

January 10, 2011

A meeting of the Town Board of the Town of Aurora took place on Monday, January 10, 2011, at 7:00 p.m. in the Town Hall Auditorium, 300 Gleed Avenue, East Aurora, New York.

Members Present:	Jolene M. Jeffe James F. Collins James J. Bach Susan A. Friess	Supervisor Councilman Councilman Councilwoman
Absent/Excused:	Jeffrey T. Harris	Councilman
Others Present:	Ronald P. Bennett Bryan Smith Patrick Blizniak David Gunner Peggy Cooke Robert Goller William Adams Ronald Krowka	Town Attorney Town Engineer Superintendent of Building Highway Superintendent Recreation Director Town Historian Planning Board Member Chief of Police

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

Councilman Collins moved to approve the minutes of the December 13, 2010 Town Board meeting; seconded by Councilman Bach. Upon a vote being taken: ayes – four noes – none	Motion carried.	Action #1 12/13/10 meeting minutes aprvd
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Councilwoman Friess moved to approve the minutes of the December 27, 2010 Town Board meeting; seconded by Councilman Bach. Upon a vote being taken: ayes – four noes – none	Motion carried.	Action #2 12/27/10 meeting minutes aprvd
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Councilman Collins moved to approve the minutes of the December 21, 2010 Town Board work session; seconded by Councilwoman Friess. Upon a vote being taken: ayes – four noes – none	Motion carried.	Action #3 12/21/10 work session minutes aprvd
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2011 ORGANIZATIONAL CHART

TITLE	ACTION	TERM
<i>OATH FOR ELECTED OFFICIALS</i>	James J. Bach took and filed his oath of office (Councilman) on 1/3/11.	1/1/11 – 12/31/11
<i>BUDGET OFFICER</i>	Motion to appoint: Jolene M. Jeffe to serve a (1) one-year term	1/1/11 – 12/31/11
<i>SECRETARY TO THE SUPERVISOR</i>	Supervisor appointed: Lisa Hoffman to serve a (1) one-year term	1/1/11 – 12/31/11
<i>ASSISTANT TO THE SUPERVISOR</i>	Supervisor appointed: Judy Reischuck to serve a (1) one-year term	1/1/11 – 12/31/11
<i>DEPUTY SUPERVISOR</i>	Supervisor Jeffe appointed: James F. Collins to serve a (1) one-year term	1/1/11 – 12/31/11
<i>RECREATION DIRECTOR</i> <i>(Town Code Chapter 28, Section 2)</i>	Motion to appoint: Peggy M. Cooke to serve a (1) one-year term	1/1/11 – 12/31/11

