

1-CODE
REVIEW

Summary from 12/14/2015 Code Review work session:

Open Development Area (ODA) - Town Code Chapter 79

- Minimum 3-acre lot size (not including “flag pole”/driveway easement)
- Frontage (width) – minimum 200’
- Front yard setback – minimum 200’
- Rear yard setback – minimum 50’
- Side yard setback (driveway or ingress/egress easement side) – minimum 75’
- Side yard setback (side opposite driveway) – minimum 40’
- Maximum 3 ODA lots per driveway or ingress/egress easement)
- Minimum 100’ between ODA driveways/access roads
- Mandatory residential sprinkler system in residence 750’ or more from street right-of-way – measured along route of driveway, not straight back from street right-of-way

79-1 B currently Definitions, becomes 79-1 C

New 79-1 B reads: *To establish required fire protection standards.*

Under Definitions:

Add #3 to Development. It would read: *Addition to a dwelling, principal building or accessory building or erection of an accessory building where the addition or new accessory building has a footprint greater than 1500 square feet.*

ODA Procedures will be discussed at the 1/11/16 work session scheduled for 5:30 p.m.

2016 ORGANIZATIONAL CHART

TITLE	ACTION	TERM
OATH FOR ELECTED OFFICIALS	Town of Aurora newly elected officials James J. Bach, Supervisor; Jeffrey T. Harris, Councilman; Charles D. Snyder, Councilman; and Anthony DiFilippo IV, Town Justice took and filed their oaths of office on January 1, 2016.	
SECRETARY TO THE SUPERVISOR	Supervisor appointed: Robert Lowell Goller to serve a (1) one-year term	1/1/16 – 12/31/16
ASSISTANT TO THE SUPERVISOR	Supervisor appointed: Kathleen A. Moffat to serve a (1) one-year term	1/1/16 – 12/31/16
DEPUTY SUPERVISOR	Supervisor Bach appointed: Susan A. Friess to serve a (1) one-year term	1/1/16 – 12/31/16
RECREATION & AQUATICS DIRECTOR <i>(Town Code Chapter 28, Section 2)</i>	Motion to appoint: Christopher W. Musshafen to serve a (1) one-year term	1/1/16 – 12/31/16
TOWN ATTORNEY	Motion to appoint: Ronald P. Bennett to a (2) two-year term as Town Attorney	1/1/16 – 12/31/17
TOWN PROSECUTOR & DEPUTY TOWN ATTORNEY	Motion to appoint: Edward J. Snyder to a (1) one-year term as Town Prosecutor and Deputy Town Attorney	1/1/16 – 12/31/16
DEPUTY TOWN PROSECUTOR	Motion to appoint: _____ to a (1) year term as Deputy Town Prosecutor	1/1/16 – 12/31/16
MARRIAGE OFFICER	Motion to appoint: James J. Bach and Susan A. Friess to serve a (1) one-year term	1/1/16 – 12/31/16
TOWN HISTORIAN	Supervisor appointed: Robert Lowell Goller to serve a (1) one-year term	1/1/16 – 12/31/16
WATER CLERK	Motion to appoint: Barbara A. Halt to serve a (1) one-year term	1/1/16 – 12/31/16
PLANNING BOARD	Motion to appoint: Timothy Bailey to serve a (7) seven -year term	1/1/16 – 12/31/22
PLANNING BOARD ALTERNATES <i>(Town Code Chapter 23, Section 23-4)</i>	Motion to appoint: Richard Glover and Jerrold Thompson to serve a one (1) year term	1/1/16 – 12/31/16

PLANNING BOARD CHAIRMAN	Motion to appoint: Donald Owens to serve a (1) one-year term	1/1/16 – 12/31/16
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 GHD Consulting Services, Inc. for Planning Board assistance as needed.	1/1/16 – 12/31/16
CONSERVATION BOARD <i>(Town Code Chapter 5, Section 1)</i>	Motion to appoint: Douglas S. Crow, Donald Owens, Timothy Bailey, William Voss, Norman Merriman, Laurie Kutina and David S. Librock to serve a one-year term.	1/1/16 – 12/31/16
ZONING BOARD OF APPEALS <i>(Town Code Article VI, Chapter 116-60)</i>	Motion to appoint: Davis Heussler to serve a (5) five-year term	1/1/16 – 12/31/20
ZONING BOARD ALTERNATES	Motion to appoint: Rod J. Simeone and Dennis Holbrook to serve a (1) one-year term	1/1/16 – 12/31/16
ZONING BOARD CHAIRMAN	Motion to appoint: James Whitcomb to serve a (1) one-year term	1/1/16 – 12/31/16
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	1/1/16 – 12/31/16
DISASTER ADVISORY	Motion to appoint: Shane Krieger, 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 – Gregory Egloff, South Wales – Michael McClure West Falls – Scott Wohlhueter Town Attorney – Ronald Bennett Assessor Richard L. Dean to serve a (1) one-year term	1/1/16 – 12/31/16
Note: Village of East Aurora Mayor and Town of Aurora Supervisor to serve as members ex-officio		
SAFETY COMMITTEE CHAIRMAN	Will be 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: Kara Spencer-Ching to serve a (5) five-year term	1/1/16 – 12/31/20
OPEN SPACE COMMITTEE	Motion to appoint: John Hughes and Nancy Smith to each serve a (3) three-year term (meeting schedule to be announced)	1/1/16 – 12/31/18
DEPUTY TOWN CLERK #1	Town Clerk appoints: Sheryl A. Miller to serve a (1) one-year term	1/1/16 – 12/31/16
DEPUTY TOWN CLERK #2	Town Clerk appoints: Barbara A. Halt to serve a (1) one-year term	1/1/16 – 12/31/16
DEPUTY TOWN CLERK #3	Town Clerk appoints: Victoria E. Montagu to serve a (1) one-year term	1/1/16 – 12/31/16
REGISTRAR OF VITAL STATISTICS	Martha L. Libroek currently serving a four (4) year term.	1/1/14 – 12/31/17
SUB-REGISTRAR OF VITAL STATISTICS	Registrar appoints: Sheryl A. Miller to serve a (1) one-year term	1/1/16 – 12/31/16
TOWN AUDITORS	Motion to appoint: Drescher & Malecki, LLP to serve a (1) one-year term	1/1/16 – 12/31/16
ENGINEERING SERVICES	Motion to retain GHD Consulting Services, Inc. for Town Engineering Services	1/1/16 – 12/31/16
MILEAGE REIMBURSEMENT RATE	Motion to set the rate at \$0.45 per mile as compensation for travel while on Town business.	
TOWN BOARD MEETING DATES	Motion to set regular Town Board Meetings at 7:00 p.m. at the Town Hall Auditorium, 300 Glead Ave. as follows: January 11, 25; February 8, 22; March 14, 28; April 11, 25; May 9, 23; June 13, 27; July 11, 25; August 8, 22; September 12, 26; October 11 (Tuesday), 24; November 14, 28; December 12, 27 (Tuesday, 11 AM) Additional (special) meetings may be set if necessary	

**TOWN BOARD
WORK SESSIONS**

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

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, First Niagara 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		418.39
Councilman		418.39
Councilman		418.39
Councilman		418.39
Town Justice		1,223.96
Town Justice		1,223.96
Clerk to Town Justice	14.41	
Clerk to Town Justice	17.91	
Supervisor		1,472.29
Assistant to the Supervisor	18.52	
Secretary to Supervisor	14.50	
Historian		207.88
Assessor	27.57	
Assessor Mileage		28.85
Appraiser Mileage		28.85
Real Property Appraiser	27.56	
Assessment Clerk	16.17	
Clerk PT	13.92	
Town Clerk		2,324.50

