

May 27, 2014

A meeting of the Town Board of the Town of Aurora took place on Tuesday, May 27, 2014, at 7:00 p.m. in the Town Hall Auditorium, 300 Glead Avenue, East Aurora, New York.

Members Present:	Susan A. Friess	Councilwoman
	Jeffrey T. Harris	Councilman
	Charles D. Snyder	Councilman
	Jolene M. Jeffe	Councilwoman
	James J. Bach	Supervisor

Others Present:	Ronald Bennett	Town Attorney
	David Gunner	Highway Superintendent
	William Adams	Planning Board
	Peggy Cooke	Recreation Director
	William Kramer	Code Enforcement Officer

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

Councilwoman Friess moved to approve the minutes of the May 6, 2014 Town Board work session with the following amendment: the second paragraph from the bottom of page 2 should read: *Mrs. Friess noted that there is nothing to prevent them from moving into common areas if the envelope is not adhered to.* Councilwoman Jeffe seconded the motion. Upon a vote being taken: ayes – five noes – none Motion carried.

Action #159
5/6/14 work session minutes aprvd.

Councilwoman Jeffe moved to approve the minutes of the May 12, 2014 Town Board meeting; seconded by Councilman Snyder. Upon a vote being taken: ayes – five noes – none Motion carried.

Action #160
5/12/14 TB mtg minutes aprvd

AUDIENCE I: none

UNFINISHED BUSINESS:

Councilwoman Jeffe moved to reject the proposed Settlement Agreement dated May 20, 2014 (attachment A), submitted by Peter J. Sorgi, Esq., on behalf of Legacy Polo Grounds LLC,. Councilwoman Friess seconded the motion. Upon a vote being taken: ayes – five noes – none Motion carried.

Action #161
Polo Grounds settlement agreement rejected.

NEW BUSINESS:

Councilwoman Friess move to add item 6F – Special Use Permit/Knox Fields – to the agenda; seconded by Councilwoman Jeffe. Upon a vote being taken: ayes – five noes – none Motion carried.

Action #162
Item 6F – Knox special use permit added to agenda.

Councilman Snyder moved to adopt the following Journal Entry Procedure Policy; seconded by Councilwoman Jeffe:

PURPOSE

The Town of Aurora recognizes that manual journal entries are needed and made for various reasons, including, but not limited to: record revenues and expenditures, to transfer funds, or to record balance sheet accruals. These procedures are being established in order to create proper segregation of duties (i.e. there should always be an approval by a person other than the preparer of the journal entry). Based on the need for manual journal entries, the following policy is being established to document procedures on how journal entries are expected to be processed.

PROCEDURE

1. Journal entries for all funds/departments will be entered by the Assistant to the Supervisor or Bookkeeper. The individual entering the journal entry should pay close attention that the correct posting date and fiscal period are used. This individual will sign off as the preparer of the entry.
2. A description of the entry as well as appropriate documentation/support shall be included with the journal entry.
3. The Assistant to the Supervisor or Bookkeeper will review all journal entries based on individual circumstances. In order to determine if the entry is appropriate, the Assistant to the Supervisor or Bookkeeper will review the journal entry along with all documented support to ensure that each entry has sufficient, appropriate documentation, has been properly coded, is in balance and has been entered in the correct period.
4. After a review is complete and it has been determined that the journal entry is correct, the Supervisor will approve the journal entry. The individual approving the journal entry is required to sign the journal entry indicating that the review procedures were performed.
5. After approval by the Supervisor, the journal entry must be posted. Posting is performed by the Assistant to the Supervisor or Bookkeeper.
6. All support for journal entries and related documentation will be maintained by the Assistant to the Supervisor or Bookkeeper.
7. These procedures are being established in order to create proper segregation of duties (i.e. there should always be an approval being done by a person other than the preparer of the journal entry).

Upon a vote being taken: ayes – five noes – none Motion carried.

Action #163
Journal entry
procedure
policy adopted.

Councilwoman Friess moved to accept a \$250 donation from Westermeier & Martin Dental to be used towards the Gleed Avenue Baseball Diamond project. Funds will be deposited into TA1000.112. Councilman Snyder seconded the motion. Upon a vote being taken: ayes – five noes – none Motion carried.