TOWN ATTORNEY & DEPUTY TOWN ATTORNEY	Ronald P. Bennett currently serving a 2-year term as Town Attorney and Edward J. Snyder currently serving a 2-year term as Deputy Town Attorney.	1/1/10 – 12/31/11
TOWN PROSECUTOR & DEPUTY TOWN PROSECUTOR	Edward J. Snyder currently serving a 2-year term as Town Prosecutor and Ronald P. Bennett currently serving a 2-year term as Deputy Town Prosecutor.	1/1/10 – 12/31/11
CIVIL OFFICER	Motion to appoint: Carlton Wohlheuter to serve a (1) one-year term	1/1/11 – 12/31/11
MARRIAGE OFFICER	Motion to appoint: Jolene M. Jeffe to serve a (1) one-year term	1/1/11 – 12/31/11
TOWN HISTORIAN	Supervisor appointed: Robert Lowell Goller to serve a (1) one-year term	1/1/11 – 12/31/11
DEPUTY TAX RECEIVER	Tax Receiver appoints Patricia Link to serve a (1) one-year term	1/1/11 – 12/31/11
WATER CLERK	Motion to appoint: Barbara A. Halt to serve a (1) one-year term	1/1/11 – 12/31/11
PLANNING BOARD	Motion to appoint: James Griffis to serve a (7) seven -year term	1/1/11 – 12/31/17
PLANNING BOARD	Motion to appoint: Laurie Kutina to serve the unexpired term of Stephen Mayer	1/1/11 – 12/31/12
PLANNING BOARD ALTERNATES (<i>Town Code Chapter 23, Section 23-4</i>)	Motion to appoint: William Voss, Stephen Mayer and Charles Snyder	1/1/11 – 12/31/11
PLANNING BOARD CHAIRMAN	Motion to appoint: Donald Owens to serve a (1) one-year term	1/1/11 – 12/31/11
PLANNING BOARD MEETINGS	1 ST Wednesday of each month at 7:00 p.m. and if required, 3 RD Wednesday at 7:00 p.m. at Town Hall Auditorium – 300 Glead Avenue	
PLANNING BOARD SERVICES	Motion to retain CRA Infrastructure & Engineering, Inc. for Planning Board assistance as needed.	1/1/11 – 12/31/11
CONSERVATION BOARD (<i>Town Code Chapter 5, Section 1</i>)	Motion to appoint: Alvin Fontanese, Donald Owens, Timothy Bailey, James Griffis, William Adams, Richard Glover and Laurie Kutina to serve a (1) one-year term	1/1/11 – 12/31/11
ZONING BOARD OF APPEALS (<i>Town Code Article VI, Chapter 116-60</i>)	Motion to appoint: Jay Marshall to serve a (5) five-year term	1/1/11 – 12/31/15
ZONING BOARD ALTERNATES	Motion to appoint: Cynthia Thompson to serve a (1) one-year term	1/1/11 – 12/31/11
ZONING BOARD CHAIRMAN	Motion to appoint: Donald Aubrecht to serve a (1) one-year term	1/1/11 – 12/31/11

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	1/1/11 – 12/31/11
DISASTER ADVISORY	Motion to appoint: Ronald Krowka, David Thomason, Gary Grote, Mark Hartley, Randy Taylor, Douglas Hooper, John Voss, Superintendent of Buildings – Patrick Blizniak, Superintendent of Highways – David Gunner, Dog Control Officer – Sheryl Harris, Senior Citizen Dir. – Donna Bodekor, Fire Chiefs: EAFD – Roger LeBlanc, South Wales – Michael McClure West Falls – John Wilger Town Attorney – Ronald Bennett Engineer – Bryan Smith Assessor – Thelma Hornberger to serve a (1) one-year term	1/1/11 – 12/31/11
Note: Village of East Aurora and Town of Aurora Supervisor to serve as members ex-officio		
SAFETY COMMITTEE CHAIRMAN	Mark Hartley currently serving a two (2) year term.	1/1/10 – 12/31/11
SAFETY COMMITTEE	David Thomason, Dan Heidt, and Douglas Hooper currently serving two (2) year terms.	1/1/10 – 12/31/11
RECREATION ADVISORY BOARD (Town Code Chapter 26, Section 1)	No appointments.	
COMMUNITY ACCESS CABLE TV COMMITTEE	Motion to appoint: Anthony Rosati, Martin Wangelin and Timothy Bailey to serve a (1) one-year term	1/1/11 – 12/31/11
AURORA TOWN LIBRARY BOARD	Motion to appoint: Alvin Fontanese to serve a (5) five-year term	1/1/11 – 12/31/15
OPEN SPACE COMMITTEE	Motion to appoint: Larry Brickman and Dale Morris to each serve a (3) three-year term (meeting schedule to be announced)	1/1/11 – 12/31/13
DEPUTY TOWN CLERK #1	Town Clerk appoints: Sheryl A. Miller to serve a (1) one-year term	1/1/11 – 12/31/11
DEPUTY TOWN CLERK #2	Town Clerk appoints: Victoria E. Montagu to serve a (1) one-year term	1/1/11 – 12/31/11
REGISTRAR OF VITAL STATISTICS	Martha L. Librock currently serving a four (4) year term.	1/1/10 – 12/31/13
SUB-REGISTRAR OF VITAL STATISTICS	Registrar appoints: Victoria E. Montagu to serve a (1) one-year term	1/1/11 – 12/31/11
TOWN AUDITORS	Motion to appoint: Drescher & Malecki, LLP to serve a (1) one-year term	1/1/11 – 12/31/11
TOWN ENGINEER	Bryan Smith currently serving a (2) two-year term	1/1/10 – 12/31/11