Registrar		31.38
Deputy Town Clerk 1	15.73	
Zoning Clerk	15.73	
Deputy Town Clerk 2	15.09	
Deputy Town Clerk 3	15.59	
Attorney		1703.69
Prosecutor		582.88
Drivers (minibus)	11.09	
Drivers (minibus)	15.64	
Dog Control Officer	16.73	
Dog Control Officer PT	12.98	
Sup. Of Building	33.72	
Building & Zoning Clerk	13.80	
Planning Clerk	13.80	
Assistant Building Inspector	22.94	
Highway Secretary	12.77	
Parks Secretary	12.77	
Sup. Of Highway		2,324.50
Buildings Dir.-HW Super		200.00
Parks Director – HW Super		350.00
Recreation Leader-Senior C	21.13	
Part-Time Kitchen	11.32	
Part-time clerk – Sr Center	11.59	
Part-time clerk – Sr Center	11.59	
Custodian (RPT) – Sr Center	12.00	
Aquatics Director	21.98	
Recreation Mileage		46.15
Recreation Mileage		46.15
Recreation Supervisor	18.37	
Recreation Attendant	18.37	
Clerk Typist PT – Rec	13.92	
Clerk Typist PT - Rec	13.92	
Laborer (Parks)	16.73	
Laborer	12.98	
Laborer	10.20	
Laborer	15.61	
Laborer (Baseball Commissioner)		123.57
UNION		
Maintenance Worker	27.22	
Truck Driver	26.44	
Truck Driver	20.48	
Mechanic Stipend	.38	
Motor Equip. Operator	27.22	
Truck Driver	20.48	
Motor Equip. Operator	27.22	

Laborer	16.73	
Motor Equip. Operator	27.22	
Truck Driver	20.48	
Motor Equip. Operator	27.22	
Motor Equip. Operator	27.22	

**LIMITED SUPPLIES
PURCHASE**

Motion for the **Highway Superintendent, Recreation & Aquatics 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 **Kathleen Moffat, System Administrator**.

**ALTERNATE CHECK
SIGNER**

Motion to authorize: **Susan A. Friess, Councilwoman and Jolene Jeffe, Councilwoman**, 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 (1/18/16) / Presidents Day (2/15/16) / Good Friday (3/25/16) / Memorial Day (5/30/16) / Independence Day (7/4/16) / Labor Day (9/5/16) / Columbus Day (10/10/16) / Veterans Day (11/11/16) / Thanksgiving Day (11/24/16) / Day after Thanksgiving (11/25/16) / Christmas Day* (Monday, 12/26/16) / New Year's Day * (Monday, 1/2/17)

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: **Town Clerk, Supervisor, Deputy Supervisor, Assistant to the Supervisor, and Secretary to the Supervisor.**

**BLANKET BOND
COVERAGE**

Supervisor noted that the blanket coverage of **\$200,000** is in effect for the following: **3 Deputy Town Clerks, 2 Town Justices, 2 Secretaries to Justices, Director of Recreation, and Recreation Secretaries.**

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;
- l) 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.

**TOWN OF AURORA
MEETING/SEMINAR ATTENDANCE APPROVAL POLICY**

BE IT RESOLVED,

SECTION 1:

That during the current year, Town department heads or officials, or their designees, whose expenses have been allowed in the current adopted Budget are hereby authorized to attend the regular luncheon/dinner meetings of the various official organizations relating to their official duties as Town department heads or officials noted below. The cost of such meals shall not exceed \$35.00 per luncheon or dinner. Necessary expenses (mileage and/or tolls) incurred in traveling to or from said are hereby determined a legitimate Town expense for which such officials shall be reimbursed.

- Town Board – Association of Erie County Governments
- Town Clerk – Erie County Town Clerks & Tax Collectors Association;
Association of Erie County Governments; NYS Archives Training Seminars
- Assessor – Erie County Assessor's Association
- Highway Superintendent – Erie County Highway Superintendent's Association
- Senior Center Director – Erie County Senior Center Director's Assoc.
- Assessor – Erie County Assessor's Association
- Building Department - NFBOA

SECTION 2:

That during the current year, the Town Assessor or his designee is hereby authorized to attend the following educational and training sessions with reimbursement of actual and necessary expenses hereby authorized upon presentation of receipts:

- New York State Assessors' Association Annual Training School, Ithaca, NY
(Reimbursed by NYS Office of Real Property Services)
- New York State Assessors' Association Conference

SECTION 3:

That during the current year, the Building Inspector/Code Enforcement Officer or his designee is hereby authorized to attend the following educational and training sessions with reimbursement of actual and necessary expenses hereby authorized upon presentation of receipts:

- New York State Building Officials Conference
- Niagara Frontier Building Officials Education Conference
- Stormwater Management Conference

SECTION 4:

That during the current year, the Court Clerks are hereby authorized to attend the following educational and training sessions with reimbursement of actual and necessary expenses hereby authorized upon presentation of receipts:

- New York State Magistrates' Association of Court Clerks

SECTION 5:

That during the current year, the Town Justices are hereby authorized to attend the following educational and training sessions with reimbursement of actual and necessary expenses hereby authorized upon presentation of receipts:

- New York State Magistrates' Association Conference

SECTION 6:

That during the current year the Highway Superintendent or his designee is hereby authorized to attend the following educational and training sessions with reimbursement of actual and necessary expenses hereby authorized upon presentation of receipts:

- New York State Association of Town Superintendents of Highways Conference
- New York State Association of Towns Training School and Annual Meeting
- Cornell Local Roads Program For Highway Superintendents
- WNY Water Works training

SECTION 7:

That during the current year, the Supervisor and Council Members are hereby authorized to attend the following educational and training sessions with reimbursement of actual and necessary expenses hereby authorized upon presentation of receipts:

- Industrial Development conferences as necessary
- Association of Towns Training School
- Association of Towns Finance School
- Chamber of Commerce sponsored meetings and events

SECTION 8:

That during the current year, the Recreation Director is hereby authorized to attend the following educational and training sessions with reimbursement of actual and necessary expenses hereby authorized upon presentation of receipts:

- NYS Parks and Recreation
- NYS Parks and Trails

SECTION 9:

That during the current year, the Town Clerk or her designee is hereby authorized to attend the following educational and training sessions with reimbursement of actual and necessary expenses hereby authorized upon presentation of receipts:

- New York State Town Clerks' Association Annual Conference
- New York State Archives Seminars
- New York State Town Clerks' Regional Seminars
- New York Association of Tax Receivers and Collectors Annual Conference

SECTION 10:

That the Planning Board Chairman and Planning Board Members (including alternates) be permitted to attend the following training and educational session with reimbursement of actual and necessary expenses hereby authorized upon presentation of receipts:

- New York State Association of Towns Training School at Houghton, NY
- Erie County Department of Planning sponsored training schools

SECTION 11:

That the Zoning Board Chairman and Zoning Board Members (including alternates) be permitted to attend the following training and educational session with reimbursement of actual and necessary expenses hereby authorized upon presentation of receipts:

- New York State Association of Towns Training School at Houghton, NY
- Erie County Department of Planning sponsored training schools

SECTION 12:

That the Dog Control Officer be permitted to attend the following training and educational session with reimbursement of actual and necessary expenses hereby authorized upon presentation of receipts:

- Webster/NYS Agriculture and Markets Animal Control Seminar

SECTION 13:

That the Town Historian be permitted to attend the following training and educational session with reimbursement of actual and necessary expenses hereby authorized upon presentation of receipts:

- Government Appointed Historians of WNY Meeting/Conference

SECTION 14:

That the Bookkeeper (Assistant to Supervisor) and/or Secretary to the Supervisor be permitted to attend the following training and educational session with reimbursement of actual and necessary expenses hereby authorized upon presentation of receipts:

- NYS Association of Towns Finance School

SECTION 15:

That the Director of the Aurora Senior Center be permitted to attend the following training and educational session with reimbursement of actual and necessary expenses hereby authorized upon presentation of receipts:

- Network in Aging Seminar/Conference

SECTION 16:

That during the current year all Town officials and employees be and hereby are authorized to be paid \$0.45 per mile for the use of their personal automobiles on all Town business.

SECTION 17:

That all conferences, seminars, lectures and meetings not falling within a pattern of regular attendance and not listed in this resolution, and **not exceeding \$400.00** in reimbursable expenses, including mileage reimbursement, may be approved for attendance by the Supervisor pursuant to Section 77-b of the General Municipal Law. Conferences, seminars, lectures and meetings, not listed in this resolution, and/or **exceeding \$400.00** and/or **overnight travel in any amount** shall require the approval of the Town Board.

SECTION 18:

That all expenses incurred, including but not limited to meals, mileage, and lodging, will not exceed that amount which is budgeted in each departments' expense and travel and/or mileage lines for the current year's budget.

