an individual's work;
 - Bullying, yelling, name-calling.

Who can be a target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. A harasser can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

Where can sexual harassment occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

What is "Retaliation"?

Unlawful retaliation can be any action that would keep a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in "protected activity." Protected activity occurs when a person has:

- made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- reported that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

Reporting Sexual Harassment

Preventing sexual harassment is everyone's responsibility. The Town of Aurora cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or nonemployee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, manager or the Town Supervisor's Office. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager or the Town Supervisor's Office.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf. **Complaint forms also are available in the Town Supervisor's Office.**

Employees, paid or unpaid interns or non-employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected sexual harassment to the Town Supervisor's Office.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

Complaint and Investigation of Sexual Harassment

All complaints or information about suspected sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and should be completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. The Town of Aurora will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- Upon receipt of complaint, the Town Supervisor's Office will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If complaint is verbal, encourage the individual to complete the "Complaint Form" in writing. If he or she refuses, prepare a Complaint Form based on the verbal reporting.
- If documents, emails or phone records are relevant to the allegations, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - A list of all documents reviewed, along with a detailed summary of relevant documents;
 - A list of names of those interviewed, along with a detailed summary of their statements;
 - A timeline of events;
 - A summary of prior relevant incidents, reported or unreported; and
 - The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- Keep the written documentation and associated documents in a secure and confidential location.
- Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who complained of their right to file a complaint or charge externally as outlined in the next section.

Legal Protections and External Remedies

Sexual harassment is not only prohibited by the Town of Aurora but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at the Town of Aurora, employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

In addition to those outlined below, employees in certain industries may have additional legal protections.

- **New York State Human Rights Law (HRL):** The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time **within one year** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to the Town of Aurora does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that discrimination has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458, (718) 741-8400, www.dhr.ny.gov.

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

- **Civil Rights Act of 1964:** The United States Equal Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC any time within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 or 1-800-669-6820 (TTY), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

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- **Local Protections:** Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml.
- **Contact the Local Police Department:** If the harassment involves physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.



Complaint Form for Reporting Sexual Harassment

Town of Aurora

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form to report alleged incidents of sexual harassment. If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to the Town Supervisor's Office, located at 300 Gleed Avenue, or via email at supervisor@townofaurora.com. You will not be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, your employer should complete this form, provide you with a copy and follow its sexual harassment prevention policy by investigating the claims as outlined at the end of this form.

For additional resources, visit: ny.gov/programs/combating-sexual-harassment-workplace.

COMPLAINANT INFORMATION

Name:

Work Address:

Work Phone:

Job Title:

Email:

Select Preferred Communication Method: Email Phone In person

SUPERVISORY INFORMATION

Immediate Supervisor's Name:

Title:

Work Phone:

Work Address:

COMPLAINT INFORMATION

1. Your complaint of Sexual Harassment is made about:

Name:

Title:

Work Address:

Work Phone:

Relationship to you: ___Supervisor ___Subordinate ___Co-Worker ___Other

2. Please describe what happened and how it is affecting you and your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date(s) sexual harassment occurred:

Is the sexual harassment continuing? ___Yes ___No

4. Please list the name and contact information of any witnesses or individuals who may have information related to your complaint:

The last question is optional, but may help the investigation.

5. Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

If you have retained legal counsel and would like us to work with them, please provide their contact information.

Signature: _____ Date: _____

Instructions for Employers

If you receive a complaint about alleged sexual harassment, follow your sexual harassment prevention policy.

An investigation involves:

- Speaking with the employee
- Speaking with the alleged harasser
- Interviewing witnesses
- Collecting and reviewing any related documents

While the process may vary from case to case, all allegations should be investigated promptly and resolved as quickly as possible. The investigation should be kept confidential to the extent possible.

Document the findings of the investigation and basis for your decision along with any corrective actions taken and notify the employee and the individual(s) against whom the complaint was made. This may be done via email.

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



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townc

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

October 3, 2018

To: Town Board
Re: Request to Pay SiteOne Landscape Supply, LLC Invoice

Please approve payment of Invoice #86805643-001 for \$4,004 to SiteOne Landscape Supply, LLC. The invoice is for supplies needed to inoculate ash trees in the Village of East Aurora. The amount will be reimbursed by the Village of East Aurora per a verbal agreement with Village Administrator Catherine Thomas.

A handwritten signature in cursive script, appearing to read "Elizabeth Deveso".

