

**James Bach**

---

WS-1

**From:** Amy Sullivan  
**Sent:** Monday, March 1, 2021 10:33 AM  
**To:** James Bach  
**Subject:** East Aurora Baseball and Softball 2021 season

Hello James,

I wanted to touch base to see if it were possible to get on your agenda at an upcoming meeting to discuss our season. We were wondering if the Board would like to revisit the agreement we worked on last year. We'd like to discuss a few improvements to the complex that we'd like to undertake and of course, COVID-19 updates.

Thanks,  
Amy Sullivan

February 24, 2021

To: The Town of Aurora,

1. We have attached a map of our ingress and egress driveway locations as well as widths. We have also attached pictures of our signage to show people which way to enter and which way to leave. Since we have put these up, we have not had any issues with people coming or leaving in the wrong driveway. We have 95 parking spots which include 4 handicap spaces (also shown in map). We have a dumpster, and it is located at the specified spot which is located on the map as well.
2. Our maximum number of attendees is 380
3. We have acquired a lease agreement with the owner of 1887 Davis Rd in West Falls to utilize their space for additional parking and egress which is indicated on our site plan.
4. Our special events will be on Thursday evenings (Blueberry Jams) from the hours of 6:30pm – 8:30pm. We would also like to offer our farm for weddings if possible. We see weddings being in the hours of 2pm-9pm but may vary depending on the clients needs. We are thinking of maybe 8 small events for the months of July & August, our busy season. We would have 10 of the regular Thursday Blueberry Jams and then another on possibly Saturdays that would benefit a local business such as an animal rescue, the local fire department, Make A Wish, etc. The events would include, blueberry picking, a local food vendor, our play area, maybe artisan vendors, a local band (usually bluegrass or folk), face painting, etc
5. Relocation of our bar to be more central on the property and located on a new deck platform to be constructed in compliance with local building codes. The proposed deck platform is indicated on the site plan provided. Possible uses for the deck will be, an area for patrons to rest, eat and consume beverages. This deck area also serves as a retreat from the heat in the blueberry field during regular picking hours. Deck platform may also be used for private parties, wedding receptions and small 2-3 piece acoustic live music. Amplified sound will be kept at moderate levels and will not exceed 10pm on any given day.
6. We have 2 portable bathrooms which are also located on the map and we have attached photos as well. They get serviced once a week.
7. NYS Department of Health has permitted a legitimate bar on the premises provided that a Concessionaire Agreement with food truck vendors has been filed with the NYS-SLA. On days in which we are unable to secure a food truck vendor we would acquire a temporary day food permit to comply with state regulations.
8. We have an insurance policy with Ontario Insurance which covers events and the selling and consumption of alcohol. I have attached our certificate but can provide the full policy if needed.

Thank you,

Ricardo & Jyl Rivera

**Open Development Area Application**

**Narrative Description Of The Private Right-Of-Way**

1897 Davis Rd. West falls NY 14170

The existing private right-of-way located at 1897 Davis Rd. is 16' wide by 338' long. It is a compacted gravel base used for public and private traffic. This drive is currently serving as the main ingress for The Blueberry Treehouse Farm. Ownership of the right-of-way belongs to Ricardo G. Rivera. The right-of-way is maintained throughout the year with crushed limestone gravel being added as needed during the summer months and snow plowing during winter months with work performed by the current owner.

SPECIAL USE PERMIT

Pursuant to Chapter 116 Article III of the Zoning Code of the Town of Aurora, a Special Use Permit is hereby granted by the Town Board of the Town of Aurora in accordance with the following:

**APPLICANT:** Ricardo and Jyl Rivera  
The Blueberry Treehouse Farm

**PROPERTY ADDRESS:** 1897 Davis Road, PO West Falls; SBL#199.03-1-9.21

**PROPERTY OWNER:** Ricardo and Jyl Rivera

**CODE:** Chapter 116 – Zoning §116-8.7  
B2 Business; Paragraph B

**USE:** Principal Use: U-Pick Blueberry Farm and treehouse design/construction business  
Auxiliary Use: Outdoor Event Center

The Town of Aurora received an application for a Special Use Permit from Applicants on June 2, 2020 . The Town Board referred the Special Use Permit Application to the Planning and Conservation Board on June 8, 2020. On July 1, 2020, the Planning and Conservation Board recommended amendments to the Application after which it recommended to the Town Board to approve the application. On July 27, 2020, the Town Board conducted a public hearing on the Application.

Background. Applicants operate a u-pick blueberry farm and tree house construction business on the Property, which is Zoned Business 2. The Property is also adjacent to the Applicants' primary residence. The Applicants applied for and received a Temporary Retail Permit to sell alcohol at 1897 Davis Road from the New York State Liquor Authority (Permit No. 576543) on July 27, 2020. The temporary permit expires October 24, 2020. In order to increase business, the Applicants wish to hold out-door concerts on Thursdays to attract more berry pickers. In addition, the Applicants wish to sell alcohol to patrons during the months of June-August during blueberry picking season. The Applicants also intend to use the Property as a venue for small weddings and private parties and to provide alcohol for these functions.

Additional conditions and safeguards are deemed necessary by the Town Board to implement the purpose and intent of the Special Use Permit. This permit is contingent and subject to the following:

1. CODE REQUIREMENTS: Full compliance with all sections of the Aurora Code as presently codified or as may be amended from time to time.
2. APPLICATION AND PLANNING BOARD: Subject to all plans and specifications submitted with the application, recommendations of the Planning Board and additional conditions and terms as adopted by the Town Board.

OCTOBER



3. VIOLATION: Any violation of the provisions of the Permit or any other applicable law, code, rule or regulation of any government or department shall subject this Permit to suspension or revocation in the discretion of the Town Board.
4. AMENDMENT: This Special Use Permit is subject to amendment or modification by the Town Board at any time in its sole discretion.
5. ATTACHMENT: This permit is subject to any and all special conditions attached hereto.

ACKNOWLEDGEMENT: the undersigned as applicant for this Special Use Permit for an outdoor event center at 1897 Davis Road, PO West Falls, Town of Aurora, NY, does hereby acknowledge receipt of a copy of this Permit, agrees, and accepts the provisions herein. The applicant further acknowledges that a violation or breach of any covenants, provisions or conditions of this Special Use Permit will result in suspension or revocation of this Special Use Permit. The undersigned agrees to all terms and provisions of this Special Use Permit as herein stated or as hereafter may be amended.

