

# Eagle Scout Project

West Falls -- Colden Community Library

Nathan Stoddart  
Troop 599



SUPERVISOR  
James J. Bach  
(716) 652-7590  
[jbach@townofaurora.com](mailto:jbach@townofaurora.com)



townc

6B 1/2

**TOWN OF AURORA**  
**Southside Municipal Center**  
300 Glead Avenue, East Aurora, NY 14052  
[www.townofaurora.com](http://www.townofaurora.com)

6B-1

TOWN COUNCIL MEMBERS

Susan A. Friess  
[sfriess@townofaurora.com](mailto:sfriess@townofaurora.com)

Jeffrey T. Harris  
[jharris@townofaurora.com](mailto:jharris@townofaurora.com)

Jolene M. Jeffe  
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[csnyder@townofaurora.com](mailto:csnyder@townofaurora.com)

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David M. Gunner  
(716) 652-4050  
[highway@townofaurora.com](mailto:highway@townofaurora.com)

SUPT. OF BUILDING  
Patrick J. Blizniak  
(716) 652-7591  
[building@townofaurora.com](mailto:building@townofaurora.com)

ASSESSOR  
Richard L. Dean  
[assessor@townofaurora.com](mailto:assessor@townofaurora.com)  
(716) 652-0011

DIR. OF RECREATION  
Christopher Musshafen  
(716) 652-8866  
[chris@townofaurora.com](mailto:chris@townofaurora.com)

TOWN ATTORNEY  
Ronald P. Bennett

TOWN JUSTICE  
Jeffrey P. Markello  
Anthony DiFilippo IV

HISTORIAN  
Robert L. Goller  
(716) 652-7944  
[historian@townofaurora.com](mailto:historian@townofaurora.com)

FAX: (716) 652-3507  
NYS Relay Number:  
1(800) 662-1220

August 15, 2017

To: The Town Board

Please declare the following Highway Department trucks as surplus:

Inventory #2365- 2014 Ford F150 Pickup Truck #325, VIN #1FTMF1CM2EKD82886  
2007 Ford F150 DCO Pickup Truck, VIN #1FTRF12W37KD32980

We intend to put them up for auction with Auctions International. They have agreed to list Truck #325 with only a 5% buyer's premium to encourage higher bid prices.

Thank You,

A handwritten signature in black ink, appearing to read 'David Gunner'.

David Gunner  
Highway Superintendent

SUPERVISOR  
James J. Bach  
(716) 652-7590  
[jbach@townofaurora.com](mailto:jbach@townofaurora.com)



TOWN CLERK  
Martha L. Librock  
(716) 652-3280  
[townclerk@townofaurora.com](mailto:townclerk@townofaurora.com)

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CB-2

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August 23, 2017

To: The Town Board

Please declare the following Highway Department truck as surplus:

Inventory # <sup>TRK 318</sup> \_\_\_ - 1995 Ford L9000 Dump Truck, VIN #1FDYK90L3SVA81072

We intend to put it up for auction with Auctions International.

Thank You,

A handwritten signature in black ink, appearing to read "David Gunner".

David Gunner  
Highway Superintendent

SUPERVISOR  
James J. Bach  
(716) 652-7590  
[jjeffe@townofaurora.com](mailto:jjeffe@townofaurora.com)



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CLERK  
brock  
-3280

[townclerk@townofaurora.com](mailto:townclerk@townofaurora.com)

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August 16, 2017

To: Town Board  
Re: Purchase of a 2013 Dog Truck

Please approve the purchase of a 2013 Ford Trans<sup>K</sup> Connect vehicle to be used as a dog control vehicle. The Erie County Water Authority is willing to sell the town one of their vehicles for the fair market value (Kelly Bluebook) of \$13,712. It has only 15,000 miles on it. This vehicle will replace the current dog control truck that was purchased in 2007. We feel that the newer vehicle will be more dependable and its lower profile will make it easier to get dogs in and out of the truck.

Sincerely,

A handwritten signature in black ink that reads "David Gunner".

David Gunner  
Town of Aurora Highway Superintendent

*copy  
haul a trailer*

SUPERVISOR  
James J. Bach  
(716) 652-7590  
[jbach@townofaurora.com](mailto:jbach@townofaurora.com)



6D  
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Martha L. Libroch  
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August 15, 2017

To: The Town Board

Re: Request to purchase a new pickup truck

I respectfully request that the Town Board approve beginning the bid process to purchase a new 2017 4x4 ton super cab for use by the Highway Superintendent. The bid specs are attached.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Gunner".

David Gunner  
Highway Superintendent

6E

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(716) 652-7590  
[jbach@townofaurora.com](mailto:jbach@townofaurora.com)



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August 9, 2017

To: The Town Board

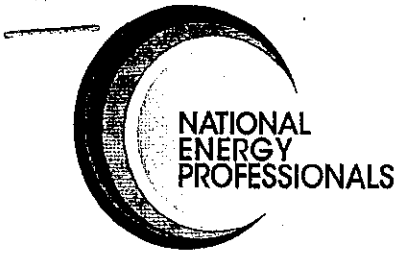
Re: Procurement violation on July 24, 2017.

Please advise me regarding a procurement violation that occurred on July 24, 2017. I was informed that the bulbs being used in the town light poles at South Street Tennis courts are no longer available to purchase. The courts are frequently used and several light bulbs are out, so I put in an order for an LED floodlight. National Energy Professionals mistakenly sent out two floodlights instead of one. They also sent out brackets and wood pole mountings that we need to install the new floodlights. This brought the total bill to \$1,868. Since we will need to replace four fixtures in the next twelve months, I decided to keep the extra floodlight in stock rather than send it back. The invoice was mistakenly put through without prior approval and has already been paid.