Elizabeth Deveso
Highway Secretary



BUFFALO NY
2479 WALDEN AVE STE 100
CHEEKTOWAGA, NY 14225-4717
PHONE # 716-684-0151

INVOICE



REMIT TO:
SITEONE LANDSCAPE SUPPLY, LLC
24110 NETWORK PLACE
CHICAGO, IL 60673-1241

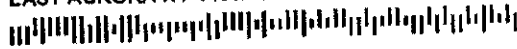
OUR ORDER NO.	INVOICE DATE	INVOICE NO.	PAGE
86805643-001	09/24/18	86805643-001	1

SHIPPED TO



AUTOMIXED AADC 750 644 T2:2 644 1 MB 0.421
TOWN OF AURORA
300 GLEED AVE STE 6
EAST AURORA NY 14052-2983

TOWN OF AURORA
300 GLEED AVE STE 6
EAST AURORA, NY 14052-2983



CUSTOMER CODE	SALES MAN	SHIPPED VIA	DATE SHIPPED	TERMS	CUSTOMER ORDER NO.
812873	R4B	CUSTOMER PICK UP	09/24/18	NET 15TH PRX	

PRODUCT CODE	DESCRIPTION	INVOICE QUANTITY	B/O QUANTITY	UNIT	PRICE	AMOUNT
040-4100N	ARBORJET TREE-AGE RUP 1 LITER (NEW LABEL	8	0	EA	494.000	3952.00
975-00165	DBH ARBORIST TAPE 12 FT. ARBORJET	2	0	EA	26.000	52.00

BY ACCEPTANCE OF THIS MERCHANDISE YOU AGREE TO PAY A 1.5% PER MONTH LATE CHARGE (OR 0% PER ANNUUM) AT THE HIGHEST RATE ALLOWED BY LAW. LATE CHARGES START ON THE DATE OF BILLING. THE DUE DATE IS 15 DAYS AFTER THE DATE OF BILLING.
 THESE GOODS WERE PRODUCED IN COMPLIANCE WITH APPLICABLE FEDERAL AND STATE LAWS AND REGULATIONS. THE LABELS AND PACKAGING ARE THE PROPERTY OF THE MANUFACTURER.
 RETURNS MUST HAVE OUR PRIOR WRITTEN CONSENT. RETURNS WITH DATE MUST BE FURNISHED. RESTOCKING, HANDLING AND FREIGHT CHARGES ARE APPLICABLE ON RETURNS.

LINE TOTAL	OTHER CHARGES	DELIVERY CHARGE	TAXABLE AMOUNT	SALES TAX	HST	TOTAL INVOICE
4004.00	0.00	0.00	0.00	0.00		4,004.00
						DATE DUE 10/15/18

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



townc

6D

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

September 18, 2018

To: Town Board
Re: Request to Surplus Two Weed Wackers

Please approve the surplus of a two weed wackers. Neither of them have working motors. The first one has an inventory number of 1509. The second one does not have an inventory number, but it is an Echo and it is at least fifteen years old.

Thank you,

Elizabeth Deveso
Highway Secretary

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



town

6E
TOWN

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

September 24, 2018
To: Town Board
Re: Request to attend Pesticide Workshop

Please grant permission for Mike Evens and Dan Harris to attend the Right-Of-Way Pesticide Applicator Recertification Workshop in Syracuse on October 11th and 12th. The registration fee is \$75 and includes classroom training and an equipment calibration demonstration. They will stay in a room at the Holiday Inn, Liverpool, NY for \$98. The total cost for this conference will be \$248 and will be paid for out of the Parks budget.

Thank you,

A handwritten signature in cursive script, appearing to read "Elizabeth Deveso".

Elizabeth Deveso
Highway Secretary

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



MARTI

CF

townclerk@townofaurora.com

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

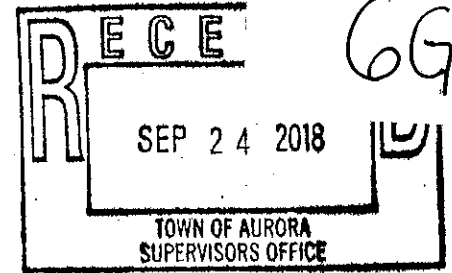
MEMO

TO: Town Board
FROM: Kathleen Moffat
RE: Use of Debt Reserve Funds
DATE: 10/9/18

I respectfully request approval to use Debt Reserve funds to make the \$4,550 interest payment due to Greene County Bank for the Gleed Avenue HVAC and Parking Lot bonds. The payment is due October 15, 2018.



County of Erie
MARK C. POLONCARZ
COUNTY EXECUTIVE



DEPARTMENT OF CENTRAL POLICE SERVICES
STOP-DWI

September 18, 2018

Re: 2017 STOP-DWI
Memorandum of Understanding – MOU

Supervisor James Bach
Town of Aurora
300 Gleed Avenue
East Aurora, New York 14052

Dear Supervisor Bach,

Enclosed is the annual MOU between your municipality and the Erie County STOP-DWI Office. The agreement allows the County to pay your municipality for supplying data on DWI cases disposed in your court during 2017.

