

2013 ORGANIZATIONAL CHART

4

TITLE	ACTION	TERM
OATH FOR ELECTED OFFICIALS	None	
SECRETARY TO THE SUPERVISOR	Supervisor appointed: Kathleen A. Moffat to serve a (1) one-year term	1/1/13 – 12/31/13
ASSISTANT TO THE SUPERVISOR	Supervisor appointed: Nicole E. Serra to serve a (1) one-year term	1/1/13 – 12/31/13
DEPUTY SUPERVISOR	Supervisor Jeffe appointed: James J. Bach to serve a (1) one-year term	1/1/13 – 12/31/13
RECREATION DIRECTOR (Town Code Chapter 28, Section 2)	Motion to appoint: Peggy M. Cooke to serve a (1) one-year term	1/1/13 – 12/31/13
TOWN ATTORNEY & DEPUTY TOWN PROSECUTOR	Ronald P. Bennett currently serving a (2) two-year term as Town Attorney and Deputy Town Prosecutor	1/1/12 – 12/31/13
TOWN PROSECUTOR & DEPUTY TOWN ATTORNEY	Edward J. Snyder appointed to (1) one-year terms as Town Prosecutor and Deputy Town Attorney	1/1/13 – 12/31/13
CIVIL OFFICER	Motion to appoint: Carlton Wohlheuter to serve a (1) one-year term	1/1/13 – 12/31/13
MARRIAGE OFFICER	Motion to appoint: Jolene M. Jeffe to serve a (1) one-year term	1/1/13 – 12/31/13
TOWN HISTORIAN	Supervisor appointed: Robert Lowell Goller to serve a (1) one-year term	1/1/13 – 12/31/13
DEPUTY TAX RECEIVER	Tax Receiver appoints Nancy DeWitt to serve a (1) one-year term	1/1/13 – 12/31/13
WATER CLERK	Motion to appoint: Barbara A. Hait to serve a (1) one-year term	1/1/13 – 12/31/13
PLANNING BOARD	Motion to appoint: Laurie Kutina to serve a (7) seven -year term	1/1/13 – 12/31/19
PLANNING BOARD	Motion to appoint: Charles Snyder to serve the unexpired term of Richard Glover	1/1/13 – 12/31/13
PLANNING BOARD ALTERNATES (Town Code Chapter 23, Section 23-4)	Motion to appoint Norman R. Merriman and David R. Majka	1/1/13 – 12/31/13
PLANNING BOARD CHAIRMAN	Motion to appoint: Donald Owens to serve a (1) one-year term	1/1/13 – 12/31/13
PLANNING BOARD MEETINGS	1 ST Wednesday of each month at 7:00 p.m. and if required, 3 RD Wednesday at 7:00 p.m. at Town Hall Auditorium – 300 Gleed Avenue	
PLANNING BOARD SERVICES	Motion to retain CRA Infrastructure & Engineering, Inc. for Planning Board assistance as needed.	1/1/13 – 12/31/13
CONSERVATION BOARD (Town Code Chapter 5, Section 1)	Motion to appoint: Alvin Fontanese, Donald Owens, Timothy Bailey, William Voss, William Adams, Charles Snyder and Laurie Kutina to serve a (1) one-year term	1/1/13 – 12/31/13
ZONING BOARD OF APPEALS (Town Code Article VI, Chapter 116-60)	Motion to appoint: Wayne Nowacin to serve a (5) five-year term	1/1/13 – 12/31/17