The Supervisor appoints the following Town Board Liaison Assignments for 2016:

VILLAGE CONTRACTS

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

TOWN SERVICES

Budget & Finance	Bach	Jeffe
Personnel	Bach	Jeffe
Insurance & Bonding	Bach	Jeffe
Assessing	Friess	Bach
Building, Grounds, Handicapped	Snyder	Harris
Building Codes & Zoning Enforcement	Snyder	Friess
Rubbish & Recycling	Harris	Snyder
Water & Sewer Districts	Jeffe	Friess
Library	Harris	Bach
Highway & Street Lighting	Friess	Jeffe
Recreation, Parks & Senior Citizens	Jeffe	Friess
Planning Board & Conservation	Harris	Snyder
Zoning Board of Appeals	Bach	Snyder
Boys & Girls Club	Jeffe	Harris



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/07/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

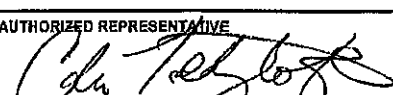
PRODUCER Church Mutual Insurance Company 3000 Schuster Lane Merrill WI 54452	CONTACT NAME: Christopher A Tetzloff PHONE (A/C, No, Ext): 1-800-554-2642 Option 1 E-MAIL ADDRESS: cs4@churchmutual.com	FAX (A/C, No): 855-264-2329
	INSURER(S) AFFORDING COVERAGE	
INSURED I-61 MINISTRIES INC 364 MAIN ST EAST AURORA NY 14052-1639	INSURER A: Church Mutual Insurance Company NAIC # 18767	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL/SUBR INSD / WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y	0268757-02-563229	02/22/2013	02/22/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Evidence of liability insurance for lease of a building at 300 Glead avenue, east aurora, NY 14052, from January 6, 2016 through the policy period. Commercial general liability additional insured = Town of Aurora, subject to the coverages provided by the referenced policy. Waiver of transfer of Rights of Recovery Against Others to Us is provided per written contract. RUAP 230 - A2029 22203

CERTIFICATE HOLDER Town of Aurora 300 Glead Avenue East Aurora, NY 14052-2983	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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SUPERVISOR
James J. Bach
(716) 652-7590
jbach@townofaurora.com



TOWN CLERK
ck
:80
om

toy CoA

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

TO: Town Board Members
FROM: Richard Dean
SUBJECT: Title Change Request –Joan Greenwood
DATE: January 7, 2016

I respectfully request a temporary Title change for Joan Greenwood, from “Clerk Part-Time” to “Clerk Part-Time Seasonal” effective 1/12/16, in order to properly staff the office while Jamie Swanson is out on maternity leave.



6B

TOWN OF AURORA

Southside Municipal Center

300 Gleed Avenue, East Aurora, NY 14052

www.townofaurora.com

To: Aurora Town Board
From: Martha Librock, Town Clerk
Date: January 5, 2016
Re: SSMC Parking Lot Light Repair

During the parking lot replacement on the north side of the building several issues with the existing conduit and wiring for the parking lot pole lights were discovered when the lot was being torn up. Warning Electrical Services, Inc. was called to correct the problems so that the final grading/paving could be done. Please consider the payment of \$2875.00 to Warning Electrical Services, Inc., to be paid from ER1621.422 – Gleed repair and maintenance.

2015

Warning Electrical Services, Inc.

431 Olean Road
East Aurora, NY 14052

(716) 652-7753 Office (716) 714-5526 Fax

Invoice

Date	Invoice #
12/30/2015	130300

Bill To
Town of Aurora 300 Gleed Avenue East Aurora, NY 14052

LED LIGHT(?)
PROJECT - NOT HA STUFF
2

Terms	Due Date
Net 15	1/14/2016

Description	Amount
Labor & Material -provided 350' .75" pvc conduit in parking lot -re-fed (3) post lights back to buidling; tied into circuit with dusk-to-dawn sensor -re-wired post lights -eliminated overhead tryplex -provided #10 THHN wire between post and back of building, 1000'	2,875.00

Total	\$2,875.00
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E-mail	If paying this invoice with MasterCard or Visa, please call the office at (716) 652-7753.
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warningelectric@roadrunner.com	NOTE: All accounts not paid after 30 days will be charged 1.5% carrying charge, 18% annualized.
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60

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

To: Aurora Town Board
From: Martha L. Librock, Town Clerk
Date: December 30, 2015
Re: Emergency Sewer Cleaning at Main Street Library

On 12/2/15 we received notice that the sanitary sewer line at the Main Street Library was backing up. After several attempts to locate a plumbing company that could do the work immediately and had the equipment needed for the job, including several local companies, we were able to get MKS Plumbing Corporation to come to the library to clean the line

Please consider approval of payment to MKS Plumbing Corporation, 19 Ransier Drive, West Seneca, NY, in the amount of \$1,120.00 for this emergency service.

(After the library line was cleaned out, the Erie County Sewer Authority cleaned the line in the right-of-way. Library officials have been asked to post additional signs prohibiting the flushing of wipes, diapers, etc.)

2015



INVOICE

Invoice No.
M15S179

BILL TO
TOWN OF AURORA 300 GLEED AVE. EAST AURORA, NY 14052

SERVICE AT:
EAST AURORA LIBRARY

CUSTOMER	P.O. NUMBER	TERMS	INVOICE DATE
EAURORA		Net 30	12/23/2015

12/02/15 SNAKED 6" BUILDING SEWER, COULD NOT GET THROUGH; HAD TO USE PRESSURE JETTER. WENT 150 FT. OUT, HAD PROBLEMS AT 120 FT. JETTED SYSTEM OUT, DRAIN FLOWING. BUILDING SEWER IS NOW CLEANED.

ITEM NO	QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED
	1	LABOR	846.00	846.00
	1	EQUIPMENT	274.00	274.00

*Emergency clean-out of sewer line
at main St library*

TOTAL AMOUNT DUE 1,120.00

*St
Cullen*

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



6D

MARTHA L. LIBROCK
(716) 652-3280
townclerk@townofaurora.com

TOWN OF AURORA

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

MEMO

TO: Town Board
FROM: Rob Goller
RE: Vacation Rollover Request for M. Theodorakos
DATE: 01/6/16

Approval is respectfully requested from M. Theodorakos to rollover 32 Vacation hours from 2015 into the 1st quarter of 2016. (Approval letter from J. Markello attached.) A personal situation and an unusually heavy court load prevented Maggie from utilizing all her vacation time.

Certified Public Accountants

GE

December 15, 2015

Honorable James J. Bach, Supervisor
Town of Aurora
300 Gleed Avenue
East Aurora, New York 14052

Dear Supervisor Bach:

The following represents our understanding of the services we will provide the Town of Aurora, New York (the "Town").

You have requested that we audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town, as of December 31, 2015, and for the year then ended and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audit will be conducted with the objective of our expressing an opinion on each opinion unit.

Accounting principles generally accepted in the United States of America require that supplementary information, such as management's discussion and analysis, the schedule of funding progress—other post-employment benefits plan, the schedule of the local government's proportionate share of the net pension liability, the schedule of the local government's contributions, and the budgetary comparison schedules be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information ("RSI") in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by accounting principles generally accepted in the United States of America. This RSI will be subjected to certain limited procedures but will not be audited:

- Management's Discussion and Analysis
- Schedule of Funding Progress—Other Post-employment Benefits Plan
- Schedule of the Local Government's Proportionate Share of the Net Pension Liability
- Schedule of the Local Government's Contributions
- Required Supplementary Budgetary Comparison Schedule—General Fund and each major special revenue fund with a legally adopted budget

Supplementary information other than RSI will accompany the Town's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and perform certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on the following supplementary information in relation to the financial statements as a whole:

- Supplementary Information, as listed in the table of contents

Also, the Comprehensive Annual Financial Report ("CAFR") will include the following other additional information that will not be subjected to the auditing procedures applied in our audit of the basic financial statements:

- Introductory and Statistical Sections

The Objective of an Audit

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in accordance with generally accepted accounting principles and to report on the fairness of the supplementary information referred to above when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

General Audit Procedures

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America ("U.S. GAAS") and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Internal Control Audit Procedures

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and *Government Auditing Standards* of the Comptroller General of the United States of America.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

Compliance with Laws and Regulations

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Town's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Management Responsibilities

Our audit will be conducted on the basis that management acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
- b. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements; and
- c. To provide us with:
 - i. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation, and other matters;
 - ii. Additional information that we may request from management for the purpose of the audit; and
 - iii. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
- d. For including the auditor's report in any document containing financial statements that indicates that such financial statements have been audited by the entity's auditor;
- e. For identifying and ensuring that the entity complies with the laws and regulations applicable to its activities; and
- f. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility: (a) for the preparation of the supplementary information in accordance with the applicable criteria; (b) to provide us with the appropriate written representations regarding supplementary information; (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information; and (d) to present the supplementary information with the audited financial statements, or if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management written confirmation concerning representations made to us in connection with the audit.