Please sign and return the MOU at your earliest convenience.

In order to receive reimbursement please submit an invoice letter containing the amount listed on the enclosed Memorandum of Understanding. An example letter has been included for your reference.

As always, I would be glad to hear any thoughts you have for improving this process. Please direct any suggestions to me at 858-6727.

Sincerely,

John F. Sullivan, Director
STOP-DWI Office

Enc. – MOU

Value of this Agreement: \$750.00

MEMORANDUM OF UNDERSTANDING

County of Erie
STOP-DWI Office

2017

And

Town of Aurora

- The Town of Aurora Operates a Town Court (The Court).
- Various Police agencies make DWI Arrests within the Court's geographic boundaries.
- The arrests result in legal cases that are adjudicated by the Court.
- The Court collects information about the cases disposed there.
- The STOP-DWI Office has need of that information for statistical and administrative purposes.
- The STOP-DWI Office will pay the Town of Aurora \$10.00 (Ten Dollars) for the following information on each case of 1192-1,2,2a, 3, 4, 4a, 1193-1C & 5112a (ii), (iii):

For each case: First, Last Name, Middle Initial, DOB of Defendant, Date Of Arrest, Charges Laid, Disposition, Date of Disposition, Fine, Other Sanctions, Arresting Agency.

- Term of this MOU is January 1, 2017 to December 31, 2017
- A STOP-DWI Court Report or a DWI/AUO Disposition Report listing the case data will be sent to the STOP-DWI Office by July 15 of the current year for the first half of the year and January 15 of the following year for the second half.
- Upon receipt of the January 15th report and invoice letter, the STOP-DWI Office will forward one payment in the amount of \$10.00 for each case reported during the year.

Agreed:

_____ Date: _____
James J. Bach
Supervisor

ELECTRONICALLY SIGNED Date: _____
James Jancewicz, Commissioner
Erie County Central Police Services

Approved as to form:

By: ELECTRONICALLY SIGNED
Greg Kammer, Ass't Co. Attorney

_____ Date: _____
John F. Sullivan, Director
STOP-DWI Office
County of Erie

Document # _____ Date: _____

By: _____
Maria Whyte, Deputy Co. Executive

MUNICIPALITY LETTERHEAD

June 1, 2017

Mr. John F. Sullivan, Director
Erie County STOP-DWI Office
45 Elm Street
Buffalo, New York 14203

Dear Mr. Sullivan,

Please reimburse ***your municipality*** \$ _____. This amount represents \$10.00 for each of the _____ DWI cases disposed of in the town/village for 2017. This amount is based on the previously submitted DWI Court Reports.

Sincerely,

Chief Fiscal Officer
Your municipality

EXAMPLE CLAIM LETTER



EAGLE SYSTEMS, INC.

2421 Harlem Road • Buffalo, NY 14225
Phone: (716) 893-0506 • Fax: (716) 897-3081
www.eagleny.com

ANNUAL SERVICE & MAINTENANCE AGR

GH

PLEASE SIGN WHITE COPY AND RETURN TO:

EAGLE SYSTEMS INC
2421 HARLEM ROAD
BUFFALO, NY 14225

Contract No.

6FQ/MFQ

CUSTOMER No:

EB4656

CUSTOMER PO No:

Eagle Systems, Inc. agrees to furnish service and install parts for the equipment under this agreement, subject to the conditions herein and on the reverse side hereof:

MODEL	SERIAL NUMBER	ID #	PAGES ALLOWED ANNUALLY		MIN. ANNUAL RATE	
			PRINTS	SCANS		
SHARP MX3070N	65071158	E5978	100,000		\$1,102.48	
SHARP MXB402SC	65001528	E5979				
SHARP MXB402SC	65001338	E5976				
SHARP MX3070N	65071458	E5977				
BLACK/WHITE BILLED AT \$275.62 INCLUDES 25,000 QUARTERLY PAGES @ .011 PER PAGE						
COLOR BILLED QUARTERLY AT .073 PER PAGE						
<input type="checkbox"/> ANNUAL <input type="checkbox"/> SEMI-ANNUAL <input checked="" type="checkbox"/> QUARTERLY <input type="checkbox"/> ANNUAL <input type="checkbox"/> SEMI-ANNUAL <input checked="" type="checkbox"/> QUARTERLY AT <input type="text"/> PER PRINT PAGE <input type="text"/> PER SCAN PAGE						
Comments:						
INCLUDES: TRAVEL, LABOR, PARTS, DRUM & TONER					SUB TOTAL	\$1,102.48
EXCLUDES: PAPER & STAPLES					<input checked="" type="checkbox"/> EXEMPT TAX 8.75%	
TONER YIELD: 1 CARTRIDGE PER 402 <input type="text" value="20,000"/> PAGES					TOTAL	\$1,102.48
1 CARTRIDGE PER 307 <input type="text" value="24,000"/> PAGES						

