

January 12, 2015

A meeting of the Town Board of the Town of Aurora took place on Monday, January 12, 2015, at 7:00 p.m. in the Town Hall Auditorium, 300 Glead Avenue, East Aurora, New York.

Members Present:	Jeffrey T. Harris	Councilman
	Susan A. Friess	Councilwoman
	Jolene M. Jeffe	Councilwoman
	Charles D. Snyder	Councilman
	James J. Bach	Supervisor

Others Present:	Ronald P. Bennett	Town Attorney
	David Gunner	Highway Superintendent
	Robert Lowell Goller	Town Historian
	William Wheeler	Engineer/CRA
	Ronald Krowka	Chief of Police

Supervisor Bach opened the meeting at 7:00 p.m. with the Pledge of Allegiance to the Flag.

The first item on the agenda was the:

### **2015 ORGANIZATIONAL CHART**

<b>TITLE</b>	<b>ACTION</b>	<b>TERM</b>
<b><i>OATH FOR ELECTED OFFICIALS</i></b>	Town of Aurora newly elected official <b>Charles Snyder, Councilman</b> took and filed his oath of office on 1/1/15	<b>1/1/15 – 12/31/15</b>
<b><i>SECRETARY TO THE SUPERVISOR</i></b>	Supervisor appointed: <b>Kathleen A. Moffat</b> to serve a (1) one-year term	<b>1/1/15 – 12/31/15</b>
<b><i>DEPUTY SUPERVISOR</i></b>	Supervisor Bach appointed: <b>Susan A. Friess</b> to serve a (1) one-year term	<b>1/1/15 – 12/31/15</b>
<b><i>RECREATION DIRECTOR</i></b> <i>(Town Code Chapter 28, Section 2)</i>	Motion to appoint: <b>Christopher Musshafen</b> to serve a (1) one-year term	<b>1/1/15 – 12/31/15</b>
<b><i>TOWN ATTORNEY &amp; DEPUTY TOWN PROSECUTOR</i></b>	<b>Ronald P. Bennett</b> is currently serving a (2) two-year term as Town Attorney and Deputy Town Prosecutor	<b>1/1/14 – 12/31/15</b>
<b><i>TOWN PROSECUTOR &amp; DEPUTY TOWN ATTORNEY</i></b>	Motion to appoint: <b>Edward J. Snyder</b> to (1) one-year term as Town Prosecutor and Deputy Town Attorney	<b>1/1/15 – 12/31/15</b>
<b><i>MARRIAGE OFFICER</i></b>	Motion to appoint: <b>James J. Bach and Susan A. Friess</b> to serve a (1) one-year term	<b>1/1/15 – 12/31/15</b>
<b><i>TOWN HISTORIAN</i></b>	Supervisor appointed: <b>Robert Lowell Goller</b> to serve a (1) one-year term	<b>1/1/15 – 12/31/15</b>
<b><i>WATER CLERK</i></b>	Motion to appoint: <b>Barbara A. Halt</b> to serve a (1) one-year term	<b>1/1/15 – 12/31/15</b>
<b><i>PLANNING BOARD</i></b>	Motion to appoint: <b>David S. Libroch</b> to serve a (7) seven -year term	<b>1/1/15 – 12/31/21</b>
<b><i>PLANNING BOARD ALTERNATES</i></b> <i>(Town Code Chapter 23, Section 23-4)</i>	Motion to appoint: <b>Richard Glover</b> to serve a one (1) year term	<b>1/1/15 – 12/31/15</b>

<b>PLANNING BOARD CHAIRMAN</b>	Motion to appoint: <b>Donald Owens</b> to serve a (1) one-year term	<b>1/1/15 – 12/31/15</b>
<b>PLANNING BOARD MEETINGS</b>	1 <sup>ST</sup> Wednesday of each month at 7:00 p.m. and if required, 3 <sup>rd</sup> Wednesday at 7:00 p.m. at Town Hall Auditorium – 300 Glead Avenue	
<b>PLANNING BOARD SERVICES</b>	Motion to retain <b>CRA Infrastructure &amp; Engineering, Inc.</b> for Planning Board assistance as needed.	<b>1/1/15 – 12/31/15</b>
<b>CONSERVATION BOARD</b> <i>(Town Code Chapter 5, Section 1)</i>	Motion to appoint: <b>Donald Owens, Timothy Bailey, William Voss, Douglas Crow, David Librock, Norman Merriman and Laurie Kutina</b> to serve a (1) one-year term	<b>1/1/15 – 12/31/15</b>
<b>ZONING BOARD OF APPEALS</b> <i>(Town Code Article VI, Chapter 116-60)</i>	Motion to appoint: <b>Albert Salter</b> to serve a (5) five-year term	<b>1/1/15 – 12/31/19</b>
<b>ZONING BOARD ALTERNATES</b>	Motion to appoint: <b>Rod J. Simeone and Dennis Holbrook</b> to serve a (1) one-year term	<b>1/1/15 – 12/31/15</b>
<b>ZONING BOARD CHAIRMAN</b>	Motion to appoint: <b>James Whitcomb</b> to serve a (1) one-year term	<b>1/1/15 – 12/31/15</b>
<b>DISASTER / HAZARDOUS MATERIALS COORDINATOR</b>	Motion to appoint: <b>Mark Hartley</b> , Disaster Coordinator; <b>Randy Taylor</b> , Asst. Disaster Coordinator; <b>Thomas Bender</b> , Asst. Disaster Coordinator; <b>Craig Thrasher</b> , Asst. Disaster Coordinator, to serve a (1) one-year term	<b>1/1/15 – 12/31/15</b>
<b>DISASTER ADVISORY</b>	Motion to appoint: <b>Ronald Krowka, David Thomason, Gary Grote, Mark Hartley, Randy Taylor, Douglas Hooper, John Voss, Glen Diemer, Superintendent of Buildings – Patrick Blizniak, Superintendent of Highways – David Gunner, Dog Control Officer – Sheryl Harris, Senior Citizen Dir. – Donna Bodekor, Fire Chiefs: EAFD – Roger LeBlanc, South Wales – Michael McClure West Falls – Scott Wohlheuter Town Attorney – Ronald Bennett Assessor – Richard Dean</b> to serve a (1) one-year term	<b>1/1/15 – 12/31/15</b>
Note: Village of East Aurora and Town of Aurora Supervisor to serve as members ex-officio		
<b>SAFETY COMMITTEE CHAIRMAN</b>	Will appoint when a Safety Committee is appointed on an as-needed basis	
<b>SAFETY COMMITTEE</b>	Will be appointed on an as-needed basis	
<b>RECREATION ADVISORY BOARD</b> <i>(Town Code Chapter 26, Section 1)</i>	Will be appointed on an as-needed basis.	
<b>AURORA TOWN LIBRARY BOARD</b>	Motion to appoint: <b>Carol Griffis</b> to serve a (5) five-year term	<b>1/1/15 – 12/31/19</b>
<b>OPEN SPACE COMMITTEE</b>	Motion to appoint: <b>John Sundquist and Deborah Fenn</b> to each serve a (3) three-year term (meeting schedule to be announced)	<b>1/1/15 – 12/31/17</b>