Going forward, we will need two more floodlights and it might save us labor costs if we have the electrical contractor install everything at once. I have the option to send back one light for a refund, keep what we have, or order the remaining two lights that are necessary. Please advise me on how you would like me to proceed.

Thank you,

David Gunner  
Town of Aurora Highway Superintendent



# National Energy Professionals

166 Taylor Road  
 Depew, NY 14043 USA

LOCAL/INT'L: 716-683-2505

TOLL FREE: 800-310-7413

FAX: 716-683-8655

Division of National Manufacturing & Distribution, Inc.

*Paul Park lights*

## INVOICE

Web: www.nationalenergypros.com

CO. NO. A D D R E S S  ATTN:	Town of Aurora			Date	7/6/2017
	Highway Dept			Invoice No.	00008771
	295 Quaker Ave			Purchase Order No.	David Gunner
	East Aurora	NY	14052	NEP Job No.	10484
	David Gunner			Payment Terms	Credit Card
			Shipped Via	NST	

QUAN	DESCRIPTION	UNIT PRICE	TOTAL
2	CREE LED Floodlight P# OSQ-A-NM-60-40K-UL-BZ / OSQ-AA-BZ	\$749.00	\$1498.00
2	Single Bullhorn Bracket, Wood Pole Mounting	\$185.00	\$370.00

*1818  
 x 2  
 3736*

TOTAL INVOICE \$1868.00

QUOTE PRINT  
SHANOR ELECTRIC SUPPLY, INC. NO. 112561

# SHANOR ELECTRIC SUPPLY, INC.

Page 1

876-0711 KENMORE • 662-8040 ORCHARD PARK • 832-1492 AMHERST  
(876-7375 FAX NO.) (662-5757 FAX NO.) (832-3597 FAX NO.) 08/16/17

Bill-to: ALRTOW Ship-to: TEMP  
TOWN OF AURORA TOWN OF AURORA TENNIS COURTS  
300 GLEED AVE  
EAST AURORA, NY 14052

REFERENCE # ! EXPIRES !SLSP!TERMS !WH !FREIGHT!SHIP VIA

TENNIS COURTS !08/31/17 !246 !NET 25TH !01 !PREPAID!

QUOTED BY: 246 QUOTED TO: DAVID GUNNER

ITEM	DESCRIPTION	ORDERED	UM	PRICE	UM	EXTENSION
FLOOD3X*	CREE DSG-A-NM-WEN-S-40K-UL-EZ/! !OSG-AA-EZ (FOR 2 TRIPLE MOUNT)!	6	E	925.00	EA	5550.00
FLOOD1X*	CREE DSG-A-NM-60-S-40K-UL-EZ/! !OSG-AA-EZ (FOR 4 SINGLE MOUNT)!	4	E	925.00	EA	3700.00
TRIPLEMT*	GENERAL STRUCTURES PCB3-3 !TRIPLE MOUNT FOR 5"-9" WOOD FL!	2	E	425.00	EA	850.00
SINGLEMT*	GENERAL STRUCTURES PCB3-1 !SINGLE MOUNT FOR 5"-9" WOOD FL!	4	E	205.00	EA	820.00
!ALL QUOTED SUBJECT TO APPROVAL!						
!NOT A GUARANTEED BILL OF MATERIAL!						
!CREE FIXTURES - FREIGHT ALLOWED AS QUOTED!						
!GENERAL STRUCTURES BRACKETS ARE PLUS FREIGHT!						
!ALL ITEMS SPECIAL ORDER! !NO RETURN!						
!TERMS: NET 25TH!						

This quotation does not include sales tax.  
The list of material is based on the interpretation of the information and/or supplied plans and is subject to Arch/Engr approval. It is the Contractors Responsibility to verify all given information and advise us of any changes in Writing.

MERCHANDISE!	MISC!	TAX!	FREIGHT!	TOTAL!
10920.00!	.00!	.00!	.00!	10920.00!



Document: Order Acknowledgement - Quote Order

UPC Vendor Invoice Date Order #  
61165712-00  
Cust #: 59204 PO Date PO # Page #  
08/16/17 TENNIS COURT 1

Bill To: TOWN OF AURORA  
300 GLEED AVE  
EAST AURORA, NY 14052

Correspondence To: Irr Supply Centers, Inc.  
908 Niagara Falls Blvd.  
N. Tonawanda, NY 14120

Ship To: TOWN OF AURORA  
300 GLEED AVE  
EAST AURORA, NY 14052

Instructions  
Ship Point Via Shipped Terms  
L.A. HAZARD (61) DERBY Net 30 days

Product	UPC	Quantity	Quantity	Quantity	Qty.	Unit	Price	Price	Amount
Ln# And Description	Item#	Ordered	B.O.	Shipped	UM	Price	UM		
*****									
*****									
1	RABFKLED200SF	00000	2			each	916.60	each	1833.20
	FKLED200SF								
2	RABBWC12	00000	2			each	206.80	each	413.60
	BWC12 MNT BRACKET								
2 Lines Total							Total		2246.80
							Invoice Total		2246.80

Last Page

6F



# BUDGET TRANSFER REQUEST FORM

Please note the following guidelines:

- A shortage of **less than \$750 per line** can be satisfied with this form requesting a budget transfer(s) between lines that are **within the responsibility of a single Department Head**. These will require the **approval of the Supervisor**.
- A shortage of **\$750 or more per line** can be satisfied with this form requesting a budget transfer(s) between lines that are **within the responsibility of a single Department Head**. These will require the approval of the Town Board.
- A shortage of **any amount** can be satisfied with this form requesting a budget transfer(s) between lines which fall under **the responsibility of different Department Heads**. These will require the approval of the Town Board.
- Budget transfers must be made **PRIOR** to the expenditure.
- **All budget transfers must be submitted to the Supervisor's Office using this form.**

