

WS-12 5G

**Community Solar Campaign  
Town of Aurora**  
*“Aurora Solar Savings”*



Town of Aurora  
575 Oakwood Avenue  
East Aurora, NY 14052  
[townofaurora.com](http://townofaurora.com)

Questions? Please contact [townboard@townofaurora.com](mailto:townboard@townofaurora.com)

**Request for Proposals**

**Due April 5, 2024, at 4:00 pm**



Dear Community Solar Providers,

The Town of Aurora invites your company to submit a proposal for the Town of Aurora Community Solar Campaign. The Town of Aurora (“**Aurora**” or “**Town**”) is located in the County of Erie with a total population (including the Village of East Aurora) of almost 14,000. The heart of Aurora is the Village of East Aurora (the “**Village**”), which is the commercial center for Aurora and the surrounding area. Aurora also has several hamlets, including the Hamlet of West Falls, which is a distinct community in the Southwestern part of Aurora. South Wales is another denser residential area with the main street of the hamlet located just outside the Southeastern part of Aurora in the Town of Wales. Although there are other, smaller hamlets (e.g., Jewettville, Griffins Mills), the remaining parts of the town are primarily rural residential.

The Town is seeking to encourage residential and commercial customers to participate in community solar. The goal of this campaign is to have at least 160 new customers sign up for community solar by September 2024. We are encouraging companies that are authorized to provide CDG subscriptions in New York State to submit proposals. More information about this request can be found in the following pages, along with details regarding proposal requirements and selection criteria. Please submit your completed proposal no later than 4:00 PM on Friday, April 5th, 2024. Proposals can be submitted to Luke Wochensky, Deputy Supervisor and Councilmember, at [LWochensky@townofaurora.com](mailto:LWochensky@townofaurora.com). Thank you for your consideration, and we look forward to reviewing your submission.

Sincerely,

Luke Wochensky  
Town of Aurora



## Background

The Town of Aurora is a small municipality in Erie County, south of Buffalo in Western New York, known for its community character and high quality of life. Aurora has been designated as a Clean Energy Community (CEC) by NYSERDA and a Bronze-Certified Climate Smart Community (CSC) by the NYSDEC, reflecting a strong commitment to local environmental action. This community solar campaign is being undertaken as a next step in these local environmental efforts. The Town intends to earn credit in both programs through the accomplishments of this campaign, and the campaign will follow the framework offered by NYSERDA's CEC program. See the following link for more details regarding community campaigns:

[www.nyserderda.ny.gov/All-Programs/Clean-Energy-Communities/High-Impact-Actions/Toolkits/Community-Campaigns](http://www.nyserderda.ny.gov/All-Programs/Clean-Energy-Communities/High-Impact-Actions/Toolkits/Community-Campaigns)

The Village of East Aurora is located in the Town of Aurora. It is the intention of the Town to include residents in the Village for the purposes of this community solar campaign.

Town of Aurora – Quick Facts	
Population	13,920
% of owner-occupied housing	82.5%
Median household income	\$95,537
% of people in poverty	2.2%
Median rent	\$944
Source: <a href="https://www.census.gov/quickfacts/fact/table/auroratowneriecountynynewyork/PST045223">https://www.census.gov/quickfacts/fact/table/auroratowneriecountynynewyork/PST045223</a>	

**The entire Town, including the Village, is within NYSEG's service territory.**

## Project Summary

### Purpose

The purpose of this RFP is to obtain competitive proposals from community distributed generation (CDG) subscription providers (hereafter referred to as the “**Provider**”) to participate in a joint marketing campaign (the “**Campaign**”) with the Town of Aurora and provide services to commercial and residential customers who subscribe through the campaign. The Campaign will be titled “Aurora Solar Savings”.

The goals of this campaign include:

- Foster public understanding and trust in the community distributed generation (CDG) model;
- Provide transparent pricing and agreement terms to potential subscribers;
- Enroll a minimum of 160 commercial and residential customers to CDG projects.
- Enroll as many low- to moderate-income (LMI) households as possible.



## Scope of Work

The selected Provider will collaborate with the Town of Aurora Climate Smart Community Task Force (CSCTF) to execute a 20-week community marketing and outreach campaign starting in May 2024. The CSCTF will organize and schedule the meetings. Campaign implementation will consist of the following elements:

- Provider, will work closely with the CSCTF to support marketing, messaging and presentations at CSCTF scheduled events,
- Interested residential and business customers will be referred to a dedicated Campaign webpage, which will include information about the campaign, the selected Providers, and the contracting process.
- Participants will sign up using an online form on the Provider's webpage. These leads will be accessible to the Provider and CSCTF through an online platform.
- Customers that are deemed qualified for a community solar subscription will have the option to contract with the designated Provider.
- The selected Providers must clearly present to potential Campaign participants that, before signing a contract with the selected Provider, they are free to independently seek other offers.
- The selected Provider will provide responsive customer service and transparent customer terms to commercial entities and residents who enroll through the campaign.
- The selected Provider will provide the CSCTF with summary reports of customer sign-ups and progress monthly during the Campaign, or upon request by the CSCTF.