<b>DEPUTY TOWN CLERK #1</b>	Town Clerk appoints: <b>Sheryl A. Miller</b> to serve a (1) one-year term	<b>1/1/15 – 12/31/15</b>
<b>DEPUTY TOWN CLERK #2</b>	Town Clerk appoints: <b>Barbara A. Halt</b> to serve a (1) one-year term	<b>1/1/15 – 12/31/15</b>
<b>REGISTRAR OF VITAL STATISTICS</b>	Motion to appoint <b>Martha L. Libroek</b> to serve a four (4) year term.	<b>1/1/14 – 12/31/17</b>
<b>SUB-REGISTRAR OF VITAL STATISTICS</b>	Registrar appoints: <b>Sheryl A. Miller</b> to serve a (1) one-year term	<b>1/1/15 – 12/31/15</b>
<b>TOWN AUDITORS</b>	Motion to appoint: <b>Drescher &amp; Malecki, LLP</b> to serve a (1) one-year term	<b>1/1/15 – 12/31/15</b>
<b>ENGINEERING SERVICES</b>	Motion to retain <b>CRA Infrastructure &amp; Engineering, Inc.</b> for Town Engineering Services	<b>1/1/15 – 12/31/15</b>
<b>MILEAGE REIMBURSEMENT RATE</b>	Motion to set the rate at <b>\$0.45 per mile</b> as compensation for travel while on Town business.	
<b>TOWN BOARD MEETING DATES</b>	Motion to set regular Town Board Meetings at 7:00 p.m. at the Town Hall Auditorium, 300 Glead Ave. as follows: <b>January 12, 26; February 9, 23; March 9, 23; April 13, 27; May 11, 26 (Tuesday); June 8, 22; July 13, 27; August 10, 24; September 14, 228 October 13 (Tuesday), 26; November 9, 23; December 14, 28 (Monday, 11 AM)</b> Additional (special) meetings may be set if necessary	
<b>TOWN BOARD WORK SESSIONS</b>	Motion to set Town Board Work Sessions at 7:00 p.m. at the Town Hall Auditorium, 300 Glead Ave. as follows: <b>January 20, February 17, March 17, April 21, May 19, June 16, July 21, August 18, September 22, October 20, November 17, December 22.</b>	
<b>TOWN HALL HOURS</b>	Motion to set the hours Town Hall will be open to serve the public: <b>8:30 AM – 4:30 PM, Monday – Friday</b> with the exception of Town Board recognized Holidays. Other office hours by appointment.	
<b>OFFICIAL NEWSPAPER</b>	Motion to designate: <b>East Aurora Advertiser</b> As the official publication for all Town of Aurora official business.	
<b>SPECIAL DISTRICTS ADMINISTRATOR</b>	Motion to designate: <b>Supervisor as Administrator</b> for all Town of Aurora Special Districts	
<b>BANKS AS DEPOSITORIES</b>	Motion to designate: <b>JP Morgan Chase Bank, Bank of America, HSBC Bank, Key Bank, Citizens Bank, Manufacturers &amp; Traders Trust Company, Five Star Bank, First Niagara Bank</b>	
<b>PAY PERIODS</b>	Motion to set pay periods for every two weeks.	
<b>RATES OF PAY</b>	Motion to set the Hourly and Bi-Weekly Rates of Pay for Town Employees, Appointed and Elected Officials as follows:	

