

WS-4



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

COMMERCIAL TENANT APPLICATION
(Please print)

Date: 12/2/15

APPLICANT OR LEASING ENTITY (Name of individual, partnership or corporation):

I-61 MINISTRIES, INC.

Corporation: Articles of Incorporation must be provided.
Partnership: Partnership Agreement must be provided.

CURRENT CORPORATE HEADQUARTERS/HOME ADDRESS (For partnership/individuals)
(Do not use P.O. Box)

11613 LIBELLA RD.
EAST AURORA, NY 14052

CORPORATE PHONE # 716-791-9161

HOME PHONE # _____
(For partnerships/individuals)

STATE OF INCORPORATION NY

STATE OF PARTNERSHIP
FORMATION _____

DBA I-61 MINISTRIES, INC.

LOCAL PHONE # _____

FULL DESCRIPTION OF INTENDED USE WE ARE A CHURCH. WE WILL BE USING THE
SPACE FOR SERVICES, YOUTH ACTIVITIES, PRAYER EVENTS, ETC.

PRESENT BUSINESS ADDRESS

364 MAIN ST.
EAST AURORA, NY 14052

YEARS AT THIS LOCATION 4 MOS.

NUMBER OF EMPLOYEES 1

NUMBER OF PARKING SPACES NEEDED 25
*THIS IS TYPICAL, DEPENDS ON EVENT

ANY OVERNIGHT PARKING? OCCASIONALLY

CURRENT BUSINESS LANDLORD

BANK REFERENCE _____

Name EAST AURORA WESLEYAN CHURCH

Bank Contact Name _____

Phone # 652-0392

Bank Contact Phone # _____

COMMERCIAL TENANT APPLICATION (CONT'D)

<input checked="" type="checkbox"/> CORPORATE (Please check one)	<input type="checkbox"/> GENERAL PARTNER(S)	<input type="checkbox"/> INDIVIDUAL(S)	SIGNING THE LEASE
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First/M.I./Last Name <u>JOEL C. ARCADIPANE</u>	First/M.I./Last Name _____
Title <u>PASTOR</u>	Title _____
Soc. Sec.# <u>XX-XX-1682</u>	Soc. Sec.# _____
Driver License# _____ State <u>NY</u>	Driver License# _____ State _____
CURRENT LANDLORD/MORTGAGE COMPANY Name <u>EMX AULONA Wesleyan Church</u>	CURRENT LANDLORD/MORTGAGE COMPANY Name _____
Phone # <u>652-0392</u>	Phone # _____
CURRENT RESIDENCE ADDRESS <u>364 Main St.</u> <u>East Aulona, NY 14052</u>	CURRENT RESIDENCE ADDRESS _____
HOME PHONE # _____	HOME PHONE # _____
YEARS AT THIS LOCATION <u>4 mos.</u>	YEARS AT THIS LOCATION _____

TRADE REFERENCES _____

Applicant, Principal(s), General Partner(s) and/or Individual(s) represent that all of the above statements are true and correct and hereby authorize(s) verification of the above trade references including, but not limited to, the obtaining of a credit report, Dun & Bradstreet Financial/credit information and furnish additional credit references upon request. Applicant consents to allow owner/agent to disclose tenancy information to previous or subsequent owners/agents. The undersigned hereby waives any privacy of credit information rights or regulations.

SIGNATURE: _____
 By JOEL C. ARCADIPANE
 Print Name
PASTOR
 Title

 Date 12/2/15

SIGNATURE: _____
 By _____
 Print Name

 Title

 Date _____

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



MARTHA
townclerk@to

WS-5

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

MEMO

To: Town Board
From: Jim Bach
Re: Supervisor Appointments
Date: December 11, 2015

Effective January 1, 2016 I will be making the following appointments and request Board approval for their pay rates, which are reflected in the 2016 Budget:

- Appoint Kathleen Moffat as Assistant to the Supervisor (Full Time) at an hourly rate of \$18.52
- Appoint Robert Goller as Secretary to the Supervisor (Regular Part Time) at an hourly rate of \$14.50

WS-6

AGREEMENT TO SPEND HIGHWAY FUNDS

YEAR 2016
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 \$305,520 may be expended for general repairs upon 59.40 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:

- (a) On Hubbard Road, starting at Center Street and ending at Sweet Road, a distance of 1.04 miles, there shall be expended not over the sum of \$170,100.
Type Top: ___ Width of traveled surface: ___ feet
Thickness Top: ___ Thickness binder: 3 1/2 inches
Other: _____
- (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	_____ 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.



