

January 9, 2017

A meeting of the Town Board of the Town of Aurora took place on Monday, January 9, 2017 at 7:00 p.m. in the Town Hall Auditorium, 300 Gleed Avenue, East Aurora, New York.

Members Present:	Jeffrey T. Harris	Councilman
	Susan A. Friess	Councilwoman/Deputy Supervisor
	Jolene M. Jeffe	Councilwoman
	Charles D. Snyder	Councilman
Absent/Excused:	James J. Bach	Supervisor
Others Present:	David Gunner	Highway Superintendent
	Robert Lowell Goller	Secretary to Supervisor/Historian
	Camie Jarrell	Engineer/GHD Consulting
	William Kramer	Code Enforcement Officer
	Shane Krieger	Chief of Police
	Douglas Crow	Planning Board member

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

The first item on the agenda was a public hearing on a proposed local law for a three month extension to the moratorium on Solar Energy. The notice of public hearing was published in the East Aurora Advertiser and posted on the Town Clerk's bulletin board as evidenced by the affidavits of publication and posting. Deputy Supervisor Friess opened the public hearing at 7:01 p.m. and asked if anyone in the audience wished to comment on this proposed local law. Hearing no response, the hearing was closed at 7:02 p.m.

The next item on the agenda was a public hearing on a proposed local law that would allow inserts to be mailed with town/county tax bills. The notice of public hearing was published in the East Aurora Advertiser and posted on the Town Clerk's bulletin board as evidenced by the affidavits of publication and posting. Deputy Supervisor Friess opened the public hearing at 7:03 p.m. and asked if anyone in the audience wished to comment on this proposed local law. Hearing no response, the hearing was closed at 7:04 p.m.

2017 ORGANIZATIONAL CHART

TITLE	ACTION	TERM
SECRETARY TO THE SUPERVISOR	Supervisor appointed: Robert Lowell Goller to serve a (1) one-year term	1/1/17 – 12/31/17
ASSISTANT TO THE SUPERVISOR	Supervisor appointed: Kathleen A. Moffat to serve a (1) one-year term	1/1/17 – 12/31/17
DEPUTY SUPERVISOR	Supervisor Bach appointed: Susan A. Friess to serve a (1) one-year term	1/1/17 – 12/31/17
RECREATION DIRECTOR (Town Code Chapter 28, Section 2)	Motion to appoint: Christopher Musshafen to serve a (1) one-year term	1/1/17 – 12/31/17
TOWN ATTORNEY &	Ronald P. Bennett currently serving a (2) two-year term	1/1/16 – 12/31/17
DEPUTY TOWN PROSECUTOR	Motion to appoint: TBD	1/1/17 – 12/31/17
TOWN PROSECUTOR & DEPUTY TOWN ATTORNEY	Motion to appoint: Edward J. Snyder to (1) one-year term as Town Prosecutor and Deputy Town Attorney	1/1/17 – 12/31/17

MARRIAGE OFFICER	Motion to appoint: James J. Bach and Susan A. Friess to serve a (1) one-year term	1/1/17 – 12/31/17
TOWN HISTORIAN	Supervisor appointed: Robert Lowell Goller to serve a (1) one-year term	1/1/17 – 12/31/17
WATER CLERK	Motion to appoint: Barbara A. Halt to serve a (1) one-year term	1/1/17 – 12/31/17
PLANNING BOARD	Motion to appoint: Douglas Crow to serve a (7) seven -year term	1/1/17 – 12/31/23
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	1/1/17 – 12/31/17
PLANNING BOARD CHAIRMAN	Motion to appoint: Donald Owens to serve a (1) one-year term	1/1/17 – 12/31/17
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.	1/1/17 – 12/31/17
CONSERVATION BOARD (<i>Town Code Chapter 5, Section 1</i>)	Motion to appoint: Donald Owens, Timothy Bailey, William Voss, Douglas Crow, David Librock, Norman Merriman and Laurie Kutina to serve a (1) one-year term	1/1/17 – 12/31/17
ZONING BOARD OF APPEALS (<i>Town Code Article VI, Chapter 116-60</i>)	Motion to appoint: Rod J. Simeone to serve a (5) five-year term	1/1/17 – 12/31/21
ZONING BOARD ALTERNATES	Motion to appoint: Dennis Holbrook to serve a (1) one-year term	1/1/17 – 12/31/17
ZONING BOARD CHAIRMAN	Motion to appoint: James Whitcomb to serve a (1) one-year term	1/1/17 – 12/31/17
DISASTER / HAZARDOUS MATERIALS COORDINATOR	Motion to appoint: Mark Hartley , Disaster Coordinator; Randy Taylor , Asst. Disaster Coordinator; Thomas Bender , Asst. Disaster Coordinator; Craig Thrasher , Asst. Disaster Coordinator, to serve a (1) one-year term	1/1/17 – 12/31/17
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 – Al Obringer Town Attorney – Ronald Bennett Assessor – Richard Dean to serve a (1) one-year term	1/1/17 – 12/31/17
Note: Village of East Aurora and Town of Aurora Supervisor to serve as members ex-officio		