<b>Title</b>	<b>Hourly Rate</b>	<b>Bi Weekly Rate</b>
Councilman		410.19
Councilman		410.19
Councilman		410.19
Councilman		410.19
Town Justice		1,199.96
Town Justice		1,199.96
Clerk to Town Justice	14.13	
Clerk to Town Justice	17.56	
Supervisor		1,443.42
Secretary to Supervisor	16.20	
Historian		203.79
Web Administrator		100.04
Assessor	27.03	
Assessor Mileage		28.85
Appraiser Mileage		28.85
Real Property Appraiser	27.02	
Assessment Clerk	15.85	
Clerk PT	13.65	
Town Clerk		2,278.87
Registrar		30.76
Deputy Town Clerk	15.85	
Zoning Clerk	15.85	
Deputy Town Clerk	14.79	
Clerk PT – Town Clerk	15.28	
Attorney		1670.28
Prosecutor		571.39
Drivers (minibus)	10.87	
Drivers (minibus)	15.33	
Dog Control Officer	16.40	
Dog Control Officer PT	12.73	
Sup. Of Building	33.06	
Building & Zoning Clerk	13.53	
Planning Clerk	13.53	
Assistant Building Inspector	22.49	
Highway Secretary	12.52	
Parks Secretary	12.52	
Sup. Of Highway		2278.87
Parks Director – HW Super		350.00
Water Director – HW Super		42.30
Senior Director	20.72	
Part-Time Kitchen	11.10	
Part-time clerk – Sr Center	11.36	
Part-time clerk – Sr Center	11.36	
Custodian (RPT) - Gleed	13.53	
Custodian (RPT) – Sr Center	11.76	
Aquatics/Recreation Dir.	21.55	
Recreation Mileage		46.15
Recreation Mileage		46.15
Recreation Supervisor	18.01	
Recreation Attendant	18.01	
Clerk Typist PT – Rec	13.65	
Clerk Typist PT - Rec	13.65	
Laborer (Parks)	16.40	
Laborer	12.73	
Laborer	12.73	
Laborer	15.30	

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Laborer (Baseball Commissioner)		121.15
UNION		
Maintenance Worker	26.69	
Truck Driver	25.92	
Truck Driver	20.08	
Mechanic Stipend	.38	
Motor Equip. Operator	26.69	
Truck Driver	20.08	
Motor Equip. Operator	26.69	
Laborer	16.40	
Motor Equip. Operator	26.69	
Truck Driver	20.08	
Motor Equip. Operator	26.69	
Motor Equip. Operator	26.69	

**LIMITED SUPPLIES  
PURCHASE**

Motion for the **Highway Superintendent, Recreation Director and Town Clerk** to purchase supplies, without Town Board approval, with a limit of \$750.00, except computer related purchases, which must first be approved by **Kathleen Moffat, System Administrator**.

**ASSOCIATION OF  
TOWNS ANNUAL  
MEETING AND  
DELEGATES**

Motion to designate: Highway Superintendent **David Gunner** as delegates at the AOT meeting in February 2015.

**ALTERNATE CHECK  
SIGNER**

Motion to authorize: **Susan A. Friess, Councilwoman and Jolene Jeffe, Councilwoman**, to sign checks in the absence of and at the request of the Town Supervisor.

**VOUCHER FORM**

Motion to require a voucher to be used by persons having claims from the Town, be substantially in the standard form prescribed by NYS Audit and Control.

**PREPAYMENT OF  
CLAIMS**

Motion that the Town is authorized to pay, in advance of audit, all public utilities, postage, freight and express charges, insurance, and payments for all approved contracts extending over one-year, and such payments shall be presented at the next regular meeting for audit; as used this resolution the term of public utilities shall mean electric, gas, water, sewer, and telephone services as contained in Section 118, Sub. 2 of the Town Law.

**LIABILITY  
PROTECTION**

Action #168 on 11/11/85 provided that the Town will provide personal liability protection for all employees and elected officials by local law: **Selective Insurance Company or Equivalent**.

**PUBLIC  
HEARINGS**

Supervisor noted: for the orderly and efficient conducting of public hearings, they will be held at the early part of the meeting. The Board may defer voting on issues discussed at the public hearing for at least two weeks, but may be voted on at the same meeting.

**INVESTMENT  
POLICY**

**WHEREAS**, in view of past practices of investing Town of Aurora money, and to prevent the Town from being subjected to the possibilities of losses from their investments,

**NOW, THEREFORE, BE IT RESOLVED**, that all money, other than money deposited in the designated banks to pay current obligations, contractual obligations, and payroll, be invested only in banks or trust companies located and authorized to do business in New York State. Such depositories to be designated by the Town Board. Such monies shall be invested only in U.S. Government Treasury Bills, Treasury Notes, certificates of deposit, or N.O.W. accounts (N.O.W. accounts subject to conditions governing N.O.W. accounts), and further, that all transactions involving investments be handled personally by the Supervisor in its entirety and further that the Supervisor advise the Town Board members of the amount invested, with whom it was invested, the interest rate to be received, and be it further

**RESOLVED**, that securities used to collateralize the invested funds in certificates of deposit be securities that are guaranteed by the U.S. Government, and be it further

**RESOLVED**, that the time deposits which exceed the F.D.I.C. guarantee to be collateralized as per State banking regulations and that a perpetual record be maintained of the type and amount of collateral pledged by the depositories to secure the safety of the amount of Town deposits, and that a periodic verification of the existence and proper segregation of the collateral obligations be made by the Supervisor and that this report be made to the Town Board members on a quarterly basis.

**RESOLVED**, that the securities inherited by the Cemetery Fund will be kept and monitored monthly until such time that the board resolves to sell said securities.