ENGINEERING SERVICES Motion to retain **CRA Infrastructure & Engineering, Inc.** at a fee of \$200 per month to cover the cost of general services provided to the Town. **1/1/11 – 12/31/11**

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 10, 24; February 14, 28; 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 18, March 1, March 22, April 19, May 17, June 21, July-none, August-none, 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**

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		384.62
Councilman		384.62
Councilman		384.62
Councilman		384.62
Town Justice		1,103.13
Town Justice		1,103.13
Clerk to Town Justice	12.99	
Clerk to Town Justice	16.16	
Supervisor		1,326.92
Budget Officer		134.62
Assistant to Supervisor	19.69	
Secretary to Supervisor	13.22	
Historian		187.35

Tax Receiver		1,081.88
Deputy Tax Receiver	11.36	
Assessor	24.88	
Assessor Mileage		28.85
Appraiser Mileage		28.85
Real Property Appraiser		970.08
Assessment Clerk	14.58	
Clerk PT	12.55	
Town Clerk		2,101.35
Registrar		26.92
Deputy Town Clerk 1 (FT)	14.19	
Zoning Clerk	14.19	
Deputy Town Clerk 2 (PT)	14.05	
Attorney		1,535.50
Prosecutor		525.31
Deputy Atty - Planning Brd.		87.15
Engineer		365.04
Engineer/Planning Board		79.23
Water Engineer		192.31
Drivers (minibus)	10.69	
Drivers (minibus)	14.10	
Dog Control Officer	14.51	
Dog Control Officer PT	10.20	
Sup. Of Building	30.64	
Building & Zoning Clerk	14.45	
Planning Clerk	14.45	
Assistant Building Inspector	20.68	
Highway Secretary	11.56	
Parks Secretary	11.56	
Sup. Of Highway		2,101.35
Parks Director		96.15
Senior Director	19.05	
Part-Time Kitchen	10.20	
Part-time clerk	10.46	
Part-time clerk	10.46	
Custodian (RPT)	10.82	
Custodian (RPT)	10.82	
Dir. Of Recreation 2	24.99	
Recreation Mileage		46.15
Recreation Mileage		46.15
Recreation Supervisor	15.08	
Recreation Attendant	15.08	
Clerk Typist PT	12.55	
Clerk Typist PT	12.55	
Laborer		113.58
UNION		
Truck Driver	21.40	
Motor Equip. Operator	24.42	
Truck Driver	23.71	
Motor Equip. Operator	24.42	
Repair/Maint. Stipend		28.85
Motor Equip. Operator	24.42	
Truck Driver	23.71	
Water Director Stipend		115.38
Asst. Working Crew Chief	24.92	
Laborer	15.00	
Working Crew Chief	25.77	
Maintenance Worker Parks	24.42	
Maintenance Worker	24.42	