ZONING BOARD ALTERNATES	Motion to appoint: Davis Heussler and Rod J. Simeone to serve a (1) one-year term	1/1/13 – 12/31/13
ZONING BOARD CHAIRMAN	Motion to appoint: James Whitcomb to serve a (1) one-year term	1/1/13 – 12/31/13
ZONING BOARD MEETINGS	The 3 rd Thursday of each month, as needed, at 7 p.m. at Town Hall Auditorium at 300 Glead Avenue	
DISASTER / HAZARDOUS MATERIALS COORDINATOR	Motion to appoint: Mark Hartley , HazMat Coordinator; Randy Taylor , Asst. Disaster Coordinator; Thomas Bender , Asst. Disaster Coordinator; Craig Thrasher , Asst. Disaster Coordinator, to serve a (1) one-year term	1/1/13 – 12/31/13
DISASTER ADVISORY	Motion to appoint: Ronald Krowka, David Thomason, Gary Grote, Mark Hartley, Randy Taylor, Douglas Hooper, John Voss, and 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 – John Wilger Town Attorney – Ronald Bennett Engineer – Bryan Smith Assessor – Thelma Hornberger to serve a (1) one-year term	1/1/13 – 12/31/13
Note: Village of East Aurora Mayor and Town of Aurora Supervisor to serve as members ex-officio		
SAFETY COMMITTEE CHAIRMAN	Will appoint when a Safety Committee is appointed on an as-needed basis	
SAFETY COMMITTEE	Will be appointed on an as-needed basis	
RECREATION ADVISORY BOARD (Town Code Chapter 26, Section 1)	Will be appointed on an as-needed basis	
AURORA TOWN LIBRARY BOARD	Motion to appoint: Alice Askew to serve a (5) five-year term	1/1/13 – 12/31/17
OPEN SPACE COMMITTEE	Motion to appoint: Kerrie Gallo, Nancy Smith and Elizabeth Weberg to each serve a (3) three-year term (meeting schedule to be announced)	1/1/13 – 12/31/15
DEPUTY TOWN CLERK #1	Town Clerk appoints: Sheryl A. Miller to serve a (1) one-year term	1/1/13 – 12/31/13
DEPUTY TOWN CLERK #2	Town Clerk appoints: Victoria Montagu to serve a (1) one-year term	1/1/13 – 12/31/13
REGISTRAR OF VITAL STATISTICS	Martha L. Librock currently serving a four (4) year term.	1/1/12 – 12/31/15
SUB-REGISTRAR OF VITAL STATISTICS	Registrar appoints: Sheryl A. Miller to serve a (1) one-year term	1/1/13 – 12/31/13
TOWN AUDITORS	Motion to appoint: Drescher & Malecki, LLP to serve a (1) one-year term	1/1/13 – 12/31/13
TOWN ENGINEER	Bryan Smith currently serving a (2) two-year term	1/1/12 – 12/31/13
ENGINEERING SERVICES	Motion to retain CRA Infrastructure & Engineering, Inc. at a fee of \$200 per month	1/1/13 – 12/31/13

to cover the cost of general services provided to the Town.

MILEAGE REIMBURSEMENT RATE

Motion to set the rate at **\$0.45 per mile** as compensation for travel while on Town business.

MEAL PERDIEM

If a daily meal per diem is used during Town-related travel for reimbursement purposes, the rate shall be in accordance to the General Services Administration website at www.GSA.gov using the zip code of the meeting location.

TOWN BOARD MEETING DATES

Motion to set regular Town Board Meetings at 7:00 p.m. at the Town Hall Auditorium, 300 Glead Ave. as follows:
January 14, 28; February 11, 25; March 11, 25; April 8, 22; May 13, 28 (Tuesday); June 10, 24; July 8, 22; August 12, 26; September 9, 23; October 7, 28; November 12 (Tuesday), 25; December 9, 27 (Friday, 11 AM)
 Additional (special) meetings may be set if necessary

TOWN BOARD WORK SESSIONS

Motion to set Town Board Work Sessions at 7:00 p.m. at the Town Hall Auditorium, 300 Glead Ave. as follows: **January 22, February 19, March 19, April 16, May 21, June 18, July 16, August 20, September 17, October 22, November 19, December 17.**

TOWN HALL HOURS

Motion to set the hours Town Hall will be open to serve the public: **8:30 AM – 4:30 PM, Monday – Friday** with the exception of Town Board recognized Holidays. Other office hours by appointment.

OFFICIAL NEWSPAPER

Motion to designate: **East Aurora Advertiser**
 As the official publication for all Town of Aurora official business.

SPECIAL DISTRICTS ADMINISTRATOR

Motion to designate: **Supervisor as Administrator** for all Town of Aurora Special Districts

BANKS AS DEPOSITORIES

Motion to designate: **JP Morgan Chase Bank, Bank of America, HSBC Bank, Key Bank, Citizens Bank, Manufacturers & Traders Trust Company, Five Star Bank**

PAY PERIODS

Motion to set pay periods for every two weeks.