SAFETY COMMITTEE CHAIRMAN	Will appoint when a Safety Committee is appointed on an as-needed basis	
SAFETY COMMITTEE	Will be appointed on an as-needed basis	
RECREATION ADVISORY BRD (Town Code Chpt 26 Sect 1)	Will be appointed on an as-needed basis.	
AURORA TOWN LIBRARY BOARD	Motion to appoint: Richard A. Wiesen to serve a (5) five-year term	1/1/17 – 12/31/21
OPEN SPACE COMMITTEE	Motion to appoint: Dale Morris and Larry Brickman to each serve a (3) three-year term (meeting schedule to be announced)	1/1/17 – 12/31/19
DEPUTY TOWN CLERK #1	Town Clerk appoints: Sheryl A. Miller to serve a (1) one-year term	1/1/17 – 12/31/17
DEPUTY TOWN CLERK #2	Town Clerk appoints: Barbara A. Halt to serve a (1) one-year term	1/1/17 – 12/31/17
REGISTRAR OF VITAL STATISTICS	Martha L. Librock – 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	1/1/17 – 12/31/17
TOWN AUDITORS	Motion to appoint: Drescher & Malecki, LLP to serve a (1) one-year term	1/1/17 – 12/31/17
ENGINEERING SERVICES	Motion to retain GHD Consulting Services, Inc. for Town Engineering Services	1/1/17 – 12/31/17
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 9, 23; February 13, 27; March 13, 27; April 10, 24; May 8, 22; June 12, 26; July 10, 24; August 14, 28; September 11, 25 October 10 (Tuesday), 23; November 13, 27; December 11, 28 (Thursday, 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 17, February 21, March 21, April 18, May 16, June 20, July 18, August 22, September 19, October 17, November 21, December 19.	
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, Bank of Holland, Key Bank, Citizens Bank, Manufacturers & Traders Trust Company, Five Star Bank.**

PAY PERIODS Motion to set pay periods for every two weeks.

RATES OF PAY Motion to set the Hourly and Bi-Weekly Rates of Pay for Town Employees, Appointed and Elected Officials as follows:

Title	Hourly Rate	Bi Weekly Rate
Councilman		426.80
Councilman		426.80
Councilman		426.80
Councilman		426.80
Town Justice		1,248.44
Town Justice		1,248.44
Clerk to Town Justice	14.70	
Clerk to Town Justice	18.27	
Supervisor		1,501.74
Assistant to the Supervisor	18.89	
Budget Officer		96.15
Secretary to Supervisor	14.79	
Historian		212.04
Assessor	28.12	
Assessor Mileage		28.85
Appraiser Mileage		28.85
Real Property Appraiser	28.11	
Assessment Clerk	16.49	
Clerk PT-Assessor's Office	14.20	
Town Clerk		2,370.99
Registrar		32.01
Deputy Town Clerk 1	16.04	
Zoning Clerk	16.04	
Deputy Town Clerk 2	15.39	
Deputy Town Clerk 3	15.90	
Attorney		1737.76
Prosecutor		594.54
Drivers (minibus)	11.31	
Drivers (minibus)	15.95	
Laborer-Dog Control	13.24	
Sup. Of Building	34.39	
Building & Zoning Clerk	14.08	
Planning Clerk	14.08	
Assistant Building Inspector	23.40	
Highway Secretary	13.03	
Parks Secretary	13.03	
Sup. Of Highway		2,370.99
Buildings Dir.-HW Super		204.00
Parks Director – HW Super		400.15
Dpty Highway Supt.-Stipend		115.38
Recreation Leader-Senior C	21.55	
Part-Time Kitchen	11.55	
Part-time clerk – Sr Center	11.82	
Part-time clerk – Sr Center	11.82	
Custodian (RPT) – Sr Center	12.24	
Aquatics Director	22.42	
Recreation Mileage		46.15
Recreation Mileage		46.15
Recreation Supervisor	18.74	