Reporting

We will issue a written report upon completion of our audit of the Town's basic financial statements. Our report will be addressed to the Town Board. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing of internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance over financial reporting will not be an objective of the audit and, therefore, no such opinion will be expressed.

Fees and Timing

The timing of our audit will be scheduled for performance and completion as follows:

	Begin	Targeted for Completion
Audit Performance Schedule:		
Planning audit procedures	January 25, 2016	January 29, 2016
Year-end audit procedures	February 15, 2016	March 4, 2016
Audit Communications:		
Report on audit (including communications to the Audit Committee)		1 st Board Meeting in May
Significant deficiencies or material weaknesses, if any, and other management comments		1 st Board Meeting in May

The aforementioned schedule is based on our prior discussions, should you wish to schedule differently, we believe we can accommodate you. Assistance to be supplied by the Town's personnel, including preparation of schedules and analyses of accounts, will be described in a separate communication. Timely completion of the Town's work will facilitate the completion of

our audit by the targeted completion dates. Appendix A provides a description of circumstances that could significantly change the targeted completion dates.

Thomas P. Malecki is the engagement partner for the audit services specified in this letter. His responsibilities include supervising Drescher and Malecki LLP's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Our fees will be billed as work progresses and are based on the anticipated amount of time required to complete. As per our contract, our fees for the aforementioned audit services relating to the basic financial statements will not exceed \$17,850, inclusive of expenses. Fees related to non-audit services are not included in this section; see the section entitled "Other Services and Fees". The estimate of our fees is based on certain assumptions.

To the extent that certain circumstances, as listed in Appendix A, arise during the engagement, our fee estimate may be affected and additional fees may be necessary. We will notify you of any circumstances we encounter that could significantly affect our estimate and discuss with you any additional fees, as necessary.

Other Services

In addition to the audit services described above, based on the information in the Town's trial balance, we will also:

- Assist the Town in compiling the Comprehensive Annual Financial Report.
- Assist the Town in compiling the Statements of Cash Receipts and Cash Disbursements for Town Clerk/Receiver of Taxes.
- Assist the Town in compiling the Statements of Cash Receipts and Cash Disbursements for the Town Justices (2).
- Assist the Town in compiling the Statements of Cash Receipts and Cash Disbursements for the Recreation Department.
- Assist the Town in compiling the Annual Update Document with the New York State Comptroller.

In conjunction with the above mentioned nonattest services, the Town agrees to perform the following functions:

- Make all management decisions and perform all management functions.
- Designate Kathleen Moffat, Secretary to the Supervisor, whom we believe has suitable skill, knowledge, and/or experience to oversee the services.
- Evaluate the adequacy and results of the services performed.
- Accept responsibility for the results of these services.

D&M will perform nonattest services in accordance with applicable professional standards issued by the American Institute of Certified Public Accountants. D&M will not perform any management function or make management decisions on behalf of the Town. However, we will provide advice and alternatives to assist management in performing its functions and making

decisions. However, the decision to follow any advice or alternative provided by us in conjunction with these services remains with the Town Board and Town management.

We will compile the Town's Comprehensive Annual Financial Report, the fee for such service amounts to \$2,000. We will audit the cash receipts and disbursements for the aforementioned departments within the Town at estimated fees not to exceed \$1,275 per department (5), inclusive of expenses. We will also assist the Town in compiling the Annual Update Document with the New York State Comptroller at estimated fees not to exceed \$1,275.

Other Matters

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

The audit documentation for this engagement is the property of D&M and constitutes confidential information. However, we may be requested to make certain audit documentation available to regulators pursuant to authority given to them by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of D&M's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to regulators. The regulators may intend, or decide, to distribute the copies of the information contained therein to others, including other governmental agencies.

Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

At the conclusion of our audit engagement, we will communicate to the management the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

In accordance with the requirements of *Government Auditing Standards*, we have attached a copy of our latest external peer review report of our firm dated June 18, 2015 as Appendix B for your consideration and files.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Respectfully,



RESPONSE:

This letter correctly sets forth our understanding.

Town of Aurora, New York

Acknowledged and agreed on behalf of the Town of Aurora, New York by:

Name: _____

Title: _____

Date: _____

APPENDIX A
TOWN OF AURORA
Circumstances Affecting Timing and Fee Estimate

The estimate of our fees is based on certain assumptions. To the extent that certain circumstances as listed in this Appendix arise during the engagement, our fee estimate may be significantly affected and additional fees may be necessary. We will notify you of circumstances that we encounter that could significantly affect our estimate and discuss with you any additional fees, as necessary, which would be subject to approval by the Town's Board. Such circumstances include but are not limited to the following:

1. Changes to the timing of the engagement at the Town's request. Changes to the timing of the engagement usually require reassignment of personnel used by Drescher & Malecki LLP ("D&M") in the performance of services hereunder. However, because it is often difficult to reassign individuals to other engagements, D&M may incur significant unanticipated costs.
2. All audit schedules are not (a) provided by the Town on the date requested, (b) completed in a format acceptable to D&M (c) mathematically correct, or (d) in agreement with the appropriate Town records (e.g., general ledger accounts). D&M will provide the Town with a separate listing of required schedules and deadlines.
3. Weaknesses in the internal control structure.
4. Significant new issues or changes as follows:
 - a. Significant new accounting issues that require an unusual amount of time to resolve.
 - b. Significant changes in accounting policies or practices from those used in prior years.
 - c. Significant changes or transactions that occur prior to the issuance of our reports.
 - d. Significant changes in the Town's accounting personnel, their responsibilities, or their availability.
 - e. Significant changes in auditing requirements set by regulators
5. Significant delays in the Town's assistance in the engagement or delays by the Town in reconciling variances as request by D&M. All invoices, contracts, and other documents, which we will identify for the Town, are not located by the Town's personnel or made ready for our easy access.
6. Deterioration in the quality of the Town's accounting records during the current-year engagement in comparison with the prior-year engagement.
7. The procedures necessary to adopt new Governmental Accounting Standards Board Statements have not been completed by Town personnel.
8. A significant level of proposed audit adjustments are identified during our audit.
9. Changes in audit scope caused by events that are beyond our control.

System Review Report

June 18, 2015

To the Partners of
Drescher & Malecki LLP
and the Peer Review Committee of the New York State Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of **Drescher & Malecki LLP** (the firm) in effect for the year ended December 31, 2014. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards*.

In our opinion, the system of quality control for the accounting and auditing practice of **Drescher & Malecki LLP** in effect for the year ended December 31, 2014, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. **Drescher & Malecki LLP** has received a peer review rating of *pass*.


Certified Public Accountants

Certified Public Accountants

December 15, 2015

Honorable James J. Bach, Supervisor
Town of Aurora
300 Gleed Avenue
East Aurora, New York 14052

Dear Supervisor Bach:

You have requested that we compile, from information you provide, the Annual Financial Report Update Document for the Town of Aurora, County of Erie, New York (the "Town") as of and for the year ended December 31, 2015 and issue accountants' report thereon in accordance with the form prescribed by the Office of the State Comptroller of the State of New York and in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. We are pleased to confirm our acceptance and our understanding of this engagement by means of this letter.

Our Responsibilities

The objective of our engagement is to assist you in presenting financial information in the form prescribed by the Office of the State Comptroller of the State of New York. We will utilize your representation without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for them to be in accordance with the form prescribed by the Office of the State Comptroller of the State of New York.

We will conduct our compilation engagement in accordance with Statements on Standards for Accounting and Review Services (SSARSS) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence, and due care.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion nor provide any assurance on the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations.