## Anticipated Timeline (Tentative)

- Submission deadline: April 5, 2024 at 4:00 PM
- Provider proposal review and selection: April 8 – April 19, 2024
- Applicants notified: April 22, 2024
- Campaign launch event date: May 1, 2024 (Earth Day)
- Public Outreach and Education Events: May 2024 – September 2024
- Participant Signup Deadline: To be determined

## Submittal Content and Format

The proposal shall be clear, concise and shall include sufficient detail for effective evaluation and for substantiating the validity of stated claims. The proposal should not simply rephrase or restate the RFP requirements, but rather shall provide convincing rationale to address how the responder intends to meet these requirements. Responders shall assume that the Town:

1. Has no prior knowledge of their capacities and experience, and
2. Will base its evaluation on the information presented in the responder's proposal.



Elaborate brochures or documentation, binding, detailed artwork, or other embellishments are unnecessary and are not desired. Proposals should be provided electronically, only, and be under 15 pages. No paper proposals will be accepted.

Proposals should indicate subscription capacity (MWh/year) for residential and small commercial subscriptions. Ability to employ and hire within the local target area will be looked upon favorably. Proposers who offer or would consider offering training, certification, and employment in the field, particularly to residents within the community, will be looked upon favorably, as well as proposers who can demonstrate business sustainability practices such as consideration of natural habitats and native pollinator practices.

## Proposed Plan Details

The proposal should outline a detailed strategy that should at a minimum address the following items:

- Ability to provide the full set of required services to the community throughout the Campaign, including ability to provide timely customer service and clear and transparent terms.
- Example marketing materials, and description of how marketing would be supported during the campaign.
- A description of the reports that will be provided to the CSCTF to communicate Campaign progress and status of subscriptions.
- Plan for when proposed projects become fully subscribed.
- Team members assigned to the Campaign and the primary point-of-contact.
- A description of how the Provider team will collaborate with the CSCTF (i.e. communication modes, information sharing, meeting frequency, etc.).
- A description of the Provider team, including qualifications, experience, and role on the project.

## Subscription Pricing Structure and Agreement Terms

Provide a detailed description of the proposed subscription to be offered to Campaign participants:

- An outline of the process and timeline of subscribing Campaign participants.
- Describe methodology for determining project output allocation to each customer.
- Describe the mechanism for utilizing credits banked by the customer (if applicable) and adjusting customer allocation if needed.
- Alternative pricing structures or financial models will be evaluated as appropriate.

## Other Plan Elements

- Detail experience working with low-to-moderate income customers, and the plan to serve this market during the Campaign.
- Describe any opportunities for local job creation resulting from Proposer activities.
- Include any additional services or information seen beneficial to this program that the evaluation committee should consider.



## Selection Criteria

During the review process, we will focus on the following areas, which are considered as pivotal to the success of the project and your company's partnership with the Town of Aurora.

- Proposed Approach and Understanding of Work - 20%
- Financial benefit to and terms to CDG subscribers - 30%
- Staff Experience / Qualifications - 10%
- Firm Experience and Capacity - 20%
- Other (minority participation, local projects, sustainability attributes) - 20%

## Proposal Requirements

A completed proposal should be included in the following documentation. Only complete proposals will be considered. Proposals should be provided electronically only, and should be under 15 pages.

- Cover letter
- Company overview
- Detailed proposal, outlining the Subscription Pricing Structure and Agreement Terms & other plan elements
- Proposed timeline
- Provider team and roles

**Completed proposal should be submitted by email to:**

Luke Wochensky

Deputy Supervisor and Councilmember

*[lwochensky@townofaurora.com](mailto:lwochensky@townofaurora.com)*

Please also send copies of the proposal to:

*[jasonkul@buffalo.edu](mailto:jasonkul@buffalo.edu) and [townboard@townofaurora.com](mailto:townboard@townofaurora.com)*

## Contact Information

Questions regarding this request for proposal and any information outlined herein should be directed to [townboard@townofaurora.com](mailto:townboard@townofaurora.com).

# Community Campaigns - Scoping Document

What is the focus of your Campaign? (Check all that apply)

Community Solar

The intent of the campaign is to encourage residential and/or commercial customers to subscribe to community solar opportunities.

## Part 1: Project Overview, Primary Contact, and Lead Organization

What is the name of the campaign?

Aurora Solar Savings

Please describe the campaign. What are the goals and objectives? How will these goals and objectives be achieved?

The Town of Aurora Climate Smart Community Task Force (the "CSC") is committed to reducing the carbon footprint of the Town of Aurora and its residents. During Spring and Summer 2024, the CSC will negotiate with and select a solar energy provider with a suitable solar project to educate and encourage residents and commercial customers to participate in community solar. The CSC has set a goal to get **160 properties** to sign up to benefit from solar energy and receive credits toward their electricity bill.

Does the campaign include a focus on Disadvantaged Communities? If so, please describe.

The Town of Aurora is not designated a Disadvantaged Community, however we will focus on helping seniors and our community's most vulnerable residents participate in the campaign.

Who is the project manager for your campaign?

First Name: Luke

Last Name: Wochensy

E-mail: lwochensky@townofaurora.com

Phone Number: 716.208.6376

Title/Position: Deputy Supervisor/Councilmember/Climate Smart Coordinator

Who is the lead organization?

Name of Lead Organization: Town of Aurora

Mailing Address: 575 Oakwood Ave., East Aurora, NY 14052

The Lead Organization is a:

Municipality

## Part 2: Partners and Core Team

Provide the names of all members of your Core Team.