Department Head Name (printed): JAMES BACH

Signature: *James Bach* Date: 8-24-17

I am requesting the following budget transfer(s):

1. \$ 3,750.00 From (account number): B 8090.4 Current Balance 3,750.00  
 To (account number): B 8020.409 New Balance 3,775.00

Reason: To cover Planning Board Professional Services through

2. \$ 50.00 From (account number): B 3640.405 Current Balance 615.74 Year End  
 To (account number): B 8020.409 New Balance 3825.00

Reason: To cover Planning Board Professional Services through

3. \$ \_\_\_\_\_ From (account number): \_\_\_\_\_ Current Balance \_\_\_\_\_ Year End  
 To (account number): \_\_\_\_\_ New Balance \_\_\_\_\_

Reason: \_\_\_\_\_

Approvals:  
 Supervisor Signature: *James Bach* (KM) Date: \_\_\_\_\_  
 Town Board Approval Meeting Date: \_\_\_\_\_ Action #: \_\_\_\_\_



66

August 16, 2017

Reference No. 11124638

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

Dear Mr. Bach:

**Re: Engineering Service for Aurora Mills Cluster Development  
Public Improvement Permit (PIP) – Construction Administration and Inspection**

GHD is pleased to submit this proposal to the Town of Aurora (Town) for construction administration and inspection services for the above referenced project.

In accordance with the Town's PIP regulations, all fees associated with providing construction inspection services are to be reimbursed to the Town by the developer out of the PIP deposit fee.

## **1. Scope of Work**

GHD proposes to provide the following services relative to the construction of the Aurora Mills Cluster Development:

1. Receive and review shop drawings for all materials and products to be provided and installed, for compliance with Town construction standards and detailed design documents prepared by the developer's engineer.
2. Provide continuous, full-time onsite inspection by a qualified construction inspector or project engineer during periods of active construction associated with the installation of waterlines, pavement, drainage facilities and storm piping installation, and grading and erosion control activities.
3. Coordinate inspection as required by outside agencies (i.e., Erie County Water Authority).
4. Coordinate, as necessary, clarification of details or project design with the Developer's design engineer.
5. Witness testing of completed systems.
6. Conduct municipal separate storm sewer system (MS4) stormwater pollution prevention plan (SWPPP) inspections for the duration of the PIP permit. Inspections will be conducted at key stages of the project (approximately monthly depending on progress). If there is a significant break in the infrastructure work, we will continue to conduct SWPPP inspections as long as the PIP is still active. Upon completion of PIP activities, the SWPPP inspections will need to be completed by others.



7. Conduct a final walk-through of completed project with all affected agencies.
8. Provide periodic site visits by the construction supervisor to resolve conflicts, etc., as necessary.
9. Upon completion, GHD will certify to the Town and any other local, county, or state regulatory agency that the project was constructed properly and meets all requirements for connection to existing public systems and acceptance by the Town.

***Assumptions:***

- Please note this proposal does not include time for sanitary sewer inspections.

## **2. Schedule and Fees**

GHD understands that the developer wishes to commence work immediately. However, to date, no schedule has been provided by the developer or his contractor. The contractor has indicated his intent to complete as much work as possible commencing this fall and, weather permitting, continue to work throughout the winter and complete the project in the spring of 2018.

Since inspection services will be required whenever infrastructure construction is occurring on site and construction is likely to be conducted over many months, it is not possible to determine an exact fee at this time. Instead, we suggest the Town establish a not-to-exceed budget of \$90,000, which is well below the developer's PIP deposit of \$147,424.70. This amount assumes 750 hours of on-site inspection plus an allowance of 20 percent for incidental personnel fees (e.g., shop drawing review). GHD will keep the Town apprised of the budget status and will not exceed the established budget without additional Board authorization.

Services will be invoiced on an hourly basis for the total number of man-hours expended in the previous month. Billing for personnel will be at GHD's standard billing rates, which include the services of a construction inspector at \$100 per hour.

Should this proposal meet with your approval, please sign the attached Standard Terms for Professional Services and return a signed copy to us for our files.

Thank you for the opportunity to submit this proposal. Please contact us if you have any questions. If this proposal meets with your approval, please execute below and return one copy for our files.

6H



Town of Aurora Town Board  
300 Glead Avenue, East Aurora, New York 14052

### Special Use Permit Application Form

#### I. PROJECT INFORMATION (Applicant/Petitioner):

Business/Project Name: Five Star Equipment Inc.  
 Business/Project Address: 284 Elliott Rd  
 Applicant Name: Five Star Equipment - Bill McDonald  
 Mailing Address: 284 Elliott Rd.  
 City Orchard Park State NY ZIP 14127  
 Phone 662-2191 Fax \_\_\_\_\_ Email mcDonaldbill@fivestarequipment.com  
 Interest in the property (ex: owner/purchaser/developer) Existing Owner

#### II. PROPERTY OWNER INFORMATION (If different than Applicant AND the Owner does not sign below, please submit and original, notarized "Owner Authorization" form - attached):

Property Owner(s) Name(s) 6605 Realty Co. Inc (Part of Five Star)  
 If a corporate, please name a responsible party/designated officer: Bill McDonald  
 Address 1300 Dunham Pr.  
 City Dunmore State PA ZIP 18512  
 Phone 662-2191 Fax \_\_\_\_\_ Email \_\_\_\_\_

