

November 8, 2021

A meeting of the Town Board of the Town of Aurora took place on Monday, November 8, 2021 beginning at 6:45 p.m. immediately after the work session. The Board met in-person at the Aurora Municipal Center, 575 Oakwood Avenue, East Aurora, New York. The meeting was also streamed via Zoom and YouTube:

Present:	Jolene M. Jeffe	Councilwoman
	Susan A. Friess	Councilwoman
	Charles D. Snyder	Councilman
	Luke Wochensky	Councilman
	James J. Bach	Supervisor
Others Present:	Joel Kurtzhalts	Town Attorney
	Elizabeth Cassidy	Code Enforcement Officer
	David Gunner	Highway Superintendent
	Robert Lowell Goller	Town Historian
	Douglas Crow	Planning Board member
	Tony Rosati	Village Trustee/Town ZBA member
	Shane Krieger	Police Chief

Supervisor Bach opened the regular meeting at 6:45 p.m., immediately following the conclusion of the work session.

Town Historian Robert Lowell Goller read the following Proclamations into the record of this meeting:

A PROCLAMATION
COMMENDING JUSTIN JAGODZINSKI
FOR HIS DEDICATED VOLUNTEER SERVICE
TO THE AURORA TOWN HISTORIAN’S OFFICE

WHEREAS, in January 1950, the Aurora Town Board and East Aurora Village Board established an official historical archive, under the auspices of the Office of the Historian, to gather, preserve and make publicly available important documents and materials related to the community’s history; and the success of this archive has relied heavily on the generosity and expertise of volunteers; and

WHEREAS, for the past several years Justin Jagodzinski has been volunteering on a nearly weekly basis in the archives of the Aurora Town Historian’s Office; and

WHEREAS, Justin Jagodzinski’s efforts have resulted in the preservation of a few thousand original newspapers; the digital cataloguing of several thousand index cards containing information about the residents of East Aurora and Aurora in the 1800s and early 1900s; the tedious cataloging and alphabetization of numerous files in the archives; the cataloging and renaming of digital files; and the transcription of the Office of the Historian’s 70-year donor log from a handwritten ledger to a digital format; and

WHEREAS, his volunteer assistance was particularly appreciated in preparation of, during and after the relocation of the archives and museum in 2020 from the Southside Municipal Center on Glead Avenue to the Aurora Municipal Center on Oakwood Avenue; and the smooth relocation would not have been possible without his assistance;

NOW, THEREFORE, on behalf of the residents of the Town of Aurora, we do hereby make this public proclamation of thanks and commendation to Justin Jagodzinski for his service to the Historian’s Office and to the preservation of our community’s history for the benefit of researchers and future generations.

Signed on this Twenty-Eighth Day of October,
in the Year Two-Thousand Twenty-One,
and entered into the record of the Aurora Town Board
on the Eighth Day of November,
in the Year Two-Thousand Twenty-One.

James J. Bach
Aurora Town Supervisor

Robert Lowell Goller
Aurora Town Historian

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A PROCLAMATION
COMMENDING LUCAS DANA
FOR HIS DEDICATED VOLUNTEER SERVICE
TO THE AURORA TOWN HISTORIAN'S OFFICE

WHEREAS, in January 1950, the Aurora Town Board and East Aurora Village Board established an official historical archive, under the auspices of the Office of the Historian, to gather, preserve and make publicly available important documents and materials related to the community's history; and the success of this archive has relied heavily on the generosity and expertise of volunteers; and

WHEREAS, since 2014 Lucas Dana has been volunteering in the archives of the Aurora Town Historian's Office and has logged several hundred volunteer hours since the day he first walked in the office to inquire about volunteering; and

WHEREAS, Lucas Dana's now weekly efforts have resulted in the scanning of hundreds of photographs, the cataloging of East Aurora High School yearbooks, the careful preservation of documents related to the history of the Town of Aurora and Village of East Aurora, and the tedious and careful proofreading of each and every label in the exhibit cases of the Aurora History Museum; and

WHEREAS, his volunteer assistance was particularly appreciated in preparation of, during and after the relocation of the archives and museum in 2020 from the Southside Municipal Center on Glead Avenue to the Aurora Municipal Center on Oakwood Avenue; and the smooth relocation would not have been possible without his assistance;

NOW, THEREFORE, on behalf of the residents of the Town of Aurora, we do hereby make this public proclamation of thanks and commendation to Lucas Dana for his many years of service to the Historian's Office and to the preservation of our community's history for the benefit of researchers and future generations.

