

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



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

MEMO

TO: Town Board
FROM: Kathleen Moffat
RE: Major's Park Capital Project
DATE: 05/08/18

With the assistance of Laura Landers of Freed Maxick, I am working to clean up and close out old capital projects that are still open in the general ledger. The Major's Park capital project (H6) is in a deficit of \$27,610.27. In order to close this out, a transfer from either General Fund fund balance or the Contingent account must occur. I respectfully request the Board approve **one** of the following:

- Budget Transfer of \$27,610.27 from A 1990 Contingent to A 1950.9 Transfers Capital Projects
- Budget Amendment: Increase appropriation line A 1950.9 Transfers Capital Projects ; source of funding is unreserved, unappropriated fund balance in General Fund

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

TOWN COUNCIL MEMBERS

Susan A. Friess
sfriess@townofaurora.com

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Jolene M. Jeffe
jjeffe@townofaurora.com

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ASSESSOR
Richard L. Dean
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(716) 652-0011

DIR. OF RECREATION
Christopher Musshafen
(716) 652-8866
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

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

May 18, 2018

To: The Town Board

Re: Ten hour work day

Please approve a ten hour, four day work week for highway laborers from June 4, 2018 through August 31, 2018.

Thank You,

David Gunner
Highway Superintendent

**COLLECTIVE NEGOTIATIONS
SETTLEMENT MEMORANDUM**

I. The Town of Aurora, New York (the "Town") and the Civil Service Employees Association, Inc., Town of Aurora Unit (the "Association") are parties to a collective negotiations agreement which had a stated term of January 1, 2014 through December 31, 2016. The parties' negotiating teams have reached agreement on the terms of a successor to the Agreement, which they desire to record in this Memorandum.

II. The new agreement shall be for the period January 1, 2017 through and including December 31, 2018, and shall be the same as the aforementioned 2014-2016 Agreement except for the following changes:

A. **Modify Section 6.01 of the collective bargaining agreement as follows:**

"The normal work week shall be forty (40) hours per week, consisting of five (5) eight (8) hour days or when mutually agreed to, four (4) ten (10) hour days.

The normal workday shall be between 7:00 a.m., and 3:30 p.m., it shall include an unpaid lunch period of one-half (1/2) hour, which normally shall be taken between 12:00 noon and 12:30 p.m., but which may be rescheduled as determined by the Department Head.

Employees who work a shift outside of the normal workday (7:00 a.m. to 3:30 p.m.) shall not be required to use paid benefit time to ensure a forty (40) hour work week when a holiday occurs. Said employee(s) shall be credited the two (2) hours as if they had worked said two (2) hours.

The Town may establish other start times and/or shifts. The Town shall have the ability to change an employee's shift with one (1) week notice, unless the employee and the Department agree in writing to a shorter notice.

Employees shall be entitled to twenty (20) minutes of break period each work day. The Department Head will determine if one (1) twenty minute, or two (2) ten-minute break periods will be assigned and the location of the break.

The Town shall allow bidding amongst qualified employees in the title for any newly established or open shift. Should there be no bidders, the Town may assign the needed shift to the least senior employee."

B. **Modify the Section 7.02 "Seniority" of the collective bargaining agreement as follows:**

"Upon satisfactory completion of the probationary period, an employee shall be placed on the regular seniority roster for employees covered by this Agreement in which seniority shall be defined as the length of an employee's continuous full

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East Aurora Senior Center Bike Rack

Eagle Scout Project Idea By: Chris Sieracki- Troop 513

Edited 5/17/18

Problem Statement: At the East Aurora Senior Center, seniors often ride their bikes to the Center and use them throughout the day. Unfortunately, there is not an accessible place to store their bikes safely and conveniently.

