

Lothlorien

Therapeutic Riding Center, Inc.

15 Reiter Road, East Aurora, NY 14052
Ph: 716-655-1335 Fax: 716-655-2972 www.lothlorientrc.org

WS-1

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Hospice Buffalo

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May 8, 2014

Town of Aurora
Gleed Avenue
East Aurora, NY 14052
Attn: Mr. Bach
Town Supervisor

Dear Mr. Bach

I am writing to you on behalf of Lothlorien Therapeutic Riding Center, located at 15 Reiter Road, East Aurora, NY. We are a non profit 501 (c) 3 organization serving the East Aurora community for the last 30 years. I am the Executive Director and my name is Maggie McCooey.

I am looking into the possibility of the Town of Aurora supplying us with a street light -close to the end of our driveway (pole number 679). We have a larger sign at the end of our driveway but it appears it is not easily seen by motorists. We serve predominantly individuals with disabilities throughout the year in an adapted horse riding program. We have had many families and caregivers drive right by our facility during the dusk hours. I am afraid that an accident may occur as many people tend to slam on their brakes after realizing they just passed our location.

I would greatly appreciate your guidance in this matter along as what we would be financially responsible for on a yearly basis.

Thank you



Maggie McCooey
Executive Director
Lothlorien Therapeutic Riding Center



Handwritten initials/signature: Dario

WS-4

Memorandum

To: J. Bach, Supervisor
CC: M Librock, Town Clerk
K. Moffat, Secretary to the Supervisor
From: K Reichert *KR*
Date: 5/7/2014
Re: Journal Entry Policy Draft

During our recent audit, Drescher & Malecki auditors commented that the Town should have a Journal Entry policy. I asked them to supply us with an example to review, which is attached. It is pretty straight forward, and I would recommend its adoption.

Journal Entry Policy

Town of Aurora

Date of Adoption: _____, 2014

The Town recognizes that manual journal entries are needed and made for various reasons, including but not limited to: record revenues and expenditures, to transfer funds, or to record balance sheet accruals. These procedures are being established in order to create proper segregation of duties. (i.e. there should always be an approval by a person other than the preparer of the journal entry.) Based on the need for manual journal entries, the following policy is being established to document procedures on how journal entries are expected to be processed:

1. Journal entries for all funds/departments will be entered by the Assistant to the Supervisor or Bookkeeper. The individual entering the journal entry should pay close attention that the correct posting date and fiscal period are used. This individual will sign off as the preparer of the entry.
2. A description of the entry as well as appropriate documentation/support shall be included with the journal entry.
3. The Assistant to the Supervisor or Bookkeeper will review all journal entries based on individual circumstances. In order to determine if the entry is appropriate, the Assistant to the Supervisor or Bookkeeper will review the journal entry along with all documented support to ensure that each entry has sufficient, appropriate documentation, has been properly coded, is in balance, and has been entered in the correct period.
4. After a review is complete and it has been determined that the journal entry is correct, the Supervisor will approve the journal entry. The individual approving the journal entry is required to sign the journal entry indicating that the review procedures were performed.
5. After approval by the Supervisor, the journal entry must be posted. Posting is performed by the Assistant to the Supervisor or Bookkeeper.
6. All support for journal entries and related documentation will be maintained by the Assistant to the Supervisor or Bookkeeper.
7. These procedures are being established in order to create proper segregation of duties (i.e. there should always be an approval being done by a person other than the preparer of the journal entry.)

Town of Aurora Special Event Code

WS-5

1. Purpose

- a. The purpose of this code is to regulate special events within the Town of Aurora to provide for public safety by requiring adequate parking, security, bathroom facilities, limits to noise allowed and the hours of such events.
- b. This subsection shall apply to individuals, corporations, associations and non-profit and religious organizations regardless of the purpose of the event.

2. Definitions

- a. Special Event -- an event that is pre-planned to occur within the Town which is anticipated to result in attendance by 50 or more persons; is open to the public; and which occurs outside of a permanent, enclosed building. Private parties including, but not limited to, graduation parties, wedding celebrations and birthday parties, shall not be considered a 'special event' for the purposes of this code.

3. Special Event Application and Permit

- a. The individual or organization that wishes to conduct a special event shall file a Special Event Application with the Town Clerk's office for approval and issuance of a Special Event Permit. This application shall be submitted no less than 60 days in advance of the event and may require information including, but not limited to, the following:
 - i. Proposed date(s) for the Special Event and the hours during which such event will be conducted. The hours shall not extend beyond 11:00 pm.
 - ii. Total number of persons expected to attend throughout the duration of the event, including the numbers that are anticipated to be present at any given time.
 - iii. Map or sketch showing the location of the event. Such map shall include the following:
 1. Location of parking facilities indicating number of parking spaces being provided.
 2. Location of toilet facilities including the location of port-a-potties if they are being provided.
 3. Location of public entrance(s) and exit(s) to the event site.
 4. Location of vendor facilities, if applicable, including booths, tents and food service facilities.
 5. Location of all adjacent residential structures.