INITIAL COVERAGE FOR THE ABOVE LISTED EQUIPMENT WILL BEGIN AT 8:00 A.M. ON AND END AT 5:00 P.M. ON . LISTED EQUIPMENT WILL BE MAINTAINED UNDER THE TERMS AND AND END CONDITIONS SPECIFIED ON THE REVERSE SIDE HEREOF. IF THE STATED VOLUME IS EXCEEDED DURING ANY ONE YEAR TERM THAT THIS AGREEMENT IS IN EFFECT, CUSTOMER SHALL BE INVOICED FOR A NEW AGREEMENT AT OUR THEN CURRENT RATES. MILEAGE FOR ZONE DESIGNATION WILL BE MEASURED FROM EAGLE SYSTEMS INC.'S CLOSEST SERVICE CENTER.

ZONE DESIGNATION: ZONE "A" 0-25 MILES ZONE "B" 26-40 MILES ZONE "C" 60+ MILES

Eagle Systems, Inc.
SERVICE DIVISION

BUFFALO EB
BRANCH LOCATION

SERVICE DEPARTMENT DATE

PRICING IN EFFECT UNTIL:

Rev. 12.13.05

TOWN OF AURORA
CUSTOMER

300 GLEED AVE
ADDRESS

EAST AURORA NY 14052
CITY STATE ZIP

AUTHORIZED SIGNATURE TITLE

DATE

ADDITIONAL TERMS AND CONDITIONS

1. The initial term of this Agreement shall be for a period ending on the date shown on the reverse side hereof and shall be automatically renewed for additional twelve (12) month periods unless written notice of termination is received by either party at least sixty (60) days prior to the expiration of the initial term of this Agreement or any renewal term thereof. This Agreement shall not be assignable by Customer without Eagle Systems, Inc.'s prior written consent, and any attempted assignment without such consent shall be void.

2. The minimum annual maintenance provided for in this Agreement shall be due and payable in advance upon receipt of an invoice therefor. These shall be added to the charges hereunder an amount equal to any taxes, however designated, levied on such charges or on the services rendered or parts supplied pursuant hereof. Minimum annual maintenance charges are subject to change upon written notice to customer, which shall be given by Eagle Systems, Inc. prior to the conclusion of any term of this agreement. Should the equipment be moved to a location which is more than twenty-five (25) miles, but, not more than forty (40) miles from Eagle Systems, Inc.'s nearest service center, there will be an appropriate adjustment in the annual rate payable for service to the equipment. Eagle Systems, Inc. shall have no obligation to service equipment which is moved to a location more than forty (40) miles from Eagle Systems Inc.'s nearest service center.

3. All emergency service necessary to keep the Equipment in good working order will be performed by Eagle Systems, Inc. during its regular business hours (8:00 A.M. to 5:00 P.M., Monday through Friday, except holidays) at no cost to Customer, provided, that such services shall not include the following:

(a) replacement of supplies, such as paper and toner, chemicals, bulbs, film, ink rollers, thermal print heads, incompatible phone equipment, phone jack or transmission lines;

(b) repairs resulting from causes other than normal use; Customer's willful act; negligence or misuse (including, without limitation, use of supplies of spare parts which do not meet Eagle System, Inc.'s published specifications and which cause abnormally frequent service calls or service problem); accident; transportation; failure of electrical power, air-conditioning or humidity control;

(c) repairs made necessary by service performed by personnel other than those of Eagle Systems, Inc.

(d) work which Customer requests to be performed by personnel outside regular business hours.

(e) shop reconditioning or modification to the Equipment except those specified by Eagle Systems, Inc.'s Technical Service Department to assure greater performance of the Equipment, or

(f) Saturdays, Sundays and Holidays are charged to the Customer at our established rates.