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Clerk Typist PT – Rec	14.20	
Clerk Typist PT - Rec	14.20	
Laborer (Parks)	17.06	
Laborer	13.24	
Laborer	10.40	
Laborer	15.92	
UNION		
Motor Equip. Operator	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	
Truck Driver	20.48	
Motor Equip. Operator	27.22	
Motor Equip. Operator	27.22	
Motor Equip. Operator	27.22	
Laborer	17.06	

**LIMITED SUPPLIES
PURCHASE**

Motion for the **Highway Superintendent, Recreation Director and Town Clerk** to purchase supplies, without Town Board approval, with a limit of \$750.00, except computer related purchases, which must first be approved by **Kathleen Moffat, System Administrator**.

**ASSOCIATION OF
TOWNS ANNUAL
MEETING AND
DELEGATES**

No appointment this year.

**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 (1/16/17) / Presidents Day (2/20/17) / Good Friday (4/14/17) / Memorial Day (5/29/17) / Independence Day (7/4/17) / Labor Day (9/4/17) /Columbus Day (10/9/17) / Veterans Day (Observed) (11/10/17) / Thanksgiving Day (11/23/17) / Day after Thanksgiving (11/24/17) / Christmas Day 12/25/17 / New Year's Day 1/1/18)
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

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 required to be made pursuant to the competitive bidding requirements of General Municipal Law, Section 103, or of any other general, special or local law.

PROCEDURE FOR DETERMINING BIDDING AND PROCUREMENT POLICY

Guideline 1. Every prospective purchase of goods or service shall be evaluated to determine the applicability of General Municipal Law Section 103. Every Town officer, board, department head or other personnel with the requisite purchasing authority (hereinafter called Purchaser) shall, if appropriate, estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. The information gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchase activity.

Guideline 2. All purchases and public works requests (RFQ's) for bids or quotes of \$750.00 or more, but less than \$20,000.00, may be solicited by the Purchaser without having prior Town Board approval. The purchase of goods or services as a result of these RFQ's shall require Town Board approval and authorization prior to the Purchaser procuring the goods or services.

Guideline 3. All purchases of (a) supplies or equipment from a single individual or entity, which will equal or exceed \$20,000 in the fiscal year or (b) public works contract equal to or over \$35,000 shall be formally bid pursuant to General Municipal Law Section 103.

Guideline 4. Purchases in the amounts as follows:

A. \$3,000 up to \$19,999 – Requires written request for a quote (RFQ) and written/faxed quotes from at least three (3) vendors.

B. \$750 up to \$2,999 – Verbal quotes, documented in writing, from less than three (3) vendors.

C. Under \$750 – At the discretion of the Purchaser, provided expense is shown within current year budget allocation(s) and supported by written invoices and signed vouchers.

D. Public Works Contracts \$750 up to \$34,999 – A written request for proposal (RFP) and written or faxed proposal from at least three (3) contractors/vendors must be provided.

E. Public Works Contracts under \$750 – Up to the discretion of purchaser, provided expense is shown within current year budget allocation(s) and supported by written invoices and signed vouchers.

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

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

quote or response to an RFP are not materially different the Town reserves the right to award any applicable contract to an individual or business residing or located within the Town.

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

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

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

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

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

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

	DOCUMENTED VERBAL QUOTES			WRITTEN QUOTES		COMPETITIVE BIDDING	OTHER
	0	2	Less than 3	2	3 or More		
PURCHASE CONTRACTS							
Under \$750	X						
750 - 2,999			X				
3,000 – 19,999					X		
20,000 and over						X	
CONTRACTS FOR PUBLIC WORK							
Under \$750	X						
750 - 34,999					X		
35,000 and over						X	
EMERGENCIES (must be declared by Town Board)							X
INSURANCE							X
PROFESSIONAL SERVICES							X

Purchase contracts involve the acquisition of commodities (Material, Supplies or equipment)

Public works contracts involve services, labor, or construction.