#### III. SPECIAL USE AND PROPERTY INFORMATION:

Property Address 284 Elliott Rd.  
 SBL# 186.00-1-27.2  
 Describe Special Use requested (use additional pages if needed): The existing Five Star Equipment proposes to construct a new facility on their site and demolish the old facility  
 Property size in acres 9.2 Property Frontage in feet 567.75  
 Zoning District Industrial Surrounding Zoning Industrial  
 Current Use of Property Five Star Equipment - Use remains the same  
 Size of existing building(s): 55,000 sf Size of proposed building(s) 22,500 sf  
 Present/Prior tenant/use: Five Star Equipment  
 Parking spaces: Existing: N/A Proposed additional spaces: 19 Total #: 19 - customer/employee

Proposed water service:  public  private (well)  n/a Is this existing  Y/N  
 Proposed sanitary sewer:  public  private (septic)  n/a Is this existing  Y/N

Hours of operation (if applicable):

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	By Appt.
Hours	7:30-5	7:30-5	7:30-5	7:30-5	7:30-5	7:00-5	closed	

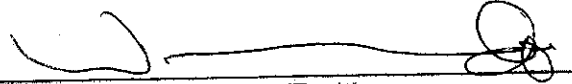
Peak hours: \_\_\_\_\_

Number of employees (if applicable): Full-time 10 Part-time \_\_\_\_\_ Seasonal \_\_\_\_\_

Upon approval of this application, the applicant intends to apply for: (Check all that apply)

- a. Building Permit
- b. Sign Permit


**IV. SIGNATURE** (This application must be signed by the applicant/petitioner. If the applicant is not the owner of the property, a separate owner authorization form must be submitted – see pg. 4)

  
 \_\_\_\_\_  
 Signature of Applicant/Petitioner

William H McDonald  
 \_\_\_\_\_  
 Print name of Applicant/Petitioner

State of New York; County of Erie

On the 23 day of Aug. in the year 2017 before me, the above individual appeared, personally known to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she/they executed the same for the purposes therein stated.

  
 \_\_\_\_\_  
 Notary Public

(Notary stamp)

**SHERYLL O'CONNOR**  
 Notary Public - State of New York  
 No. 01-OC5034266  
 Qualified in Erie County  
 My Commission Exp. 10/11/2020

Office Use Only: Date received: 8/23/17 Receipt #: 228911

Application reviewed by: \_\_\_\_\_

SUPERVISOR  
James J. Bach  
(716) 652-7590  
[jbach@townofaurora.com](mailto:jbach@townofaurora.com)



6I 1/2 ERK  
rock  
\$280  
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6I -1

August 16, 2017

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TO: James J. Bach  
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Jeffrey T. Harris  
Jolene M. Jeffe  
Charles D. Snyder

FROM: Richard L. Dean

RE: **2017 NYSAA Fall Conference**

This letter is a request to attend the NYS Assessors' Association educational conference to be held October 1-4, 2017, at the Crowne Plaza Hotel in Lake Placid, NY.

Section 8188-2.8 of 20 NYCRR Rules for Real Property Tax Administration states that every Certified Appointed Assessor is required to complete a minimum of 12 continuing education credits each year. This conference will satisfy this requirement.

**I have submitted two (2) voucher requests for signature.**

**- Conference Fee voucher. Please mail this \$175 check to;  
NYSAA, PO Box 5586m, Cortland, NY 13045.**

**- Hotel Voucher. Return Hotel Check to me. I will present at check-in.**

**NYS does have a dedicated reimbursement policy (including mileage) covering Assessment Officials. I will submit a claim to NYS upon return.**

Attachments enclosed

SUPERVISOR  
James J. Bach  
(716) 652-7590  
[jbach@townofaurora.com](mailto:jbach@townofaurora.com)



TOWN CLERK  
Martha L. Libroek  
(716) 652-3280  
[townclerk@townofaurora.com](mailto:townclerk@townofaurora.com)

**TOWN OF AURORA**  
**Southside Municipal Center**  
300 Glead Avenue, East Aurora, NY 14052  
[www.townofaurora.com](http://www.townofaurora.com)

CE-1

August 16, 2017

TOWN COUNCIL MEMBERS

Susan A. Friess  
[sfriess@townofaurora.com](mailto:sfriess@townofaurora.com)

Jeffrey T. Harris  
[jharris@townofaurora.com](mailto:jharris@townofaurora.com)

Jolene M. Jeffe  
[jjeffe@townofaurora.com](mailto:jjeffe@townofaurora.com)

Charles D. Snyder  
[csnyder@townofaurora.com](mailto:csnyder@townofaurora.com)

SUPT. OF HIGHWAYS  
David M. Gunner  
(716) 652-4050  
[highway@townofaurora.com](mailto:highway@townofaurora.com)

SUPT. OF BUILDING  
Patrick J. Blizniak  
(716) 652-7591  
[building@townofaurora.com](mailto:building@townofaurora.com)

ASSESSOR  
Richard L. Dean  
[assessor@townofaurora.com](mailto:assessor@townofaurora.com)  
(716) 652-0011

DIR. OF RECREATION  
Peggy M. Cooke  
(716) 652-8866  
[peggy@townofaurora.com](mailto:peggy@townofaurora.com)

TOWN ATTORNEY  
Ronald P. Bennett

TOWN JUSTICE  
Douglas W. Marky  
Jeffrey P. Markello

HISTORIAN  
Robert L. Goller  
(716) 652-7944  
[historian@townofaurora.com](mailto:historian@townofaurora.com)

FAX: (716) 652-3507  
NYS Relay Number:  
1(800) 662-1220

TO: James J. Bach  
Susan A. Friess  
Jeffrey T. Harris  
Jolene M. Jeffe  
Charles D. Snyder

FROM: Richard L Dean

RE: **2017 NYSAA Fall Conference –Roger Pigeon**

This is a request for Roger Pigeon to attend the NYS Assessors' Association educational conference to be held October 1-4, 2017, at the Crowne Plaza Hotel in Lake Placid, NY.