Your Responsibilities

The engagement to be performed is conducted on the basis that you acknowledge and understand that our role is to assist you in the presentation of financial information in accordance with the form prescribed by

the Office of the State Comptroller of the State of New York. You have the following overall responsibilities that are fundamental to our undertaking the engagement in accordance with SSARSs:

- a. The form prescribed by the Office of the State Comptroller of the State of New York will be the financial reporting framework to be applied in the preparation of the financial statements.
- b. The preparation and fair presentation of financial statements in accordance with form prescribed by the Office of the State Comptroller of the State of New York.
- c. The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements.
- d. The prevention and detection of fraud.
- e. To ensure that the entity complies with the laws and regulations applicable to its activities.
- f. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement.
- g. To provide us with:
 - i. Access to all information of which you are aware is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
 - ii. Additional information that we may request from you for the purpose of the compilation engagement.
 - iii. Unrestricted access to persons within the entity of whom we determine it necessary to make inquiries.

You are also responsible for all management decisions and responsibilities and for designating an individual with suitable skills, knowledge, and experience to oversee our preparation of your financial statements. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services.

Compilation

A compilation differs significantly from a review or an audit of the financial statements. A compilation does not contemplate performing inquiry, analytical procedures, or other procedures performed in a review. Additionally, a compilation does not contemplate obtaining an understanding of the entity's internal control; assessing fraud risk; testing accounting records by obtaining sufficient appropriate audit evidence through inspection, observation, confirmation, or the examination of source documents (e.g., cancelled checks or bank images); or other procedures ordinarily performed in an audit. Accordingly, we will not express an opinion or provide any assurance regarding the financial statements being compiled.

Other Relevant Information

Our fee for these services is included within another communication to the Town Supervisor dated December 15, 2015. However, if we encounter unexpected circumstances that require us to devote more staff time to the engagement than anticipated, we will discuss the matter with you.

We look forward to a continued relationship with your organization, and we are available to discuss the contents of this letter or other professional services you may desire.

Please sign and return the attached copy of this letter to indicate your acknowledgement of, and agreement with, the arrangements for our engagement to compile the financial information described herein and to perform a compilation engagement with respect to those same financial statements, and our respective responsibilities.

Respectfully,

 E M L L P

RESPONSE:

This letter correctly sets forth our understanding.

Town of Aurora, County of Erie, New York

Acknowledged and agreed on behalf of Town of Aurora, County of Erie, New York

By: _____

Title: _____

Date: _____

6F

LEASE AGREEMENT

AGREEMENT made this _____ day of _____, 2016, by and between

TOWN OF AURORA,
A Municipal Corporation
300 Gleed Avenue
East Aurora, New York 14052

hereinafter referred to as the "Lessor", and

I-61 MINISTRIES, INC.
11613 Liberia Road
East Aurora, New York 14052

hereinafter referred to as the "Lessee".

WHEREAS, the Lessee desires to lease _____ square feet at 300 Gleed Avenue, East Aurora, New York, for church activities, and

WHEREAS, the Lessor is willing to lease portions of 300 Gleed Avenue subject to the terms and conditions set forth herein,

NOW, THEREFORE, the parties agree as follows:

1. PREMISES: The Lessor hereby leases to the Lessee _____ square feet of space within the facility known as 300 Gleed Avenue. The Lessee shall use and occupy the leased premises for church activities.
2. TERM: The term of the lease shall be for one (1) year commencing on January 15, 2016 and terminating on January 14, 2017, or unless sooner terminated in accordance with the provisions of this Agreement. The Lessee may extend this Lease, upon the same terms for three (3) additional periods of one (1) year. The Lessee shall exercise the option to extend by giving written notice to the Lessor

not less than ninety (90) days prior to the then-existing term. The rent shall be adjusted in accordance with Paragraph 3 herein. The extension of this Lease is subject to any affirmation of the Lessor as required by law. The Lessee may terminate this Lease at any time upon providing written notice to the Lessor not less than three (3) months prior to the desired termination date, which termination shall be without penalty.

3. RENT: During the term hereof, the Lessee hereby covenants and agrees to pay the Lessor, as rent for the use and occupancy of the leased premises for church activity, the sum of TWELVE THOUSAND AND 00/100 DOLLARS (\$12,000.00) to be paid in equal monthly installments of \$1,000.00. The annual rent, with equal monthly installments shall be increased on the anniversary date of the Lease then in existence at a rate of 2% effective of the 1st day of the year of continuation.

4. IMPROVEMENTS AND ALTERATIONS: The Lessee shall make no material alterations, additions, or installations to fixtures or improvements to, in, or on the leased space without the prior written consent of the Lessor. Such alterations shall inure to the benefit of the Lessor upon the termination of this Lease Agreement. All alterations and improvements made by the Lessee to the premises which are so attached that they cannot be removed without material injury to the demised premises shall become the property of the Lessor upon installation. Any alterations to the premises undertaken by the Lessee without the express consent of the Lessor shall be a breach of this Lease and, at the option of the Lessor, shall cause a termination of this Lease. Any signs of the Lessee must be approved by the Lessor. All approved signs will be at the sole expense of the Lessee including the cost of any permits and licenses required for the erection and maintenance of signs as permitted by law. The Lessee shall be solely responsible for securing telephone-related services to the premises, and for the ongoing maintenance and service costs of same.

5. SECURITY SYSTEM: The Lessor may maintain, install and keep in the facility a security system of whatsoever nature as determined by the Lessor. The Lessee shall abide and comply with such security system. Except in the cast of an emergency, Lessor will abide by the security requirements of the Lessee, which may include, but are not limited to, signing in and wearing a visitor badge. The Lessor will provide and program the FOBs necessary for building access through the security system. The fee for new and replacement FOBs, for any reason other than defect of the FOB itself, shall be provided at a fee of \$5 per FOB. A bill to the Lessee will be provided and is to be paid with the rent the following month.
6. CONDITION OF PREMISES: The Lessee agrees to accept the leased premises in such existing condition and state of repair as the same at the time of commencement of this lease. Notwithstanding the foregoing, Lessor warrants that the leased premises will be in a condition suitable for the operation of a commercial business office as of the lease commencement date.
7. MAINTENANCE AND REPAIR: The Lessee acknowledges that the premises are in good and safe condition. The Lessor shall be responsible for all maintenance and repair, including structural repairs; repairs to plumbing, heating, electrical and lighting systems; snow removal; and repairs and maintenance of common areas except where damage is caused by the Lessee, its employees or agents, in which event such damage shall be properly repaired by the Lessee. The Lessee is responsible for daily cleaning of spaces leased.
8. UTILITIES: The Lessor shall provide heating, plumbing, electricity, and water as is routine and customary for the proposed use of premises.
9. INSPECTION: The Lessor shall have the right, but not the obligation, to inspect the premises at any time.

10. INSURANCE: During the term of this lease, the Lessee, at its sole expense and for the mutual benefit of the Lessor and Lessee, shall carry and maintain comprehensive general premises liability insurance and such other or additional insurance as the lessor may reasonably request, all such insurance to be secured and maintained with insurers admitted in the State of New York and otherwise reasonably acceptable to the Lessor. The insurance shall have a limit of not less than \$1,000,000 for any one accident or occurrence, and so-called “umbrella” or “excess” coverage therefor to the limit of not less than \$1,000,000. On the commencement date, the Lessee shall furnish to the Lessor copies or certificates of the policies together with proof of payment of the premium, and shall upon the expiration of the term of any such policy, similarly furnish to the Lessor a copy or certificate of each such renewal policy together with proof of payment of the premium therefor. Such policy shall list the Lessor as an additional insured. The policy and each renewal thereof shall provide that it may not be canceled by the insurer without ten (10) days prior written notice to the Lessor and to the Lessee. During the term of this Lease, the Lessee shall, at its expense, maintain casualty and contents insurance for all contents, equipment, and other personal property of the Lessee located on the leased premises.
11. LESSOR’S REMEDIES: Upon the occurrence of an event of default under this Lease by the Lessee, the Lessor shall be entitled, at the Lessor’s option, to undertake the following:
- A. To reenter and take exclusive possession of the premises.
 - B. To collect immediately the present value of the unpaid rent reserved for the entire term, or to collect each installment of rent as it becomes due.
 - C. To continue this Lease in force or to terminate it at any time.
 - D. To relet the premises for any period on Lessee’s account and at Lessee’s

expense, including real estate commissions actually paid, and to apply the proceeds received during the balance of the term to the Lessee's continuing obligations under this Lease.