*The Core Team may consist of volunteers from the community, officials, and/or staff members of the local government, or other partners. At least one official and/or staff member from the applying jurisdiction shall be a member of the Core Team and identified below. **Include each Core Team member's role** along with any specialty i.e., marketing, social media, specific software such as MS Excel, community outreach, etc. Core Team members may not have financial relationships with vendors that may apply to participate in the campaign. Core Team members should expect to make a significant time commitment to the campaign.*

Please identify Core Team members in the following format:

Name: Luke Wochensky  
Title: Deputy Supervisor/Councilmember/Climate Smart Coordinator  
Organization: Town of Aurora  
Role in the Campaign: Lead

Name: Raymond Wrazen  
Title: Councilmember  
Organization: Town of Aurora  
Role in the Campaign: Project management

Name: Joseph McCann  
Title: Councilmember  
Organization: Town of Aurora  
Role in the Campaign: Social media

Name: Susan Russell  
Title: Board Member  
Organization: Aurorans for Climate & Environmental Sense (ACES)  
Role in the Campaign: Community Outreach

Name: Claudia Newton  
Title: Board Member  
Organization: Aurorans for Climate & Environmental Sense (ACES)  
Role in the Campaign: Community Outreach

Name: Jason Kulaszewski  
Title: Clean Energy Coordinator  
Organization: University at Buffalo Regional Institute (UBRI)  
Role in the Campaign: Technical Assistance – NYSERDA Liaison

**List the names of all local partner organizations.**

Name: Jason Kulaszewski  
Title: Clean Energy Coordinator  
Organization: University at Buffalo Regional Institute (UBRI)  
Role in the Campaign: Technical Assistance – NYSERDA Liaison

Name: Luke Wochensky  
Title: Climate Smart Coordinator



Organization: Climate Smart Community Task Force, Town of Aurora

Role in the Campaign: Lead (municipality)

Name: Susan Russell

Title: Vice President

Organization: Aurorans for Climate & Environmental Sense (ACES)

Role in the Campaign: Community outreach

**Part 3: Campaign Goals, Vendor Selection, and Preliminary Marketing and Outreach Plan.**

**What is the name of the vendor(s)/partner(s) that is providing the clean energy product or service?**

TBD – Vendor will be selected through an RFP Process.

**Describe how vendor(s)/partner(s) was selected.**

The Vendor will be selected through an RFP process.

**Campaign Goals**

*State your goals for the number of installations/purchases/subscriptions that will result from your campaign within the applying jurisdiction’s municipal boundaries:*

Number of Installations/Purchases/Subscriptions:	The Town hopes to have no less than 160 residents sign up for community solar through the campaign.
--	---

Other goals:

The Town hopes to educate residents on the benefits of community solar, assist residents and business with on bill savings for their electric costs, expand the community consciousness of our Climate Smart and Clean Energy Communities work, and earn NYSERDA grant funding associated with the Clean Energy Communities program.

**Describe the campaign’s approach to tracking participation. How will tracking be accomplished? Who will be responsible for tracking participation? How will that information be communicated to the municipality so they can complete the Customer List?**

We will work with the selected vendor to connect with residents and businesses through a co-branded mailer campaign. Our Climate Smart Task Force will also participate in tabling opportunities as well as in person engagement events to encourage participation. Our team will also leverage media opportunities, social media, and community events to communicate about the campaign opportunities.

**Marketing and outreach plan**

*Provide a detailed marketing and outreach plan for your campaign by filling in the following tables. Describe potential outreach activities, venues, and partnerships, as well as the campaign’s timeline. Examples are provided in the tables. Fill in the preliminary budget table to estimate project expenses.*

**Events – Residential**

*Consider community calendars; workshops at libraries, lunch & learns, upcoming community events, etc. and list campaign events.*

<b>Event and Venue (List events)</b>	<b>Date/Time</b>	<b>Expected Result (number of attendees)</b>	<b>Notes</b>	<b>Assign roles</b>
Launch event at ACES (Aurorans for Community and Environmental Sense)	May Meeting	30	20 requests for quotes	Sue and Claudia to arrange. Luke to present together with vendor.
East Aurora Library	Week 1 June	20	10 requests for quotes	Ray to bring handouts. Luke and vendor to present.
West Falls Library	Week 2 June	20	10 requests for quotes	Ray to bring handouts. Luke and vendor to present.
Rotary Club	May meeting	30	15 requests for quotes	Joel to organize. Luke and vendor to present.
Kiwanis Club	June meeting	30	15 requests for quotes	Chuck to organize. Luke and vendor to present.
Earth Day	Apr. 22	30	10 requests for quotes	Sue and Claudia to organize. Ray to bring materials and set up table.
Greater East Aurora Chamber of Commerce	May meeting	30	10 requests for quotes	Ray to organize and bring handouts. Luke and Ray to present.
July 4 Fireworks	July 3	2,000	15 requests for quotes	Luke to organize and present. Ray to set up table and organize volunteers.
Village of East Aurora Board Meeting	May 2 <sup>nd</sup> meeting	20	5 requests for quotes	Luke to organize and present. Ray to bring materials.