This request will cover payroll hours only. Roger will pay directly for the Conference Fee, Hotel, etc. (no cost to town).



SUPERVISOR  
JAMES J. BACH  
(716) 652-7590  
[jbach@townofaurora.com](mailto:jbach@townofaurora.com)



6J

.....  
(716) 652-3280  
[townclerk@townofaurora.com](mailto:townclerk@townofaurora.com)

**TOWN OF AURORA**  
300 Gleed Avenue, East Aurora, NY 14052  
[www.townofaurora.com](http://www.townofaurora.com)

## MEMO

---

TO: Town Board  
FROM: Kathleen Moffat  
RE: 2018 Budget Meetings  
DATE: 08/17/17

Approval is respectfully requested to set the following special meetings for the 2018 Budget preparation:

- Tuesday 9/19 at 3:00pm
- Monday 10/2 at 3:00pm
- Wednesday 10/25 at 5:00pm, if needed



**Town of Aurora**  
**Department of Parks & Recreation**

300 Gleed Avenue  
East Aurora, New York 14052

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recreation  
dm  
[www.aurorarec.com](http://www.aurorarec.com)

To: Town Board  
From: Chris Musshafen  
Date: 8/21/17  
Re: New program

Approval is requested to offer a new program titled Adult Lap Swim. This class offers supervised pool time for residents to swim laps. This class will be supervised by Kevin Murnock, a current lifeguard and EAST coach. Attached are the flier and budget.



**Town of Aurora Parks and Recreation**

**Adult Lap Swim**

<b>Revenue</b>		<b>Account</b>
Registration Fees 20 x \$40.00	\$ 800.00	A2052
<b>Expenses</b>		
1 Staff		
\$10.75 x 15 weeks x 3 days/week x 1.5 hr/day	\$ 725.63	A7186.411
<b>Total Expenses</b>	\$ 725.63	



**Town of Aurora  
Department of Parks & Recreation**

300 Gleed Avenue  
East Aurora, New York 14052

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652-8866  
652-5646

recreation@townofaurora.com  
www.aurorarec.com

To: Town Board  
From: Elaine Schiltz  
Date: 8/17/17  
Re: New program

Approval is requested to offer a new program titled You CAN do the Rubik's Cube! This is a program for kids to challenge themselves to solve the Rubik's cube. The class will be supervised by Mrs. Colleen Kaminski, a third Grade teacher. I have attached her resume, a program flier and a budget.

2017 Town of Aurora Parks and Recreation

# You CAN do the Rubik's Cube!

[www.aurorarec.com](http://www.aurorarec.com)

You CAN do the Rubik's Cube is designed to get students thinking, building problem-solving skills, and learning to make and reach personal goals through practice and determination. Students will challenge themselves to solve the Rubik's Cube! Each session is built on the previous one and developed to both challenge and motivate students. Each session will either be a step-by-step tutorial or a practice session with mini challenges throughout. Students will have the opportunity to earn certificates of accomplishment for each stage of the solution.

- WHEN:** Tuesdays and Thursdays, September 26-November 9 (12 classes)  
**No class** - Oct 5th or Oct 31st
- WHERE:** Parkdale Room 212
- TIME:** 3:15 – 4:00 PM
- FOR:** Boys and Girls – Grades 3 - 4  
Maximum of 20 students
- INSTRUCTOR:** Mrs. Colleen Kaminski
- COST:** \$56.00 Residents  
Non-residents please add \$10.00
- NEEDED:** Participants can bring their own Rubik's cube or sign one out to borrow for the duration of the course.
- REGISTRATION:** Register online at [www.aurorarec.com](http://www.aurorarec.com) or mail or deliver form and fee payable to:  
Town of Aurora, 300 Glead Ave., East Aurora, NY 14052

## TOWN OF AURORA PARKS & RECREATION – Rubik's Cube 2017

NAME \_\_\_\_\_ AGE \_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_  
First Last

ADDRESS \_\_\_\_\_ M or F  
Street Town Zip Code

GRADE \_\_\_\_\_ HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

EMERGENCY PHONE \_\_\_\_\_ EMERGENCY CONTACT \_\_\_\_\_

PARENT(S) NAMES \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

PARENTS E-MAIL ADDRESS \_\_\_\_\_

MEDICAL OR DEVELOPMENTAL INFO WE SHOULD BE AWARE OF \_\_\_\_\_

RELEASE: I HEREBY RELEASE THE TOWN OF AURORA AND EMPLOYEES AND/OR VOLUNTEERS AND STAFF FROM ANY RESPONSIBILITY OR LIABILITY IN CONNECTION WITH THIS ACTIVITY.