#### **HOLIDAYS**

Motion to designate:

**Martin Luther King Day (1/19/15) / Presidents Day (2/16/15) / Good Friday (4/3/15) / Memorial Day (5/25/15) / Independence Day (7/4/15) / Labor Day (9/7/15) / Columbus Day (10/12/15) / Veterans Day (Observed) (11/11/15) / Thanksgiving Day (11/26/15) / Day after Thanksgiving (11/27/15) / Christmas Day (12/25/15) / New Year's Day (1/1/16)**

Employees may or may not be granted time off on Election Day at the discretion of the Town Board. This day is not considered a holiday.

\* When any of the above holidays falls on a Saturday, the preceding Friday shall be observed as the holiday. When the holiday falls on a Sunday, the succeeding Monday shall be observed as the holiday.

#### **EMPLOYEE BOND COVERAGE**

Supervisor noted that the Blanket Bond is in effect and filed with the Erie County Clerk for **\$1,000,000** for each of the following: **Town Clerk, Supervisor, Deputy Supervisor, Assistant to the Supervisor, and Secretary to the Supervisor.**

#### **BLANKET BOND COVERAGE**

Supervisor noted that the blanket coverage of **\$200,000** is in effect for the following: **3 Deputy Town Clerks, 2 Town Justices, 2 Secretaries to Justices, Director of Recreation, and Recreation Secretaries.**

#### **PROCUREMENT POLICY**

Adopted 1/17/2000 Action #2  
Amended 5/14/2001 Action #151  
Amended 5/10/2010 Action #179  
Amended 1/7/2013

#### **TOWN OF AURORA PROCUREMENT POLICY**

**WHEREAS**, Section 104-b of the General Municipal Law requires every town to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of the General Municipal Law, Section 103 or any other law, and

**WHEREAS**, comments have been solicited from those officers of the Town involved with procurement:

**NOW, THEREFORE**, be it

**RESOLVED**, that the Town of Aurora does hereby adopt the following procurement policies and procedures:

### **PURPOSE**

Goods and services which are not required by law to be procured pursuant to competitive bidding must be procured in a manner so as to assure the prudent and economical use of public moneys, in the best interests of the taxpayers, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption. To further these objectives, the Town Board is adopting internal policies and procedures governing all procurement of goods and services which are not require to be made pursuant to the competitive bidding requirements of General Municipal Law, Section 103, or of any other general, special or local law.

### **PROCEDURE FOR DETERMINING BIDDING AND PROCUREMENT POLICY**

Guideline 1. Every prospective purchase of goods or service shall be evaluated to determine the applicability of General Municipal Law Section 103. Every Town officer, board, department head or other personnel with the requisite purchasing authority (hereinafter called Purchaser) shall, if appropriate, estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. The information gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchase activity.

Guideline 2. All purchases and public works requests (RFQ's) for bids or quotes of \$750.00 or more, but less than \$20,000.00, may be solicited by the Purchaser without having prior Town Board approval. The purchase of goods or services as a result of these RFQ's shall require Town Board approval and authorization prior to the Purchaser procuring the goods or services.

Guideline 3. All purchases of (a) supplies or equipment from a single individual or entity which will equal or exceed \$20,000 in the fiscal year or (b) public works contract equal to or over \$35,000 shall be formally bid pursuant to General Municipal Law Section 103.

Guideline 4. Purchases in the amounts as follows:

A. \$3,000 up to \$19,999 – Requires written request for a quote (RFQ) and written/faxed quotes from at least three (3) vendors.

B. \$750 up to \$2,999 – Verbal quotes, documented in writing, from less than three (3) vendors.

C. Under \$750 – At the discretion of the Purchaser, provided expense is shown within current year budget allocation(s) and supported by written invoices and signed vouchers.

D. Public Works Contracts \$750 up to \$34,999 – A written request for proposal (RFP) and written or faxed proposal from at least three (3) contractors/vendors must be provided.

E. Public Works Contracts under \$750 – Up to the discretion of purchaser, provided expense is shown within current year budget allocation(s) and supported by written invoices and signed vouchers.

All information gathered in complying with the procedures of this Guideline shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.

Guideline 5. 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. If prices bid or proposed in a quote or response to an RFP are not materially different the Town reserves the right to award any applicable contract to an individual or business residing or located within the Town.

Guideline 6. 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 the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.

Guideline 7. Sets forth the exceptions to the requirements of the Procurement Policy. Except when directed by the Town Board, no solicitation of written proposals or quotations 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.

Under the above exceptions, any such purchase or public works contract shall be forwarded to the Town Board for approval and be described and documented as to the reason for its exception from these guidelines and procedures.

Guideline 8. This policy shall be deemed renewed annually by the Board at its organizational meeting unless otherwise determined by the Board.

Guideline 9. Any unintentional failure to fully comply with the provisions of General Municipal Law Section 104-b or the Town Board's policies and procedures shall not be grounds to void any action taken or given rise to a cause of action against the Town or any officer or employee thereof.

	DOCUMENTED VERBAL QUOTES			WRITTEN QUOTES		COMPETITIVE BIDDING	OTHER
	0	2	Less than 3	2	3 or More		
<b>PURCHASE CONTRACTS</b>							
Under \$750	X						
750 - 2,999			X				
3,000 – 19,999					X		
20,000 and over						X	
<b>CONTRACTS FOR PUBLIC WORK</b>							
Under \$750	X						
750 - 34,999					X		
35,000 and over						X	
<b>EMERGENCIES (must be declared by Town Board)</b>							X
<b>INSURANCE</b>							X
<b>PROFESSIONAL SERVICES</b>							X

**Purchase contracts** involve the acquisition of commodities (Material, Supplies or equipment)

**Public works contracts** involve services, labor, or construction.

**Contracts that involves both goods and services.**

If a contract involves a substantial amount of services and the acquisition of commodities is only incidental to the work, it should be considered a contract for public work. If the services or labor are only minor or incidental to the acquisition of goods, it should be considered a purchase contract.