6. Explanation of steps being taken to control traffic and provide security for the event including the organization that is to provide security (if applicable) and the number of security personnel that will be present.
7. Means and adequacy of sanitary and garbage disposal and other matters which concern the public health.
8. Means and adequacy of measures to deal with noise, odor or other nuisance caused to surrounding properties and residents.
9. Explanation of size, content and location of signs related to the event.
(Note: Signs must be in compliance with the Town's sign ordinance(s)).

iv. A Special Event Application fee of \$25 and Special Event Permit fee of **\$50** shall be required *for each* special event. ~~or for a series of special events, provided each such special event in the series is to be conducted at the same location and with similar conditions and will be held during a 12 month period.~~

v. Approval

1. Upon receipt of the Special Event Application and \$25 fee, the Town Clerk shall review the application for completeness. If some information is lacking or believed to be insufficient, the Clerk shall request supplemental information.
2. Once the Application is deemed complete, the Town Clerk shall refer the Application for review and approval by the Town Board. Prior to approval, the Town Board reserves the right to require additional restroom facilities, traffic control and other provisions beyond those set forth in the Application.
3. Upon Town Board approval and the applicant's payment of the **\$50** Permit fee, the Town Clerk shall issue a Special Event Permit.

4. All Special Events shall be subject to the requirements of any noise law enacted by the Town of Aurora *as well as any county or state regulations.*

~~5. Failure of the applicant to abide by the terms and conditions of the Special Event Permit shall be deemed a violation of the Code of the Town of Aurora and may subject the application to a penalty of \$50 per violation and may be grounds for denial of future requests for a Special Event Permit.~~

6. Insurance/Bonding

- a. The Town Board shall require a certificate of liability insurance in an amount and character that, in its sole discretion, it may deem reasonable and necessary for the protection of the public under the circumstances.

- b. The Town Board may impose conditions on the issuance of a permit and may require a bond from the Applicant in order to secure the performances of said conditions ~~and the performance.~~

7. Penalties for Offenses

- a. Failure to obtain a Special Event Permit prior to holding a Special Event as set forth herein shall constitute a violation of the Code of the Town of Aurora and will subject the property owner on which a Special Event was conducted to a penalty in the minimum amount of \$200 per violation.
- b. Any such Special Event that is conducted without a Permit may be required to be immediately shut down following the issuance of a violations notice by the Code Enforcement Officer or Superintendent of Building of the Town.
- c. A second subsequent violation shall result in a minimum penalty of \$250 per violation.

Application # _____

	Fee	Paid	Refund
Application Fee	\$25.	___	___
Permit Fee	\$100	___	___

Special Event Application

Per Aurora Town Code Chapter _____, this Special Event Application shall be completed and submitted to the Town Clerk's office along with a \$25 Application fee.

Submit applications to:
Aurora Town Clerk
300 Gleed Avenue
East Aurora, NY 14052
Telephone (716) 652-3280 Fax: (716) 652-3507

All requests must be made no less than 60 days in advance of event/use.

1. Name of Organization: _____
2. Individual Responsible for this request: _____
3. Address: _____

4. Telephone number: _____
5. Fax: _____
6. Email address: _____
7. Name of event (as appearing in advertising) _____
8. Event address: _____

9. Name of event address owner: _____
10. Date(s) of event: _____
11. Hours of use including set up/take down: Start _____ am/pm End _____ am/pm
12. Description of the event or use:

13. Attached is a map of the event area including the following:

- a. Location of parking facilities indicating number of parking spaces
- b. Location of toilet facilities including the location and number of port-a-potties
- c. Entrance(s) and exit(s) to the event site
- d. Location of vender facilities, if applicable, including booths, tents and food service
- e. Location of all adjacent residential structures

14. Specific equipment to be brought onto the site (port-a-potties, tents, etc.)

15. Description of sanitary and garbage disposal methods.

16. Total estimated attendance: _____ Expected attendance at any time: _____

17. Will food or drinks be served? _____ If yes, describe:

18. Will there be sound amplification or music or a band(s)? _____ If yes, describe:

19. Description of signs related to the event including size, content, and location. Applicant shall adhere to stipulations in the town's sign code (Chapter _____).

20. Explanation of steps being taken to control traffic and provide security including the number of security personnel, if applicable:

Signature of Applicant

Date

Official Use Only Below this Line-----

Event: _____

Attachments submitted:

_____ Certificate of Insurance

_____ Event Site Map

_____ Copy of application for sign permit, if applicable. (Upon application approval, copy of approved sign permit must be filed with the Town Clerk NO LATER THAN 5 days prior to scheduled event.)