Action #164
Gleed baseball
diamond
donation (\$250)
accepted.

Councilman Snyder moved to accept a \$2400 donation from the James J. Lilley Foundation, Inc. to be used towards the Gleed Avenue Baseball Diamond project. Funds will be deposited into TA1000.112. Councilwoman Friess seconded the motion. Upon a vote being taken: ayes – five noes – none Motion carried.

Action #165
Gleed baseball
diamond
donation
(\$2400)
accepted.

Councilwoman Friess moved to approve the request from Recreation Director Peggy Cooke to allow Alex Holdsworth to perform his Eagle Scout project of making improvements to the Hubbard Road entrance to Major Park by adding stone to the parking lot and installing a split rail fence. Councilman Snyder seconded the motion. Upon a vote being taken: ayes – five noes – none Motion carried.

Action #166
Eagle Scout
project
approved for
Major Park –
Hubbard
entrance.

Councilwoman Friess moved to approve a Temporary Use Permit to Up and Over Dog Sports (Mike Wolff and Lynn Broderick) for a dog agility trial on August 2-3, 2014, from 7:00 a.m. to 7:00 p.m. at the polo field and equestrian park at Knox Farm State Park, and to allow RV camping overnight for the event. Councilwoman Jeffe seconded the motion. Upon a vote being taken: ayes – five noes – none
Motion carried.

Action #167
Temp. Use Permit for dog trial event at Knox Park approved.

Verbal quotes for a new turbo for the Gradall excavator were received from:

D&W Diesel	\$ 944.78
Cummins Northeast	\$1,240.20
Vantage Equipment	\$1,240.20

Action #168
Purchase of repair part for Gradall aprvd.

Highway Superintendent Gunner noted that the part was already purchased because an emergency repair needed to be done to the Gradall.

Councilwoman Friess moved to approve the purchase of a turbo for the Gradall excavator from D&W Diesel, Inc., 3788 Broadway, Buffalo, NY, in the amount of \$944.78. Councilman Snyder seconded the motion. Upon a vote being taken: ayes – five noes – none
Motion carried.

Councilwoman Jeffe moved to approve a Temporary Use Permit to Soccer Shots Buffalo (Mark Miller) to use the Equestrian Park at Knox Farm State Park to run children's non-competitive soccer sessions on Monday evenings (5-5:30; 5:45-6:15); Thursday mornings (9-9:30; 9:45-10:15); and Saturday mornings (9-9:30; 9:45-10:15) starting July 7, 2014 and ending August 31, 2014. The organization will be charged \$20 per hour in lieu of a per day event fee. Councilman Snyder seconded the motion. Upon a vote being taken: ayes – five noes – none
Motion carried.

Action #169
Temp. Use Permit for soccer sessions at Knox Park approved.

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

- Dog Control – April 2014 report
- Work Requisitions – April 2014 report
- Supervisor – April 2014 report
- Erie County Hazardous Waste drop-off event notice

BUSINESS FROM BOARD MEMBERS:

Councilman Harris participated in the Memorial Day parade.

AUDIENCE II: none

STAFF REPORTS:

Peggy Cooke stated the Community Pool opens on June 14th and the Glead Baseball Diamond dedication is scheduled for Saturday, May 31st at 4:00 p.m.

The May 27, 2014 Abstract of Claims, consisting of vouchers numbered 745 to 842, was presented to the Board for audit and authorization of payment from the following funds:

General	\$75,654.76
Part Town	142.74
Highway	9,893.04
Enterprise/Glead	16,324.05
Capital/Baseball	3,247.67
Trust & Agency	1,187.82
Special Districts	<u>27,691.52</u>
Grand Total Abstract	\$134,141.60

Councilwoman Jeffe moved to approve the May 27, 2014 Abstract of Claims as presented and to authorize payment of same. Councilwoman Friess seconded the motion. Upon a vote being taken: ayes – five
noes – none
Motion carried.

Action #170
5/27/14
Abstract of
Claims aprvd.

Councilwoman Jeffe moved to adjourn; seconded by Councilman Harris. Upon a vote being taken: ayes – five noes – none
Motion carried.

Action #171
Meeting
adjourned.

Martha L. Librock
Town Clerk