The above resolution setting forth the Town's Purchasing Policies and Procedures and guidelines necessary to comply with New York General Municipal Law Section 104-b.

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**TOWN OF AURORA  
MEETING/SEMINAR ATTENDANCE APPROVAL POLICY**

**BE IT RESOLVED,**

**SECTION 1:**

That during the current year, Town department heads or officials, or their designees, whose expenses have been allowed in the current adopted Budget are hereby authorized to attend the regular luncheon/dinner meetings of the various official organizations relating to their official duties as Town department heads or officials noted below. The cost of such meals shall not exceed \$35.00 per luncheon or dinner. Necessary expenses (mileage and/or tolls) incurred in traveling to or from said are hereby determined a legitimate Town expense for which such officials shall be reimbursed.

- Town Board – Association of Erie County Governments
- Town Clerk – Erie County Town Clerks & Tax Collectors Association; Assoc. of Erie County Governments; NYS Archives Training Seminars
- Assessor – Erie County Assessor's Association
- Highway Superintendent – Erie County Highway Superintendent's Association
- Senior Center Director – Erie County Senior Center Director's Assoc.
- Assessor – Erie County Assessor's Association
- Building Department - NFBOA

**SECTION 2:**

That during the current year, the Town Assessor or his designee is hereby authorized to attend the following educational and training sessions with reimbursement of actual and necessary expenses hereby authorized upon presentation of receipts:

- New York State Assessors' Association Annual Training School, Ithaca, NY (Reimbursed by NYS Office of Real Property Services)
- New York State Assessors' Association Conference

**SECTION 3:**

That during the current year, the Building Inspector/Code Enforcement Officer or his designee is hereby authorized to attend the following educational and training sessions with reimbursement of actual and necessary expenses hereby authorized upon presentation of receipts:

- New York State Building Officials Conference
- Niagara Frontier Building Officials Education Conference
- Stormwater Management Conference

**SECTION 4:**

That during the current year, the Court Clerks are hereby authorized to attend the following educational and training sessions with reimbursement of actual and necessary expenses hereby authorized upon presentation of receipts:

- New York State Magistrates' Association of Court Clerks

**SECTION 5:**

That during the current year, the Town Justices are hereby authorized to attend the following educational and training sessions with reimbursement of actual and necessary expenses hereby authorized upon presentation of receipts:

- New York State Magistrates' Association Conference

**SECTION 6:**

That during the current year the Highway Superintendent or his designee is hereby authorized to attend the following educational and training sessions with reimbursement of actual and necessary expenses hereby authorized upon presentation of receipts:

- New York State Association of Town Superintendents of Highways Conference
- New York State Association of Towns Training School and Annual Meeting
- Cornell Local Roads Program For Highway Superintendents
- WNY Water Works training

**SECTION 7:**

That during the current year, the Supervisor and Council Members are hereby authorized to attend the following educational and training sessions with reimbursement of actual and necessary expenses hereby authorized upon presentation of receipts:

- Industrial Development conferences as necessary
- Association of Towns Training School
- Association of Towns Finance School
- Chamber of Commerce sponsored meetings and events

**SECTION 8:**

That during the current year, the Recreation Director is hereby authorized to attend the following educational and training sessions with reimbursement of actual and necessary expenses hereby authorized upon presentation of receipts:

- NYS Parks and Recreation
- NYS Parks and Trails

**SECTION 9:**

That during the current year, the Town Clerk or her designee is hereby authorized to attend the following educational and training sessions with reimbursement of actual and necessary expenses hereby authorized upon presentation of receipts:

- New York State Town Clerks' Association Annual Conference
- New York State Archives Seminars
- New York State Town Clerks' Regional Seminars
- New York Association of Tax Receivers and Collectors Annual Conference

**SECTION 10:**

That the Planning Board Chairman and Planning Board Members (including alternates) be permitted to attend the following training and educational session with reimbursement of actual and necessary expenses hereby authorized upon presentation of receipts:

- New York State Association of Towns Training School at Houghton, NY
- Erie County Department of Planning sponsored training schools

**SECTION 11:**

That the Zoning Board Chairman and Zoning Board Members (including alternates) be permitted to attend the following training and educational session with reimbursement of actual and necessary expenses hereby authorized upon presentation of receipts:

- New York State Association of Towns Training School at Houghton, NY
- Erie County Department of Planning sponsored training school

**SECTION 12:**

That the Dog Control Officer be permitted to attend the following training and educational session with reimbursement of actual and necessary expenses hereby authorized upon presentation of receipts:

- NYS Agriculture and Markets Animal Control Seminar

**SECTION 13:**

That the Town Historian be permitted to attend the following training and educational session with reimbursement of actual and necessary expenses hereby authorized upon presentation of receipts:

- Government Appointed Historians of WNY Meeting/Conference

**SECTION 14:**

That the Bookkeeper (Assistant to Supervisor) and/or Secretary to the Supervisor be permitted to attend the following training and educational session with reimbursement of actual and necessary expenses hereby authorized upon presentation of receipts:

- NYS Association of Towns Finance School

**SECTION 15:**

That the Director of the Aurora Senior Center be permitted to attend the following training and educational session with reimbursement of actual and necessary expenses hereby authorized upon presentation of receipts:

- Network in Aging Seminar/Conference

**SECTION 16:**

That during the current year all Town officials and employees be and hereby are authorized to be paid \$0.45 per mile for the use of their personal automobiles on all Town business.