DATED: \_\_\_\_\_

By: \_\_\_\_\_  
Ricardo Rivera

DATED: \_\_\_\_\_

By: \_\_\_\_\_  
Jyl Rivera

ACKNOWLEDGED AND APPROVED AS TO FORM AND SUBSTANCE

DATES: \_\_\_\_\_

\_\_\_\_\_  
JAMES J. BACH, Supervisor  
Town of Aurora

SPECIAL CONDITIONS FOR  
SPECIAL USE PERMIT GRANTED TO  
RICARDO AND JYL RIVERA  
FOR  
1897 DAVIS ROAD  
PO WEST FALLS, TOWN OF AURORA

1. USE: In addition to a treehouse design and construction business and a U-pick blueberry farm, the current uses on the property, the site will be used for an Outdoor Event Center.

2. SIGN(S): Shall be in accordance with Section 116.34 of the Town Code of the Town of Aurora.

3. PARKING: On-site parking is limited to a total of ~~53~~ <sup>95</sup> vehicles on the ~~1987~~ <sup>1887</sup> Davis Road parcel and the adjacent parcel at 1895 Davis Road, also owned by the applicant, as shown on the attached drawing. If off-site parking is necessary, Applicant shall provide transportation to and from off-site parking. Parking is not permitted on Davis Road. PARKING AT 1887 DAVIS RD.

4. ATTENDEES: The maximum number of attendees at any one event is ~~212~~ <sup>380</sup> based on the current number of parking spaces ~~(53)~~ <sup>95</sup> and the Town Code of 4 occupants per vehicle.

5. EVENTS – Applicant shall not hold more than three events per week. Applicant shall not hold events Mon.-Wed. and shall limit the hours of events as follows:

- Thurs.: 5:00pm – 9:00pm
- Fri.: 10:00am – 10:00pm
- Sat.: 10:00am – 10:00pm
- Sun.: 12:00pm – 7:00pm

Events include, but are not limited to, concerts, weddings, receptions, and private parties.

6. OTHER CONDITIONS:

- Applicant shall not permit more than two food trucks per event.
- Sound application systems are not permitted after 9:00pm.
- ~~X~~ • There shall be a minimum of two portable toilets. New York State Building and Plumbing code will dictate the number of portable toilets and hand washing/sanitizing stations based on the number of attendees at any particular event.
- ~~X~~ • Alcoholic beverages are permitted subject to a license from the New York State Liquor Authority. Alcoholic beverages may only be served within the location marked on the attached drawing.
- ~~X~~ • Alcoholic beverages are permitted only within the area marked on the attached drawing.
- Applicant will ensure adequate lighting for security, safety, and traffic circulation.
- Applicant shall receive approval of a traffic circulation, signage and safety plan from the East Aurora Police Chief and West Falls Fire Chief.
- This permit shall be reviewed annually by the Town Board during the month of May, or before, each year beginning in 2021. Town of Aurora may terminate the Special Use Permit at any time.
- Applicants must be the venue operator and the Property must remain under the Applicants' ownership.
- Applicant shall at all times comply with applicable regulations, including liquor authority requirements, health department codes, and Town of Aurora Codes.
- Overnight accommodations of guests are prohibited.

*Treehouse ?*

Adopted August 10, 2020

July 27<sup>th</sup>, 2020

To: The Town of Aurora,

95 ← 1. We have attached a map of our ingress and egress driveway locations as well as widths. We have also attached pictures of our signage to show people which way to enter and which way to leave. Since we have put these up, we have not had any issues with people coming or leaving in the wrong driveway. We have 53 parking spots which include 2 handicap spaces (also shown in map). We have ordered a dumpster and it will be delivered within 1-10 days; it will be located at the specified spot which is located on the map as well.

2. Our maximum number of attendees is 200 → 380

SEE UPDATED NARRATIVE (S) - LEASE AGREEMENT 1887 DAVIS RD.

3. Our special events will be on Thursday evenings (Blueberry Jams) from the hours of 6:30pm – 8:30pm. We would also like to offer our farm for weddings if possible. We currently have 1 scheduled for 8/29 for approximately 50 people. We see weddings being in the hours of 2pm-9pm but may vary depending on the clients needs. We are thinking of maybe 8 small events for the months of July & August, our busy season. We would have 4 of the regular Thursday Blueberry Jams and then another on possibly Saturdays that would benefit a local business such as an animal rescue, the local fire department, Make A Wish, etc. The events would include, blueberry picking, a local food vendor, our play area, maybe artisan vendors, a local band (usually bluegrass or folk), face painting, etc

SEE UPDATED NARRATIVE \* RELOCATION OF BAR

4. We have 2 portable bathrooms which are also located on the map and we have attached photos as well. They get serviced once a week.

SEE UPDATED NARRATIVE 5. Just heard back from the Health Department and if we have a food truck they do not need to come out and inspect. If we want to have food there on other days we would get a temp food permit which is only good for 14 days for the year. Other than that we would have to put in a kitchen which is not an option right now.

6. We have an insurance policy with Ontario Insurance which covers events and the selling and consumption of alcohol. I have attached our certificate but can provide the full policy if needed.

Thank you,

Ricardo & Jyl Rivera



TOWN OF AURORA
OPEN DEVELOPMENT AREA APPLICATION

To Be Completed By Applicant

PETITIONER: Name: Ricardo & Jyl Rivera
Address: 1897 Davis Rd.
West Falls NY 14170
Phone: 716-563-1022 City State Zip
Fax: 716-833-8733
E-Mail: Jyl@buffalotreehouse.com

PROPERTY OWNER (if different from petitioner):

Name:
Address: Ph. No.

PROJECT ADDRESS: 1897 Davis Rd. 199.03-1-9.21
No. Street SBL No.

PROJECT DESCRIPTION: USE OF PRIVATE RIGHT-OF-WAY LOCATED AT 1897 DAVIS RD. CONSTRUCTION OF BECK CENTRAL TO BLUEBERRY FIELDS ON PROPERTY.