Contracts that involves both goods and services.

If a contract involves a substantial amount of services and the acquisition of commodities is only incidental to the work, it should be considered a contract for public work. If the services or labor is 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.

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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; Assoc. 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
- NYS American 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 school

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:

- 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 2017:

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

Councilman Harris moved to adopt the 2017 Organizational Chart.
 Councilwoman Jeffe seconded the motion.
 Upon a vote being taken: ayes – four noes – none Motion carried.

Action #1
 2017
 Organizational
 Chart approved.

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Councilman Snyder moved to approve the minutes of the 12/20/16 work session; seconded by Councilwoman Jeffe. Upon a vote being taken: ayes – four noes – none Motion carried.

Action #2
 12/20/16 work
 sess minutes
 approved

Councilwoman Jeffe moved to approve the minutes of the 12/27/16 Town Board meeting; seconded by Councilman Harris. Upon a vote being taken: ayes – four noes – none Motion carried.

Action #3
 12/28/15
 meeting
 minutes aprvd

AUDIENCE I: none

UNFINISHED BUSINESS:

Councilman Harris moved to rescind Action #387 of 12/20/2016 (approval/acceptance of auction bid for F550 truck) due to the bidder backing out of the purchase. Councilman Snyder seconded the motion. Upon a vote being taken: ayes – four noes – none Motion carried.

Action #4
Board rescinds
2016 Action
#387

Councilwoman Jeffe moved to reauthorize the auctioning of the surplus inventory 2006 Ford F550 dump truck; a 2006 Icebreaker Salt Hopper; and a 2006 Western 9' plow. Councilman Snyder seconded the motion. Upon a vote being taken: ayes – four noes – none Motion carried.

Action #5
Ford F550 to be
auctioned
again.

Councilman Snyder moved to adopt Local Law 1-2017; seconded by Councilwoman Jeffe:

TOWN OF AURORA

LOCAL LAW 1_-2017

A LOCAL LAW, TO AMEND LOCAL LAW 1-1990 KNOWN AS “THE CODES OF THE TOWN OF AURORA”, ADOPTED BY THE TOWN BOARD OF THE TOWN OF AURORA ON JANUARY 22, 1990, BY AMENDING CHAPTER 101, TAXATION AND ADDING ARTICLE X – TAX BILL ENCLOSURES.

BE IT ENACTED BY THE TOWN BOARD OF THE TOWN OF AURORA AS FOLLOWS:

SECTION 1. LEGISLATIVE INTENT

This Local Law amends a prior Local Law known as “The Town of Aurora Code” adopted by the Town of Aurora on January 22, 1990, as amended, relating to the administrative, legislative and general legislation of Codes within the Town of Aurora as therein set forth..

SECTION 2. Chapter 101 is amended by adding Article X – Tax Bill Enclosures as follows:

SECTION 101-33 PURPOSE

The purpose of this article is to authorize the Town Clerk to enclose with the tax bills certain notices, circulars, cards, handbills or other enclosures allowed by law concerning matters of public interest but excluding matters of a political nature, entailing propaganda, or advertisements. Section 1826 of the Tax Law of New York State forbids a municipality from mailing or delivering with tax bills any notices, circulars, pamphlets, cards, or similar printed materials until and unless the municipality has passed local legislation allowing for that practice, so long as neither the legislation nor the practice provide for the dissemination of political or propaganda materials.

SECTION 101-34, INCLUSION OF ENCLOSURES.

By resolution adopted by the Town Board, the Town Board shall be authorized to instruct the Town Clerk to enclose notices, circulars, pamphlets, cards, handbills or other enclosures allowed by law concerning matters of public concern.

- A. Such enclosures shall exclude any and all matter of political nature, entailing propaganda or any type of advertisement.
- B. Each enclosure shall be approved by a separate resolution of the Town Board.
- C. Said enclosures shall be included in the county/Town tax bills only.

SECTION 3. EFFECTIVE DATE

This Local Law shall take effect immediately upon filing with the New York Secretary of State.