**Partner Organization Outreach**

*Consider which partner organizations will help spread your message i.e. volunteer committee, environmental clubs and organizations, faith communities, Boys/Girls Scouts, Rotary Clubs, schools, etc.*

<b>Name</b>	<b>Date</b>	<b>Item</b>	<b>Who/Contact Info</b>	<b>Social Media Addresses</b>
ACES	Through out campaign	Email database and social media	Sue Russell <a href="mailto:aces.eastaurora@gmail.com">aces.eastaurora@gmail.com</a>	<a href="https://www.facebook.com/aceseastaurora/">https://www.facebook.com/aceseastaurora/</a> <a href="https://www.instagram.com/p/Ciz-E-KAYtu/?utm_source=ig_web_copy_link">https://www.instagram.com/p/Ciz-E-KAYtu/?utm_source=ig_web_copy_link</a>

Rotary Club	Throughout campaign	Email database and social media	Joel Brandon <a href="mailto:joel@allthesewonders.co">joel@allthesewonders.co</a>	<a href="https://www.facebook.com/EastAuroraRotaryClub/">https://www.facebook.com/EastAuroraRotaryClub/</a>
Kiwanis	Throughout campaign	Email database and social media	Charles Snyder <a href="mailto:csnyder@townofaurora.com">csnyder@townofaurora.com</a>	<a href="https://www.facebook.com/EastAuroraKiwanis/">https://www.facebook.com/EastAuroraKiwanis/</a>
East Aurora School District	Throughout campaign	Email database	Brian Russ <a href="mailto:bruss@eak12.org">bruss@eak12.org</a>	
Chamber of Commerce	Throughout campaign	Email database and social media	Victoria Sturman <a href="mailto:vsturman@eanycc.com">vsturman@eanycc.com</a>	<a href="https://www.facebook.com/EastAuroraChamber">https://www.facebook.com/EastAuroraChamber</a>
East Aurora Cooperative Market	Throughout campaign	Email database and social media	Jessica Armbrust <a href="mailto:jgm@eastaurora.coop">jgm@eastaurora.coop</a>	
The Rural Outreach Center (The ROC)	Throughout campaign	Advertising at site	Monique Albee Brannon <a href="mailto:mbrannon@theroc.co">mbrannon@theroc.co</a>	<a href="https://www.facebook.com/TheRuralOutreachCenter/">https://www.facebook.com/TheRuralOutreachCenter/</a>

**E-Newsletters**

Consider spreading your message through a municipal email newsletter or through email newsletters of a partner organization, homeowner associations, etc.

Name	Date	Item	Who
Town of Aurora Code Red	May and June 2024	Via CodeRed service to non-emergency list	Town of Aurora residents

**Local Media**

Consider issuing a press release and conduct outreach to print, radio, online publications and social media; identify local reporters that cover business, neighborhood/community interest, home and garden, and environment.

Outlet	Date	Story	Who
East Aurora Advertiser	May 2024	Aurora Solar Savings	Joe
East Aurora Bee	May 2024	Aurora Solar Savings	Joe

**Websites**

*Identify websites that will host information about your campaign or events.*

Name	Date	Item	Who
Town of Aurora	May-end of campaign	<a href="https://www.townofaurora.com/">https://www.townofaurora.com/</a>	Joe
Climate Smart Community Task Force	May-end of campaign	<a href="https://www.cleangreenaurora.com/">https://www.cleangreenaurora.com/</a>	Annika and Sue

**Social Media**

*Identify social media to post information about your campaign or events.*

Site	Dates	Who/What Posted	Completed?
Town of Aurora	Throughout campaign	Joe	
UBRI – 1 Region Forward	Throughout campaign	Jason K. / UBRI	
ACES facebook	Throughout Campaign	ACES REP / Claudia	
Climate Smart Community	Throughout campaign	Annika / Hannah	
East Auroran	May and July	Joe	
West Falls Community	May and July	Joe	

**Flyers/Banners/Mailings**

*Identify opportunities to use Flyers/Banners/Mailings to spread the word about your campaign or events.*

What	Where Placed	When	Who is Responsible?
Palm cards	Town Hall	Duration of Campaign	Luke W.
Co-branded mailers	Sent to each resident	No less than 2x during campaign	Selected vendor

**Tabling**

*Identify opportunities to use tabling to spread the word about your campaign or events.*

What	Where	When	Who is Responsible?
East Aurora Farmer’s Market	123 Grey St., East Aurora	June	Ray
East Aurora Cooperative Market	591 Main St., East Aurora	June	Ray
Aurora Town Public Library	550 Main St., East Aurora	June	Ray
West Falls Colden Community Library	1966 Davis Rd., West Falls	June	Ray

**Estimated Budget for Campaign Marketing and Outreach**

Expense	Estimated Cost \$
Mailers will be paid by partner	

Flyers (print)	250
Tabling supplies	100

If you have any questions or require additional information, please send an email to [cec@nysERDA.ny.gov](mailto:cec@nysERDA.ny.gov) and someone will get back to you.

**Charles Snyder**

---

WS-13

**From:** David Gunner  
**Sent:** Friday, March 1, 2024 4:35 AM  
**To:** Gerard Sentz; Charles Snyder; Luke Wochensky  
**Subject:** Re: SS4A Grant inclusion

Work SES.

Thanks Jerry! Chuck can you add this to the next work session for discussion? Doesnt need any vote or action. Also Luke mentioned sidewalks to Knox farm on Buffalo Road to me. Knox can be added to this grant request if we choose to add it. Basically we do not have anything to lose by applying for this sidewalk plan and later can take it to the public for input to make sure that they are in favor of it or not. If not we can just cancel the application. For now though it would not hurt to see if it wins or not.