Signature of Applicant: [Handwritten Signature]

State of New York ) :SS:
County of Erie )

On the 25 day of February, in the year 2021, before me, the undersigned, a notary public in and for said state, personally appeared Ricardo Rivera & Jyl Rivera, personally known to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and they by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

[Handwritten Signature: Lydia Yuhas]
Notary Public

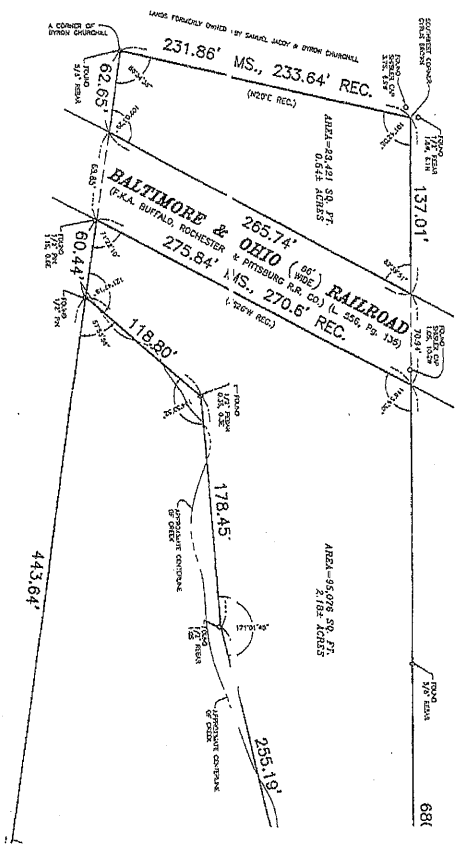
Lydia Yuhas
01YU6326418
Notary Public, State of New York
Qualified in Erie County
My commission expires JUNE 15, 2023

OFFICE USE ONLY:
File #: Number of Lots Total Acreage Zoning
Open Development Area Review Application Fee \$
Materials Received by
Town Clerk & Fee Paid
Accepted by Date

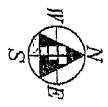
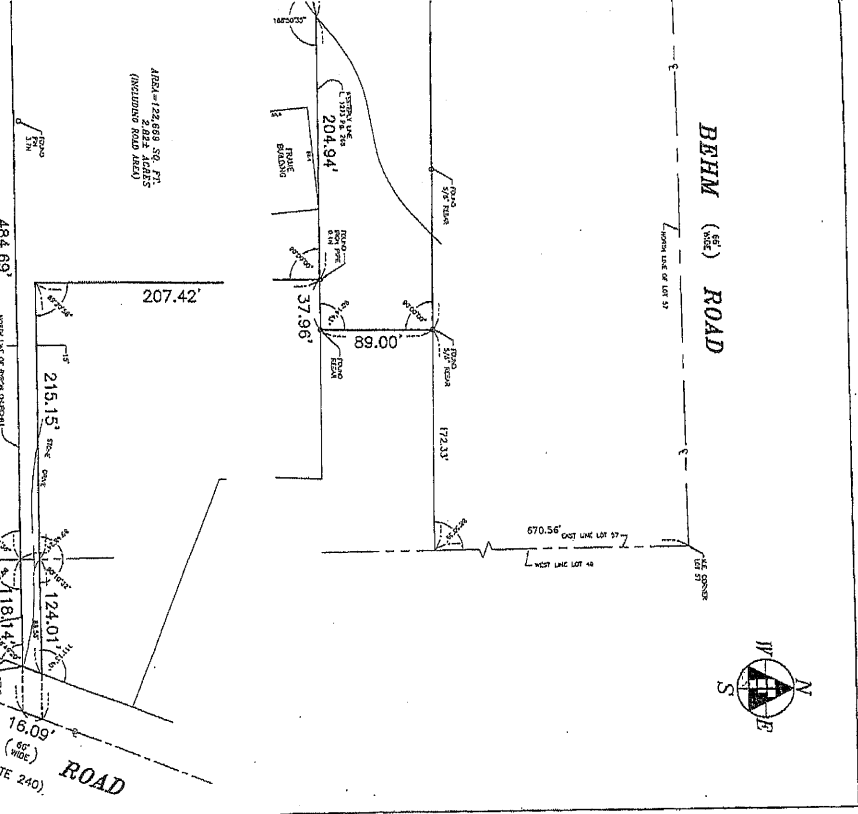
TOWN OF AURORA 5 SOUTH GROVE STREET, EAST AURORA, NY 14052
(716) 652-3280 FAX (716)652-3507 www.townofaurora.com



15



IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the State of New York, at Albany, this 15th day of June, 1915.



**BOUNDARY SURVEY**  
 PART OF TOWNSHIP 4, RANGE 6  
 OF THE HOLLAND LAND COMPANY'S SURVEY  
 TOWN OF JARROCK, COUNTY OF WEST FALTS, STATE OF NEW YORK  
**Folt-Albert Associates**  
 INCORPORATED IN NEW YORK  
 110 WEST 42ND STREET, NEW YORK 36, N.Y.  
 ENGINEER







WS-3

5B

RESOLUTION APPROVING SPECIAL USE PERMIT  
583 Olean Road (SBL# 176.00-4-25.32)

WHEREAS, DP8Z, LLC (Nicholas DiPietro) has applied for a Special Use Permit to construct a 2400sf pole barn to be used for storage of landscaping equipment at 583 Olean Road, East Aurora, NY; and

WHEREAS, the Aurora Planning Board voted to recommend approval of the Special Use Permit with the following conditions: 1) SEAF question 12b be revised to indicate the project site is located in an archeological sensitive are; 2) NYSOPRHP be consulted to see if further site investigation is required to determine the presence of cultural resources at the site; and 3) no storage of bulk fuel; and

WHEREAS, question 12b of the SEAF was revised, NYSOPRHP was consulted, and no storage of bulk fuel is a condition in the permit; and

WHEREAS, NYSOPRHP reviewed the Special Use Permit application and indicated there are no concerns for archaeological or built historical resources at this location.