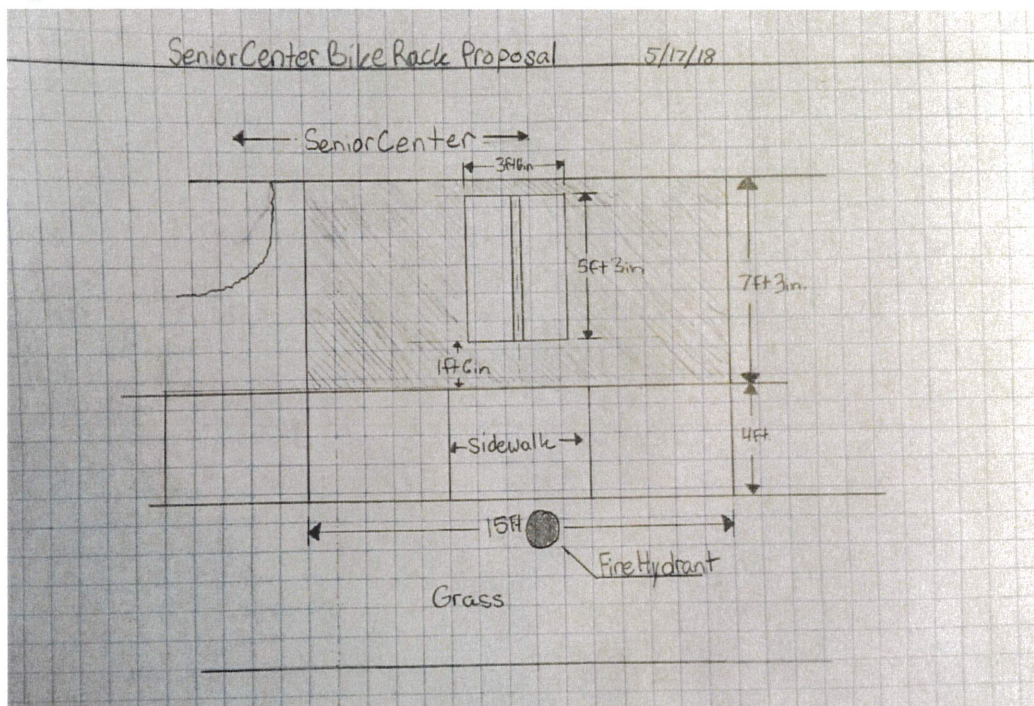
Design Idea: My idea is to purchase a bike rack and install it outside the entrance of the Senior Center, as well as add a sidewalk around and under the bike rack which would be similar to the stone tiles that currently surround the entrance. This will create easy access bike storage for members and guests who wish to ride their bikes. The rack will be securely anchored to the ground to insure protection from theft.

- Senior Center approval made by: Donna Bodeker, Director of the Senior Center

Materials/Estimated Cost:

- Bike Rack: ~\$500
- Stone Tiles: Unknown
- Concrete / Pea Stone

Drawing:



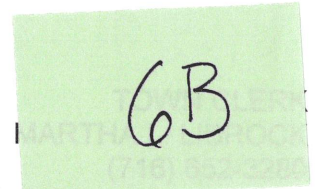
Pictures:



Bike Rack



SUPERVISOR
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jbach@townofaurora.com



townclerk@townofaurora.com

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

MEMO

TO: Town Board
FROM: Kathleen Moffat
RE: Troy & Banks Refund Claim Forms
DATE: 05/29/18

Based upon review of our Spectrum/Time Warner Cable bills, Troy & Banks has determined the Town of Aurora is eligible to claim a refund of federal excise taxes paid as well as NY State & Local sales taxes paid on four (4) accounts. In order for Troy & Banks to process the claim on behalf of the Town, the attached three (3) documents need to be signed and returned: IRS form 8849, IRS form 2848, and NYS form POA-1.

Approval is respectfully requested for the Supervisor to sign the three documents.

SUPERVISOR
James J. Bach
(716) 652-7590
jbach@townofaurora.com



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townofaurora.com

TOWN OF AURORA
Southside Municipal Center
300 Glead Avenue, East Aurora, NY 14052
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May 23, 2018

To: Town Board
Re: Request to Hire Seasonal Labor

Please approve hiring Samantha Tabaczynski, residing at 871 Davis Rd in East Aurora, as a part time seasonal laborer. Her rate of pay will be \$10.40 an hour. We are hiring her at minimum wage because she does not have her driver's license. Her start date will be her first day worked.