Signed on this Twenty-Eighth Day of October,
in the Year Two-Thousand Twenty-One,
and entered into the record of the Aurora Town Board
on the Eighth Day of November,
in the Year Two-Thousand Twenty-One.

James J. Bach
Aurora Town Supervisor

Robert Lowell Goller
Aurora Town Historian

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A PROCLAMATION
COMMENDING MARIAN HALPERIN
FOR HER DEDICATED VOLUNTEER SERVICE
TO THE AURORA TOWN HISTORIAN'S OFFICE

WHEREAS, in January 1950, the Aurora Town Board and East Aurora Village Board established an official historical archive, under the auspices of the Office of the Historian, to gather, preserve and make publicly available important documents and materials related to the community's history; and the success of this archive has relied heavily on the generosity and expertise of volunteers; and

WHEREAS, since 2016 Marian Halperin has been volunteering on a weekly basis in the archives; and

WHEREAS, Marian Halperin's generous volunteer efforts have resulted in the careful transfer from folders to acid-free binders—and the indexing—of numerous collections within the archives of the Aurora Town Historian's Office, including the materials related to Moog, Fisher-Price Toys, Margaret Evans Price, Railroads, President Millard Fillmore, the Hamlin and Jewett horse farms, the Emery family and Emery Park, the Sun-Diet Sanatorium, more than 15 binders of Roycroft-related material, and—most

recently—the cataloging by street of every photograph and document related to the Town of Aurora and Village of East Aurora’s houses and buildings; and

WHEREAS, in all, Marian Halperin has sorted, catalogued and indexed more than 22 linear feet of material; and

WHEREAS, Marian Halperin’s expertise; her outgoing personality; her love of history, and her vast personal knowledge of our community’s past make her a true asset to the Historian’s Office;

NOW, THEREFORE, on behalf of the residents of the Town of Aurora, we do hereby make this public proclamation of thanks and commendation to Marian Halperin for her service to the Historian’s Office and to the preservation of our community’s history for the benefit of researchers and future generations.

Signed on this Twenty-Eighth Day of October,
in the Year Two-Thousand Twenty-One,
and entered into the record of the Aurora Town Board
on the Eighth Day of November,
in the Year Two-Thousand Twenty-One.

James J. Bach
Aurora Town Supervisor

Robert Lowell Goller
Aurora Town Historian

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Supervisor Bach gave a PowerPoint presentation of the 2022 Town Preliminary Budget with the following hi-lites:

- General Fund– Townwide tax rate will increase 12 cents per \$1,000 assessed value, from \$3.53 in 2021 to \$3.65 in 2022.
- General Fund – Town Outside Village tax rate will increase 6 cents per \$1,000 assessed value, from \$2.62 in 2021 to \$2.68 in 2022.
- Highway Fund– Townwide tax rate will increase 1 cent per \$1,000 assessed value, from \$0.10 in 2021 to \$0.11 in 2022.
- Highway Fund– Town Outside Village tax rate will increase 2 cents per \$1,000 assessed value, from \$1.56 in 2021 to \$1.58 in 2022.

Town residents will see an increase of 21 cents per \$1,000 assessed value and Village residents will see an increase of 13 cents per \$1,000 assessed value – these rates do not include special districts.

Supervisor Bach noted that the Town Board was able to keep the budget under the tax cap despite increased costs and a worldwide pandemic. Mr. Bach stated that the Town Board’s philosophy remains... Looking long-term. Slight and manageable annual spending increases to keep up with rising costs and the ability to maintain town services. This will prevent the town from being forced into large spikes in spending and/or taxes in future years. Avoid large tax cuts today that would only pass off large tax increases in future budgets.

Councilwoman Jeffe moved to approve the minutes of the October 25, 2021 work session and meeting. Councilman Snyder seconded the motion.
Upon a vote being taken: ayes – five noes – none Motion carried.