NOW, THEREFORE, BE IT

RESOLVED, that the Aurora Town Board approves the Special Use Permit for 583 Olean Road to construct a 2400sf pole barn to be used for storage of landscaping equipment with conditions as noted in the Special Use Permit. (attached)

WS-4

GB

# **Public Employer Health Emergency Plan for the Town of Aurora**

**March 2021**



# Table of Contents

- Promulgation.....1
- Record of Changes.....2
- Purpose, Scope, Situation Overview and Assumptions.....3
- Purpose.....3
  - Scope .....3
  - Situation Overview .....3
  - Planning Assumptions .....4
- Concept of Operations .....4
- Mission Essential Functions.....5
  - Essential Positions .....5
- Reducing Risk Through Remote Work and Staggered Shifts.....6
  - Remote Work Protocols .....6
  - Staggered Shifts.....6
- Personal Protective Equipment.....6
- Staff Exposures, Cleaning and Disinfection .....7
  - Staff Exposures.....7
  - Cleaning and Disinfecting .....8
- Employee and Contractor Leave .....9
- Documentation of Work Hours and Locations.....10
- Housing for Essential Employees .....10

## Promulgation

This plan has been developed in accordance with the amended New York State Labor Law Section 27-c.

This plan has been reviewed by the President of the following labor union: CSEA Local 1000 AFSCME, AFL-CIO as required by the amended New York State Labor Law.

No content of this plan is intended to impede, infringe, diminish or impair the rights of us or our valued employees under any law, rule, regulation or collectively negotiated agreement or the rights and benefits which accrue to employees through collective bargaining agreements.

This plan has been approved in accordance with requirements applicable to this local government unit, a subdivision of the State of New York, as represented by the signature of the authorized individual below.

As the authorized official of the Town of Aurora, I hereby attest that this plan has been developed, approved and placed in full effect in accordance with S8617B/A10832, which amends New York State Labor Law Section 27-c to address public health emergency planning requirements.

Signed on this day: March \_\_\_\_, 2021

By: James J. Bach

Signature: \_\_\_\_\_

Title: Supervisor

# Record of Changes

Date of Change	Description of Change	Implemented by

# Purpose, Scope, Situation Overview and Assumptions

## Purpose

This plan has been developed in accordance with the amended New York State Labor Law Section 27-c. These laws were amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment and protocols for supporting contact tracing.

## Scope

This plan was developed exclusively for, and is applicable to, the Town of Aurora. This plan is pertinent to a declared public health emergency in the State of New York which may impact our operations; and it is in the interest of the safety of our employees and contractors and the continuity of our operations that we have promulgated this plan.

## Situation Overview

On March 11, 2020, the World Health Organization declared a pandemic for the Novel Coronavirus, which causes the COVID-19 severe acute respiratory syndrome. This plan has been developed in accordance with amended laws to support continued resilience for a continuation of the spread of this disease or for other infectious diseases, which may emerge and cause a declaration of a public health emergency.

The health and safety of our employees and contractors is crucial to maintaining our mission essential operations. We encourage all employees and contractors to use [CDC Guidance for Keeping Workplaces, Schools, Homes and Commercial Establishments Safe](#). The fundamentals of reducing the spread of infection include:

- Using hand sanitizer and washing hands with soap and water frequently for a minimum of 20 seconds, including:
  - After using the restroom;
  - After returning from a public outing;
  - After touching/disposing of garbage;
  - After using public computers, touching public tables and countertops, etc.
- Practice social distancing when possible.
- If you are feeling ill or have a fever, notify your supervisor immediately and go home.
- If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately.
- Clean and disinfect workstations at the beginning, middle and end of each shift.
- Other guidance that may be published by the CDC, the State Department of Health or County health officials.



## Planning Assumptions

This plan was developed based on information, best practices and guidance available as of the date of publication. The plan was developed to largely reflect the circumstances of the current Coronavirus pandemic but may also be applicable to other infectious disease outbreaks.

The following assumptions have been made in the development of this plan:

- The health and safety of our employees and contractors and their families, is of utmost importance.
- The circumstances of a public health emergency may directly impact operations.
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety.
- The public and our constituency expect us to maintain a level of mission essential operations.
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them.
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement.
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services.
- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor.
- Pursuant to S8617B/A10832 an “essential employee” is defined as a public employee or contractor that is required to be physically present at a work site to perform their job.
- Pursuant to S8617B/A10832 a “non-essential employee” is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job.

## Concept of Operations

The Supervisor of the Town of Aurora, his/her designee or his/her successor holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations and adjustments to plan implementation may be supported by additional personnel, at the discretion of the Supervisor.

Upon the determination of implementing this plan, all employees and contractors of the Town of Aurora shall be notified by utilizing one or more of the following methods:

- In-person;
- Email;
- Phone;
- Text message;
- Messages on official websites;
- Social media;
- Fax;
- USPS mail.

Initial contact shall include details provided as possible and necessary, with additional information and updates provided on a regular basis. Members of the general public will be notified of pertinent operational changes by utilization of the above-listed means and methods. Other interested parties, such as vendors, will be notified as necessary. The Supervisor and/or his/her designee will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Supervisor of the Town of Aurora and/or his/her designee or his/her successor will maintain awareness of information, direction and guidance from public health officials and the Governor's office, directing the implementation of changes as necessary.

Upon resolution of the public health emergency, the Supervisor will direct the resumption of normal operations or operations with modifications as necessary.

## Mission Essential Functions

When confronting events that disrupt normal operations, the Town of Aurora is committed to ensuring that essential functions will be continued even under the most challenging circumstances.

Essential functions are those functions that enable an organization to:

1. Maintain the safety of employees, contractors and our constituency.
2. Provide vital services.
3. Provide services required by law.
4. Sustain quality operations.
5. Uphold the core values of the Town of Aurora.

The Town of Aurora has identified as critical only those priority functions that are required or are necessary to provide vital services. During activation of this plan, all other activities may be suspended to enable the organization to concentrate on providing the critical functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications with employees, contractors, our constituents and other stakeholders will be an ongoing priority.

Essential functions are prioritized according to:

- The time criticality of each essential function;
- Interdependency of one function to others;
- The recovery sequence of essential functions and their vital processes.

Priority 1 identifies the most essential of functions, with priority 4 identifying functions that are essential, but least among them.

The mission essential functions for the Town of Aurora have been identified and are detailed in Appendix A.