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

300 Gleed Avenue
East Aurora, New York 14052

WS-7

652-8866
652-5646

aurora.com
www.aurorarec.com

To: Town Board
From: Chris Musshafen
Date: 12/16/15
Re: Recreation Attendant

Approval is requested to hire Courtney Winter as a Recreation Attendant. She has worked for the town for two years working at our day camp and in the recreation office.

<u>Name</u>	<u>Address</u>	<u>Position</u>	<u>Start Date</u>	<u>Rate</u>
Courtney Winter	418 Linden Ave.	Rec Attendant	12/28/15	\$8.85*

Courtney's rate of pay will increase to \$9.10 on 12/31/15



WS-8

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

To: Aurora Town Board
From: Martha Librock, Town Clerk
Date: December 15, 2015
Re: Southside Municipal Center HVAC Maintenance

After a review of our maintenance agreement with Allied Mechanical for the RTU's and other units at the Southside Municipal Center we discovered that not all of the split units were covered and were not being maintained as they should be.

Attached is an amended agreement that adds the five (5) split units for an additional \$584 per year.

Let me know before the work session if you have any questions.

POWER UP!

PLANNED MAINTENANCE PROGRAM

Pricing and Acceptance

Customer Town of Aurora
Billing Address: 300 Gleed Avenue
 East Aurora, New York 14052

Job Location: Town of Aurora
 300 Gleed Avenue
 East Aurora, New York 14052

Contact Name: Martha Librock
Phone: 716-652-3280

ALLIED MECHANICAL, INC.
 also referred to as Allied, agrees to furnish services in accordance with the *General and Supplemental Terms and Conditions* and each *Power Up!* Maintenance Schedule.

The Agreement Price is ~~\$2,700.00 plus sales tax~~, payable in advance in (2) installments of \$1,350.00 having (2) two visits per year. This Agreement is effective from January 1, 2016 through December 31, 2016 and will be automatically renewed from year to year unless terminated by written notice by either party.

Equipment to be serviced:			
QTY	MFG	EQUIP	SERVICE SCHEDULE
12	TRANE	PACKAGED ROOFTOP UNITS	SPRING/FALL
4	YORK	PACKAGED ROOFTOP UNITS	SPRING/FALL
1	MCQUAY	PACKAGED ROOFTOP UNITS	SPRING/FALL
1	RAPID	MAKE-UP AIR UNIT	SPRING/FALL
1	GREENHECK	KITCHEN EXHAUST FAN	SPRING/FALL
2	B&G	CIRCULATION PUMPS	SPRING/FALL
2	STERLING	GAS UNIT HEATERS	FALL
1	DAYTON	HOT WATER TANK	FALL
5	COMFORTMAKER	SPLIT SYSTEMS	SPRING/FALL

Additional Terms
 Air Filters to be provided and changed 2 times per year. Belts to be provided and changed annually.

Labor Rate: Allied Mechanical will offer a preferred labor rate on all unscheduled repair service of \$74.00 per hour, during regular business hours. (Regular business hours as defined from 8 am until 4:30m, (Monday thru Friday.) An overtime rate of \$111.00 per hour will apply to any repair work completed outside of regular business hours. A \$40.00 truck charge will be billed for any unscheduled repair service work.

Rick Ferguson

 Signature
 Rick Ferguson
 Sales Manager

 Title

 Approval Date

 Signature

 Title

 Approval Date

POWER UP!

PLANNED MAINTENANCE PROGRAM

Prepared Exclusively for:

Town of Aurora

300 Gleed Avenue

East Aurora, New York 14052



ALLIED
MECHANICAL, Inc.

POWER I/P

PLANNED MAINTENANCE PROGRAM

Table of Contents

1. Introduction.
2. Our core values.
3. Scope of work to be performed.
4. Service procedures.
5. Service Agreement.
6. General terms and conditions.



ALLIED
MECHANICAL, INC.

December 8, 2015

Martha Nibrook
Town of Aurora
300 Gleed Avenue
East Aurora, New York 14052

Dear Martha,

Thank you for partnering with us to provide our **Power UP!** Planned maintenance program for your HVAC equipment. We are excited about the prospect of partnering with you.

Power UP! is the engineered service plan that we created based on 30 plus years of industry experience and a need in the marketplace for a resource that offers a real world, tangible solution to a serious problem. The key to our service is the way we customize our program for each and every Allied client, based on their specific needs.

We understand that you need a mechanical service company that:

- Provides consistent and ongoing communication regarding the state of your equipment
- Is dependable and responsive to your needs
- Understands your business and how to extend the service life of your equipment
- Can have an EPA certified, experienced HVAC technician thoroughly inspect and tune up your equipment .
- Makes good financial sense.