Dave

[Get Outlook for iOS](#)

---

**From:** Gerard Sentz <GSentz@foit-albert.com>  
**Sent:** Thursday, February 29, 2024 2:32:03 PM  
**To:** David Gunner <dgunner@townofaurora.com>; Charles Snyder <csnyder@townofaurora.com>; Luke Wochensky <lwochensky@townofaurora.com>  
**Subject:** SS4A Grant inclusion

Gentlemen,

Here is a first draft for inclusion on the GBNRTC overall plan. Feel free to make edits and add it to your letterhead to send.

Thanks

Jerry

Gerard J. Sentz, P.E.  
Sr. Vice President, Engineering

FoitAlbert Associates • Architecture. Engineering. Surveying.  
295 Main Street, Suite 200 Buffalo, New York 14203  
p.716.856.3933 | f.716.856.3961 c 716.544.4839  
[gsentz@foit-albert.com](mailto:gsentz@foit-albert.com)

## West Falls, NY - Safe Streets and Roads for All (SS4A) Grant Request

On behalf of the Hamlet of West Falls, which is wholly contained within the Town of Aurora, we are excited to present over four years of thoughtful planning which has resulted in multiple rounds of funded, transformational projects for the community, and sets the stage for final funding initiatives that will serve to complete the vision for a connected rural destination in Western New York. West Falls is a unique community, well adept at leveraging its geography, natural and historical assets to engage in cultural and commercial growth with a commitment to preservation.

Over the last several years there have been investments to improve the downtown core, including projects at the Blueberry Treehouse Farm, the West Falls Center for the Arts, and the West Falls Fire Company. Supporting these efforts were critical infrastructure projects to enhance pedestrian safety and prioritize accessibility, walkability and bike-ability on and around the Rte. 240 corridor which cuts through the center of the Hamlet, and to include safe access to and from the surrounding towns of Aurora, Colden, and Orchard Park.

Current funding from NYSDOT will bring new sidewalks, utilities enhancement and repavement along Rte. 240 through the downtown area from the Fire Company to just south of adjacent Bridge Street. Additional funding through a \$4 million enhancement/reconstruction grant award from NY Forward is in place to support redevelopment of a new playground on the outer Falls Road at the south-west end of downtown, along with safe pedestrian connections along adjacent roadways in the north and south of downtown. Connecting sidewalk access will include:

- Bridge Street, spanning its entire length from Falls Road to the east and the rail-to-trail to the west. This provides access from the trail to the playground, crossing Rte. 240.
- Continuation of sidewalks along Rte. 240, north of downtown from Behm Road to Old Glenwood Road, connecting to the terminus of the NYSDOT installed sidewalk along Old Glenwood Road to the adjacent rail-to-trail access point.

West Falls is seeking opportunities for funding through New York's SS4A program that completes safe circulation to and from multiple pedestrian generators via sidewalk extensions. The grant will fund:

- Sidewalks from the playground on Falls Road at Bridge street continuing north on West Falls Road, terminating at Aurora Waldorf School.
- Sidewalks from the terminus of the NY Forward grant at the Rails-to-Trails continuing north the entire length of Old Glenwood Road to its termination back at Rte. 240. This provides additional rail-to-trail access in the north and connects St. George Church with key community spaces.

This plan brings full connectivity of Rte. 240, maximizing access of the central commercial core downtown, rail-to-trail access at key points, and furthers connectivity of the new playground with the school and the church. West Falls is a tight-knit, collaborative and dedicated community with the right values and a proven record for proper planning and development that brings about the collective growth of the Hamlet as a healthy, family friendly and accessible destination, one that supports the community within and the communities that surround it.

WS-14

# TOWN OF AURORA

575 OAKWOOD AVENUE, EAST AURORA, NY 14052  
BUILDING DEPARTMENT  
(716) 652-7591

## MEMO

TO: Supervisor Snyder and Town Board Members

FROM: Elizabeth Cassidy, Code Enforcement Officer

DATE: February 29, 2024

Attached is a proposed code amendment to the C3 zoning district that will clarify which uses must be conducted within an enclosed building. A local law will need to be drafted and a public hearing scheduled. This is a Type I action for purposes of SEQRA and a Full Environmental Assessment Form will need to be completed and submitted to interested agencies.

Thank you,  
liz



C3 proposed:

D. Uses by special use permit of the Town Board:

- 1) Any use permitted and as regulated in the C2 district other than dwellings and other residential structures.
- 2) When conducted in an enclosed building:
  - a. Manufacturing, assembling, converting, altering, finishing, cleaning or any other processing or incidental storage of products or materials involving the use of only oil, gas or electricity for fuel and which operation, in the opinion of the Town Board, will not create any dangerous, injurious, noxious or otherwise objectionable fire, explosive, radioactive or other hazard, noise or vibration, smoke, dust, odor or other form of air pollution, electromagnetic or other disturbance, glare or harmful discharge, storage or dispersal of liquid or solid wastes in a manner or amount so as to adversely affect the surrounding area.
  - b. Food preparation (e.g. Baking, bottling, mixing, and milling).
  - c. Processing or canning of putrescible food products (e.g. meat, fish or dairy products, fermented foods such as sauerkraut, vinegar, or the like).
  - d. Adult entertainment businesses as described in Article V of this chapter.
  - e. Uses requiring an adult-use cannabis license.
- 3) Junkyards as regulated by Chapter 72.
- 4) Other uses not specifically listed as permitted uses, but similar in nature and compatible with C3 uses.