### Essential Positions

Each essential function identified above requires certain positions on-site to effectively operate. The table below identifies the positions or titles that are essential to be staffed on-site for the continued operation of each essential function. Note that while some functions and associated personnel may be essential, some of these can be conducted remotely and do not need to be identified in this section.

The essential positions for the Town of Aurora have been identified and are detailed in Appendix B.

## Reducing Risk through Remote Work and Staggered Shifts

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites.

### Remote Work Protocols

Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so to the greatest extent possible. Working remotely requires:

1. Identification of staff who will work remotely;
2. Approval and assignment of remote work;
3. Equipping staff for remote work, which may include:
  - a. Internet capable laptop;
  - b. Necessary peripherals;
  - c. Access to VPN and/or secure network drives;
  - d. Access to software and databases necessary to perform their duties;
  - e. A solution for telephone communications;
    - i. Note that phone lines may need to be forwarded to off-site staff.
4. Department Heads shall make decisions based on chain of command and approving authorities. This includes determining who is responsible for implementation of activities, availability of technology, troubleshooting and equipment accountability. Consideration shall be given to workflow of all personnel working remotely to ensure they will be able to accomplish their duties.

### Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties that are necessary to be performed on-site, but perhaps less sensitive to being accomplished only within core business hours. As possible, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure. Regardless of changes in start and end times of shifts, the Town will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:

1. Identification of positions for which work hours will be staggered;
2. Approval and assignment of changed work hours.

Department Heads shall be responsible to implement the steps above and establish appropriate protocols. Consideration shall be given to chain of command and approving authorities, building access and status of utilities outside of core hours and security outside of core hours.

## Personal Protective Equipment

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors. PPE, which may be needed, can include:

- Masks;
- Face shields;
- Gloves;
- Disposable gowns and aprons.

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. The Coronavirus pandemic demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. As such, we are including these supplies in this section, as they are pertinent to protecting the health and safety of our employees and contractors.

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties and work location.
2. Procurement of PPE:
  - a. As specified in the amended law, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee and contractor during any given work shift for at least six months;
  - b. Public employers must be able to mitigate supply chain disruptions to meet this requirement.
3. Storage of, access to and monitoring of PPE stock:
  - a. PPE must be stored in a manner which will prevent degradation;
  - b. Employees and contractors must have immediate access to PPE in the event of an emergency;
  - c. The supply of PPE must be monitored to ensure integrity and to track usage rates.

Department Heads shall consider the variety of PPE required and how needs will be identified within their respective departments. The Town Clerk shall be the chief procurement officer and all requests for PPE shall be submitted by the Department Heads to the Town Clerk for processing through the County DLAN system and/or other appropriate suppliers. The Town Clerk shall provide requested PPE to the Department Heads. The Department Heads are then responsible for inventory tracking, distribution within each department and proper storage of inventory on hand for future use. A stockpile of eight weeks of PPE is recommended.

## Staff Exposures, Cleaning and Disinfection

### Staff Exposures

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. Following CDC guidelines, the following protocols have been established.

- A. If employees or contractors are exposed to a known case of communicable disease that is the subject of the public health emergency (defined as a "close contact" with someone who is confirmed infected, which is a prolonged presence within six feet with that person):
  1. Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 14 days or other current CDC/public health guidance for the communicable disease in question.
    - a. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
    - b. Department Heads shall identify who, by title/position, in the organization must be notified and who is responsible for ensuring these protocols are followed.
    - c. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing.



2. CDC guidelines for COVID-19 provide that critical essential employees may be permitted to continue work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees, contractors, and the public.
  - a. Additional precautions will include the requirement of the subject employee or contractor, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission.
  - b. In-person interactions with the subject employee or contractor will be limited as much as possible.
  - c. Work areas in which the subject employee or contractor are present will be disinfected according to current CDC/public health protocol at least every hour, as practical. See the section on Cleaning and Disinfection for additional information on that subject.
  - d. If at any time a person exhibits symptoms, refer to item B below.
  - e. Department Heads shall ensure adherence within their respective departments to the above protocols.
- B. The following protocols shall be followed in the event an employee or contractor exhibits symptoms of the communicable disease that is the subject of the public health emergency.
  1. Employees and contractors who exhibit symptoms in the workplace should be immediately separated from other employees, customers and visitors. They should immediately be sent home with a recommendation to contact their physician.
  2. Employees and contractors who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.
  3. Employees should not return to work until they have met the criteria to discontinue home isolation per CDC/public health guidance and have consulted with a healthcare provider.
  4. The Town shall require sick employees to provide a healthcare provider's note to validate their illness in order to qualify for sick leave. The Town shall adhere to advisories from the CDC/public health officials for proper protocols to be followed for an employee to return to work.
  5. CDC criteria for COVID-19 provides that persons exhibiting symptoms may return to work if at least 24 hours have passed since the last instance of fever without the use of fever-reducing medications. If the disease in question is other than COVID-19, CDC and other public guidance shall be referenced.
  6. Department Heads shall coordinate with the Town Supervisor and Town Clerk to ensure that the above protocols are clearly communicated to all employees. Department Heads shall ensure adherence within their respective department to the above protocols.
- C. The following protocols shall apply if an employee or contractor has tested positive for the communicable disease that is the subject of the public health emergency.
  1. Apply the steps identified in item B, above, as applicable.
  2. Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off.
    - a. CDC guidance for COVID-19 indicates that a period of 24 hours is ideally given before cleaning, disinfecting and reoccupation of those spaces will take place. If this time period is not possible, a period of as long as possible will be given. CDC/public health guidance for the disease in question will be followed.
    - b. Any common areas entered, surfaces touched or equipment used shall be cleaned and disinfected immediately.

- c. See the section on Cleaning and Disinfection for additional information on that subject.
3. Identification of potential employee and contractor exposures will be conducted.
  - a. If an employee or contractor is confirmed to have the disease in question, the Department Head or his/her designee should inform all contacts, to the extent possible, of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA) and the Health Insurance Portability and Accountability Act (HIPAA).
  - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.
4. The Department Head must be notified in these circumstances and shall also be responsible to ensure these protocols are followed.