Action #321
10/25/21
minutes
aprvd

AUDIENCE I: none

UNFINISHED BUSINESS:

Councilwoman Friess moved to amend tonight’s agenda by adding item 5A-2 Revised South Wales Fire District budget. Councilman Wochensky seconded the motion. Upon a vote being taken: aye – five
noes – none Motion carried.

Action #322
Item 5A-2
SWFD
budget
added to
agenda

Councilman Snyder moved to approve the following changes to the 2022 Preliminary Budget:

- Add South Wales and Aurora Colden fire district adopted budgets
- Update the taxable valuations from the final numbers received from the Assessor's office

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

Action #323
Changes to
2022 Prelim
budget
aprvd

Councilwoman Friess moved to approve the following change to the 2022 Preliminary Budget:

- Add the revised/corrected South Wales fire district adopted budget

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

Action #324
Change to
2022 Prelim
budget
aprvd

Councilwoman Friess moved to adopt the 2022 Town of Aurora Operating Budget. Councilman Snyder seconded the motion. Upon a vote being taken: ayes – five noes – none Motion carried.

Action #325
2022
Operating
Budget
adopted

NEW BUSINESS:

Councilman Snyder moved to amend tonight's agenda by adding item 6F – voucher payment. Councilwoman Friess seconded the motion. Upon a vote being taken: ayes – five noes – none Motion carried.

Action #326
Item 6F –
voucher
pymt added
to agenda

Councilman Snyder moved to approve and adopt the following Employee Policies:
Holidays

4.06 Holidays

Full-time employees shall be entitled to the following paid holidays:

New Year's Day	Good Friday	Labor Day	Thanksgiving Day
Martin Luther King Day	Memorial Day	Columbus Day	Day After Thanksgiving
Presidents Day	Independence Day	Veterans Day	Christmas Day

a. In the event the Highway garage is used as a polling place on Election Day, the Highway employees receive that day off from work with pay. This would not be considered a holiday.

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

c. When an employee is required by their Department Head to work on one of the above holidays, they shall receive time and one-half (1 ½) for all hours worked during that holiday, plus eight (8) hours straight holiday pay.

d. Employees must work the full regular work day before and after a holiday in order to be entitled to holiday pay. Scheduled vacation and personal days, jury duty and bereavement shall be considered time worked for the purpose of this paragraph.

Part-time, hourly employees who maintain a year round weekly work scheduled shall be entitled to the following paid holidays. This does not include on-call, seasonal or stipend positions:

New Year's Day	Labor Day	Christmas Day
Memorial Day	Thanksgiving Day	
Independence Day	Day After Thanksgiving	

- a. Part-time employees shall be paid four (4) hours holiday pay. Holidays shall be considered time worked.
- b. When any of the above holidays fall on Saturday, the preceding Friday shall be observed as the holiday. When any of the above holidays falls on Sunday, the succeeding Monday shall be observed as the holiday.
- c. When an employee is required by their Department Head to work on one of the above holidays, they shall receive straight time pay for all hours worked during that holiday, plus four (4) hours straight holiday pay.

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Workplace Bullying Policy

TOWN OF AURORA WORKPLACE BULLYING POLICY

The Town of Aurora is committed to providing a safe and healthy work environment for all employees. As such, the company will not tolerate bullying of any kind and will deal with complaints accordingly. This policy applies to employees while working, attending work functions and traveling on business.

Bullying is defined as repeated inappropriate behavior, either direct or indirect, whether verbal, physical, or otherwise, conducted by one or more persons against another or others, at the workplace or in the course of employment. Such behavior violates Town of Aurora policies, which state that all employees will be treated with dignity and respect.

Bullying can be intentional or unintentional. However, when an allegation of bullying is made, the intention of the alleged bully is irrelevant and will be given no consideration when a complaint is investigated. It is the effect of the behavior that will be considered.

Bullying can be:

- Verbal bullying: slandering, ridiculing or maligning a person or his or her family or associates; persistent name-calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- Physical bullying: pushing, shoving, kicking, poking, tripping, assaulting or threatening to assault, damaging a person's work area or property.
- Gesture bullying: nonverbal threatening gestures; glances that can convey threatening messages.
- Exclusion: unintentionally disregarding a person or excluding a person from work-related activities.