RATES OF PAY

Motion to set the Hourly and Bi-Weekly Rates of Pay for Town Employees, Appointed and Elected Officials as follows:

Title	Hourly Rate	Bi Weekly Rate
Councilman		\$ 394.23
Councilman		\$ 394.23
Councilman		\$ 394.23
Councilman		\$ 394.23
Town Justice		\$ 1,153.35
Town Justice		\$ 1,153.35
Clerk to Town Justice	\$ 13.58	
Clerk to Town Justice	\$ 16.89	
Supervisor		\$ 1,387.35
Budget Officer		\$ -
Assistant to Supervisor	\$ 23.85	
Secretary to Supervisor	\$ 13.82	
Web Administrator		\$ 98.08
Tax Receiver		\$ 1,131.15
Deputy Tax Receiver	\$ 11.51	
Assessor		\$ 1,044.38
Assessor Mileage		\$ 28.85
Real Property Appraiser		\$ 1,014.27
Appraiser Mileage		\$ 28.85
Assessment Clerk	\$ 15.24	
Clerk PT	\$ 13.12	

Town Clerk		\$ 2,194.04
Registrar		\$ 28.04
Deputy Town Clerk 1 (FT)	\$ 14.83	
Zoning Clerk	\$ 14.83	
Deputy Town Clerk 2 (PT)	\$ 14.69	
Attorney		\$ 1,605.42
Prosecutor		\$ 549.23
Deputy Atty - Planning Board		\$ 91.15
Engineer		\$ 381.69
Engineer/Planning Board		\$ 82.88
Water Engineer		\$ 196.15
Driver (Minibus)	\$ 10.46	
Driver (Minibus)	\$ 14.74	
Dog Control Officer	\$ 15.17	
Dog Control Officer (PT)	\$ 10.67	
Supt. Of Buildings	\$ 31.91	
Building & Zoning Clerk	\$ 15.12	
Planning Clerk	\$ 15.12	
Assistant Building Inspector	\$ 21.62	
Highway Secretary	\$ 12.03	
Parks Secretary	\$ 12.03	
Supt. Of Highway		\$ 2,194.04
Parks Director (HW Supt.)		\$ 196.15
Water Director (HW Supt.)		\$ 196.15
Recreation Leader-Sr. Center	\$ 19.92	
Part-Time Kitchen	\$ 10.67	
Part-Time Clerk (Sr. Center)	\$ 10.93	
Part-Time Clerk (Sr. Center)	\$ 10.93	
Custodian (RPT) - Glead	\$ 13.00	
Custodian (RPT) - Sr. Center	\$ 11.31	
Director of Recreation II	\$ 26.11	
Recreation Mileage		\$ 46.15
Recreation Supervisor	\$ 15.77	
Recreation Mileage		\$ 46.15
Recreation Attendant	\$ 15.77	
Clerk Typist PT - Rec.	\$ 13.12	
Clerk Typist PT - Rec.	\$ 13.12	
Laborer (Parks)	\$ 15.17	
Laborer	\$ 12.24	
Laborer	\$ 12.24	
Laborer	\$ 12.24	
Laborer	\$ 12.24	
Laborer (Baseball Commissioner)		\$ 116.42
Historian		\$ 195.88
UNION		
Maintenance Worker	\$ 25.66	
Truck Driver	\$ 24.91	
Truck Driver	\$ 19.30	
Mechanic Stipend		\$ 28.85
Motor Equipment Operator	\$ 25.66	
Truck Driver	\$ 19.30	
Truck Driver	\$ 24.91	
Motor Equipment Operator	\$ 25.66	
Laborer	\$ 15.76	
Motor Equipment Operator	\$ 25.66	
Motor Equipment Operator	\$ 25.66	
Motor Equipment Operator	\$ 25.66	

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 Nicole Serra, System Administrator .
ASSOCIATION OF TOWNS ANNUAL MEETING AND DELEGATES	Highway Superintendent David Gunner
ALTERNATE CHECK SIGNER	Motion to authorize: James J. Bach, Councilman and Nicole Serra, Bookkeeper , 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 that: 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 (1/21/13) / Presidents Day (2/18/13) / Good Friday (3/29/13) / Memorial Day (5/27/13) / Independence Day (7/4/13) / Labor Day (9/2/13) /Columbus Day (10/14/13) / Veterans Day (Observed) (11/11/12) / Thanksgiving Day (11/28/13) / Day after Thanksgiving (11/29/13) / Christmas Day (12/25/13) / New Year's Day (1/1/13)

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: Tax Receiver, Supervisor, Deputy Supervisor, Book keeper - Assistant to the Supervisor, Secretary to the Supervisor.