Thank you,

David Gunner
Town of Aurora Highway Superintendent

SUPERVISOR
JAMES J. BACH
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jbach@townofaurora.com



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

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TOWN OF AURORA
MARTHA L. LIBROCK

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

MEMO

TO: Town Board
FROM: Kathleen Moffat
RE: Budget Amendment – Senior Center Public Benefit Funding
DATE: 05/29/18

Approval is respectfully requested to amend the budget to record the Erie County Public Benefit Funding for the Senior Center that was approved at the 5/14/18 town board meeting. The amendment is as follows:

- Increase revenue line A 2351.1 Programs for Aging – Other Governments by \$2,500
- Increase appropriation line A 6772.401 Programs for Aging – Supplies by \$2,500



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

300 Gleed Avenue
East Aurora, New York 14052

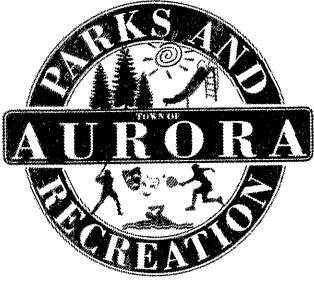
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recreation@townofaurora.com
www.aurorarec.com

To: Town Board
From: Chris Musshafen
Date: 5/23/2018
Re: Wage Rate Change

Approval is requested to change the previously approved wage of Barb Lamond from \$11.30/hr to \$11.80/hr. There was a typo and Barb was erroneously approved for a lower wage.



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

300 Gleed Avenue
East Aurora, New York 14052

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fax (716) 652-5646

recreation@townofaurora.com
www.aurorarec.com

To: Town Board
From: Chris Musshafen
Date: 5/23/18
Re: Summer employees

Approval is requested to hire seasonal recreation staff as presented. The rates are based on the approved 2018 rate chart attached. In 2018 the minimum wage increased from \$9.70 to \$10.40 per hour. Some program costs were raised to offset the rate increase.

TOWN OF AURORA DEPARTMENT OF PARKS & RECREATION

2018 PERSONNEL RECOMMENDATIONS - DAYCAMP/SPORTS/SPECIAL PROGRAMS

RECREATION ATTENDANTS	ADDRESS	TITLE	# Years	2017	2018
Maddie Ohlweiler	129 Jewett Holmwood, EA	Theater/FHockey	1 st	New	\$10.40
RECREATION ATTENDANTS	ADDRESS	TITLE	# Years	2016	2018
Courtney Winter	481 Linden Avenue, EA	Day Camp	4 th	\$9.15	\$10.65

2018 Pay Rates
 As of 1/1/2018
 Seasonal Employees
 NYS minimum Wage \$10.40 per hour (from \$9.70 2017)

Position/Year	1	2	3	4	5	6
Recreation Attendants, Sports, Program Assistants, Junior (HS)	\$ 10.40	\$ 10.45	\$ 10.50	\$ 10.55	\$ 10.60	\$ 10.65
Day Camp (HS), Tennis (HS) Senior (Other)	\$ 10.50	\$ 10.55	\$ 10.60	\$ 10.65	\$ 10.70	\$ 10.75
STAR, Theater, Best of Broadway	\$ 10.50	\$ 10.55	\$ 10.60	\$ 10.65	\$ 10.70	\$ 10.75
Lifeguards	\$ 10.70	\$ 10.75	\$ 10.80	\$ 10.85	\$ 10.90	\$ 10.95
Lifeguards and Water Safety Instructors	\$ 10.80	\$ 10.85	\$ 10.90	\$ 10.95	\$ 11.00	\$ 11.05
Day Camp Counselors (College), Excl. Little (College), STAR (College), Track (College), Tennis (College)	\$ 10.50	\$ 10.55	\$ 10.60	\$ 10.65	\$ 10.70	\$ 10.75
Head Lifeguard, Adult Supervisors, Head Tennis Coach	\$ 11.40	\$ 11.45	\$ 11.50	\$ 11.55	\$ 11.60	\$ 11.65
Swim Lesson Coordinator, Facility Manager	\$ 12.40	\$ 12.45	\$ 12.50	\$ 12.55	\$ 12.60	\$ 12.65
Day Camp Program Coordinator	\$ 11.50	\$ 11.55	\$ 11.60	\$ 11.65	\$ 11.70	\$ 11.75
Exclusively Little Teacher	\$ 11.50	\$ 11.55	\$ 11.60	\$ 11.65	\$ 11.70	\$ 11.75
Day Camp Medical Director, Nurse	\$ 15.00					
Art, Nature Program Director	\$ 13.00	\$ 13.05	\$ 13.10	\$ 13.15	\$ 13.20	\$ 13.25