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_ PARENT/GUARDIAN

\$56 Resident; Non Resident add \$10  
RC17

**Town of Aurora Parks and Recreation**

**You CAN do the Rubik's Cube!**

<b>Revenue</b>		<b>Account</b>
Registration Fees 10 x \$56.00	\$ 560.00	A2052
<b>Expenses</b>		
Supplies provided by instructor	\$ -	
<b>Total Expenses</b>		
<b>Net Revenue</b>		
Profit for Recreation (15% of net revenue)	\$ 84.00	
Instructor (85% of net revenue)	\$ 476.00	<del>A7340.400.1</del>
	\$ -	A 7186.411

**\*the instructor will be paid according to the number of students in the class - 85% of net revenue**

# COLLEEN KAMINSKI

## CERTIFICATION

New York State Initial Certification –  
Elementary Education, Birth to Grade 6 (May 2004)

Comp TIA\* Certification - CTT+ Certified Technical Trainer

12 Robins Nest Court  
Lancaster, NY 14086  
716 • 536 • 5885  
ckaminski03@gmail.com

## PROFESSIONAL TEACHING EXPERIENCE

East Aurora Union Free School District  
East Aurora, New York

TEACHER (2004-current)

Grade 3 Teacher (2011-current)  
Enrichment & Technology

Teacher Grades K-2 (2004-2011)

## EDUCATION

Niagara University - Niagara University, New York  
Master of Science in Elementary Education - May 2004  
QPA 4.0

Kappa Delta Pi – International Honor Society in Education

State University of New York College at Buffalo  
Bachelor of Arts - May 2003  
Cum Laude - Acaden. Honors

Villa Maria College of Buffalo  
Associate Graphic Communication Design - 1989

## PROFESSIONAL EXPERIENCE

AMERICAN COLOR, Buffalo, New York (1990 - 2002)

Providers of pre-press print services for retail advertising inserts, catalogs, and nationally syndicated newspapers.

- Actively participated on plant-wide "Quality Leadership Team" which analyzed processes and implemented quality improvements for over 6 years

CREATIVE MANAGER (1999 - 2002)

Responsible for coordinating production of catalogs up to 600 pages, brochures, and retail inserts from concept through release of files.

TECHNICAL TRAINER (1990 - 1999)

Developed and implemented a curriculum to maintain technical excellence throughout the organization and client base. Created a technical training facility; oversaw ordering, purchasing, and installation of equipment. Developed courses in Quark, Adobe Products, and other job-specific topics.

- Initiated cross-training program designed to improve productivity
- Developed comprehensive training program for Buffalo facility which was implemented corporate-wide as a "best practice"

DIGITAL PRE-PRESS MANAGER (1995 - 1997)

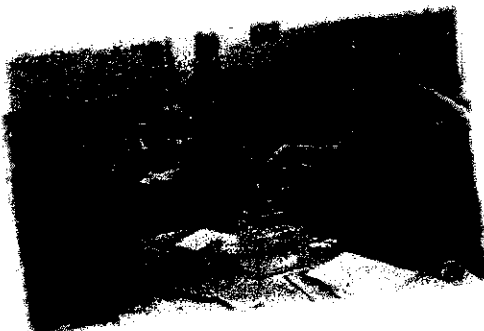
Directed a team of ten specialists responsible for producing film, proofs, and files and coordinated production.

TECHNICAL SALES & SERVICE REPRESENTATIVE (1990 - 1995)

Coordinated all phases of technical sales to potential clients including site surveys, evaluating and ordering equipment, installation of hardware/software, and on-site computer and workflow training.

MACINTOSH DEPARTMENT SUPERVISOR (1990 - 1992)

Responsible for the introduction of digital workflows within a traditional pre-press environment with staff of 14.



## COMPUTER SKILLS

PC and Mac platforms for: Microsoft Office (Excel, PowerPoint, Outlook, and Word), Accelerated Reader, Inspiration, Quark XPress, Adobe Photoshop, Illustrator, Acrobat, InDesign, and PageMaker, Internet Explorer, Netscape Navigator, and others

## PORTFOLIO / REFERENCES

Available upon request







**Town of Aurora**  
**Department of Parks & Recreation**

300 Glead Avenue  
East Aurora, New York 14052

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recreation@townofaurora.com  
www.aurorarec.com

To: Town Board  
From: Elaine Schiltz  
Date: 8/17/17  
Re: New program

Approval is requested to offer a new program titled Rising NY Road Runners. This is a running program for kids of all fitness levels. The class will be supervised by Miss Jennifer Kibler, a k-4 math teacher. I have attached her resume, a program flier and a budget.

# Rising NY Road Runners

www.aurorarec.com

Rising NY Road Runners is an exciting running program for kids of all fitness levels. It is designed to get kids moving, build self-esteem, and learn to make and reach personal goals. Running activities will incorporate skills such as tracking data from pedometers, tallying laps, and measuring distances. Each session will also include team running challenges such as domino relays, building challenges, ball and target relays, and running games. Students will have the opportunity to earn rewards such as membership cards, t-shirts, and other fun awards. Our November 20<sup>th</sup> class will be our Autumn Fun Run followed by an Award Ceremony.

Rising NY Road Runners is a New York Road Runners (NYRR) program. Miss Kibler has participated in program training through the New York Road Runners. Each child's first name, last initial, grade level, and participation minutes will be included in a secure online database which allows the NYRR program to have a record of the participants in the program and to send rewards for each student in the program.

- WHEN:** Mondays & Wednesdays, September 25- October 25 & Monday, November 20
- WHERE:** Parkdale Big Gym
- TIME:** 3:15 – 4:00 PM
- FOR:** Boys and Girls – Grades 1-4  
Maximum of 25 students (Spots will fill quickly)
- INSTRUCTOR:** Miss Jennifer Kibler
- COST:** \$46.00 Residents  
Non-residents please add \$10.00
- NEEDED:** Participants should wear comfortable clothes and sneakers to each session. Please bring a filled water bottle each day. (Sneakers are necessary for participation.)
- REGISTRATION:** Register online at [www.aurorarec.com](http://www.aurorarec.com) or mail or deliver form and fee payable to:  
Town of Aurora, 300 Gleed Ave. , East Aurora, NY 14052

## TOWN OF AURORA PARKS & RECREATION – NY Road Runners 2017

NAME \_\_\_\_\_ AGE \_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_  
                        First                                Last

ADDRESS \_\_\_\_\_ M or F  
                        Street                                Town                                Zip Code

GRADE \_\_\_\_\_ HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

EMERGENCY PHONE \_\_\_\_\_ EMERGENCY CONTACT \_\_\_\_\_

PARENT(S) NAMES \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

PARENTS E-MAIL ADDRESS \_\_\_\_\_

MEDICAL OR DEVELOPMENTAL INFO WE SHOULD BE AWARE OF \_\_\_\_\_  
RELEASE: I HEREBY RELEASE THE TOWN OF AURORA AND EMPLOYEES AND/OR VOLUNTEERS AND STAFF FROM ANY RESPONSIBILITY OR LIABILITY IN CONNECTION WITH THIS ACTIVITY.