Action by Town Board:

The Town Board, upon review of the Application request # _____ submitted by _____ (organization or individual) took the following action, with or without conditions (as applicable) and noted below:

Approved: _____
Supervisor Signature

Date: _____

Denied: _____
Supervisor Signature

Date: _____

Conditions:

_____ Traffic Control as described

_____ Security as described

_____ Building Department approval

_____ Requesting organization shall attach a completed **Certificate of Insurance** with Minimum Limits to include public liability coverage with limits of \$1,000,000 each occurrence; property damage insurance with limits of \$1,000,000 each occurrence. Policy shall be endorsed to include the Town of Aurora as an additional named insured.

_____ Requesting organization shall submit an **Indemnification Agreement** signed by authorized applicant or officer of company and duly notarized.

_____ Other

Town of Aurora Sidewalk Code

WS-6

Purpose

The purpose of this article is to provide for the construction, maintenance and repair of sidewalks in the Town of Aurora, New York, and for the assessment of all or part of the cost thereof, and removal of ice and snow.

Definitions

- A. Property Owner or Owners – Anyone who holds title to the premises in fee simple or by life estate or remainder, and also any beneficial owner of the premises such as a contract vendee in possession, who has the duty to pay the taxes of the premises.
- B. Sidewalk or Sidewalks – A concrete walkway for foot passengers at the side of a public street or road for use by the public.
- C. Town – Town of Aurora, New York

Permit and Fees

- A. No sidewalk shall be constructed, reconstructed, repaired or graded on any street, road or avenue in the Town of Aurora until a written permit is obtained from the Town Building Department.
- B. Permit fees for sidewalks shall be set by Town Board resolution.
- C. No permit shall be required for repair of sidewalks less than twenty (20) square feet in area.

Location of Sidewalks

- A. Sidewalks shall be located as follows
 - a. Sidewalks shall be located within the right-of-way, with the edge of the sidewalk being at the right-of-way line.
 - b. The Town may direct that sidewalks be located otherwise than as prescribed above when such other location is necessary to make connection with any existing sidewalk or if otherwise deemed appropriate.

Sidewalk Installation

- A. New Construction
 - a. All sidewalks installed in the Town shall be concrete unless otherwise approved by the Town Board prior to installation.

- b. Sidewalks shall be constructed in accordance with the standard specifications for public sidewalks and in accordance with ADA requirements.
- c. Costs
 - i. New construction in a subdivision shall be completed at the expense of the developer and shall be approved by the Town Board as identified on the official Subdivision Map.
 - ii. New construction in all other areas of the Town shall be completed at the sole discretion of the Town Board and shall be paid for by the _____.

B. Repair of Unsafe, Dangerous or Obstructed Sidewalks

- a. No persons shall permit any sidewalk, which adjoins property owned by him to fall into a state of disrepair or to be unsafe.
- b. The identification of an unsafe, dangerous or obstructed sidewalk shall be at the discretion of the Superintendent of Building, Code Enforcement Officer or Town Engineer.
- c. When the Town receives notice and determines that an existing sidewalk (including the portion running through a driveway) is unsafe, dangerous or obstructed, and by reason thereof is in need of repair, the Town Building Department shall notify, in writing, the adjoining owner of such unsafe, dangerous or obstructed sidewalk of such condition.
 - i. If the owner shall not repair such sidewalk within 60 days of such notice, the Town may cause such repair to be made, and the cost shall be paid by the responsible property owner within 60 days of receipt of repair invoice.
 - ii. Failure to pay the invoice shall result in the Town placing a lien upon the premises.

C. Notice to Repair

- a. Sidewalks shall be considered to be unsafe if, by determination of the responsible Town employee, they are so broken, cracked, lifted, spalled or scaled or otherwise deficient to cause a clear and present danger to pedestrians.
- b. Upon such determination, the owner of the property where such sidewalk is located will be notified, in writing, of the need to repair or replace the sidewalk in question. Such notice shall specify the sidewalk or portions thereof which require repair or replacement and contain a brief summary of reasons therefore.
- c. Such notice shall be served upon such owner by personal service or by certified mail, return receipt requested, addressed to the last known address as shown on the latest completed assessment roll of the Town or Aurora. If delivery of the certified mail is returned or unclaimed, then service shall be made by regular mail and shall be deemed complete five days after the date of mailing.

Removal of Sidewalk Rubble

The Town of Aurora shall dispose of the rubble from the replacement of sidewalks within the right-of-way provided that the said rubble is placed at the curb or road edge.

Duties of Owners

- a. Cleaning of sidewalks – Every owner or occupant of any dwelling, house, store, shop or other building, or of any vacant lot within the Town, shall keep the sidewalks in front of the premises so owned or occupied free from snow, ice, dirt or debris of any kind. If such person shall neglect or refuse to remove the same from such sidewalk, the same shall be removed by the Town at the expense of such owner or occupant. The incurred expense, when allowed by the Town Board, shall be a lien upon such premises.
- b. Snow and Ice – Every owner or occupant of any dwelling, house, store, shop or other building, or vacant lot within the Town, shall keep the sidewalks in front of the premises clear of and from snow and ice. Such owner shall be liable for any injury or damage by reason of omissions, failure or negligence to make, maintain or repair such sidewalk.

Penalties

Need to discuss with Ron