WS-15

# TOWN OF AURORA

575 OAKWOOD AVE, EAST AURORA, NY 14052

BUILDING DEPARTMENT

(716) 652-7591

FAX (716) 652-3507

## MEMO

TO: Chuck Snyder & Town Board Members  
FROM: Doug Crow, Chairman, Planning Board  
DATE: March 7, 2024

=====

**The following actions were taken at the March 6, 2024, meeting of the Planning Board**

Chairman, Doug Crow, acknowledged five voting members present.

Chairman, Doug Crow, moved to recommend the Town Board approve the rezoning for 1686 Davis Rd., SBL 199.01-3-3, and 1688 Davis Rd., SBL 199.01-3-10, owned by John R. Herbst, change zoning from R1 to C2.

Seconded by Chris Contento

Upon a vote being taken:

ayes – five

noes – none

Motion Carried

(Submit in Triplicate)

**PETITION**

**TO AMEND THE ZONING MAP OF THE TOWN OF AURORA, NEW YORK**

TO: THE TOWN BOARD OF THE TOWN OF AURORA, NEW YORK

Pursuant to Article IX of the Zoning Ordinance of the Town of Aurora, the undersigned owner(s) and petitioner(s) hereby request that the Zoning Map of the Town of Aurora, be amended as follows:

I. John R. HERBST  
Name (First) (Middle Initial) (Last)

2. Location of property to be rezoned: 1686 + 1688 DAVIS Rd  
SBL# 199.01-3-9 100' x 85' SBL# 199.01-3-10 170' x 240'

3. Area, in square feet, of the property to be rezoned: 3 Acres +-

Dimension of the property to be rezoned: 3000 FT. Warehouse 2000 sqft. Apartment & store

4. If the petitioner is not the owner of the property:

[Signature]  
Owner's Name and Address

\_\_\_\_\_  
Owner's Name and Address

What is the interest of the petitioner in the proposed rezoning?

5. Petitioner understands and agrees to furnish any of the following if requested by the Town Board or its agencies: An accurate survey map prepared by a licensed surveyor showing all dimensions, including interior angles or bearing of lines, and the location, proposed use and height of all buildings; location of all parking and truck loading areas, with access and egress drives thereto; location of outdoor storage, if any; location of all existing or proposed site improvements, including drains, culverts, retaining walls and fences; description of method of sewage disposal and location of such facilities; location and size of all signs; location and proposed development of buffer areas; location and design of lighting facilities; and the amount of building area proposed for retail sales, if any.

6. Attach the legal description of the property to be rezoned.

7. Present zoning classification of the property: R2

8. Proposed zoning classification of the property: C3

9. Present use of the property: Store & Warehouse

10. Proposed use of the property: Same

11. Description of uses on all adjacent properties and a general description of the type of neighborhood in which the subject property is located: Residential

12. Names and Addresses of Owners of Abutting Properties:

- 1. Dorothy Doty 1756 Davis
- 2. John R. Herbst 1600 Davis
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_

13. Additional information which the petitioner believes will assist the Town Board in its consideration of this request for rezoning: The property has been in continuous business use since the 1930's

14. Petitioner(s) acknowledge that payment of the application fee is for administrative and advertising expense to the Town as a result of this application and in no way relates to either approval or disapproval of the application and is not refundable.

Date: 1-19-24 John R. Herbst  
 (Signature of Petitioner)

John R. Herbst  
 (Signature of Owner)

STATE OF NEW YORK }  
COUNTY OF ERIE } SS:

On this 19 day of January 2024 personally appeared before me  
JOHN R. HERBST  
 (Name) (Address)

the petitioner, to me known to be the same person described in and who signed and executed the foregoing petition and who duly acknowledged to me the execution of the same for the purpose therein mentioned.

Martha Librock  
 (Notary Public)

MARTHAL LIBROCK  
 Notary Public, State of New York  
 No. 01LI5028312  
 Qualified in Erie County  
 My Commission Expires May 31, 2026

## Short Environmental Assessment Form

### Part 1 - Project Information

#### Instructions for Completing

**Part 1 - Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information							
Name of Action or Project: <span style="font-size: 1.2em; font-family: cursive;">Zoning Change</span>							
Project Location (describe, and attach a location map): <span style="font-size: 1.2em; font-family: cursive;">1686 &amp; 1688 DAVIS Rd. West Falls, NY 14170</span>							
Brief Description of Proposed Action: <span style="font-size: 1.2em; font-family: cursive;">Change zoning to permanent commercial.</span>							
Name of Applicant or Sponsor: <span style="font-size: 1.2em; font-family: cursive;">John R. HERBST</span>	Telephone: <span style="font-size: 1.2em; font-family: cursive;">716-711-7144</span>	E-Mail: <span style="font-size: 1.2em; font-family: cursive;">Roadrunner.c.</span>					
Address: <span style="font-size: 1.2em; font-family: cursive;">1600 DAVIS Rd.</span>							
City/PO: <span style="font-size: 1.2em; font-family: cursive;">West Falls</span>	State: <span style="font-size: 1.2em; font-family: cursive;">NY</span>	Zip Code: <span style="font-size: 1.2em; font-family: cursive;">14170</span>					
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">NO</th> <th style="width: 50%;">YES</th> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </table>	NO	YES	<input type="checkbox"/>	<input checked="" type="checkbox"/>
NO	YES						
<input type="checkbox"/>	<input checked="" type="checkbox"/>						
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">NO</th> <th style="width: 50%;">YES</th> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	NO	YES	<input type="checkbox"/>	<input type="checkbox"/>
NO	YES						
<input type="checkbox"/>	<input type="checkbox"/>						
3.a. Total acreage of the site of the proposed action? <span style="font-size: 1.2em; font-family: cursive;">31</span> acres							
b. Total acreage to be physically disturbed? _____ acres							
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres							
4. Check all land uses that occur on, adjoining and near the proposed action.							
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)							
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____							
<input type="checkbox"/> Parkland							