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_  
\$46 Resident; Non Resident add \$10 PARENT/GUARDIAN  
NYRR17

**Town of Aurora Parks and Recreation**

**Rising NY Road Runners**

<b>Revenue</b>		<b>Account</b>
Registration Fees 20 x \$46.00	\$ 920.00	A2052
<b>Expenses</b>		
Supplies provided by instructor	\$ -	
<b>Total Expenses</b>		
<b>Net Revenue</b>		
Profit for Recreation (15% of net revenue)	\$ 138.00	
Instructor (85% of net revenue)	\$ 782.00	<del>A7310.400.1</del>
	\$ -	A 7186.411

**\*the instructor will be paid according to the number of students in the class - 85% of net revenue**

CM

## Resume

**Jennifer M. Kibler**  
1600 Boies Road  
East Aurora, New York 14052  
home (716) 655-0726  
work (716) 687-2352  
e-mail: jkibler@eastauroraschools.org

### Professional Preparations

	<u>Degree</u>	<u>Program</u>	<u>Date</u>
Canisius College	Bachelor of Arts	Elementary Education/English	1997
St. Bonaventure University	Master of Science	Reading Teacher	1998
St. Bonaventure University	School District Administrator Certification	Educational Leadership	2004

### Professional Experience

	<u>Position</u>	<u>Date</u>
East Aurora Schools	K-4 Math Support Teacher	2015-present
	K-4 Math Curriculum Coordinator	2008-present
	Community Education Teacher (After School Programs for Children: Mighty Milers, Math Art, Crazy 8's Club)	2015-2017
	2nd grade teacher	2003-2015
	Multi-Age teacher	1997-03
	Summer School teacher	1998-2010
St. Bonaventure University Reading Center	Reading Teacher	1998
Erie 1 BOCES Teacher Center	Taught Professional Development Courses	2006-ongoing
Erie 2 BOCES Teacher Center	Taught Professional Development Courses	2006-ongoing

### Professional Membership and Awards

NYSUT- New York State United Teachers  
NCTM- National Council of Teachers of Mathematics  
NEA- National Education Association  
AFT- American Federation of Teachers  
EXXON-MOBIL Math Foundation  
Who's Who Among America's Teachers 2005, 2006, 2007

## **Professional Activities**

Building Advisory Team, 16 years  
PTO Teacher Representative, 4 years  
Chair of First and Second Grade Teams, 16 years  
K-4 Field Day Coordinator, 6 years  
Summer School Program Coordinator, 1 year  
School Effectiveness Council  
Chair of Parkdale School's 50<sup>th</sup> Year Celebration  
District Long Range Fiscal Planning Committee  
Facilities and Space Study Committee  
Teacher and Principal Selection Committees  
Served on numerous building level committees  
Workshop Presenter: Everyday Math Games  
Workshop Presenter: Online Math and ELA Resources  
Workshop Presenter: Interactive Math Games  
Workshop Presenter: Interactive Jeopardy Games  
Workshop Presenter: Who Wants to Be a Millionaire?  
Workshop Presenter: Cooperative Challenges in the Classroom  
Workshop Presenter: Early Literacy Profile Development and Pilot  
Workshop Presenter: Math Games and the NYS Standards  
Workshop Presenter: Library Resources  
Workshop Presenter: Team It Up Grade 2  
Workshop Presenter: Interactive Reading in the 21<sup>st</sup> Century  
Workshop Presenter: Game On!  
Workshop Presenter: Preparing to Implement the Common Core Math Modules  
Workshop Presenter: K-4 Math Module Assessment Design  
Workshop Presenter: K-4 Math Module Answer Banks  
Book Reviewer for Exxon-Mobil Foundation's NCTM Newsletter *Intersection*  
Educational Programming with Explore and More Childrens' Museum  
Crazy 8's Club Math Coach  
NYRR Mighty Milers Lead Teacher  
NYRR Training for Rising NY Road Runners  
Educational Consulting for ToyTown Museum's Education Program  
Albright-Knox Art Gallery Art'Scool Award Winner 2014, 2015, 2015  
Attended NCTM Annual Conference (3 years)  
Attended FETC (2 years)

## **Grant Writer**

Submitted grants and received funds from:  
Erie-Cattaraugus Teacher Center  
New York State Electric and Gas (NYSEG)  
McDonald's (MACGrant Program)  
East Aurora Elementary Parent Teacher Organization (EAEPTO)  
East Aurora Education Foundation (EAEF)

National Education Association (NEA)  
NYSSTATE

### References

Mrs. Colleen Klimchuck, former Parkdale Principal 141 Girard Ave., East Aurora, New York 14052  
(716) 687-2352 [cklimchuck@eastauroraschools.org](mailto:cklimchuck@eastauroraschools.org)

Miss Jessica Lyons, new Parkdale Principal 141 Girard Ave., East Aurora, New York 14052  
(716) 687-2352 [cklimchuck@eastauroraschools.org](mailto:cklimchuck@eastauroraschools.org)