We attribute the success of all of our programs to our steadfast commitment to our core values. These core values serve as our compass. They guide our behavior and are the benchmark upon which every decision is made. The most fundamental of all of our values is maintaining an unwavering attitude of service throughout the organization. We look forward to continuing to be of service to you.

Regards,

Rick Ferguson
Sales Manager
Allied Mechanical

1111 Niagara Street
Buffalo, NY 14213
(716) 882-1234

POWER-UPD

PLANNED MAINTENANCE PROGRAM

Our Core Values and Beliefs

Whatever It Takes:

Above all, we believe in providing the highest level of service, in all forms. We will maintain a quality of performance that consistently exceeds the expectations of our customers.



ALLIED
MECHANICAL, INC.

Make A Friend:

We believe in building strong relationships, based on integrity and respect, with everyone we touch: our customers, our teammates, our vendors, our families, and our community. We are committed to the philosophy of doing unto others as we would have them do unto us.

Go Team:

We believe that we are a team of great people working together in a fun, supportive environment. We will celebrate our individual uniqueness while focusing our effort on the ultimate goal of exceptional results for every customer

Better, Smarter, Faster:

We believe in developing and rewarding dedication, knowledge, imagination, and skill. We believe in growth for ourselves as individuals, and, over the long term, for the organization

Win, Win, Win

We believe in hard work and the enjoyment of its rewards. We must be efficient, productive, and profitable in order to continue to be of service to our teammates, our customers and our community.

Our Purpose

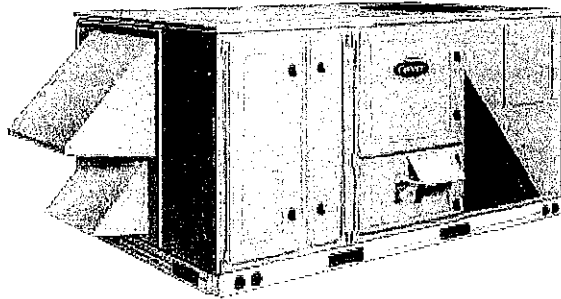
“To make a positive impact on peoples’ lives”

POWER UP!

PLANNED MAINTENANCE PROGRAM

HVAC Cooling Systems

- Condenser coil will be inspected for heat transfer loss.
- Blower wheels and fans will be inspected and cleaned to assure proper air delivery.
- Refrigerant will be checked for proper charge and to assure system is leak free.
- Exposed ductwork will be checked for leaks and proper insulation.
- Belts and pulleys will be inspected and adjusted as required.
- Thermostats will be checked and calibrated as required.
- Motors and bearings will be lubricated as required.
- Controls and safeties will be tested.
- Condensate drain will be checked.
- Crankcase heater will be checked for proper operation.
- Relays and contactors will be inspected.
- Unit wiring and electrical disconnect will be inspected.
- Economizer operation will be checked, where applicable.
- Temperatures and pressures will be recorded.
- Evaporator coil will be inspected and cleaned annually, if necessary.
- Air filters will be replaced.
- Condenser coils will be cleaned [1] time(s) per year.
- Furnish inspection report and advise of any abnormal conditions or necessary repairs.
- Heat exchanger will be inspected annually for cracks and deterioration.
- Burners will be inspected and cleaned as necessary.
- Thermocouple will be inspected.
- Fan switch will be checked and adjusted as needed.
- Pilot orifice will be cleaned and pilot flame adjusted as necessary.
- Safety controls will be operationally checked.



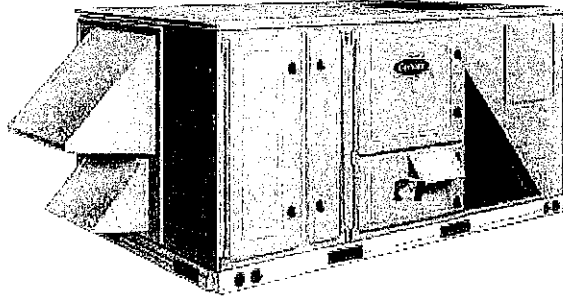
ALLIED
MECHANICAL, Inc.

POWER UP!

PLANNED MAINTENANCE PROGRAM

Heating Season Start-up Service (All Heating Equipment)

- ❖ Check and calibrate all operating and safety controls.
- ❖ Check pressures, heat exchangers, electrodes, heating coils, reversing valves, defrost cycle, burner assemblies, (electric heat, steam and hot water components).
- ❖ Check equipment be it fueled with natural gas, oil, electric or propane.
- ❖ Inspect all fan drives and motor pulleys and belts.
- ❖ Check all wiring and connections.
- ❖ Check and record voltages and amperages.
- ❖ Clean and oil or grease all bearings per manufactures specifications.
- ❖ Check, clean and calibrate thermostats and controls.
- ❖ Check all mounting hardware and brackets for tightness.
- ❖ Check and clean all burner assemblies for maximum efficiencies (gas & oil) Take efficiency tests with burner analyzer and include results with report.
- ❖ Inspect and lubricate all combustion air dampers and assemblies.