The following are examples of some, not all, behavior that may constitute or contribute to evidence of bullying:

- Repeatedly singling out a person.
- Pointing at or raising your voice at an individual, whether in public or private.
- Shutting a person out; not allowing him or her to speak or express him- or herself (ignoring or interrupting)
- Humiliation in any form; verbal or obscene gestures, personal insults or offensive nicknames.
- Constant criticism unrelated or minimally related to job performance; public reprimand.
- Hampering an individual's ability to do his or her work; assigning menial tasks not aligned with normal job duties.
- Spreading rumors or gossiping about another.
- Repeatedly accusing someone of errors that cannot be documented.
- Deliberately interfering with mail and other communications.
- Encouraging others to disregard a supervisor's instructions.
- Manipulating the ability of someone to do his or her work (e.g., overloading, underloading, withholding information, setting deadlines that cannot be met, giving deliberately ambiguous instructions).
- Taking credit for another person's ideas.
- Refusing reasonable requests for leave in the absence of work-related reasons not to grant leave.
- Deliberately excluding an individual or isolating him or her from work-related activities, such as meetings.

- Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property (defacing or marking up property).

Bullying can have devastating results to the individual and the workplace. If you are subjected to bullying, or witness or suspect bullying is taking place, report it to your supervisor and/or to the Town Supervisor's office immediately. All suspected incidents of bullying will be thoroughly investigated and disciplinary measures will be taken accordingly.

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Social Media Policy

TOWN OF AURORA SOCIAL MEDIA POLICY

At the Town of Aurora, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

This policy applies to all employees who work for The Town of Aurora.

Guidelines

In the rapidly expanding world of electronic communication, *social media* can mean many things. *Social media* includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with The Town of Aurora, as well as any other form of electronic communication.

The same principles and guidelines found in Town of Aurora policies apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects residents, suppliers, people who work on behalf of The Town of Aurora may result in disciplinary action up to and including termination.

Know and follow the rules

Carefully read these guidelines, the Town of Aurora Code of Ethics policy, the Town of Aurora Workplace Bullying policy and the Town of Aurora Workplace Violence policy, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be respectful

Always be fair and courteous to fellow employees, residents, suppliers or people who work on behalf of the Town of Aurora. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage residents, employees or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.

Be honest and accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the Town of Aurora, fellow employees, residents, suppliers, or people working on behalf of the Town of Aurora.

Post only appropriate and respectful content

- Do not create a link from your blog, website or other social networking site to the Town of Aurora website without identifying yourself as a Town of Aurora employee.

- Express only your personal opinions. Never represent yourself as a spokesperson for the Town of Aurora. If the Town of Aurora is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the Town of Aurora, fellow employees, residents, suppliers or people working on behalf of the Town of Aurora. If you do publish a blog or post online related to the work you do or subjects associated with the Town of Aurora, make it clear that you are not speaking on behalf of the Town of Aurora. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the Town of Aurora."

Using social media at work

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your manager or consistent with the Electronic Communication policy. Do not use the Town of Aurora email addresses to register on social networks, blogs or other online tools utilized for personal use.

Retaliation is prohibited

The Town of Aurora prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Media contacts

Employees should not speak to the media on the Town of Aurora's behalf without contacting the Supervisor's office. All media inquiries should be directed to them.

For more information

If you have questions or need further guidance, please contact the Supervisor's office.

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Consent Form

**TOWN OF AURORA
CONSENT TO REFERENCE AND BACKGROUND CHECK FORM**

I, _____, have received, read, understand and agree to the Background Check Policy in its entirety. If I had questions regarding the policy, I have asked and received explanations, eliminating any confusion I may have had. I have also been advised that any future questions can be directed to the Town Supervisor's office.

I hereby authorize the Town of Aurora to conduct any and all reference and background checks it desires that are listed under the terms of the Background Check Policy, and with this I authorize the Town to speak with my acquaintances, personal and professional, to gather information about me.

I authorize all former employers and references to provide any information about me to the Town, and release them of all liabilities and damages of all kinds for providing this information. I authorize the Town to verify the accuracy of all information that I have provided, and also release my educational transcripts to the Town for education verification purposes.