BLANKET BOND COVERAGE

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

PROCUREMENT POLICY

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

**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		
PURCHASE CONTRACTS							
Under \$750	X						
750 - 2,999			X				
3,000 – 19,999					X		
20,000 and over						X	
CONTRACTS FOR PUBLIC WORK							
Under \$750	X						
750 - 34,999					X		
35,000 and over						X	
EMERGENCIES (must be declared by Town Board)							X
INSURANCE							X
PROFESSIONAL SERVICES							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 is duly amended on January 7, 2013, and supersedes any similar resolution heretofore adopted by the Town Board.

The Supervisor appoints the following Town Board Liaison Assignments for 2013:

VILLAGE CONTRACTS

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

TOWN SERVICES

Budget & Finance	Jeffe	Friess
Personnel	Jeffe	Collins
Insurance & Bonding	Collins	Jeffe
Assessing	Bach	Jeffe
Building, Grounds, Handicapped	Harris	Bach
Building Codes & Zoning Enforcement	Friess	Collins
Cable TV	Collins	Friess
Rubbish & Recycling	Harris	Jeffe
Water & Sewer Districts	Friess	Harris
Library	Harris	Bach
Highway & Street Lighting	Friess	Jeffe
Recreation, Parks & Senior Citizens	Friess	Harris
Planning Board & Conservation	Harris	Collins
Zoning Board of Appeals	Bach	Harris
Boys & Girls Club	Collins	Harris
Review of Supervisor's Report	1 st Quarter	Collins
	2 nd Quarter	Friess
	3 rd Quarter	Harris
	4 th Quarter	Bach

Village Board Liaison

1st Quarter
2nd Quarter
3rd Quarter
4th Quarter

Bach
Harris
Friess
Collins

SUPERVISOR
JOLENE M. JEFFE
(716) 652-7590



7A

TOWN OF AURORA
5 South Grove Street, East Aurora, NY 14052
www.townofaurora.com

TOWN COUNCIL MEMBERS

December 31, 2012

Jeffrey T. Harris

jharris@townofaurora.com

James F. Collins

jcollins@townofaurora.com

James J. Bach

jbach@townofaurora.com

Susan A. Friess

sfriess@townofaurora.com

SUPT. OF HIGHWAYS

David M. Gunner

(716) 652-4050

highway@townofaurora.com

RECEIVER OF TAXES

Barbara Halt

(716) 652-7596

tax@townofaurora.com

SUPT. OF BUILDING

Patrick J. Blizniak

(716) 652-7591

building@townofaurora.com

ASSESSOR

Thelma Hornberger

assessor@townofaurora.com

(716) 652-0011

DIR. OF RECREATION

Peggy M. Cooke

To: Town Board Members

I respectfully request the Town Board approve of the purchase of a Ariens Model# ST28DLE PRO Snow-blower. This was purchased Saturday December 29, 2012. The following 3 verbal quotes were obtained for this model.

Savilles: \$1599.99
Kens: \$1735.00
Zahm & Matson: \$1700.00

The Snow-blower was purchased at Savilles due to emergency circumstances with a winter storm.

Sincerely,

A handwritten signature in black ink, appearing to read "David M. Gunner", written over a large, circular scribble.

David M. Gunner
Superintendent of Highways



7B

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

To: Aurora Town Board
From: Martha Librock, Town Clerk
Date: December 31, 2012
Re: Vacation Carry Over

Approval is requested to carry over 1.5 vacation days (12 hours) for Sheryl Miller.