- E. To take custody of all personal property on the premises and to dispose of the personal property and to apply the proceeds from any sale of that property to the Lessee's obligations under this Lease.
- F. To recover from the Lessee the damages for breach hereof prescribed by law.
- G. To restore the premises to the same condition as received by the Lessee, or to alter the premises to make them suitable for reletting, all at the Lessee's expense.
- H. To enforce by suit or otherwise all obligations of the Lessee under this Lease and to recover from the Lessee all remedies now or later allowed by law.

Any act that the Lessor is entitled to do in the exercise of the Lessor's rights upon an event of default may be done at a time and in a manner deemed reasonable by the Lessor in the Lessor's sole discretion, and the Lessee irrevocably authorizes the Lessor to act in all things done on the Lessee's account.

12. LESSOR'S RIGHT TO PERFORM FOR LESSEE: If the Lessee fails to perform any obligation under this Lease, the Lessor shall be entitled to make reasonable expenditures to cause proper performance on the Lessee's behalf and at the Lessee's expense, and the Lessee promises to reimburse the Lessor for any expenditures within ten (10) days after written notice from the Lessor requesting reimbursement, and failure of the Lessee to make the reimbursement shall be deemed to be a default, the same as a failure to pay an installment of rent when

due. All obligations of the Lessee to pay money are payable without abatement, deduction, or offset of any kind.

13. DEFAULT: Each of the following shall be an event of default under this Lease:

- A. If the Lessee fails to make any payment required by the provisions of this Lease, within five (5) days of when otherwise due.
- B. If the Lessee fails within thirty (30) days after written notice to correct any breach or default of other covenants, terms, or conditions of this Lease.
- C. If the Lessee vacates, abandons, or surrenders the premises prior to the end of the term.
- D. If all or substantially all of Lessee's assets are placed in the hands of a Receiver or Trustee, and that receivership or trusteeship continues for a period of thirty (30) days, or if the Lessee makes an assignment for the benefit of creditors or is adjudicated a bankrupt, or if the Lessee institutes any proceedings under any state or federal bankruptcy act by which the Lessee seeks to be adjudicated a bankrupt or seeks to be discharged of debts, or if any voluntary proceeding is filed against the Lessee under any bankruptcy laws, and the Lessee consents or acquiesces by pleading or default.

14. HOLDOVER: This Lease shall terminate without further notice at the expiration of the term. If the Lessee remains in possession of the premises or any part thereof after the expiration of the term hereof without the express written consent of the Lessor, such occupancy shall be a tenancy from month-to-month at a monthly rental equal to one hundred fifty percent (150%) of the monthly rental provided for above, and upon all the terms hereof applicable to a month-to-month tenancy.

15. ENTRY AND ACCESS: The Lessor reserves the right to enter the premises at reasonable times to carry out any building management or business purpose in or about the premises, without any abatement of rent.
16. DESTRUCTION OF PREMISES: If the building or premises are destroyed or partially destroyed by fire or other casualty so as to be rendered unfit for occupancy and not repairable within sixty (60) days from the happening of said injury, then this Agreement shall terminate at the written option of either the Lessee or the Town as of the day of such injury or destruction. The Lessee shall advise the Town as soon as practicable of any such damage.
17. INDEMNIFICATION: The Lessee shall indemnify and hold harmless the Lessor against and from (a) any and all liability, fines, suits, claims, demands, and actions, costs and reasonable expenses of any kind or nature, or by anyone whomsoever, due to or arising out of a default in observing, violation, or nonperforming of any term, covenant or condition of this lease on the part of the Lessee to be observed and performed; (b) any damage to person or property occasioned by the Lessee's use and occupancy of the demised premises or to any use or occupancy which the Lessee may permit or suffer to be made of the leased premises; or (c) any injury to person or persons, including death, resulting at any time thereof, occurring in or about the leased premises. The Lessee's liability under this section shall be reduced by the net proceeds actually collected on any insurance effected by the Lessee on the risks in question for the Lessor's benefit.
18. OWNER OF RECORD: The Lessor represents and warrants that it is the lawful owner of the leased premises, free from all liens and encumbrances, except an agreement with the prior owner in regard to pending litigation. In the event the Lessor sells, assigns or otherwise transfers the premises, Lessor warrants that this Lease, including all duties and obligations of Lessor and the rights and commitments of the Lessee, shall be assigned and transferred in full to such

subsequent owner of the premises.

19. STATUTORY COMPLIANCE: Both parties shall perform in accordance with all applicable federal, state, and local laws, rules and regulations, including without limitation any applicable provisions of the Labor Law of the State of New York. All statutory provisions applicable to this Agreement are hereby incorporated by reference.

20. COVENANT AGAINST LIENS: If because of any act or omission of the Lessee, a Mechanic's Lien or other lien, charge or order for the payment of money is filed against any of the property, the Lessee, shall, at its expense, cause the lien or liens to be discharged of record or bonded within ninety (90) days after receipt of written notice from the Lessor of their filing. If the Lessee fails to cause the liens to be discharged of record or bonded within the required ninety (90) day period, the Lessor may cause the liens to be discharged. All payments by the Lessor to have the liens discharged shall constitute additional basic rent payable to it by the Lessee.

21. ASSIGNMENT: The Lessee shall not assign, transfer, convey, sublet, or otherwise dispose of this Agreement or any of its rights, titles, or interest therein, or the power to execute this Agreement, without the prior written consent of the Lessor.

22. NOTICES: All notices given under this Lease shall be given by mailing the notice, postage prepaid, by certified mail, return receipt requested, to the Lessee at the premises or any other address set forth adjacent to the Lessee's signature below and to the Lessor at the address set forth adjacent to the Lessor's signature below, or to any other place designated in writing by the parties.

23. ATTORNEY FEES: In any action or proceeding by either party to enforce this Lease or any provision of this Lease, the prevailing party shall be entitled to

recover reasonable attorney fees and all other costs incurred.

24. LEGAL EFFECT: All obligations of the Lessee are expressly made conditions of this Lease, any breach of which shall, at the option of the Lessor, terminate this Lease.
25. TITLES: The titles or headings to sections shall have no effect on interpretation of provisions.
26. TIME OF THE ESSENCE: Time is of the essence in the performance of Lessee's obligations under this Lease.
27. GOVERNING LAW: This Agreement shall be governed by the laws of the State of New York and the venue of any action shall be the Courts of the State of New York.
28. AMENDMENTS: No waiver, modification, or amendment of this Agreement or any part thereof shall be valid unless in writing and duly executed by the parties hereto. A waiver of any breach hereof shall not prevent a forfeiture for any succeeding breach.
29. ENTIRE AGREEMENT: This Agreement with attached addendum contains the sole and entire Agreement between the parties relating to the services provided hereunder, and shall supersede any and all other agreements between the parties. Any other statements or representations made by either party are void and have no force or effect.
30. BINDING AGREEMENT: This Agreement shall be binding upon the parties, their successors, heirs, and assigns.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the date and year first above written.

TOWN OF AURORA

By _____
James Bach, Supervisor

I-61 MINISTRIES, INC.

By _____
Joel Arcadipane, Senior Pastor

ADDENDUM

1. Occupancy: A Certificate of Public Occupancy must be issued indicating the maximum occupants of the leased premises.

2. Use: The leased property shall be used for church services on Wednesday evenings between 6:00 p.m. and 8:00 p.m., Friday evening between 7:00 p.m. and 10:00 p.m. and Sunday between 8:30 a.m. through 12:00 p.m. No additional time periods for group activities are allowed unless specifically approved by the Town Board upon written application of the Lessee.

3. Parking: Parking in the general parking area shall be permitted only during use of the leased premises during the stated times of use.

4. This Agreement and Addendum is subject to review by the Lessor ninety (90) days from the date of this agreement, at which time either party may terminate said Lease Agreement.

_____ Lessor initials

_____ Lessee initials

STATE OF NEW YORK
Office of Real Property Tax Services - Educational Services
October 15, 2015

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BOARD OF ASSESSMENT REVIEW MEMBER LISTING

Clerk's Name: _____ Daytime Phone (_____)

Town of Aurora / Erie County

Please use the area on the right to update/correct or add any information pertinent to the current BAR members listed.