I understand and agree that the results of my reference and background checks may affect the employment decision of the Town of Aurora, and I hereby release the Town of Aurora from any and all claims which may result from my reference and background check results.

I also understand that the Background Check Policy is subject to change without notice, in order to maintain compliance with government and industry standards, and Town policy.

Employee Signature

Employee Printed Name

Employee Social Security Number

Date

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

Action #327
Employee policies updated

Councilwoman Friess moved to table the Town of Aurora Abuse Prevention Policy for further clarification from the Recreation Department as to what policy they currently follow. Councilman Snyder seconded the motion. Upon a vote being taken: ayes – five noes – none Motion carried.

Action #328
Abuse Prev policy tabled

Councilwoman Jeffe moved to authorize the Supervisor to sign the Intermunicipal Agreement, as amended by the Town Board, with the Village of East Aurora for uses of and maintenance at Hamlin Park. Councilwoman Friess seconded the motion. Upon a vote being taken: ayes – five noes – none Motion carried.

Action #329
Supv auth to sign Hamlin Park agrmt w/ VEA

Councilman Snyder moved to approve a dog census in the Village of East Aurora to be conducted by Dog Control Officer Sheryl Harris starting November 29, 2021. Councilwoman Friess seconded the motion. Upon a vote being taken: ayes – five noes – none Motion carried.

Action #330
VEA dog census to be done by DCO

Councilman Wochensky moved to approve the hiring of Carrie Walczyk, Mill Road, East Aurora, as a van driver RPT for the Senior Van, contingent upon a NYS motor vehicle abstract search. Start date November 9, 2021 at a rate of \$14.71 per hour. Councilwoman Jeffe seconded the motion. Upon a vote being taken: ayes – five noes – none Motion carried.

Action #331
C. Walczyk hired as Sr. van driver

Councilwoman Friess moved to approve the following amendments to the 2021 Recreation budget for Community Pool:

- Increase Community Pool Revenue line A2025 by \$3,648.00
- Increase Community Pool utility line A7180.414 by \$1,000.00
- Increase Community Pool payroll A7180.115 by \$1,058,99
- Increase Community Pool maintenance line A7180-426 by \$1,589.01

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

Action #332
2021 Pool budget amendments aprvd

Councilwoman Jeffe moved to approve payment of voucher number 1115 (held from the 10/25/2021 Abstract) in the amount of \$136.40 payable to Bennett DiFilippo Kurtzhalt. Councilman Snyder seconded the motion. Upon a vote being taken: ayes – five noes – none Motion carried.

Action #333
Pymt of voucher 1115 aprvd

COMMUNICATIONS AND REPORTS: The following communications and reports were received by the Board and filed:

- Town Clerk – October 2021 report
- Town Clerk/Tax – October 2021 report
- Building Department – October 2021 report
- Water Clerk – October 2021 report
- Dog Control – October 2021 report
- Work requisitions – October 2021 report
- Dept. of Public Services letter re: online survey

BUSINESS FROM BOARD MEMBERS AND LIAISONS:

Councilwoman Friess and Supervisor Bach thanked the candidates who ran for Town Council for a very cordial campaign.

AUDIENCE II:

Tony Rosati, Oakwood Ave., thanked the Town for hosting early voting at the Aurora Municipal Center.

STAFF REPORTS: none

ABSTRACT OF CLAIMS:

The Abstract of Claims dated November 8, 2021, consisting of vouchers numbered 1164 to 1225 and prepaid voucher number 1226 to 1227 was presented to the Board for audit and authorization of payment from the following funds:

General	\$ 16,657.78
Part Town	103.31
Highway/DB	4,362.02
Special Districts	<u>4,050.59</u>
Grand Total Abstract	\$ 25,054.76

Councilwoman Friess moved to approve the 11/8/2021 Abstract of Claims, and authorize payment of same. Councilwoman Jeffe seconded the motion. Upon a vote being taken: ayes – five noes – none
Motion carried.

Action #334
11/8/21
Abstract of
Claims
approved.

Councilwoman Jeffe moved to adjourn at 7:20 p.m.; seconded by Councilman Snyder. Upon a vote being taken: ayes – five noes – none
Motion carried.

Action #335
Meeting
adjourned

Martha L. Librock
Town Clerk