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons and those testing positive. We will follow CDC/public health recommendations and requirements, coordinate with our local public health office for additional guidance, and support as needed.

### Cleaning and Disinfecting

CDC/public health guidelines will be followed for cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes the items listed below.

1. As possible, employees and contractors will clean their own workspaces in the beginning, middle and end of their shifts, at a minimum.
  - a. High traffic/high touch areas and areas which are accessible to the public will be disinfected at least hourly.
  - b. An independent contractor is responsible for cleaning common areas.
2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
3. Soiled surfaces will be cleaned with soap and water before being disinfected.
4. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

### Employee Leave

Public health emergencies are extenuating and unanticipated circumstances for which the Town is committed to reducing the burden on our employees. The Federal, State and County governments passed laws, enacted executive orders and mandated policies related to the COVID-19 pandemic. These included mandates the Town was obligated to follow concerning employees being paid for COVID-related time off.

In the event of a new public health emergency, the Town anticipates that higher levels of government with jurisdiction over the Town shall enact similar mandates that the Town shall be obligated to follow. The Town Board may also enact local policies in addition to the abovementioned mandates, as it deems appropriate to be applicable to Town employees.

## Documentation of Work Hours and Locations

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact-tracing efforts. Identification of locations shall include on-site work and off-site visits. This information may be used by the Town to support contact tracing within the organization and may be shared with local public health officials.

Department Heads shall determine for their respective department's appropriate means and methods of tracking hours and locations, which may be paper-based or electronic logging, tracking via a smartphone app or other.

## Housing for Essential Employees

There are circumstances within a public health emergency when it may be prudent to have essential employees lodged in such a manner which will help prevent the spread of the subject communicable disease to protect these employees from potential exposures, thus helping to ensure their health and safety and the continuity of the Town's essential operations.

If such a need arises, hotel rooms may be the most viable option. If hotel rooms are for some reason deemed not practical or ideal or if there are no hotel rooms available, the Town will coordinate with the Erie County Department of Homeland Security and Emergency Services to help identify and arrange for these housing needs. The Supervisor and/or Town Clerk shall coordinate with the Department Heads concerning appropriate housing under the above circumstances.

## Appendix A - Mission Essential Functions

Essential Function	Description	Priority
Information Technology	Provides all hardware and software for the Town. Maintains the Town's network and phone system.	1
Highway Dept: Snow removal	Clearing of streets, municipal parking lots and sidewalks	1
Highway Dept: Trees downed in R.O.W.	Clearing of trees and debris within the R.O.W. for public safety	1
Highway Dept: Vehicle maintenance	Care and repairs of Highway vehicles and equipment	2
Highway Dept: Water	Water line repair	1
Highway Dept: Water meter reading	Reading water meters as needed	3
Highway Dept: Basic services	Mowing, leaf collection, ditching, etc.	4
Building Department	Inspection of buildings damaged by fire/natural disaster/etc., for emergency enclosure purposes	1
Dog Control	Response to emergency where dog is involved	2
Town Clerk: Death Certificates	Register Death Certificates/issue certified death certificates	1
Town Clerk: Collect Tax	Collect tax monies as required by law	2
Supervisor/Town Clerk: DLAN	Place order in DLAN system for all departments, as needed	1 or 2
HR/Supervisor: Payroll	Collect/prepare payroll for payroll processing vendor	2
Assistant to the Supervisor	Pay bills, move money, journal and all accounting functions	2
Town Clerk	Process/pay vendor bills	2
Town Clerk: Priority work	Accept legal documents, FOIL, Town Board meetings, minutes	2 or 3
Town Clerk	Open, sort and distribute mail as required for departments	4
Town Clerk: Customer service	Assist residents with questions and concerns and payments (ex: dog licensing, marriage licenses, etc.)	4
Senior Center	Distribute PPE to residents; coordinate food programs for Senior Citizens;	1 or 2
The following are contractual services used by the Town but performed by other entities:		
EBC Inc./Payroll processing vendor :	Processes payroll for all Town employees	2
Police Services (contracted thru VEA)	Public Safety – protect life, property	1
Dispatch Services (contracted thru VEA)	Public Safety – dispatch calls for police, fire, EMS, ambulance	1
Fire Services (contracted thru VEA)	Calls for service for fire and other emergencies	1

It is expected that the Town Board shall continue to meet, as scheduled. Note otherwise, however, that various board and committees of the Town that would normally meet may not be considered essential during a public health emergency and as a result, many of those meetings may be suspended.

## Appendix B

Level 1 - Essential; needs to be able to work at their office and with others, which may include the public		
Level 2 - Essential; could work rotating schedule without public contact if level 1 is available		
Level 3 - Essential to operation - majority of work can be done from home (remotely)		
Level 4 - Essential to operation - can work completely from home (remotely)		
Level 5 - Not generally essential during State of Emergency; can be assigned to another level		
<b>DEPARTMENT - TITLE</b>	<b>Essential level</b>	<b>Back-up if person becomes incapacitated</b>
<b>TOWN BOARD</b>		
COUNCILPERSONS	4	N/A
SUPERVISOR	1 - 3	Deputy Supervisor
<b>ADMINISTRATION</b>		
<b>SUPERVISOR: ASSISTANT TO SUPERVISOR</b>		
ASSISTANT TO SUPERVISOR	2	Secretary to Supervisor
SECRETARY TO SUPERVISOR	2 - 3	
<b>TOWN CLERK:</b>		
TOWN CLERK	1	Deputy Town Clerk
DEPUTY CLERK	1 - 2	Deputy or Other Clerks
OTHER CLERKS	3	
<b>DEPARTMENTS:</b>		
<b>BUILDING/CODE ENFORCEMENT</b>		
CODE ENFORCEMENT OFFICER	1 - 2	Assistant Code Enforcement Officer
ASSISTANT CODE ENFORCEMENT	1 - 2	
CLERICAL STAFF	3	
<b>TOWN ATTORNEY</b>		
OTHER ATTORNEYS	3	
<b>HIGHWAY DEPARTMENT:</b>		
SUPERINTENDENT OF HIGHWAYS	1	Deputy Superintendent of Highways
DEPUTY HIGHWAY SUPERINTENDANT	1 - 3	Other MEO/Truck Driver/Laborer with CDL
MECHANIC	2	Other Mechanic