Current term ended: 09/30/2015		Reappointed? <input type="checkbox"/> YES <input type="checkbox"/> NO	Term: 10/01/2015 - 09/30/20
Initial Date: 04/12/2004	Mr. Robert C. Puntillo		Name: _____
Term Begins: 10/01/2010	116 Glenridge Road		Address: _____
Term Ends: 09/30/2015			_____
Last Training: 03/24/2011	East Aurora, NY 14052		Town/Zip: _____
	Day Phone: _____		Day Phone: _____ Appointment Date: _____
Initial Date: 01/12/2009	Mr. Glen Diemer		Name: _____
Term Begins: 10/01/2011	85 Deepwood Rd		Address: _____
Term Ends: 09/30/2016			_____
Last Training: 05/03/2012	East Aurora, NY 14052		Town/Zip: _____
	Day Phone: _____		Day Phone: _____ Appointment Date: _____
Initial Date: 06/28/1999	Mr. Jay Marshall		Name: _____
Term Begins: 10/01/2012	791 Martin Drive		Address: _____
Term Ends: 09/30/2017			_____
Last Training: 04/25/2013	East Aurora, NY 14052		Town/Zip: _____
	Day Phone: (716) 652-4945		Day Phone: _____ Appointment Date: _____
Initial Date: 10/01/1983	Mr. Jerrold R. Thompson		Name: _____
Term Begins: 10/01/2013	162 Pine Street		Address: _____
Term Ends: 09/30/2018			_____
Last Training: 05/06/2014	East Aurora, NY 14052		Town/Zip: _____
	Day Phone: _____		Day Phone: _____ Appointment Date: _____
Initial Date: 03/29/2006	Mr. Joseph R. Ernst		Name: _____
Term Begins: 10/01/2014	112 Church Street		Address: _____
Term Ends: 09/30/2019			_____
Last Training: 05/05/2015	East Aurora, NY 14052		Town/Zip: _____
	Day Phone: _____		Day Phone: _____ Appointment Date: _____

7A



TOWN OF AURORA
Southside Municipal Center
300 Gleed Avenue, East Aurora, NY 14052

From: Barbara A. Halt, Water Clerk

Monthly Statement – Water Fee Collection

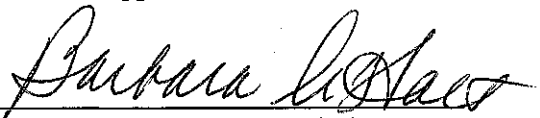
To: James J. Bach, Town of Aurora Supervisor

Pursuant to Section 27 Subd. 1 of the Town Law, I hereby make the following statement of all fees and monies received by me during the month of DECEMBER, 2015_ in connection with the collection of water fees, excepting only such fees the application and payment of which are otherwise provided for by law:


Received From	Type of Receipt	Amount
Water Billing	Water Bills	\$4,824.95
	Total Received	\$4,824.95

State of New York
County of Erie
Town of Aurora

Barbara A. Halt, being duly sworn, says that she is the Water Clerk of the Town of Aurora; that the foregoing is a full and true statement of all fees and monies applicable to water fee collection received by her during the month stated excepting only such fees and monies the application of which are otherwise provided for by law.


Barbara A. Halt, Water Clerk

Subscribed and Sworn to before me
this 6th day of January, 2016


Notary Public

SHERYL A. MILLER
Reg. #01M16128663
Notary Public, State of New York
Qualified in Erie County
Commission Expires June 13, 2017

7B

TOWN OF AURORA DEPARTMENT OF PARKS & RECREATION
DIRECTOR'S REPORT
MONTH OF: DECEMBER 2015

ADMINISTRATIVE:

Reports:

- We have 9,806 members registered in our recreation system
- We had 163 individual program registrations in the month of December
- We generated \$5,194 in December sales
- Credit card purchases totaled 63% (56% on-line, 44% office)
 - 2014 to 2015 comparison:
 - Total sales from 1/1/14 – 12/31/14 \$241,190
 - Total sales from 1/1/15 – 12/31/15 \$227,287

With our fall programs finished, we shifted gears to finalize out winter programs. Our winter programs have been posted and are under way. Wrestling has began and is currently serving 21 athletes.

We were unable to host a full swim lesson session this fall due to the pool renovations. In place of these, we offered swim lesson workshops for 3 Saturdays in December. This worked out great for our instructors, who all participate in high school sports, and for our community.

EAST hosted a Niagara Swim League meet on the first weekend in December. We host these meets to give our swimmers and surrounding teams a chance to compete without charge. This is important to because we are entering our post season competition where all of these meets charge a fee for our swimmers to compete.

Submitted by: Chris Musshafen, Director of Recreation and Aquatics



7C

TOWN OF AURORA
 Southside Municipal Center
 300 Glead Avenue, East Aurora, NY 14052

From: Martha L. Librock, Town Clerk

Monthly Statement – Tax Collection

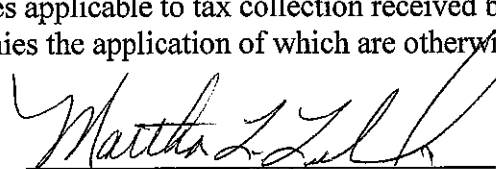
To: James J. Bach, Town of Aurora Supervisor

Pursuant to Section 27 Subd. 1 of the Town Law, I hereby make the following statement of all fees and monies received by me during the month of DECEMBER, 2015 in connection with the collection of taxes, excepting only such fees the application and payment of which are otherwise provided for by law:


Received From	Type of Receipt	Amount
Taxes	School Taxes	\$0
Taxes	Penalties	0
Taxes	Interest	0
Taxes	NOW Acct Interest	1.50
	Total Received	\$1.50

State of New York
 County of Erie
 Town of Aurora

Martha L. Librock, being duly sworn, says that she is the Town Clerk of the Town of Aurora; that the foregoing is a full and true statement of all fees and monies applicable to tax collection received by her during the month stated excepting only such fees and monies the application of which are otherwise provided for by law.


 Martha L. Librock, Town Clerk

Subscribed and Sworn to before me
 this 6th day of January, 2017


 Notary Public
SHERYL A. MILLER
 Reg. #01MI6128663
 Notary Public, State of New York
 Qualified In Erie County
 Commission Expires June 13, 2017

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**TOWN OF AURORA SENIOR CENTER
DIRECTOR'S REPORT
MONTH OF DECEMBER 2015**

The mission of the Town of Aurora Senior Center is to help older adults remain healthy and active through participation in recreational pursuits and to provide leadership and advocacy to ensure the availability of leisure and recreational opportunities for seniors.

ADMINISTRATIVE:

I attended our quarterly director's meeting at the Amherst Senior Center on Dec. 1st. A representative from Erie County talked about the hopeful improvement in the food program. They are looking at the contracts and changes that can be made in the quality of the meals. AFP inspected our sprinkler on Dec. 8th and all systems were left in normal state.

REVENUE & EXPENDITURES: See Supervisor's Report

PROGRAMS:

Title: WORKOUT ROOM
Day & time: M-F 8:00am- 4:00pm
Participants: Approximately 45 per day
Title: LINE DANCING
Day & time: Mondays, 9:00 – 10:00 (beginners) 10:15 – 1:15 (advanced)
Participants: 58 people
Supervisors: Nance Baranowski & Gloria Luderman
Title: STITCH & BITCH
Day & time: Mondays, 9:00 – 11:30am
Participants: 8 people
Title: SWEDISH WEAVING
Day & time: Mondays, 9:00 – 10:00am
Participants: 6 people
Supervisor: Rita Lefort
Title: SENIOR NOTES
Day & time: Mondays, 12:45 – 2:30pm
Participants: 23 people
Supervisor: Lee Lambert
Title: EUCHRE
Day & time: Mondays, 1:00 – 4:00pm
Participants: 24 people
Title: PINOCHLE
Day & Time: Fridays, 1:00 – 4:00pm
Participants: 20 people
Title: CERAMICS
Day & time: Tuesdays, 10:00am – 4:00pm
Participants: 35 people
Supervisor: Elaine Schiltz
Title: EXERCISE CLASS
Day & time: Tuesdays & Wednesdays 8:30 – 9:30am
Participants: 12 people
Title: TAI CHI
Day & time: Tuesdays & Thursdays 3:00 beginners 3:30veterans
Supervisor: Peter Miller & Judy Augustyniak
Participants: 25 people
Title: YOGA
Day & time: Wednesdays, 9:45 – 11:00am
Supervisor: Irene Kulbacki
Participants: 22 people
Title: BOWLING
Day & time: Wednesdays, 1:00pm
Supervisor: Richard Latt
Participants: 48 people
Title: PAINTING
Day & time: Wednesdays, 1:00 – 3:30pm
Supervisor: Ellen Canfield
Participants: 8-10 people
Title: BRIDGE
Day & time: Wednesdays, 9:30am – 2:00pm
Supervisor: Dave Lorcom
Participants: 40 people
Title: Healthy Cooking Class
Day & time: 4th Wednesday of the month
Supervisor: Barb Dadey
Participants: 10-12 per session
Title: SENIOR CLUB
Day & time: Thursdays, 10:00am – 3:00pm
President: Jacqueline Patton
Title: PACE (people with arthritis can exercise)
Day & time: Fridays, 9:00 – 10:00am
Supervisor: Donna Bodekor
Participants: 12 people

