

January 7, 2013

A meeting of the Town Board of the Town of Aurora took place on Monday, January 7, 2013, at 7:00 p.m. in the Town Hall Auditorium, 300 Glead Avenue, East Aurora, New York.

Members Present:	James F. Collins	Councilman
	James J. Bach	Councilman
	Susan A. Friess	Councilwoman
	Jeffrey T. Harris	Councilman
	Jolene M. Jeffe	Supervisor

Others Present:	Ronald P. Bennett	Town Attorney
	Bryan Smith	Town Engineer
	David Gunner	Highway Superintendent
	Robert Goller	Town Historian
	William Adams	Planning Board

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

The first item on the agenda was the:

2013 ORGANIZATIONAL CHART

TITLE	ACTION	TERM
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 is 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	Motion to appoint: Edward J. Snyder to (1) one-year term 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. Halt 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 (<i>Town Code Chapter 23, Section 23-4</i>)	Motion to appoint: Norman R. Merriman, and David R. Majka to serve a one (1) year term	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 Glead 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 (<i>Town Code Chapter 5, Section 1</i>)	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 (<i>Town Code Article VI, Chapter 116-60</i>)	Motion to appoint: Wayne Nowocin 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
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, 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 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 E. 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.	1/1/10 – 12/31/13
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 is 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 to cover the cost of general services provided to the Town.	1/1/13 – 12/31/13
MILEAGE REIMBURSEMENT RATE	Motion to set the rate at \$0.45 per mile as compensation for travel while on Town business.	
<u>TOWN BOARD MEETING DATES</u>	Motion to set regular Town Board Meetings at 7:00 p.m. at the Town Hall Auditorium, 300 Glead Ave. as follows: <u>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)</u> 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	
Historian		198.55
Web Administrator		98.08
Tax Receiver		1131.15
Deputy Tax Receiver	11.51	
Assessor		1044.38
Assessor Mileage		28.85
Appraiser Mileage		28.85
Real Property Appraiser		1014.27
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 Brd.		91.15
Engineer		381.69
Engineer/Planning Board		82.88
Water Engineer		196.15
Drivers (minibus)	10.46	
Drivers (minibus)	14.74	
Dog Control Officer	15.17	
Dog Control Officer PT	10.67	
Sup. Of Building	31.91	
Building & Zoning Clerk	15.12	
Planning Clerk	15.12	
Assistant Building Inspector	21.62	

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Highway Secretary	12.03	
Parks Secretary	12.03	
Sup. Of Highway		2,194.04
Parks Director – HW Super		196.15
Water Director – HW Super		196.15
Senior Director	19.92	
Part-Time Kitchen	10.67	
Part-time clerk – Sr Center	10.93	
Part-time clerk – Sr Center	10.93	
Custodian (RPT) - Gleed	13.00	
Custodian (RPT) – Sr Center	11.31	
Dir. Of Recreation 2	26.11	
Recreation Mileage		46.15
Recreation Mileage		46.15
Recreation Supervisor	15.77	
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
UNION		
Maintenance Worker	25.66	
Truck Driver	24.91	
Truck Driver	19.30	
Mechanic Stipend		28.85
Motor Equip. Operator	25.66	
Truck Driver	19.30	
Truck Driver	24.91	
Motor Equip. Operator	25.66	
Laborer	15.76	
Motor Equip. Operator	25.66	
Motor Equip. Operator	25.66	
Motor Equip. 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**

Motion to designate: Highway Superintendent **David Gunner** as delegate at the AOT meeting in February 2013.

**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) (11/11/13) / Thanksgiving Day (11/28/12) / Day after Thanksgiving (11/29/12) / Christmas Day (12/25/12) / New Year's Day (1/1/14)

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
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		
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	1 st Quarter	Bach
	2 nd Quarter	Harris
	3 rd Quarter	Friess
	4 th Quarter	Collins

Councilwoman Friess moved to adopt the 2013 Organizational Chart. Councilman Bach seconded the motion.
 Upon a vote being taken: ayes – five noes – none Motion carried.

Action #1
 2013 Organizational Chart approved.

* * * * *

AUDIENCE I: none

UNFINISHED BUSINESS: none

NEW BUSINESS:

Verbal quotes for a Ariens Model #ST28DLE PRO Snow blower to replace one that stopped working were received from:

Savilles	\$1599.99
Kens	1735.00
Zahm & Matson	1700.00

Councilman Bach moved to approve the emergency purchase of an Ariens Model #ST28DLE PRO snow blower from Saville's, Orchard Park, NY, in the amount of \$1599.99. Councilwoman Friess seconded the motion. Upon a vote being taken: ayes – five noes – none
Motion carried.