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TOWN OF AURORA
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MEMO

To: Town Board
From: Supervisor James Bach
Date: May 24, 2018
Re: Appointing William Kramer Building Department Head

With the retirement of Superintendent of Building Patrick Blizniak effective Friday, June 1, I am requesting that the Town Board appoint Code Enforcement William Kramer as the department head in the Building Department, effective June 2, at a rate of \$28.73 per hour.

6H

Geiter Done of WNY, Inc.
300 Greene Street
Buffalo, NY 14206
(716) 895-8121

Date	Invoice #
5/18/2018	175.08-4-2

Bill To
Town of Aurora 300 Glead Ave East Aurora, NY 14052 ATTN: DAVE GUNNER

P.O. No.	Terms	Project
559 Oakwood	Net 30	

Quantity	Description	Rate	Amount
1	Demolition as per specifications 559 Oakwood Ave New York Sales Tax	11,500.00 8.75%	11,500.00 0.00

Phone #	Fax #
716-895-8121	716-895-8129

Total	\$11,500.00
Payments/Credits	\$0.00
Balance Due	\$11,500.00

IF PAYMENT HAS ALREADY BEEN MADE, PLEASE DISREGARD THIS INVOICE.

Aurora Environmental LLC

1850 Davis Road
West Falls, NY 14170 US
(716) 655-5800
johnp@auroraenviro.com
www.auroraenviro.com

GI

BILL TO
Town of Aurora
300 Gleed Ave.
East Aurora, NY 14052

SHIP TO
Town of Aurora
300 Gleed Ave.
East Aurora, NY 14052

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
948-1	05/23/2018	\$1,372.00	06/22/2018	Net 30	

ACTIVITY	QTY	RATE	AMOUNT
Air sampling throughout controlled demolition with asbestos in place - 559 Oakwood Ave., East Aurora, NY			
Services Air Sampling Technician/Project Monitor Daily Rate	4	275.00	1,100.00
PCM-I PCM Lab analysis per sample	32	8.50	272.00

BALANCE DUE **\$1,372.00**

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TOWN OF AURORA DEPARTMENT OF PARKS & RECREATION
DIRECTOR'S REPORT
MONTH OF: APRIL 2018

ADMINISTRATIVE:

Reports:

- We have 11,895 members registered in our recreation system
- We had 1179 individual program registrations in the month of April
- We generated \$67,475 in April sales
- Credit card purchases totaled 88% (93% on-line, 7% office)
 - 2017 to 2018 comparison:
 - Total sales from 1/1/17 – 4/30/17 \$75,070
 - Total sales from 1/1/18 – 4/30/18 \$88,841

Summer program registration is booming. We have already filled 6 out of 7 of our weeks for day camp, swim lessons are nearly full, and our other programs are seeing very good numbers.

Our summer staff has been approved by the town board and Elaine and I are currently in the process of receiving contracts. I have several dates dedicated to training our staff in CPR, first aid, and lifeguarding.

Our senior van service has truly been a blessing for our community. We have been full more days than not through our spring season.

EAST practices started back up after a much needed two week break. Practices are being held at the high school only and we are seeing good numbers for our younger participants.

Submitted by: Chris Musshafen, Director of Recreation and Aquatics