**SECTION 17:**

That all conferences, seminars, lectures and meetings not falling within a pattern of regular attendance and not listed in this resolution, and **not exceeding \$400.00** in reimbursable expenses, including mileage reimbursement, may be approved for attendance by the Supervisor pursuant to Section 77-b of the General Municipal Law. Conferences, seminars, lectures and meetings, not listed in this resolution, and/or **exceeding \$400.00** and/or **overnight travel in any amount** shall require the approval of the Town Board.

**SECTION 18:**

That all expenses incurred, including but not limited to meals, mileage, and lodging, will not exceed that amount which is budgeted in each departments' expense and travel and/or mileage lines for the current year's budget.

\* \* \*

The Supervisor appoints the following Town Board Liaison Assignments for 2015:

**VILLAGE CONTRACTS**

Water, Police & Dog	Friess	Jeffe
Disaster Preparedness, Fire, Ambulance, Alarm	Bach	Friess

**TOWN SERVICES**

Budget & Finance	Bach	Jeffe
Personnel	Bach	Jeffe
Insurance & Bonding	Bach	Jeffe
Assessing	Friess	Bach
Building, Grounds, Handicapped	Snyder	Harris
Building Codes & Zoning Enforcement	Snyder	Friess
Rubbish & Recycling	Harris	Snyder
Water & Sewer Districts	Jeffe	Friess
Library	Harris	Bach
Highway & Street Lighting	Friess	Jeffe
Recreation, Parks & Senior Citizens	Jeffe	Friess
Planning Board & Conservation	Harris	Snyder
Zoning Board of Appeals	Bach	Snyder
Boys & Girls Club	Jeffe	Harris
Village Board Liaison	1 <sup>st</sup> Quarter	Snyder
	2 <sup>nd</sup> Quarter	Harris
	3 <sup>rd</sup> Quarter	Jeffe
	4 <sup>th</sup> Quarter	Friess

Councilman Harris moved to adopt the 2015 Organizational Chart. Action #1  
 Councilwoman Jeffe seconded the motion. 2015  
 Upon a vote being taken: ayes – five noes – none Motion carried. Organizational  
 Chart approved.

\* \* \* \* \*

Councilwoman Friess moved to approve the minutes of the 12/16/14 Action #2  
 work session; seconded by Councilman Snyder. Upon a vote being taken: 12/16/14 work  
 ayes – five noes – none Motion carried. sess minutes  
 approved

Councilwoman Jeffe moved to approve the minutes of the 12/22/14 Action #3  
 Town Board meeting; seconded by Councilwoman Friess. Upon a vote 12/22/14  
 being taken: ayes – five noes – none Motion carried. meeting  
 minutes prvd

Councilman Snyder moved to approve the minutes of the 12/29/14 bid opening for a 2014 or newer pickup truck; seconded by Councilwoman Friess. Upon a vote being taken: ayes – five noes – none  
Motion carried.

Action #4  
12/29/14 bid  
opening  
minutes aprvd

AUDIENCE I: none

OLD BUSINESS: none

NEW BUSINESS:

Councilwoman Jeffe moved to amend tonight's agenda by adding items 6M – Brooklea Bridge agreement and 6N – Southside Municipal Center tenant application. Councilman Harris seconded the motion. Upon a vote being taken: ayes – five noes – none  
Motion carried.

Action #5  
Agenda  
amended –  
items added

Bids for a 2014 or newer 4x4 Supercab pickup truck were received from:  
West Herr NY Ford of Hamburg 2015 Ford F150 \$32,234.00  
Delacy Ford 2014 Ford F150 \$26,683.28

Councilwoman Friess moved to approve the purchase of a 2014 Ford F150 4x4 Supercab pickup truck from low bidder Delacy Ford, Inc., 3061 Transit Road, Elma, NY, in the amount of \$26,683.28 to be paid from DB5130.217 highway – truck purchase. Councilman Snyder seconded the motion. Upon a vote being taken: ayes – five noes – none  
Motion carried.

Action #6  
Purchase of  
2014 Ford F150  
for hwy aprvd

Councilman Harris moved to declare the Town's 2003 Ford F150 pickup truck (VIN#1FTRF17W23NB74827) (Town inventory #1261) with lift gate as surplus inventory to be sold on Auctionsinternational.com. Councilwoman Jeffe seconded the motion. Upon a vote being taken: ayes – five noes – none  
Motion carried.

Action #7  
2003 Ford F150  
w/ liftgate  
declared  
surplus

Quotes for a V-plow for the Town's 2014 F250 pickup truck were received from:  
Emerling Chevrolet \$5050.00  
General Welding \$5895.00  
International Spring \$5440.00

Councilman Snyder moved to approve the purchase of an 8'6" Western brand V style snowplow from Emerling Chevrolet, Inc., 9000 Boston State Road, Boston, NY for \$5050.00. The cost will be evenly disbursed from DB5142.449 and DB5148.449. Councilwoman Friess seconded the motion.  
Upon a vote being taken: ayes – five noes – none  
Motion carried.