7C

AGREEMENT TO SPEND HIGHWAY FUNDS

YEAR 2013
TOWN OF AURORA
COUNTY OF ERIE

Pursuant to the provisions of Section 284 of the Highway Law, we agree that monies levied and collected for the repair and improvement of highways, and received from New York State for the repair and improvement of highways, shall be expended as follows:

1. GENERAL REPAIRS

The sum of \$323,200 may be expended for general repairs upon 57.8 miles of town highways, including sluices, culverts and bridges having a span of less than five feet and boardwalks or the renewal thereof.

2. IMPROVEMENTS- The following sum shall be set aside to be expended for the improvement of town highways: \$98,250 (total)

(a) On Geneva Rd, starting at South St and ending at dead end, including cul-de-sacs, as distance of .39 miles, there shall be expended not over the sum of \$60,000.

Type Top: 400 tons 7 top Width of traveled surface: 20 feet

Thickness Top: 2 inches Thickness binder: 0 inches

Other: 300 gallons tack coat, equipment rental

(b) On _____, starting at _____ and ending at _____, a distance of _____ miles, there shall be expended not over the sum of \$ _____.

Type Top: _____ inches Width of traveled surface: _____ feet

Thickness Top _____ Thickness binder: _____ inches

Other _____

(c) On _____, starting at _____ and ending at _____, a distance of _____ miles, there shall be expended not over the sum of \$ _____.

Type Top: _____ inches Width of traveled surface: _____ feet

Thickness Top _____ Thickness binder: _____ inches

Other _____

Supervisor Date

Councilmember Date

Councilmember Date

Councilmember Date

Councilmember Date

Councilmember Date

Councilmember Date


Highway Superintendent 12/14/12
Date

Note: This Agreement must be signed by a majority of the members of the Town Board and by the Town Highway Superintendent. One copy must be filed in the Town Clerk's Office.

SUPERVISOR
JOLENE M. JEFFE
(716) 652-7590
jjeffe@townofaurora.com



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TOWN CLERK
LIBROCK
(716) 652-3280
www.townofaurora.com

TOWN OF AURORA

300 Gleed Avenue, East Aurora, NY 14052

www.townofaurora.com

January 2, 2013

To: Town Board
From: Jolene Jaffe
Re: Water Meter Purchase Authorization

At our meeting on December 27, 2012, the Town Board adopted two resolutions authorizing the replacement of the water meters and identified payment for the meter replacements. It did not include the actual authorization of the purchase of the meters from Neptune because we were waiting for complete documentation that would allow us to 'piggy-back' the City of Rochester bid. We have received the documentation we need to have on file in order to be in compliance with the requirements of the 'piggy-back' law, GML Section 103(16). (see attached).

Therefore, I request the Town Board's authorization for David Gunner, Highway Superintendent, to purchase the replacement meters (3/4 inch and 1 1/2 inch), pocket reader probe, software, employee training, antenna and maintenance agreement for the software as listed in the attached proposal from Neptune.

Thank you for your consideration.

November 26, 2012

Jolene Jeffe, Supervisor
Town of Aurora
The Southside Municipal Center
300 Glead Avenue
East Aurora, NY 14052

Subject: Town of Aurora – Quotation for Meter Reading System

Dear Ms: Jeffe

As discussed, Neptune Technology Group Inc. is pleased to provide the following pricing for Neptune meters, consistent with our bid for the City of Rochester, NY.

<u>Description</u>	<u>Unit Pricing</u>
Qty (250-400) E-Coder)R900i 5/8x3/4" T-10 inside set meters	\$ 142.00
E-Coder)R900i 5/8x3/4" pit set meter	\$ 158.00
Qty (1-5) E-Coder)R900i 1-1/2" inside set T-10 meter	\$ 325.00
E-Coder)R900i 1-1/2" pit set meter	\$ 341.00

In addition we are pleased to offer the following pricing and considerations.

Qty (1) Neptune Pocket ProReader probe for touchpads	\$ 650.00
Qty (1) Neptune ARB N_Sight meter reading software	\$1,600.00
Qty (1) On-Site training for meter reading software	\$ 500.00
Qty (1) Handheld data collector unit -- 2 year loaner	No Charge

Qty (1) Magnetic rooftop mount antenna for handheld unit \$ 75.00

Qty (1) Software Annual maintenance agreement \$ 750.00
Neptune recommends the N-Sight software to utilize the additional leak, tamper and reverse flow data received from each meter location. However, should the Town of Aurora choose to hold off purchasing this software, the meter readings could be sent to existing billing software using a read only route file that would be provided at no charge.