Action #6
LL 1-2017
adopted
allowing inserts
in T/C tax bills

Upon a vote being taken: Councilman Harris – aye; Councilwoman
Jeffe – aye; Councilman Snyder – aye; Councilwoman Friess - aye
ayes – four noes – none Motion carried.

* * * * *

Councilwoman Jeffe moved to amend the agenda by adding item
6D – Local Law 2-2017 Solar Energy moratorium extension.
Councilman Snyder seconded the motion. Upon a vote being taken:
ayes – four noes – none Motion carried.

Action #7
Item 6D – Solar
Morat. Ext LL
added to agenda

Councilwoman Jeffe moved to adopt Local Law 2-2017; seconded by Councilwoman
Friess:

TOWN OF AURORA
LOCAL LAW 2 – 2017

A LOCAL LAW, TO AMEND LOCAL LAW 1-1990 KNOWN AS “THE CODES OF THE TOWN OF AURORA”, ADOPTED BY THE TOWN BOARD OF THE TOWN OF AURORA ON JANUARY 22, 1990, TO ESTABLISH A MORATORIUM ON THE USE OF LAND FOR COMMERCIAL AND PRIVATE SOLAR POWER PROJECTS IN THE TOWN OF AURORA.

BE IT ENACTED BY THE TOWN BOARD OF THE TOWN OF AURORA AS FOLLOWS:

SECTION 1. LEGISLATIVE INTENT

This Local Law amends a prior Local Law known as “The Town of Aurora Code” adopted by the Town of Aurora on January 22, 1990, as amended, relating to the administrative, legislative and general legislation of Codes within the Town of Aurora as therein set forth.

SECTION 2. PURPOSE

The Town Board of the Town of Aurora has under review regulation in regard to commercial solar power projects and private solar projects except for solar panels affixed to the primary residence within the Town of Aurora. At the present, there are no Town restrictions or regulations in regard to the use of land within the Town for commercial solar power projects or private solar power projects. It is acknowledged that Local Law No. 4-2016 previously established a six (6) month moratorium. The Town Board has had numerous sessions reviewing the proposed code together with support of the Town Planning Board. The Town Board of the Town of Aurora finds it prudent and necessary to enact an extension to a moratorium applicable to the use of land for commercial and private solar power projects in the Town. This moratorium extension is intended to ensure that no approvals for such land use application be granted or permitted until this Board can complete its planning studies and has had an opportunity to consider and enact appropriate regulations and/or appropriate amendments to existing laws to property address community impacts, concerns or issues regarding solar power projects. It is anticipated that the required code revisions shall be under consideration by the Town Board within the time-frame of the additional three (3) month moratorium.

SECTION 3. AUTHORITY

This Local Law is enacted pursuant to the provisions of Article 16 of the New York Town Law and Section 10 of the New York Municipal Home Rule Law.

SECTION 4. MORATORIUM AND DURATION

The Town Board of the Aurora hereby declares a three (3) month moratorium extension on the use of land for commercial and private solar power projects within the Town.

SECTION 5. SEVERABILITY

The invalidity of any word, section, clause, paragraph, sentence, or part or provision of this Local Law shall not affect the validity of any other part of this Local Law which shall be given effect.

SECTION 6. EFFECTIVE DATE

This Local Law shall become effective immediately upon the adoption by the Town of Aurora Town Board and filing with the New York Secretary of State.

Upon a vote being taken: Councilman Harris – aye; Councilwoman Jeffe – aye; Councilman Snyder – aye; Councilwoman Friess – aye
ayes – four noes – none Motion carried.

Action #8
LL adopted
extending solar
moratorium
3mos

* * * * *

NEW BUSINESS:

Councilman Harris moved to approve the “E-Waste Special Collection” flyer and its insertion in the 2017 town/county tax bills notifying Town (outside of Village) residents of a special electronic waste collection by the highway department that will be held the week of March 13, 2017. Councilman Snyder seconded the motion. Upon a vote being taken: ayes – four noes – none Motion carried.