Action #8  
Purchase of V-  
plow for hwy  
approved

Quotes for a new liftgate for the Town's 2012 Ford F150 pickup truck were received from:

Kaminski & Sons \$2446.00  
General Welding \$2500.00  
STS Truck Equipment \$2550.00

Councilwoman Friess moved to approve the purchase of a Tommy Gate liftgate from Kaminski and Sons, 245 Lewis Street, Buffalo, NY, for \$2,446.00. The cost will be evenly disbursed from A7110.424 Parks maintenance and A1620.424 Buildings vehicle maintenance. Councilman Snyder seconded the motion. Upon a vote being taken: ayes – five noes – none  
Motion carried.

Action #9  
Purchase of  
liftgate for  
2013 Ford F150  
approved  
(parks/bldgs.)

Councilwoman Jeffe moved to approve the hiring of Union Concrete at the rate of \$385.00 per hour, total cost not to exceed \$7,000.00, to perform tub grinding of brush at the Highway Department. The rate is from Erie County Bid No. 214032-004 and 214033-004. The cost will be disbursed from SR8189.401. Councilman Harris seconded the motion. Upon a vote being taken: ayes – five noes – none Motion carried.

Action #10  
Union Concrete  
approved to tub  
grind brush

Councilman Snyder moved to approve the 2015 Highway 284 Agreement (Agreement to spend Highway Funds), as submitted by the Highway Superintendent, and to authorize the Supervisor and Councilmembers to sign the agreement. Councilman Harris seconded the motion. Upon a vote being taken: ayes – five noes – none Motion carried.

Action #11  
2015 Hwy 284  
agreement  
approved

Councilwoman Friess moved to authorize the bookkeeper to make the 2014 budget transfers to bring deficit budget lines into compliance. Councilman Snyder seconded the motion. Upon a vote being taken: ayes – five noes – none Motion carried.

Action #12  
Bookkeeper  
auth to make  
2014 end of  
year budget  
transfers

The accounting firm of Freed Maxick has recommended amending the 2015 Budget in order to document the expenses for the consolidation and dissolution of Town Water Districts and apply them to the appropriate water districts.

Councilwoman Friess moved to amend the 2015 Town Budget by adding budget line A8030.400 Research – project expenses. Councilwoman Jeffe seconded the motion. Upon a vote being taken: ayes – five noes – none Motion carried.

Action #13  
2015 budget  
amended re:  
water district  
consolidation &  
dissolution

Councilwoman Friess moved to approve the following budget transfer to fund the line created in the prior motion:

From: A1990 Contingency \$10,000.00  
To: A8030.400 Research-project expenses \$10,000.00

and moved that the funds expended from A8030.400 will be paid back to A1990 from the appropriate water funds. Councilman Snyder seconded the motion. Upon a vote being taken: ayes – five noes – none Motion carried.

Action #14  
2015 Budget  
transfer aprvd  
re: wtr district  
consolidation

Councilman Harris moved to reappoint Joseph Ernst, 112 Church Street, East Aurora, to the Board of Assessment Review for the term 10/1/2014 through 9/30/2019. Councilman Snyder seconded the motion. Upon a vote being taken: ayes – five noes – none Motion carried.

Action #15  
J. Ernst  
reappointed to  
B.A.R.

Councilman Snyder moved to approve New York Electrical Inspection Agency to represent the Town in electrical inspection duties. Councilwoman Jeffe seconded the motion. Upon a vote being taken: ayes – five noes – none Motion carried. (Commonwealth Electric Inspection Agency is also an approved agency for electrical inspections.)

Action #16  
NY Electrical  
Insp. Agency  
auth to  
represent TOA

Councilwoman Friess moved to refer the Open Development Area application submitted by Robert D. Harris for 1346-1350 East Main Street, East Aurora, to the Planning Board for review and recommendation. Councilman Snyder seconded the motion. Upon a vote being taken: ayes – five noes – none Motion carried.

Action #17  
ODA referred  
to Planning  
Board (Harris –  
E. Main)

Councilwoman Jeffe moved to authorize the Supervisor to sign and submit an application to New York State Environmental Facilities Corporation (NYSEFC) for the refinancing of Water District 18. Councilwoman Friess seconded the motion. Upon a vote being taken: ayes – five noes – none Motion carried.

Action #18  
Supv. auth to sign/submit application to EFC re: WD 18 financing

Supervisor Bach stated that Senator Gallivan has secured a \$50,000 grant from New York State to be used toward the repair of the Brooklea Bridge. An agreement between the Town and the Village of East Aurora regarding the utilization of the grant, without prejudice to the rights and legal positions set forth in current litigation, was drawn up by the attorneys.

Councilwoman Friess moved to authorize the Supervisor to sign the following agreement regarding the repair of the Brooklea Bridge using the \$50,000 grant from New York State toward the project:

**AGREEMENT**

AGREEMENT made this \_\_\_\_ day of January, 2015, by and between

TOWN OF AURORA  
A Municipal Corporation  
300 Gleed Avenue  
East Aurora, New York 14052

hereinafter referred to as the “Town”, and

VILLAGE OF EAST AURORA  
571 Main Street  
East Aurora, New York 14052

hereinafter referred to as the “Village”.