All of the foregoing shall be in accordance with Eagle Systems, Inc.'s established per call rates and terms then in effect. When, in Eagle Systems, Inc.'s opinion, Equipment because of advanced age or usage in excess of the norm, cannot be maintained in good working order through Eagle Systems, Inc.'s routine preventative maintenance service, or if work beyond the scope of this Agreement is required, IT SHALL SUBMIT TO THE CUSTOMER A COST ESTIMATE OF SUCH WORK. IF CUSTOMER REFUSES TO AUTHORIZE THE SAME, EAGLE SYSTEMS, INC. SHALL HAVE THE RIGHT, ON TEN (10) DAYS WRITTEN NOTICE TO CUSTOMER, TO TERMINATE SERVICE UNDER THIS AGREEMENT ANY OR ALL ITEMS OF EQUIPMENT, EAGLE SYSTEMS, INC. WILL THEN PROVIDE SERVICE ON PER CALL BASIS, (TRAVEL, LABOR AND PARTS).

Eagle Systems, Inc. shall have the right to substitute equivalent Equipment at any time during the term hereof, and removed parts replaced by Eagle Systems, Inc. shall become the property of Eagle Systems, Inc. Eagle Systems, Inc. shall have full and free access to the Equipment to provide service thereon.

4. EAGLE SYSTEMS, INC.'S OBLIGATIONS AND WARRANTIES UNDER THIS AGREEMENT ARE IN LIEU OF (A) ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, AND (B) ALL OTHER OBLIGATIONS OR LIABILITIES FOR DAMAGES, INCLUDING, BUT NOT LIMITED TO, PERSONAL INJURY OR PROPERTY DAMAGE (UNLESS CAUSED BY EAGLE SYSTEMS, INC.'S NEGLIGENCE), LOSS OF PROFIT OR OTHER CONSEQUENTIAL DAMAGES, ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT OR THE MAINTENANCE SERVICE PERFORMED HEREUNDER.

5. This Agreement shall become effective upon receipt by Eagle Systems, Inc. of payment of charges. This Agreement will remain in force for twelve (12) months for all copiers or _____ copiers on all copiers, whichever is sooner, and will automatically be renewed for a similar term unless written cancellation notice is received by either party sixty (60) days prior to the end of the period. If Customer does not pay the amount due hereunder: (1) Eagle Systems, Inc. may refuse to continue to service the equipment or furnish service on a C.O.D. "Per Call" basis, and (2) the Customer agrees to pay Eagle Systems, Inc. costs and expenses of collection, including the maximum attorney's fee permitted by law, said fee not to exceed 25% of the amount due hereunder.

This Agreement shall be governed by the laws of the State of New York and constitutes the entire agreement between the parties with respect to the furnishing of maintenance service, superseding all previous proposals, oral or written. No representation or statement not contained herein shall be binding upon Eagle Systems, Inc. as a written or otherwise, nor shall this Agreement be modified or amended unless in writing and signed by an officer of Eagle Systems, Inc. Any suit between the parties relating to this Agreement, other than for payment of the maintenance fees due hereunder, shall be commenced, if at all, within one (1) year of the date that it accrues.

THIS AGREEMENT'S AVAILABILITY IS SUBJECT TO EAGLE SYSTEMS BEING ABLE TO OBTAIN PARTS FROM THE MANUFACTURER.



TOWN OF AURORA SENIOR CENTER

101 King Street, Suite A
East Aurora, New York 14052
Phone: (716) 652-7934
Fax: (716) 652-9083

6I

MEMO

TO: SUPERVISOR JAMES BACH & TOWN BOARD MEMBERS

FROM: DONNA BODEKOR, SENIOR CITIZEN RECREATION LEADER

DATE: September 24, 2018

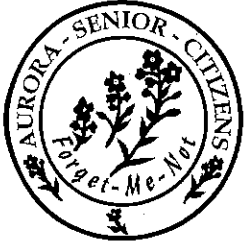
RE: Janitorial position

I am proposing that we hire a part time (19 1/2 hrs) laborer, budget line A1620.103. I have chosen Jan Kaufmann as the best candidate for our center. The effective date for her employment will be October 15, 2018

2439 Lapham Road, East Aurora.

\$12 per hour

Laborer PT



TOWN OF AURORA SENIOR CENTER

101 King Street, Suite A
East Aurora, New York 14052
Phone: (716) 652-7934
Fax: (716) 652-9083

6J

MEMO

TO: SUPERVISOR JAMES BACH & TOWN BOARD MEMBERS

FROM: DONNA BODEKOR, SENIOR CITIZEN RECREATION LEADER

DATE: Sept. 24, 2018

I am asking the Town Board to accept a donation of \$500.00 from Lillian Morgan, 118 Church St. East Aurora. I would like the money to be placed in our line TA 1000.900. I would like to purchase some new chairs and tables.