Title: QUILTS & MORE
 Day & time: Fridays, 9:30 – 11:30am
 Supervisor: Vi Cornwell
 Participants: 12 people
 Title: WOOD CARVING
 Day & time: Fridays, 1:00 – 4:00pm
 Supervisor: Pat Shaner
 Participants: 23 people
 Title: 55 ALIVE – Defensive driving classes
 Day & time: 1st Monday & Wednesday of the month – March 2016
 Supervisor: AARP trained teachers
 Participants: 34 people max.
 Title: WALK IN THE WOODS or in the Village
 Day & time: Spring 2016
 Supervisor: John Sly
 Participants: 18
 Title: GENEALOGY ON THE WEB
 Day & time: Mondays, 9:00-11:00am
 Supervisor: John Sly
 Participants: 7 people
 Title: SCRABBLE
 Day & time: Wednesdays 9:30-11:00am
 Supervisor: Dianne Bender
 Participants: 8+ people
 Title: FIBER ARTS
 Day & time: Tuesdays 1st & 3rd
 Participants: 12 people
 Title: MAHJONG
 Day & time: Mondays 2:00pm
 Supervisor: Lou Plotkin
 Participants: 12
 Title: MEXICAN DOMINOS
 Day & time: Thursdays 9:30 am
 Supervisor: Laurie Smith
 Participants: 8+
 Title: BOOK CLUB
 Day & time: 2nd Wednesday of the month
 Supervisor: Barb Dadey
 Participants: 8-10

TRIPS

Dec. 7 – Twelve Days of Christmas Show at Salvatore’s Restaurant
 Dec. 18 – Holiday Pops at Kleinhans Music Hall

FUTURE TRIPS

Feb. 26 – John Denver Concert at Kleinhans

EVENTS & OTHER ACTIVITIES

Dec. 8 – HEAP 9-4pm– Erie County sponsored Heat and Energy Assistance Program
 Dec. 23 – East Aurora High School Quartet entertained our seniors during the afternoon.
 Dec. 15 – Fidelis Care Representative
 Dec.16 – Healthy Cooking Class – The topic and samples were “Christmas apps”.
 Dec. 10 – Our Book Club saw the film Water for Elephants after reading the book last month.
 Dec. 10 – Our Thursday Club held their annual Christmas Luncheon at Alton’s Restaurant.

NUTRITIONAL LUNCH PROGRAM

Lunches are offered daily at a donation of \$3.00. Our weekly count for the program averaged 177 lunches per week. Lunch totals for the month of December 2015.

Week of Nov. 30	176	Week of Dec. 7	184		
Week of Dec. 14	247	Week of Dec. 21	114 (closed Christmas)	Week of Dec. 28	165

Submitted by: Donna Bodekor

TOWN OF AURORA DOG CONTROL REPORT:

Dec-15

7E

PHONE CALLS RECEIVED	TOWN OF AURORA	EAPD	NYSP	TOTAL CALLS
Attack/Fighting	1			1
Barking	1			1
Bites			1	1
Cats				0
Damage by Dogs				0
Dangerous Dogs				0
Deceased Dogs	1			1
Found Dogs	1		2	3
Injured/Sick	1			1
Licensing				0
Loose/Unleashed Dogs			1	1
Lost Dogs	6			6
Miscellaneous Calls				0
Mutual Aid				0
MVC-Dogs/Cats				0
dogs in restricted areas				
Other Animals	1			1
Threatening Dogs				0
Welfare				0
TOTAL	12		4	16

COURT CASES:

DATE

IMPOUNDMENTS:

DATE	BREED	STREET	AMOUNT
12/30/2015	Mix	Linden Ave	\$45
		TOTAL	\$45

12/1/15 Updated "Friends Fur Ever" adoption gift bags from the Dialogue Company.

Village/Town Dog Enumeration is under way with over 400 dogs not licensed .

Erie County report of animals found positive for rabies in Erie County 2015-37

Month Year Reported: ----> December 2015 CLERK'S MONTHLY REPORT
 Town Name: -----> Town of Aurora
 Prepared By: -----> Martha L. Librock
 Date Submitted: -----> Jan, 04 2016

7F

TO THE Supervisor:

Pursuant to Section 27, Subd. 1, of the Town Law, I hereby make the following statement of all the fees and monies received by me in connection with my office, during the month above stated, excepting only such fees and monies the application and payment of which are otherwise provided for by law.

RSC Code	Revenue Description rpt_RT_CM_03_2011	Item Count	Total Revenue	Town Portion	Other Disburses
100	SPORTING LICENSE REVENUE	6	226.00	12.47	213.53
200	DOG LICENSE REVENUE	290	3,671.00	3,328.00	343.00
301	MARRIAGE LICENSE	4	160.00	70.00	90.00
303	CERTIFIED MARRIAGE CERTIFICATE	5(9)	90.00	90.00	0.00
602	DEATH CERTIFICATE	1(2)	20.00	20.00	0.00
605	BIRTH - GENEALOGY	1	11.00	11.00	0.00
701	DOG CENSUS FEE	110	680.00	680.00	0.00
Report Totals:		417	4,858.00	4,211.47	646.53

REVENUES TO SUPERVISOR - CLERK FEES \$ 203.47 + \$ 680.00 (CENSUS FEES) 883.47
 REVENUES TO SUPERVISOR - DOG FEES 3,328.00
TOTAL TOWN REVENUES TO SUPERVISOR: 4,211.47

Amount paid to NYS DEC REVENUE ACCOUNTING 213.53
 Amount paid to DEPT. OF AG. AND MARKETS 343.00
 Amount paid to STATE HEALTH DEPARTMENT FOR MARRIAGE LICENSES 90.00
TOTAL DISBURSED TO OTHER AGENCIES: 646.53
TOTAL DISBURSED: 4,858.00

January 4 2016 JAMES J. BAETH Supervisor,
 State of New York, County of Erie, Town of Aurora

Martha L. Librock being duly sworn, says that she/he is the Town Clerk of the Town of Aurora that the foregoing is a full and true statement of all Fees and Monies received by her/him during the month stated, excepting only such Fees the application and payment of which are otherwise provided for by law.

Subscribed and Sworn to before me
 this 4th day of January 2016
Sheryl A. Miller Notary Public

Martha L. Librock
 Town Clerk

SHERYL A. MILLER
 Reg. #01M16128663
 Notary Public, State of New York
 Qualified In Erie County
 Commission Expires June 13, 2017

Month Year Reported: ---> December 2015

CLERK'S MONTHLY REPORT

Page 2 of 2

Town Name: -----> Town of Aurora

Prepared By: -----> Martha L. Librock

Date Submitted: -----> Jan, 04 2016

DISTRIBUTION TOTALS TO GENERAL LEDGER

Budget Number	Revenue 2011 Description	Item Count	Total Revenue	Town Portion	Other Disburses
26	LICENSES/FEES	110	680.00	680.00	0.00
A1255	TOTAL TOWN CLERK FEES	17	507.00	203.47	303.53
A2544	DOG LICENSE	290	3,671.00	3,328.00	343.00
Report Totals:		417	4,858.00	4,211.47	646.53