Action #2
Emergency purchase of snow blower approved.

Councilman Collins moved to approve 12 hours of 2012 vacation roll-over to 2013 for Sheryl A. Miller, Deputy Town Clerk, to be used during the first quarter of 2013. Councilman Bach seconded the motion. Upon a vote being taken: ayes – five noes – none
Motion carried.

Action #3
Vacation roll-over for S. Miller approved.

Councilwoman Friess moved to authorize the Town Board to sign the 2013 284 Highway Agreement to spend Highway Funds as follows:
General Repairs – The sum of \$323,200 may be expended for general repairs upon 57.8 miles of town highways.
Improvements – The sum of \$98,250 (total).

Action #4
284 Highway agreement approved.

(a.) Geneva Road – no more than \$60,000 (as part of the improvement total)

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

Councilman Bach moved to authorize the purchase of water meters to replace those in Water Districts 1 North, 1 extension 1, 235, 12 and 14 and the purchase of pocket reader probe, software, employee training, antenna and maintenance agreement from Neptune Technology Group, Inc. (NTG) The purchase is "piggybacked" on the City of Rochester, NY contract with NTG. (See GML Section 103(16).

Action #5
Purchase of replacement water meters & related software etc., from Neptune approved.

R900i 5/8x3/4" T-10 inside set meters	\$142.00 ea.
R900i 5/8x3/4" pit set meters	\$158.00 ea.
R900i 1-1/2" inside set T-10 meter	\$325.00 ea.
R900i 1-1/2" pit set meter	\$341.00 ea.
Neptune Pocket ProReader probe for touchpads	\$650.00
Neptune ARB N sight meter reading software	\$1,600.00
On-site training for meter reading software	\$500.00
Handheld data collector unit (2-year loan)	no charge
Magnetic rooftop mount antenna for handheld	\$75.00
ARB N Sight Mobile Host Software – annual maintenance	\$750.00

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

Councilman Collins moved to accept the Map & Plan for Increase and Improvement of Facilities for Water District No. 6 as prepared by CRA Infrastructure & Engineering, Inc. Councilman Bach seconded the motion. Upon a vote being taken: ayes – five noes – none
Motion carried.

Action #6
Map & Plan for WD 6 I&I accepted.

Councilman Harris stated that this would be a good time to request RFP's for engineering for this project. (no action taken)

Councilwoman Friess moved to set Tuesday, January 22, 2013 at 7:00 p.m. at the Southside Municipal Center Town Hall Auditorium, 300 Gleed Avenue, E. Aurora, as the date, time and place for a public hearing on the Increase and Improvement of Facilities for Water District No. 6 as presented in the Map & Plan by CRA. Councilman Collins seconded the motion. Upon a vote being taken: ayes – five noes – none
Motion carried.

Action #7
Public hearing set for WD 6 I&I map and plan.

COMMUNICATIONS – None

BUSINESS FROM BOARD MEMBERS AND LIAISONS: none

AUDIENCE II:

Bill Adams, Olean Road, thanked the Board for getting the lighting for the flag pole and front of the Southside Municipal Center fixed.

STAFF REPORTS: none

The 2012 Encumbered Abstract of Claims dated January 7, 2013, consisting of vouchers numbered 2362 to 2399, was presented to the Board for audit and authorization of payment from the following funds:

General	\$ 9,752.98
Part Town	62.40
Highway	135.00
Enterprise/Gleed	715.05
Trust & Agency	419.50
Capital (Major Park)	2,500.00
Special Districts	<u>16,647.40</u>
Grand Total Abstract	\$30,232.33

The Abstract of Claims dated January 7, 2013, consisting of vouchers numbered 1 to 22, was presented to the Board for audit and authorization of payment from the following funds:

General	\$37,480.28
Part Town	3,500.00
Highway	8,786.40
Trust & Agency	473.66
Special Districts	<u>264,271.87</u>
Grand Total Abstract	\$314,512.21

Councilwoman Friess moved to approve the 2012 Encumbered Abstract of Claims and the 2013 Abstract of Claims, both dated 1/7/2013, and authorize payment of same. Councilman Harris seconded the motion. Upon a vote being taken: ayes – five noes – none Motion carried.

Action #8
Abstracts of
Claims
approved.

Councilman Collins moved to adjourn; seconded by Councilman Bach. Upon a vote being taken: ayes – five noes – none Motion carried.

Action #9
Meeting
adjourned.

Martha L. Librock
Town Clerk