- LIMITED SUPPLIES PURCHASE** Motion for the **Highway Superintendent, Deputy Highway Superintendent, Recreation Director and Town Clerk** to purchase supplies, without Town Board approval, with a limit of \$500.00, except computer related purchases, which must first be approved by **Lisa Hoffman, System Administrator**.
- ALTERNATE CHECK SIGNER** Motion to authorize: **James Collins, Councilman and Judy Reischuck, Bookkeeper**, to sign checks in the absence of and at the request of the Town Supervisor.
- VOUCHER FORM** Motion to require a voucher to be used by persons having claims from the Town, be substantially in the standard form prescribed by NYS Audit and Control.
- PREPAYMENT OF CLAIMS** Motion that the Town is authorized to pay, in advance of audit, all public utilities, postage, freight and express charges, insurance, and payments for all approved contracts extending over one-year, and such payments shall be presented at the next regular meeting for audit; as used this resolution the term of public utilities shall mean electric, gas, water, sewer, and telephone services as contained in Section 118, Sub. 2 of the Town Law.
- LIABILITY PROTECTION** Action #168 on 11/11/85 provided that the Town will provide personal liability protection for all employees and elected officials by local law:
Selective Insurance Company or Equivalent.
- PUBLIC HEARINGS** Supervisor noted that: for the orderly and efficient conducting of public hearings they will be held at the early part of the meeting. The Board may defer voting on issues discussed at the public hearing for at least two weeks, but may be voted on at the same meeting.
- INVESTMENT POLICY** **WHEREAS**, in view of past practices of investing Town of Aurora money, and to prevent the Town from being subjected to the possibilities of losses from their investments,
NOW, THEREFORE, BE IT RESOLVED, that all money, other than money deposited in the designated banks to pay current obligations, contractual obligations, and payroll, be invested only in banks or trust companies located and authorized to do business in New York State. Such depositories to be designated by the Town Board. Such monies shall be invested only in U.S. Government Treasury Bills, Treasury Notes, certificates of deposit, or N.O.W. accounts (N.O.W. accounts subject to conditions governing N.O.W. accounts), and further, that all transactions involving investments be handled personally by the Supervisor in its entirety and further that the Supervisor advise the Town Board members of the amount invested, with whom it was invested, the interest rate to be received, and be it further
RESOLVED, that securities used to collateralize the invested funds in certificates of deposit be securities that are guaranteed by the U.S. Government, and be it further
RESOLVED, that the time deposits which exceed the F.D.I.C. guarantee to be collateralized as per State banking regulations and that a perpetual record be maintained of the type and amount of collateral pledged by the depositories to secure the safety of the amount of Town deposits, and that a periodic verification of the existence and proper segregation of the collateral obligations be made by the Supervisor and that this report be made to the Town Board members on a quarterly basis.
RESOLVED, that the securities inherited by the Cemetery Fund will be kept and monitored monthly until such time that the board resolves to sell said securities.

HOLIDAYS

Motion to designate:

Martin Luther King Day (1/17/11) / Presidents Day (2/21/11) / Good Friday (4/22/11) / Memorial Day (5/30/11) / Independence Day (7/4/11) / Labor Day (9/5/11) /Columbus Day (10/10/11) / Veterans Day (Observed) (11/11/11) / Thanksgiving Day (11/24/11) / Day after Thanksgiving (11/25/11) / Christmas Day (12/26/11*)

Employees may or may not be granted time off on Election Day at the discretion of the Town Board. This day is not considered a holiday.

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

EMPLOYEE BOND COVERAGE

Supervisor noted that the Blanket Bond is in effect and filed with the Erie County Clerk for **\$1,000,000** for each of the following: **Tax Receiver, Supervisor, Deputy Supervisor, Book keeper. Assistant to the Supervisor, Secretary to the Supervisor.**

BLANKET BOND COVERAGE

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

PROCUREMENT POLICY

Adopted 1/17/2000 Action #2
Amended 5/14/2001 Action #151
Amended 5/10/2010 Action #179

**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 (RFP's) for bids or quotes of \$500.00 or more, but less than \$10,000.00, may be solicited by the Purchaser without having prior Town Board approval. The purchase of goods or services as a result of the RFP'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 \$10,000.00 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. Less than \$10,000 but greater than \$3,000 – Requires written request for a proposal (RFP) and written/faxed quotes from at least three (3) vendors.
- B. Less than \$3,000 but greater than \$500 – Quotes, documented in writing, from less than three (3) vendors.
- C. Less than \$500 – 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 less than \$35,000 but greater than \$500 – 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 less than \$500 – Up to the discretion of purchaser, provided expense is shown within current year budget allocation(s) and supported by written invoices and signed vouchers.

All information gathered in complying with the procedures of this Guideline shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.

Guideline 5. The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the Purchaser prepares written justification providing reasons why it is in the best interest of the Town and its taxpayers to make an award to other than the low bidder. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement. If prices bid or proposed in a quote or response to an RFP are not materially different the Town reserves the right to award any applicable contract to an individual or business residing or located within the Town.

Guideline 6. A good faith effort shall be made to obtain the required number of proposals or quotations. If the Purchaser is unable to obtain the required number of proposals or quotations, the Purchaser shall document the attempt made at obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.