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

300 Gleed Avenue
East Aurora, New York 14052

recreation
www.aurorarec.com

6K

To: Town Board
From: Chris Musshafen
Date: 10/3/18
Re: Additional Guards

Approval is requested to hire Finnian Cosgrove as presented below. Finnian has finished taking the lifeguard course taught by Chris Musshafen during the summer. He will be utilized as a guard for Friday Night Swims and other aquatic programs during the school year. His rate of pay is based on the 2018 pay rate chart approved in 2017. His start date will be October 19, 2018.

<u>Name</u>	<u>Address</u>	<u>Position</u>	<u>Rate</u>
Finnian Cosgrove	893 Main St., EA.	Lifeguard PT	\$10.70

TOWN OF AURORA DOG CONTROL REPORT

Sep-18

7A

PHONE CALLS RECEIVED	TOWN OF AURORA			TOTAL CALLS
Attack/Fighting	1/			
Barking				
Bites				
Cats	2			
Damage by Dogs				
Dangerous Dogs				
Deceased Dogs				
Found Dogs	5			
Injured/Sick				
Licensing				
Loose	10			
Lost Dogs	5			
Miscellaneous Calls	2			
Mutual Aid				
MVC-Dogs/Cats	1/			
Other Animals	1			
Threatening Dogs	1			
Welfare	2			
TOTAL	30			30

IMPOUNDMENTS:

<u>DATE</u>	<u>BREED</u>	<u>STREET</u>	<u>AMOUNT</u>
9/13/2018	Hound	Emery Road	\$45
9/21/2018	Shih-Tzu	Olean/Oakwood Ave	\$45
Total			\$90

COURT:

People vs Farris- Dangerous Dog Hearing	8/8/18 adj'd 8/20/18 adj'd 8/29/18 adj'd 9/5/18 adj'd 10/17/2018
People vs Teufel- Animal Cruelty	8/15/18 adj'd 9/19/18 adj'd 11/7/2018
People vs Hoskins- Unlicensed Dogs	

Month Year Reported: ----> September 2018 CLERK'S MONTHLY REPORT
 Town Name: -----> Town of Aurora
 Prepared By: -----> Martha L. Librock
 Date Submitted: -----> Oct, 01 2018

JB

TO THE Supervisor:

Pursuant to Section 27, Subd. 1, of the Town Law, I hereby make the following statement of all the fees and monies received by me in connection with my office, during the month above stated, excepting only such fees and monies the application and payment of which are otherwise provided for by law.

RSC Code	Revenue Description	Item Count	Total Revenue	Town Portion	Other Disburses
100	SPORTING LICENSE REVENUE	19	9,061.00	420.13	8,640.87
200	DOG LICENSE REVENUE	149	1,889.00	1,707.00	182.00
301	MARRIAGE LICENSE	9	360.00	157.50	202.50
303	CERTIFIED MARRIAGE CERTIFICATE	5	50.00	50.00	0.00
602	DEATH CERTIFICATE	1	100.00	100.00	0.00
606	DEATH - GENEALOGY	1	11.00	11.00	0.00
Report Totals:		184	11,471.00	2,445.63	9,025.37

REVENUES TO SUPERVISOR - CLERK FEES 738.63
 REVENUES TO SUPERVISOR - DOG FEES 1,707.00
TOTAL TOWN REVENUES TO SUPERVISOR: 2,445.63

Amount paid to NYS DEC REVENUE ACCOUNTING 8,640.87
 Amount paid to DEPT. OF AG. AND MARKETS 182.00
 Amount paid to STATE HEALTH DEPARTMENT FOR MARRIAGE LICENSES 202.50
TOTAL DISBURSED TO OTHER AGENCIES: 9,025.37

TOTAL DISBURSED: 11,471.00

OCTOBER 2 2018 James J. Brit Supervisor,
 State of New York, County of Erie, Town of Aurora

Martha L. Librock being duly sworn, says that she/he is the Town Clerk of the Town of Aurora that the foregoing is a full and true statement of all Fees and Monies received by her/him during the month stated, excepting only such Fees the application and payment of which are otherwise provided for by law.

Subscribed and Sworn to before me this 2nd day of October 2018
Sheryle A. Miller Notary Public

Martha L. Librock
 Town Clerk

SHERYLE A. MILLER
 Reg. #01M6128663
 Notary Public, State of New York
 Qualified In Erie County
 Commission Expires June 13, 2021



7C

TOWN OF AURORA
Southside Municipal Center
 300 Gleed Avenue, East Aurora, NY 14052

From: Martha L. Librock, Town Clerk

Monthly Statement – Tax Collection

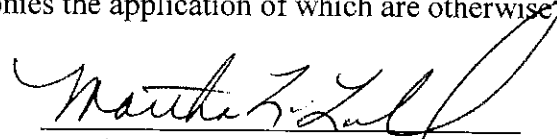
To: James J. Bach, Town of Aurora Supervisor