ALLIED
MECHANICAL, Inc.

POWER UP!

PLANNED MAINTENANCE PROGRAM

Service Procedures

EMAIL: service@alliedmechanical.us

For Service during normal business hours, please call our service department at: **882-1234 – EXT. 1.**

During these hours, your call will be answered by one of our trained Customer Service Representatives (CSR). Our CSR's will be able to answer most of your service related questions and dispatch a technician to your location.

For Service outside of normal business hours, please call our emergency service at: **882-1234 – EXT. 911.**

For calls regarding:

- Billing issues/procedures
- Issues regarding technicians
- Issues regarding placing service calls
- Invoice Questions
- Scheduling issues

Please contact:
Rick Ferguson
Sales Manager
882-1234 x 227

For calls regarding:

- Replacement Quotes/Pricing
- Technical/Mechanical Questions
- Design/build projects
- Larger equipment replacement
- Retrofit building solutions

Please contact:
Mark LeRocque
Service Manager
882-1234 x 232



ALLIED
MECHANICAL, Inc.

GENERAL TERMS AND CONDITIONS

1. Allied agrees to provide a comprehensive maintenance program designed to reduce your utility and repair costs, after any existing defects are corrected.
2. The Customer agrees to furnish safe, reasonable access to the building and covered equipment. If required, the Customer will remove any material, fixtures or walls so adequate access can be gained to the equipment.
3. This agreement is subject to adjustment on each commencement anniversary to reflect increases in labor, material, and other costs.
4. This agreement does not include the maintenance, repair or replacement of recording or portable instruments, electrical disconnect switches, casing or cabinets, insulation, gas lines, tower fill or refractory material. Allied shall not be required to furnish and equipment, service or materials or to perform tests or make modifications that have been recommended or required by any insurance company, governmental authority, equipment vendor or regulatory authority, or pay any future taxes imposed by any governmental agency.
5. Allied shall not be liable for:
 - (a) damage or loss resulting from freezing, corrosion, electrolysis, vibration, plumbing stoppage, failure of any utility service, low voltage condition, lighting, single phasing or other electrical abnormalities;
 - (b) damage or loss resulting from negligence, faulty system design, abuse, acts of God, malicious mischief, vandalism or improper operation of equipment by customer's employees, agents or tenants;
 - (c) damage, loss or delays resulting from fire, explosion, flooding, the elements, strikes, labor troubles, civil commotion or any other cause beyond its control;
 - (d) any accident, injury, damage, or loss to equipment, personnel, property or revenue unless directly caused by its negligence;
 - (e) any indirect or consequential damages such as, but not limited to, loss of revenue or loss of use of any equipment, process or facilities;
 - (f) any identification, abatement, encapsulating or removal of any hazardous materials including those containing asbestos. If any hazardous materials are detected during the course of work, the Service Company can discontinue the work until the hazard has been eliminated, and shall receive an extension equal to the time of delay to complete the work. The Service Company reserves the right to be compensated for any loss due to a delay caused by asbestos or any other hazardous material.
6. Unless otherwise noted, Allied shall not be liable for starting and stopping equipment, space temperature regulation, air or water balance, indoor air quality, equipment relocation or maintenance or repair other than during normal working hours. If Customer requests work be performed other than during normal hours, the Customer agrees to reimburse Allied for overtime pay or additional charges.
7. Allied shall use ordinary care in performing the tasks outlined in this agreement. No inspection shall guarantee the condition of the equipment or eliminate obsolescence and normal wear.
8. The occurrence of any of the following without the prior written consent of Allied will constitute a default:
 - (a) failure by the Customer to make any payment due within ten days after it becomes due and payable;
 - (b) any alterations, additions, adjustments or repairs to covered equipment, by anyone other than Allied.
 - (c) breach by Customer of any term of this Agreement.If Allied brings legal action to enforce this Agreement, and is successful, it shall be entitled to recover reasonable attorney fees and the cost of litigation in addition to any judgment for damages.
9. This Agreement begins on the date of acceptance and shall remain in force for the term stated. Thereafter, it shall be automatically renewed and shall continue in effect for successive renewal periods of five years unless either party gives the other written notice of termination at least 30 days before the anniversary date. Allied may add or delete equipment or services and increase or reduce the Agreement price. Customer shall have the right to terminate if any changes are not acceptable.
10. This Agreement contains the entire understanding between Allied and the Customer. Any modifications, amendments or changes must be in writing and signed by both parties.