Guideline 7. Sets forth the exceptions to the requirements of the Procurement Policy. Except when directed by the Town Board, no solicitation of written proposals or quotations shall be required under the following circumstances:

- a) Acquisition of professional services;
- b) Emergencies;
- c) Sole source situations;
- d) Goods purchased from agencies for the blind or severely handicapped;
- e) Goods purchased from correctional facilities;
- f) Goods purchased from another governmental agency;
- g) Goods purchased at auctions;
- h) Computer software;
- I) Purchases pursuant to state or county bid.

Under the above exceptions, any such purchase or public works contract shall be forwarded to the Town Board for approval and be described and documented as to the reason for its exception from these guidelines and procedures.

Guideline 8. This policy shall be deemed renewed annually by the Board at its organizational meeting unless otherwise determined by the Board.

Guideline 9. Any unintentional failure to fully comply with the provisions of General Municipal Law Section 104-b or the Town Board's policies and procedures shall not be grounds to void any action taken or given rise to a cause of action against the Town or any officer or employee thereof.

	DOCUMENTED VERBAL QUOTES			WRITTEN QUOTES		COMPETITIVE BIDDING	OTHER
	0	2	Less than 3	2	3 or More		
PURCHASE CONTRACTS							
Under \$500	X						
500 - 2,999			X				
3,000 - 9,999					X		
Over 10,000						X	
CONTRACTS FOR PUBLIC WORK							
Under \$500	X						
500 - 34,999					X		
Over 35,000						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 .

And

TOWN OF AURORA
5 South Grove Street
East Aurora, New York 14052
Hereinafter referred to as the "Town"

Whereas, for many years, the "Town" and the "Village" shared the court room and court offices located on the 3rd floor of Village Hall, situate at 571 Main Street, East Aurora, New York; and

Whereas, since January 16, 1996 when Village Court was abolished by Local Law, the "Town" has had exclusive use of two (2) offices and one (1) court room, and shared use of the Village Board room, common hallways, elevator and restroom facilities for Town Justice Court purposes; and

Whereas, a previous agreement granting the "Town" the right to use these areas expired in 1999; and

Whereas, the parties hereto are desirous of entering into a new Agreement;

NOW, THEREFORE, it is agreed by and between the "Village" and "Town" as follows:

1. The "Village" shall make the described facilities illustrated in "Attachment A" available to the "Town" from January 1, 2011 through December 31, 2011.
2. The "Town" does hereby agree to pay the "Village" as follows:
 - \$11.50 per square foot for areas of "exclusive use" as identified in Attachment A.
 - \$ 6.00 per square foot for areas of "shared use" as identified in Attachment A.
3. In regard to the rental provision set forth in Paragraph 2, the Town agrees to pay an additional amount for the increased utility expenses of gas, electric and water determined by an increase of 20% or more in the utility rates for the prior calendar year. The amount of such rental payments shall be determined by the actual increase incurred by the Village in an amount of 20% or more attributable to the increase in the utility rates. The amount payable by the Town shall be determined by square footage based upon 50% of the 951 square feet for the Civic Hall/Court Room and 100% of the 1,257 square feet for exclusive use of the former Court Room, Office Number 1 and Office Number 2 in relation to the total square footage of the Village Hall as set forth in "Attachment A". Any proposed increase shall be estimated on or before December 1, 2011 with proper notice to the Town with the actual audited amount submitted by verified invoice to the Town in accordance with Paragraphs 4 and 5 of this Agreement.
4. The "Village" will submit a bill to the "Town" no later than January 1st for the prior calendar year.
5. The "Town" agrees to make payment to the "Village" no later than February 15th of the following calendar year.
6. The "Village" will maintain safe and clear access to the leased space at all times for individuals working in, visiting and having business with the Town Justice Court during the term of this agreement.
7. Both parties ("Village and Town") reserve the right to amend this agreement as needed, upon 60 day written notice and executed by the parties hereto affected by such amendment.