Pursuant to Section 27 Subd. 1 of the Town Law, I hereby make the following statement of all fees and monies received by me during the month of Sept, 2018 in connection with the collection of taxes, excepting only such fees the application and payment of which are otherwise provided for by law:

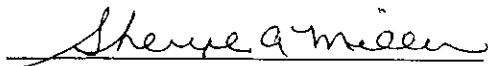
Received From	Type of Receipt	Amount
Taxes	School Taxes	\$ 7,120,814.43
Taxes	Penalties	0
Taxes	Interest	0
Taxes	NOW Acct Interest	27.50
Taxes		
	Total Received	\$ 7,120,841.93

State of New York
County of Erie
Town of Aurora

Martha L. Librock, being duly sworn, says that she is the Town Clerk of the Town of Aurora; that the foregoing is a full and true statement of all fees and monies applicable to tax collection received by her during the month stated excepting only such fees and monies the application of which are otherwise provided for by law.


 Martha L. Librock, Town Clerk

Subscribed and Sworn to before me
this 5th day of October, 2018



Notary Public
SHERYL A. MILLER
 Reg. #01MI6128663
 Notary Public, State of New York
 Qualified In Erie County
 Commission Expires June 13, 2021



7D

TOWN OF AURORA
Southside Municipal Center
300 Glead Avenue, East Aurora, NY 14052

From: Barbara A. Halt, Water Clerk

Monthly Statement – Water Fee Collection

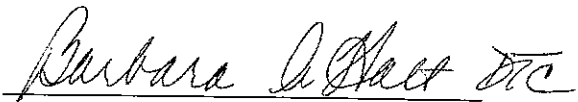
To: James J. Bach, Town of Aurora Supervisor

Pursuant to Section 27 Subd. 1 of the Town Law, I hereby make the following statement of all fees and monies received by me during the month of Sept, 2018 in connection with the collection of water fees, excepting only such fees the application and payment of which are otherwise provided for by law:

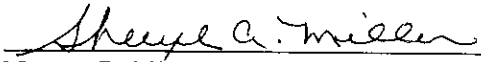
Received From	Type of Receipt	Amount
Water Billing	Water Bills	\$2,001.61
	Total Received	\$2,00.61

State of New York
County of Erie
Town of Aurora

Barbara A. Halt, being duly sworn, says that she is the Water Clerk of the Town of Aurora; that the foregoing is a full and true statement of all fees and monies applicable to water fee collection received by her during the month stated excepting only such fees and monies the application of which are otherwise provided for by law.


Barbara A. Halt, Water Clerk

Subscribed and Sworn to before me
this 5th day of October, 2018


Notary Public
SHERYL A. MILLER
Reg. #01M16128663
Notary Public, State of New York
Qualified in Erie County
Commission Expires June 13, 2021

7E

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

ADMINISTRATIVE:

Reports:

- We have 12,250 members registered in our recreation system
- We had 139 individual program registrations in the month of September
- We generated \$15,224 in September sales
- Credit card purchases totaled 83% (94% on-line, 6% office)
 - 2017 to 2018 comparison:
 - Total sales from 1/1/17 – 8/31/17 \$202,495
 - Total sales from 1/1/18 – 8/31/18 \$203,541

Are fall programs have begun and we've seen good registration numbers. Our bowling has seen an almost 40% increase from last year. We have canceled our Rubik's Cube and Adult Lap Swim programs this year due to low enrollment and pool availability.

EAST's short course season began on September 10th. We have been graciously approved to use the high school pool through their construction project this season. We will still have use of the middle school pool for our younger swimmers. We are all very excited for our first meet on October 13th.