WHEREAS, the Town and Village are currently involved in litigation in the New York Supreme Court wherein the Town has sought a declaratory judgment in regard to the responsibility for construction and maintenance of the Brooklea bridge within the Village, and

WHEREAS, the Town received a grant from New York State in the amount of \$50,000.00 toward the repair of the Brooklea bridge in the Village of East Aurora, and

WHEREAS, the parties seek an agreement in regard to the utilization of the grant without prejudice to the rights and legal positions set forth in the referenced litigation,

NOW, THEREFORE, the parties agree as follows:

1. **REPAIR TO BROOKLEA BRIDGE:** The New York State Department of Transportation has cited the parties in regard to required maintenance of the Brooklea bridge on Brooklea Drive in the Village. The parties agree to utilize the grant of \$50,000.00 from New York State for repair of the Brooklea bridge without prejudice to the rights and legal positions set forth in the referenced litigation.
2. **COST OF REPAIR:** The parties agree to participate in the determination of the required repairs and costs associated with such repairs upon prior approval of the Boards of both parties.
3. **RIGHT OF REFUSAL:** In the event the cost of repairs to the Brooklea bridge exceed \$50,000.00, the parties agree to share equally and be responsible for costs in excess of \$50,000.00. In the event that the excess costs exceed \$20,000.00, then either party shall have the right to terminate this Agreement upon thirty (30) days’ notice to the

other party. The cost of repairs for the Town in excess of the grant funds shall be paid from the General Fund of the Town outside the Village. The cost of repairs for the Village in excess of the grant funds shall be paid from the General Fund of the Village outside the Town.

4. IN-KIND SERVICES: The parties agree to share in-kind services in equal value in the repair of the Brooklea bridge.
5. APPROVAL: Approval of this Agreement shall be by adoption of a Resolution by the Town Board of the Town of Aurora and the Village Board of the Village of East Aurora, authorizing the Supervisor of the Town and the Mayor of the Village to execute this Agreement on behalf of the parties.
6. STIPULATION: Upon recommendation of legal counsel to both the Town and the Village, the parties acknowledge and agree that this Agreement shall have no effect and shall be without prejudice to the respective positions of the parties in regard to the responsibility for the supervision, control, care and maintenance of bridges located within the Village of East Aurora, including but not limited to the Brooklea bridge and in reference to the positions of the parties relative to the present litigation referenced herein.

IN WITNESS WHEREOF, the parties hereto have signed this Agreement the date and year first above written.

Councilman Snyder seconded the motion. Upon a vote being taken:  
ayes – five noes – none Motion carried.

Action #19  
Supv. auth to  
sign agreement  
w/ VEA re:  
Brooklea  
bridge

Councilwoman Friess moved to authorize the Supervisor to sign a one-year lease with Urban Design, LLC (Lisa DeCarlo, owner) whereby Urban Design will lease 1,000 square feet of warehouse storage space at the Southside Municipal Center, 300 Gleed Avenue, East Aurora, at a rate of \$4.00 per square foot. Councilwoman Jeffe seconded the motion. Upon a vote being taken: ayes – five noes – none Motion carried.

Action #20  
Supv auth to  
sign Gleed  
lease w/ Urban  
Design

COMMUNICATIONS – The following communications were received by the Board and filed:

- Town Clerk – December 2014 report
- Town Clerk/Tax – December 2014 report
- Town Clerk – 2014 Annual report
- Senior Center – December 2014 report
- Water Clerk – December 2014 report
- Recreation Director – December 2014 report
- EAPD – December 2014 report
- Building Department – December 2014 report
- Work Requisitions – December 2014 report

BUSINESS FROM BOARD MEMBERS AND LIAISONS:

Supervisor Bach noted that the Town is starting its FEMA application process for the November 2014 (“Snowvember”) snowstorm. The Supervisor also wished happy birthday to Attorney Bennett.

AUDIENCE II:

Bill Kane, Bowen Road, complimented and thanked the police department, highway department, Supervisor’s staff and others who helped him during the November snowstorm.

Mr. Kane also mentioned that the EAUFSD January 20, 2015 Community Information night is being held at the East Aurora Middle School.

#### STAFF REPORTS

Highway Superintendent Gunner noted that his staff is working on the Dog Control Conference being hosted by the Town in April.

Bill Wheeler thanked the Board for the opportunity to continue working with the Town.

The 2014 Encumbered Abstract of Claims dated January 12, 2015, consisting of vouchers numbered 2121 to 2192, was presented to the Board for audit and authorization of payment from the following funds:

General	\$12,064.61
Part Town	79.43
Highway	16,540.86
Enterprise/Gleed	6,888.00
Special Districts	<u>62,574.61</u>
Grand Total Abstract	\$97,147.51

The 2015 Abstract of Claims dated January 12, 2015, consisting of vouchers numbered 1 to 45, was presented to the Board for audit and authorization of payment from the following funds:

General	\$55,532.10
Part Town	1,250.00
Highway	27,054.82
Enterprise/Gleed	11,932.00
Special Districts	<u>254,995.62</u>
Grand Total Abstract	\$350,764.54

Councilwoman Jeffe moved to approve the 2014 Encumbered Abstract of Claims and the 2015 Abstract of Claims, both dated 1/12/2015, and authorize payment of same. Councilwoman Friess seconded the motion. Upon a vote being taken: ayes – five noes – none  
Motion carried.

Action #21  
1/12/2015  
Abstracts of  
Claims  
approved.

Councilman Snyder moved to adjourn at 7:45 p.m.; seconded by Councilman Harris. Upon a vote being taken: ayes – five noes – none  
Motion carried.

Action #22  
Meeting  
adjourned.

Martha L. Librock  
Town Clerk