Mrs. Christine Cutler, former Director of Curriculum 430 Main Street, East Aurora, New York 14052  
(716) 687-2300 [ccutler@eastauroraschools.org](mailto:ccutler@eastauroraschools.org)

Mr. Mark Mambretti, Administrator, EA Schools 430 Main Street, East Aurora, New York 14052  
(716) 687-2300 [mmambretti@eastauroraschools.org](mailto:mmambretti@eastauroraschools.org)

Mr. Brian Russ, Superintendent of Schools 430 Main Street, East Aurora, New York 14052  
(716) 687-2300 [bruss@eastauroraschools.org](mailto:bruss@eastauroraschools.org)



**Town of Aurora  
Department of Parks & Recreation**

300 Gleed Avenue  
East Aurora, New York 14052

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To: Town Board  
From: Chris Musshafen  
Date: 8/23/17  
Re: Clerk-Typist PT

Approval is requested to change Dawn DiFilippo's and Patty Monroe's titles from Clerk PT Seasonal to Clerk-Typist PT. Changing from seasonal complies with Erie County Personnel regulations and does not impact the budget.

*EFFECTIVE JULY 29, 2017*

Application # \_\_\_\_\_

	Fee	Paid
Application Fee	\$25. ✓	✓
Permit Fee	\$15. ✓	✓
Security Deposit	\$200. ✓	✓
Per Day Event Fee	\$200. _____	_____

60

# Application For Temporary Use Permit

## Neil and Barb Chur Equestrian Park, Soccer Field and/or Polo Field At Knox Farm State Park

Submit applications to:  
 Town of Aurora Parks and Recreation  
 300 Glead Ave  
 East Aurora, NY 14052  
 Telephone (716) 652-8866 Fax: (716) 652-5646

**ALL REQUESTS MUST BE MADE NO LESS THAN 60 DAYS IN ADVANCE OF EVENT/USE.**

- Name of Organization: Cedar Valley Polo Club
- Individual Responsible for this request: David Cooper
- Address: 5031 Herald Rd.  
Mount Albert ON L0G 1M0
- Telephone number: 905-505-0140
- Fax: \_\_\_\_\_
- Email Address: Cedarvalleypoloclub@sympatica.ca
- Date(s) of event 9/17
- Hours of use including set up/take down: Start 1:00 am/pm End 4:30 am/pm

1. Description of the event or use:

Polo Scrimage

2. Specific area(s) requested, map attached

- Soccer
- Polo Field
- Equestrian Park
- Other: \_\_\_\_\_

11. Specific equipment to be brought in to park (porta johns, tents, etc.) None

12. Need: Water \_\_\_\_\_ Electric \_\_\_\_\_

13. Estimated attendance: 50 - 100  
75



14. Will food or drinks be served? NO If yes, describe: \_\_\_\_\_

15. Will there be sound amplification or music or a band(s)? NO If yes, describe: \_\_\_\_\_

16. Other services requested (describe): None

\_\_\_\_\_ NYS Park Police\* \_\_\_\_\_

*\*applicant is responsible for contacting East Aurora Police Department if race involves Village/Town streets*

\_\_\_\_\_ Parks and Recreation Department \_\_\_\_\_

17. Do you intend to use the main part of Knox Farm State Park between Buffalo Rd, Willardshire Rd., and Knox Rd.? No If yes, you must request a permit from NYS Parks and Recreation. Contact their office at 716-549-1802.

(Provide drawings describing location, size and text of all proposed signs for this event to the Town of Aurora Building Department, 300 Gleed Ave. Approved signs may be erected 30 days prior to the event and must be removed immediately after same.)

I make this application and agree to abide by the **Guidelines for Use of Barb and Neil Chur Equestrian Park, Soccer Fields and/or Polo Field**

Paul J. Cooper  
Signature of Applicant

8/17/17  
Date

Official Use Only Below this Line-----

Event: Polo Scrimage

Attachments submitted:

Indemnification Agreement

Certificate of Insurance

Map with area(s) requested to be used indicated

Copy of application for sign permit, if applicable. (Upon application approval, copy of approved sign permit must be filed with the Town Clerk NO LATER THAN 5 days prior to scheduled event.)

\_\_\_\_\_ Copy of this application to NYS Parks and Recreation c/o Evangola State Park

Application  **Recommended** or  **Not recommended**  
by Department of Parks and Recreation

7B

## **PUBLIC NOTICE**

### 30-DAY PERIOD FOR INCLUSION OF PREDOMINANTLY VIABLE AGRICULTURAL LANDS INTO EXISTING AGRICULTURAL DISTRICTS

Per New York State Agriculture and Markets Law Section 303-b, the Erie County Legislature designated September 1 through September 30 as the annual thirty-day period during which landowners may submit requests to include predominantly viable agricultural land into an existing certified agricultural district.

Copies of the application form have been provided to Municipal Clerks, Assessors, and Chief Elected Officials for distribution to interested landowners. The application is also available on the DEP website at [www.erie.gov/environment](http://www.erie.gov/environment).

The Erie County Department of Environment and Planning will accept applications from September 1 through September 30. Any questions on this process should be directed to the Erie County Department of Environment and Planning.

A public hearing will also be scheduled at a later date to consider all inclusion requests and the recommendations of the Erie County Agricultural and Farmland Protection Board.

#### **CONTACT:**

Elias Reden, Planner  
Erie County Environment & Planning  
95 Franklin Street, 10<sup>th</sup> Floor  
Buffalo, NY 14202  
Phone: (716) 858-1911  
Fax: (716) 858-7248  
Email: [agriculture@erie.gov](mailto:agriculture@erie.gov)