Submitted by: Chris Musshafen, Director of Recreation and Aquatics

MONTHLY REPORT FOR TOWN BOARD, TOWN OF AURORA FOR **September 2018**

Permit Summary Audit Report By Permit Number for

9/1/18 - 9/30/18

<i>Appl.</i>	<i>Value</i>	<i>Fee Type</i>	<i>Description</i>	<i>Issued</i>	<i>Value</i>
32	0	\$1,345.00 0095	APPLICATION FEE	32	0
5	1,465,495	\$7,682.50 0100	SINGLE FAMILY	5	1,465,495
3	220,625	\$1,216.80 0150	ADD TO RESIDENCE	3	220,625
7	157,070	\$381.20 0160	ALTERATION RESIDENTIAL	7	157,070
1	16,890	\$571.50 0222	COMMERCIAL - ALTERATION	1	16,890
2	25,110	\$251.10 0300	DETACHED GARAGE	2	25,110
7	12,316	\$176.40 0430	ACCESSORY BUILDING	7	12,316
1	6,912	\$86.40 0433	ACCESSORY BUILDING ADDITION	1	6,912
6	7,264	\$203.85 0435	ACCESSORY STRUCTURE	6	7,264
4	0	\$200.00 0438	FENCE	4	0
1	9,300	\$100.00 0485	POOL - INGROUND	1	9,300
1	0	\$60.00 0489	A-FRAME SIGN	1	0
1	5,200	\$180.00 0490	SIGN	1	5,200
3	100	\$75.00 0493	TEMPORARY SIGN	3	100
4	14,350	\$200.00 0501	GENERATOR	4	14,350
1	20,000	\$50.00 0510	RADIO TOWER	1	20,000
1	14,400	\$90.00 0700	RENEW/REISSUE	1	14,400
5	0	\$1,000.00 0730	RECREATION/PARK FEE	5	0
85	1,975,032	\$13,869.75		85	1,975,032

7F

\$ 90,741.08

Current Total Fees through September 2018

\$ 0

Monthly Zoning Compliance letter fees (\$360 YTD total)

\$56, 339.03

Total Fees through September 2017

ZONING BOARD OF APPEALS:

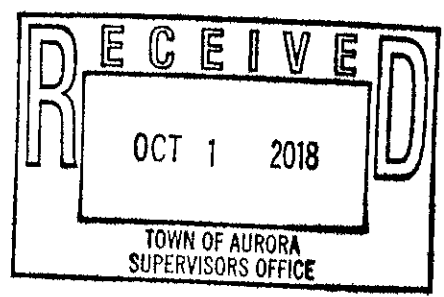
New Hearings: 2
 Req to Amend:
 Adjourned:
 Review:
 Decisions: 2

NOTICES SENT:

Permits Expiring Soon:
 Expired Permits:
 2nd Notice Exp Permit:
 Violations:
 2nd Notice Violations:
 Fire Violations:
 Zoning Comp Letters:
 General Letters:
 False Alarm Notices: 5
 FA 2nd Notice:
 FA Final Notice:

7G

*Alan D. Voos
465 Girdle Road
East Aurora, New York 14052*



September 28, 2018

Mark C. Polancarz, Erie County Executive
Erie County Executive's Office
Edward A. Rath County Office Building
95 Franklin Street, 15th Floor
Buffalo, New York 14202

James J. Bach, Town Supervisor
Town of Aurora
300 Gleed Avenue
East Aurora, New York 14052

William Geary, Commissioner
Erie County Department of Public Works
Edward A. Rath County Office Building
95 Franklin Street, 14th Floor
Buffalo, New York 14202

David M. Gunner, Superintendent of Highways
Town of Aurora
251 Quaker Road
East Aurora, New York 14052

Michael P. Kearns, Erie County Clerk
Erie County Clerk's Office
92 Franklin Street
Buffalo, New York 14202

Martha L. Librock, Town Clerk
Town of Aurora
300 Gleed Avenue
East Aurora, New York 14052

Peter M. Mercurio, Mayor
Village of East Aurora
571 Main Street
East Aurora, New York 14052

Dennis M. Powers, Town Supervisor
Town of Elma
1600 Bowen Road
Elma, New York 14059

Matthew Hoeh, Superintendent
Department of Public Works
Village of East Aurora
571 Main Street
East Aurora, New York 14052

Wayne Clark, Highway Superintendent
Town of Elma
1600 Bowen Road
Elma, New York 14059

Maureen Jerackas, Village Clerk
Village of East Aurora
571 Main Street
East Aurora, New York 14052

Patricia A. King, Town Clerk
Town of Elma
1600 Bowen Road
Elma, New York 14059

Re: Condition of Girdle Road

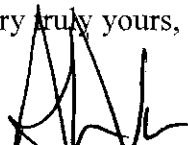
Dear Municipal Officials:

I am writing to provide written notice to you of the deteriorated, dangerous and defective condition of Girdle Road in your jurisdictions for its entire length from Porterville Road to West

Alan D. Voos
September 28, 2018
Page 2

Blood Road. The road has not been properly repaired in many years but instead has only been patched in a deficient way that leaves the road difficult and dangerous to navigate. This patching, and the passage of time since the road has been properly repaired, have also combined to obliterate all markings on the road. There is no center line, and there are no fog lines. As a result of these deficiencies, vehicles frequently cross over the center line of the road into oncoming traffic because the center line of the road is impossible to determine. Furthermore, the absence of road markings creates an increased and serious hazard for pedestrians and bicyclists on this narrow and winding road.

Very truly yours,



ALAN D. VOOS

ADV/mgr