Appendix B - continued

	DEPARTMENT - TITLE	Essential level	Back-up if person becomes incapacitated
MEO	1 during weather event or water breaks; 2 otherwise		Laborers W/ CDL and Mechanics
LABORER	1 during weather event or water breaks; 2 otherwise		Other Laborers
<b>SENIOR CENTER:</b>			
DIRECTOR	1 - 2		Clerical staff
CLERICAL STAFF	2		Kitchen Manager
<b>RECREATION:</b>			
DIRECTOR	5		Recreation Supervisor
RECREATION SUPERVISOR	5		
<b>OTHER BOARDS:</b>			
ZONING Board of Appeals	5		N/A
PLANNING & Conservation Board	5		N/A
ALL OTHER BOARDS	5		N/A
Fire Department - Volunteer/non-contractual			
Chief	1		1st Assistant Chief....
Assistant Chief	1		Captains
Firefighters	1		Other Firefighters
Fire Police	1		Other Fire Police



WS5 6C

March 2, 2021

To: Aurora Town Board Ref. No.: 11207908

From: Joseph Wetzel, PE - GHD *JW* Tel: 716-362-8880

CC: Martha Librock - Town Clerk; Ronald Bennett, Esq – Town Attorney;  
Dave Gunner – Water Superintendent; Camie Jarrell, PE - GHD

**Subject: South Herrick Road – Master Water Meter Replacement**

South Herrick Road is a private road within the Town of Aurora (Town) whose water infrastructure is managed by the Town. There is an Erie County Water Authority (ECWA) master meter at the intersection of Heiler Drive and South Herrick Road which is used to bill the Town based on water usage and meter size. Recent discussions with the ECWA indicated that they would be receptive to reducing the size of the master meter provided that ISO fire flow requirements could still be met. The ISO fire flow requirements are as follows:

For 1- and 2-family dwellings not exceeding 2 stories in height, ISO prescribes the following needed fire flows based on the distance between buildings:

- 500 gpm where the distance is more than 100 feet
- 750 gpm where the distance is between 31 and 100 feet
- 1,000 gpm where the distance is between 11 and 30 feet
- 1,500 gpm where the distance is 10 feet or less.

On South Herrick Road, houses are more than 100 feet apart, therefore the required fire flow is 500 gpm.

GHD conducted a fire flow analysis for South Herrick Road and Heiler Drive. The analysis incorporated a reduction of the master meter size from 6-inch to 4-inch. The lowest residual pressure in the system occurs at the northernmost parcel on South Herrick Drive when the last hydrant on that road is opened. The residual pressure at this residence is still greater than the required minimum of 20 psi when a hydrant demand of 500 gpm is placed on the system.

Accordingly, GHD has determined that reducing the South Herrick Road master meter size from 6-inch to 4-inch will still provide the required fire flows while maintaining greater than the required minimum pressure in the system.

Please feel free to contact me with any questions or concerns.



**TERMS OF PAYMENT:**

Net Cash, payable fifteen (15) days after date bill is rendered in accordance with Section 9.00 hereof.

**B. LARGE METER CUSTOMERS - Installed Meter Sizes 1 1/4" AND GREATER**

**COMMODITY VOLUMETRIC RATES:**

Meters read and billed quarterly: (To Nearest Thousand Gallons)

\$3.21 per 1000 gallons

Meters read and billed monthly: (To Nearest Thousand Gallons)

\$3.21 per 1000 gallons

SIZE OF METER	QUARTERLY COMMODITY ALLOWANCE (IN GALLONS)	QUARTERLY MINIMUM COMMODITY CHARGE	QUARTERLY INFRASTRUCTURE INVESTMENT CHARGE	QUARTERLY MINIMUM CHARGE
1-1/4 inch	27,000	\$ 86.67	\$ 83.52	\$ 170.19
1-1/2 inch	39,000	125.19	83.52	208.71
2 inch	63,000	202.23	133.62	335.85
3 inch	120,000	385.20	250.56	635.76
4 inch	198,000	635.58	417.54	1,053.12
6 inch	390,000	1,251.90	835.11	2,087.01
8 inch	630,000	2,022.30	1,336.14	3,358.44
10 inch	900,000	2,889.00	1,920.75	4,809.75
12 inch	1,230,000	3,948.30	3,590.91	7,539.21
20 inch	2,820,000	9,052.20	15,454.23	24,506.43
24 inch	3,840,000	12,326.40	31,209.18	43,535.58

SIZE OF METER	MONTHLY COMMODITY ALLOWANCE (IN GALLONS)	MONTHLY MINIMUM COMMODITY CHARGE	MONTHLY INFRASTRUCTURE INVESTMENT CHARGE	MONTHLY MINIMUM CHARGE
1-1/4 inch	9,000	\$ 28.89	\$ 27.84	\$ 56.73
1-1/2 inch	13,000	41.73	27.84	69.57
2 inch	21,000	67.41	44.54	111.95
3 inch	40,000	128.40	83.52	211.92
4 inch	66,000	211.86	139.18	351.04
6 inch	130,000	417.30	278.37	695.67
8 inch	210,000	674.10	445.38	1,119.48
10 inch	300,000	963.00	640.25	1,603.25
12 inch	410,000	1,316.10	1,196.97	2,513.07
20 inch	940,000	3,017.40	5,151.41	8,168.81
24 inch	1,280,000	4,108.80	10,403.06	14,511.86

#### 14.07 HYDRANT METER ADMINISTRATION FEE

\$250.00 to cover the costs of the Authority installing and removing the meter and backflow device and checking the hydrant after use.

#### 14.08 METER REPAIR/REPLACEMENT CHARGE

5/8" - 3/4" - \$210.00  
1" - \$275.00  
1-1/2" and greater - At Actual Cost  
Ancillary Equipment - At Actual Cost

#### 14.09 METER SIZE CHANGE FEES

NEW METER SIZE	CHARGE
5/8" through 1" inclusive	\$ 48.00
1-1/2", 2"	\$ 90.00
3" or larger	\$325.00

#### 14.10 METER TESTING FEES

\$125.00 – Meters smaller than 3"  
\$325.00 – Meters 3" and larger

#### 14.11 SERVICE CHARGES

##### A. Service Restoration

- a. \$30.00 if the customer requests an appointment between 9:00 a.m. to 4:00 p.m., Monday through Friday, exclusive of Holidays.
- b. \$45.00 if the customer requests an appointment outside of the hours listed in (a) above.