Action #9
E-Waste
collection flyer
approved to be
inserted in tax
bills

Councilman Harris moved to approve the 2017 Garbage and Recycling flyer and its insertion in the 2017 town/county tax bills notifying Town (outside of Village) residents of the rules and regulations for garbage, recycling, tire and battery pickup, leaf pickup, etc. Councilman Snyder seconded the motion. Upon a vote being taken: ayes – four noes – none Motion carried.

Action #10
Garbage/recycle
flyer approved
to be inserted in
tax bills

Councilwoman Jeffe moved to approve the request from Kathleen Moffat to attend the Office of State Comptroller sponsored Basic Accounting School (April 11-13, 2017) and Advanced Accounting School (October 3-5, 2017). Both schools will be held in Batavia, New York at a cost of \$85 each. The total cost, including mileage reimbursement, will be disbursed from A1220.404 Supervisor – expense and travel. Councilman Snyder seconded the motion. Upon a vote being taken: ayes – four noes – none Motion carried.

Action #11
K. Moffat to
attend OSC
Accounting
schools

Councilwoman Jeffe moved to approve the hiring of Mackenna Mercurio, 129 Center Street, E. Aurora, as a Lifeguard PT at a rate of \$10 per hour. Councilman Snyder seconded the motion. Upon a vote being taken: ayes – four noes – none Motion carried.

Action #12
M. Mercurio
hired as Lifegrd
PT

Councilman Snyder moved to amend the agenda by adding item 7E – Lifeguard RPT rate change. Councilwoman Jeffe seconded the motion. Upon a vote being taken: ayes – four noes – none Motion carried.

Action #13
Item 7E –
Lifegrd RPT rate
change added to
agenda

Councilman Snyder moved to approve an hourly rate of \$12.50 for Recreation Department employee Leah Leuthauser, Lifeguard RPT, when she is working as a Swim Lesson Supervisor. Leah's rate will remain at \$10.60 per hour when she is working as an EAST coach.

Action #14
L. Leuthauser
swim lesson
supv rate aprvd

Councilwoman Jeffe seconded the motion. Upon a vote being taken:

ayes – four noes – none

Motion carried.

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

- Town Clerk – December 2016 report
- Town Clerk/Tax – December 2016 report
- Senior Center – December 2016 report
- Water Clerk – December 2016 report
- Recreation Director – December 2016 report
- Building Department – December 2016 report
- Town Clerk – 2016 Annual Report
- Building Department – 2016 Annual Report
- Vacation carry-over notification (highway)

BUSINESS FROM BOARD MEMBERS AND LIAISONS: none

AUDIENCE II: none

STAFF REPORTS:

Camie Jarrell thanked the Board for reappointing GHD as consulting engineers for the Town. Ms. Jarrell also stated that comments regarding the Master Water Improvement Area have been received from the Erie County Water Authority and Erie County Health Department. SHPO clearance has been received for the project and GHD is nearing the advertising date.

ABSTRACT OF CLAIMS:

The December 30, 2016 Prepaid Abstract of Claims, consisting of vouchers numbered 2025 to 2033, was presented to the Board for audit and authorization of payment from the following funds:

General	\$ 4,281.96
Special Districts	<u>50,753.68</u>
Grand Total Abstract	\$55,035.64

The 2016 Encumbered Prepaid Abstract of Claims dated January 9, 2017, consisting of vouchers numbered 2034 to 2068, was presented to the Board for audit and authorization of payment from the following funds:

General	\$10,616.77
Highway	23,529.64
Capital/MWIA	310.75
Special Districts	<u>62,922.06</u>
Grand Total Abstract	\$97,379.22

The 2017 Abstract of Claims dated January 9, 2017, consisting of vouchers numbered 1 to 30 (including prepaid vouchers), was presented to the Board for audit and authorization of payment from the following funds:

General	\$41,478.55
Highway	27,028.60
Special Districts	<u>260.00</u>
Grand Total Abstract	\$68,767.15

Councilwoman Jeffe moved to approve the 12/30/16 Prepaid Abstract of Claims, the 1/9/17 2016 Encumbered and 1/9/2017 Abstracts of Claims, and authorize payment of same. Councilman Harris seconded the motion. Upon a vote being taken: ayes – four noes – none
Motion carried.

Action #15
12/30/16 &
1/9/2017
Abstracts of
Claims
approved.

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

Action #16
Meeting
adjourned.

Martha L. Librock
Town Clerk