5. Is the proposed action, a. A permitted use under the zoning regulations?	NO	YES	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Are public transportation service(s) available at or near the site of the proposed action?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Will the proposed action connect to an existing public/private water supply?  If No, describe method for providing potable water: _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action connect to existing wastewater utilities?  If No, describe method for providing wastewater treatment: _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Is the proposed action located in an archeological sensitive area?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100 year flood plain?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____ _____	<b>NO</b>  <input type="checkbox"/>	<b>YES</b>  <input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____ _____	<b>NO</b>  <input type="checkbox"/>	<b>YES</b>  <input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____ _____	<b>NO</b>  <input type="checkbox"/>	<b>YES</b>  <input type="checkbox"/>
<b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b> Applicant/sponsor name: <u>John R. Herbst</u> Date: <u>1-19-24</u> Signature: <u>John R. Herbst</u>		

LOT 58

"BUFFALO & GOLDEN PLANK ROAD"  
(OLD GLENWOOD ROAD)

WEST LINE LOT 5  
1040.88 M TO SO. LINE LOT 50

CONC. MON. NORTH LINE LOVET DOTY I.R.  
L 739 P 60

B 80 RAILROAD  
(FORMERLY B. & O. R.R.)

NEW

DAVIS ROAD

1.9 AC. ± EXCL

3.3 AC. ± EXCLUDING HIGHWAY

0.9 AC. ± EXCLUDING HIGHWAY

1.1 AC. ± EXCLUDING HIGHWAY

2.16 AC. ±

2.10 AC. ±

NORTH LINE OF 100W  
N. HERST L 568 P 400

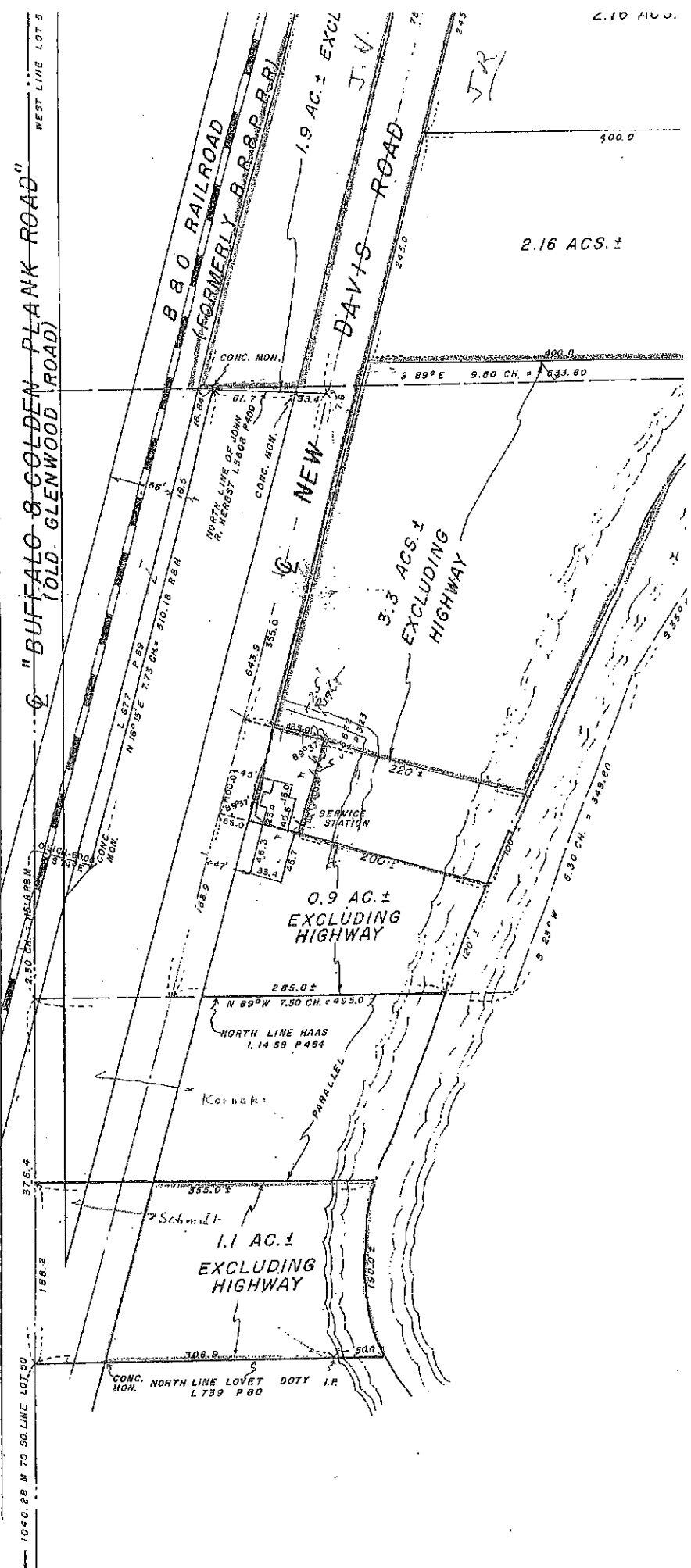
NORTH LINE HAAS  
L 14 59 P 464

SERVICE STATION

Kornak

Schmidt

J.R.