If by the willful acts of the customer, it becomes necessary to shut off or disconnect the service pipe at the Authority's main, the charge to the customer for restoration of service will be the actual cost incurred by the Authority, incident to the disconnection and reconnection of the service pipe.

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



6A  
TOWN CLERK  
DICK  
(716) 652-3280  
[townclerk@townofaurora.com](mailto:townclerk@townofaurora.com)

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

## MEMO

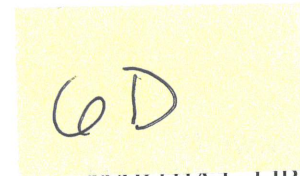
---

TO: Aurora Town Board  
FROM: Jim Bach/Kathleen Moffat  
RE: Assistant Code Enforcement Officer Appointment  
DATE: 03/08/21

Approval is respectfully requested to hire Kevin Glover, 1266 Emery Rd., East Aurora, NY 14052, as Assistant Code Enforcement Officer effective 3/9/21 at a previously Town Board approved rate of \$20.60/hour.

Kevin will be hired as a Provisional Full Time employee until he takes the Erie County Assistant Code Enforcement Officer test and is considered reachable based on results (passes exam and is one of top three acceptors on list). He will also need to complete NY State training within 18 months of hire.

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



CLERK  
MARILYN L. LIBROCK  
(716) 652-3280  
[townclerk@townofaurora.com](mailto:townclerk@townofaurora.com)

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

## MEMO

---

TO: Aurora Town Board

FROM: Kathleen Moffat

RE: Budget Amendment: 2020 Year End Transfer to Capital Projects

DATE: 03/08/21

Approval is respectfully requested to amend the 2020 budget to properly record the transfer of assigned fund balance (Gleed Avenue sale proceeds) in the A fund to capital project H5 Firehall Purchase/New Town Hall. The amendment is as follows:

- Increase A 9950.9 Transfer to Capital Project by \$394,044.73
- Decrease A 599 Appropriated Fund Balance by \$394,044.73



Month Year Reported: ----> February 2021      CLERK'S MONTHLY REPORT  
 Town Name: -----> Town of Aurora  
 Prepared By: -----> Martha L. Librock  
 Date Submitted: -----> Mar, 01 2021

7A

TO THE Supervisor:

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

RSC Code	Revenue Description	Item Count	Total Revenue	Town Portion	Other Disburses
100	SPORTING LICENSE REVENUE	2	10.00	0.56	9.44
200	DOG LICENSE REVENUE	188	2,370.00	2,146.00	224.00
301	MARRIAGE LICENSE	4	160.00	70.00	90.00
303	CERTIFIED MARRIAGE CERTIFICATE	8	120.00	120.00	0.00
602	DEATH CERTIFICATE	4	190.00	190.00	0.00
<b>Report Totals:</b>		206	2,850.00	2,526.56	323.44

REVENUES TO SUPERVISOR - CLERK FEES      380.56  
 REVENUES TO SUPERVISOR - DOG FEES      2,146.00  
**TOTAL TOWN REVENUES TO SUPERVISOR:**      2,526.56

Amount paid to NYS DEC REVENUE ACCOUNTING      9.44  
 Amount paid to DEPT. OF AG. AND MARKETS      224.00  
 Amount paid to STATE HEALTH DEPARTMENT FOR MARRIAGE LICENSES      90.00  
**TOTAL DISBURSED TO OTHER AGENCIES:**      323.44  
**TOTAL DISBURSED:**      2,850.00

MARCH 2 20 21      JAMES J. BACIT Supervisor,  
 State of New York, County of Erie, Town of Aurora

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

Subscribed and Sworn to before me  
 this 2nd day of March 20 21  
Sheryl A. Miller Notary Public

Martha L. Librock  
 Town Clerk

**SHERYL A. MILLER**  
 Reg. #01MI6128663  
 Notary Public, State of New York  
 Qualified In Erie County  
 Commission Expires June 13, 20 21





7B

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

From: Barbara A. Halt, Water Clerk

Monthly Statement – Water Fee Collection


To: James J. Bach, Town of Aurora Supervisor

Pursuant to Section 27 Subd. 1 of the Town Law, I hereby make the following statement of all fees and monies received by me during the month of February, 2021\_ in connection with the collection of water fees, excepting only such fees the application and payment of which are otherwise provided for by law:


Received From	Type of Receipt	Amount
Water Billing	Water Bills	\$334.77
	Total Received	\$334.77

State of New York  
County of Erie  
Town of Aurora

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

  
Barbara A. Halt, Water Clerk

Subscribed and Sworn to before me  
this 3<sup>rd</sup> day of March, 2021

  
Notary Public

**SHERYLA. MILLER**  
Reg. #01MI6128663  
Notary Public, State of New York  
Qualified In Erie County  
Commission Expires June 13, 2021



7c

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

From: Martha L. Librock, Town Clerk

Monthly Statement – Tax Collection


To: James J. Bach, Town of Aurora Supervisor

Pursuant to Section 27 Subd. 1 of the Town Law, I hereby make the following statement of all fees and monies received by me during the month of Feb, 2021 in connection with the collection of taxes, excepting only such fees the application and payment of which are otherwise provided for by law:

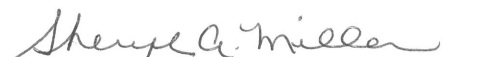
Received From	Type of Receipt	Amount
Taxes	Town/County tax	\$ 13,982,793.52
Taxes	Penalties	1,586.78
Taxes	Interest	0
Taxes	NOW Acct Interest	742.50
Taxes		
	Total Received	13,985,122.80

State of New York  
County of Erie  
Town of Aurora

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

  
Martha L. Librock, Town Clerk

Subscribed and Sworn to before me  
this 4<sup>th</sup> day of March, 2021

  
Notary Public

**SHERYLA A. MILLER**  
Reg. #01MI6128663  
Notary Public, State of New York  
Qualified In Erie County  
Commission Expires June 13, 2021