8. The "Village" will maintain liability coverage on the property, and the "Town" shall indemnify and hold harmless the "Village" and annually furnish a Certificate of Insurance illustrating coverage on contents, liability coverage and naming the Village of East Aurora as an *Additional Insured*.

9. This Agreement supersedes all prior and contemporaneous agreements, understandings, negotiations and discussions, whether written or oral.

10. This Agreement shall be governed by and construed in accordance with the Laws of the State of New York.

11. This Agreement shall be automatically renewed for additional one (1) year (January-December) periods commencing January 1st, 2012 unless either party gives written notice to the other party on or before the preceding September 1st, of its intention to not renew the agreement.

12. This Agreement shall be effective on the date it is executed by each municipality, and shall remain in effect unless either party wishes to terminate this agreement upon thirty (30) days written notice.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed.

DATED: VILLAGE OF EAST AURORA
BY: _____
Allan A. Kasprzak, Mayor

DATED: TOWN OF AURORA
BY: _____
Jolene Jeffe, Supervisor

Upon a vote being taken: ayes – four noes – none Motion carried. Action #5
Supv. auth to
sign court
rental
agreement

Councilman Bach moved to approve the purchase of a Briggs Vanguard kit to repair/convert the motor on the Smithco Infield Machine. The cost of the kit, \$2250.00, will be disbursed from A7110.424 Parks-Equipment Maintenance. Councilwoman Friess seconded the motion. Upon a vote being taken: ayes – four noes – none Motion carried. Action #6
Purchase of
infield machine
motor repair kit
aprvd.

Town Engineer Bryan Smith prepared bid specs and bid documents for removal of the existing lights in the warehouse at 300 Gleed and installation of new fluorescent fixtures. Supervisor Jeffe instructed Highway Superintendent Gunner to forward the bid documents to the entities that had previously submitted bids to repair/replace the warehouse lighting.

NEW BUSINESS:

Councilwoman Friess moved to amend the agenda by adding item 7I – agreement with Drescher & Malecki for audit services. Councilman Collins seconded the motion. Upon a vote being taken: ayes – four noes – none Motion carried. Action #7
Item 7I added
to agenda

Councilman Collins moved to authorize the Supervisor to sign a letter of Agreement with Ann McDonnell, 121 Woodside Drive, Elma, NY, for grant writer services for the period 1/1/2011 through 12/31/2011. Councilman Bach seconded the motion. Upon a vote being taken: ayes – four noes – none Motion carried. Action #8
Grant writer
agreement
approved.

Councilwoman Friess moved to approve the addition of a new recreation program: February Break Kids Camp. The program will be held at 300 Gleed Avenue. Councilman Bach seconded the motion. Upon a vote being taken: ayes – four noes – none
Motion carried.

Action #9
New recreation program – Feb. Break Kids Camp – aprvd.

Item 7C, the Highway Superintendents request to attend the Association of Town meeting in NYC, was withdrawn.

Councilwoman Friess moved to authorizing the signing of the 2011 Agreement to spend Town Highway Funds pursuant to Section 284 of Town Highway Law. Councilman Collins seconded the motion. Upon a vote being taken: ayes – four noes – none
Motion carried.

Action #10
Board authorized to sign 284 Hwy agreement

Councilman Bach moved to approve the hiring of Dale Little, 729 Quaker Road, as a seasonal (winter) part-time employee at a rate of \$10.00 per hour for on-call snow removal. Councilwoman Friess seconded the motion. Upon a vote being taken: ayes – four noes – none
Motion carried.

Action #11
D. Little hired as seasonal PT employee.

Councilman Collins moved to approve the request from the East Aurora Union Free School District Continuing Education department to use the Sneakers Fitness room at 300 Gleed Avenue, East Aurora, to hold the following classes:

Step Aerobics/Circuit Training	M TH	6:00-7:00 am	2/3/11-6/30/11
Step Aerobics/Circuit Training	T TH	4:15-5:30 pm	2/1/11-6/30/11
Step Aerobics/Circuit Training	W	5:15-6:30 pm	2/2/11-6/29/11
Stronger Bodies, Stronger Bones	M W F	9:00-10:45 am	2/1/11-6/30/11
Stronger Bodies, Stronger Bones	T TH	6:30-7:45 pm	2/1/11-5/26/11

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

Action #12
EAUFSD use of Sneakers aprvd.