December 18, 2012

Jolene Jeffe, Supervisor
Town of Aurora
The Southside Municipal Center
300 Gleed Avenue
East Aurora, NY 14052

Subject: Town of Aurora – Meter Reading Software Annual Maintenance

Dear Ms: Jeffe

As discussed, Neptune Technology Group Inc. is pleased to provide the following pricing for annual maintenance on the ARB N-Sight meter reading software.

Description

Pricing

ARB N_Sight Mobile Host Software – Annual Maintenance \$ 750.00



Neptune recommends the ARB N-Sight software maintenance agreement quoted above as this will provide Aurora with the following; software version updates on CD's or FTP site, technical support from 7AM-7PM daily Monday- Friday and online support.

Should you have questions or need additional information, please contact me at 585.315.3287.

Regards,

David Johnson
Territory Manager
Neptune Technology Group



City of Rochester

Department of Finance
City Hall Room 105A, 30 Church Street
Rochester, New York 14614-1281
www.cityofrochester.gov



Bureau of Purchasing

NEPTUNE TECHNOLOGY GROUP INC.
PRINTED NAME OF BIDDER

RADIO READ COLD WATER METERS

Invitation to Bid No. 117160

Issued: November 1, 2010

PURCHASING BUREAU CONTACT: Jennifer Strauss, Purchaser, 585-428-7531

Sealed bids are to be returned to the Office of the Purchasing Agent, City Hall Room 105A, Rochester, NY 14614, prior to bid opening, at which time and place all bids will be opened, read and recorded.

BID OPENING: Wednesday, November 17, 2010 at 11:00 a.m.

The bidder's attention is directed to the General Conditions and Instructions to Bidders which appears immediately following this title page and is incorporated into the bidding document and contract by reference.

CONTRACT CHARACTERISTICS (For definitions or explanations, see General Conditions)

Type of Contract: **TERM CONTRACT, WITH OPTION TO EXTEND**

Bid Deposit Requirement: **NONE**

Performance Security Requirement: **NONE**

Insurance Requirement: **NONE**

Samples Requirement: **NONE**

Descriptive Literature/Technical Data Requirement: **NONE**

BIDDERS: Please note that prices, company identification and authorized signature are to be entered on the Proposal which appears at the end of the specifications.

Phone: 585.428.7041

Fax: 585.428.6038

TTY: 585.428.6054

EEO/ADA Employer



CITY OF ROCHESTER, NY BID NO. 117160

Due Date 11/17/10 @ 11AM

BID TAB

		Unit Pricing		
		NEPTUNE	MASTER MTR	
METER SIZE & TYPE	QTY			
5/8 X 1/2" ECODERi INSIDE SET	1600	142.00	\$	137.50
5/8 X 1/2" ECODERi PIT SET W/ 6'	100	158.00	\$	137.50
5/8 X 3/4" ECODERi INSIDE SET	400	142.00	\$	137.50
5/8 X 3/4" ECODERi PIT SET W/ 6'	25	158.00	\$	137.50
3/4" ECODERi INSIDE SET	400	172.00	\$	156.50
3/4" ECODERi PIT SET W/ 6'	100	188.00	\$	156.50
1" ECODERi INSIDE SET	25	212.00	\$	195.00
1" ECODERi PIT SET W/ 6'	25	228.00	\$	195.00
1-1/2" ECODERi INSIDE SET	200	325.00	\$	401.25
1-1/2" ECODERi PIT SET W/ 6'	10	341.00	\$	401.25
2" ECODERi INSIDE SET	300	422.00	\$	499.00
2" ECODERi PIT SET W/ 6'	10	438.00	\$	499.00
5/8-2" ECODERi REGISTER INSIDE	100	118.00	\$	115.00
5/8-2" ECODERi REGISTER PIT W/ 6'	20	134.00	\$	115.00
TOTAL		\$ 616,220.00	\$	\$ 632,940.00