Councilman Bach moved to set the hours for the RPT Assessor as being 8:30 a.m. to 4:00 p.m. Tuesdays and Thursdays, and 8:30 a.m. to 2:30 p.m. Wednesdays. Councilwoman Friess seconded the motion. Upon a vote being taken: ayes – four noes – none
Motion carried.

Action #13
RPT Assessor hours set.

The following surplus equipment was offered at an on-line auction and received the bids listed:

Ariens Snowblower	\$235
Honda EB2500 Generator	\$285
File cabinet	\$10
Diamond Plate Truck Tool Box	\$80
Weatherguard Truck Tool Box	\$125
Gasboy Fuel Tank	\$161.99
Parking Lot Striping Machine	\$40
John Deere LX188 Riding Lawnmower	\$370
Homelite trash pump	\$35
Paynes PF6000 Forks	\$241
FMC Tire Changer*	\$290.10
John Deere 1032 Snowblower	\$285

Toro Lawn Aerator Attachment	\$210
Jacobsen Lawn Aerator Attachment	\$435
York Rake Attachment	\$155
Organ	\$15.01
Victory Commercial Refrigerator	\$725
Image 1050SE Treadmill	\$10
Lot of Computers	\$15

*not on approved surplus list

Councilman Collins moved to accept the on-line auction bids listed above. Councilwoman Friess seconded the motion. Upon a vote being taken: ayes – four noes – none Motion carried.

Action #14
 On-line auction bid amounts accepted.

Councilman Collins moved to authorize the Supervisor to sign the Letter of Agreement with Drescher & Malecki LLP, where by Drescher & Malecki will provide accounting and auditing services to the Town during the 2011 year. Councilman Bach seconded the motion. Upon a vote being taken: ayes – four noes – none Motion carried.

Action #15
 Agreement for audit services with Drescher Malecki aprvd

COMMUNICATIONS – The following communications were received by the Board and filed:

- Recreation Director – December 2010 Report
- Tax Receiver – December 2010 Report
- Building Department – December 2010 Report
- Town Clerk – December 2010 Report
- Senior Center – December 2010 Report
- Assessor – December 2010 Report

AUDIENCE II:

Tony Rosati, Center Street, asked the Board to summarize where they are at regarding the move to Glead. Supervisor Jeffe responded that the issue will be on the next work session agenda.

BUSINESS FROM BOARD MEMBERS AND STAFF:

Councilmembers Friess, Bach and Collins thanked everyone for a good year in 2010.

Supervisor Jeffe noted that the new CSEA contract has been sent to Union officials for review.

Highway Superintendent Gunner stated that several of his employees are using a GPS system to gather information on the town's water districts.

The 2010 Encumbered Abstract of Claims, dated January 10, 2011 and consisting of vouchers numbered 2416 to 2462, was presented to the Board for audit and authorization of payment from the following funds:

General	\$ 9,425.93
Highway	220.00
Enterprise/Glead	18,019.14
Special Districts	<u>49,176.10</u>
Grand Total Abstract	\$76,841.17

The January 10, 2011 Abstract of Claims, consisting of vouchers numbered 1 to 37, was presented to the Board for audit and authorization of payment from the following funds:

General	\$40,724.85
Part Town	3,500.00
Highway	17,779.18
Enterprise/Gleed	1,615.50
Trust & Agency	761.25
Special Districts	<u>2,264.13</u>
Grand Total Abstract	\$66,644.91

Councilwoman Friess moved to approve the 2010 Encumbered Abstract of Claims and the 2011 Abstract of Claims, both dated 1/10/11, and to authorize payment of same. Councilman Bach seconded the motion. Upon a vote being taken: ayes – four noes – none
Motion carried.

Action #16
2010 Enc. and
2011 Abstracts
of Claims
aprvd.

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

Action #17
Meeting
adjourned.

Martha L. Librock
Town Clerk