**Miscellaneous Notes**

Some features shown on this plat may be shown out of scale for clarity.

Dimensions on this plat are expressed in feet and decimal parts thereof unless otherwise noted. Bearings are defined as the angle between the meridian and the line to which they refer, measured counter-clockwise from the meridian to the line. Bearings are listed in degrees, minutes and seconds, where indicated.

Unauthorized Alteration or Addition to this Survey Map is a Violation of Section 7509 Provision 2 of the New York State Education Law.

This Survey was prepared without the benefit of an up-to-date abstract of title and is subject to any state of facts that may be revealed by an examination of such.

**THIS MAP IS NOT VALID WITH AFFIDAVIT OF NO CHANGE**

**Legend of Symbols & Abbreviations**

N	North	S	South
E	East	W	West
Diagonal line with arrow	Encroachment	Diagonal line with arrow	Right-of-way
Circle with cross	Light Pole	Circle with cross	Centerline
Circle with dot	Torpedo Signal Box	Circle with dot	Intersection
Circle with 'X'	Storm Inlet	Circle with 'X'	Now or Formerly
Circle with 'X'	Fire Hydrant	Circle with 'X'	One Meter = 43.30033 Ft.
Circle with 'X'	Water Valve	Circle with 'X'	One Acre = 43,560.0 Sq.Ft.
Circle with 'X'	Survey Monument	Circle with 'X'	Property Boundary
Circle with 'X'	Well	Circle with 'X'	Line of Record
Circle with 'X'	Sign	Circle with 'X'	Edge of R.O.W.
Circle with 'X'		Circle with 'X'	Halfed Lead Co. Lot Line
Circle with 'X'		Circle with 'X'	Lead Continuation
Circle with 'X'		Circle with 'X'	Person Along Line

**Survey**

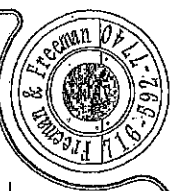
Being Part of  
 Lot 50 Township 9 Range 6  
 Holland Land Company Survey  
 Town of Aurora  
 Erie County, New York

**Surveyors Certification**

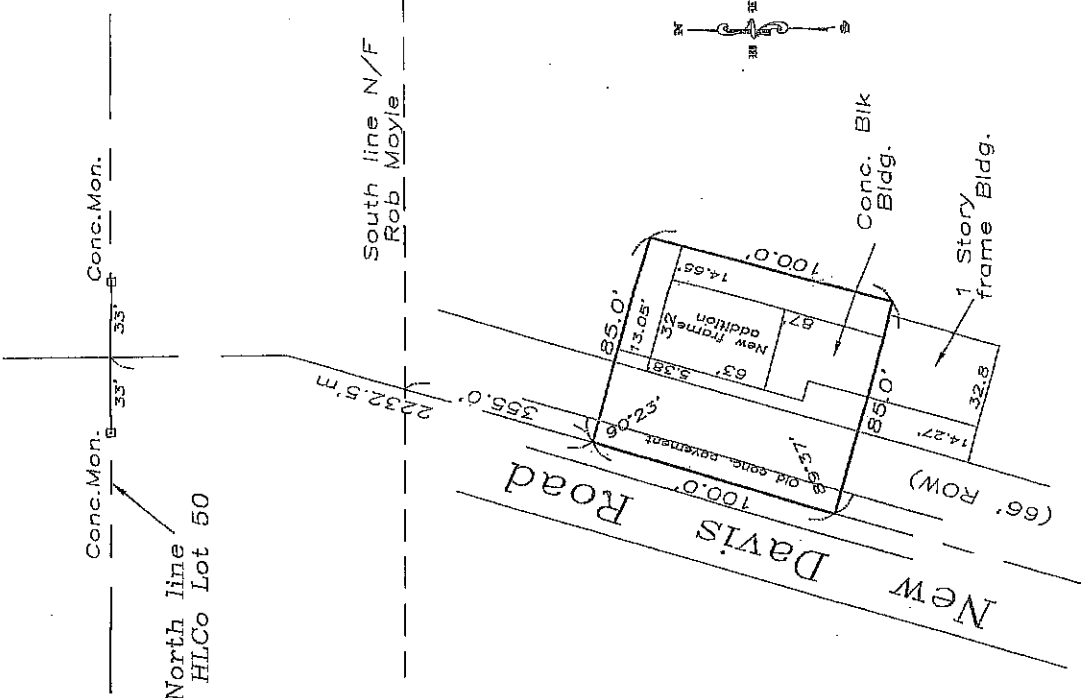
I hereby certify  
 that this survey was prepared in accordance with the current Code of Practices for Licensed Land Surveyors adopted by the New York State Association of Professional Land Surveyors and as mandated by the Niagara Frontier Land Surveyors Association.

This certification does not warrant or indemnify the surveyor from any liability, claims, damages or costs that may be incurred by the client or third parties in reliance on this survey. This certification is not a warranty and does not constitute an advertisement or solicitation for the services of the surveyor.

Freeman and Freeman Land Surveyors  
 1032 Camp Road - Glenwood, N.Y. 14069  
 Phone: (716) 692-7740, Fax: (716) 692-4007  
 www.FreemanSurveyors.com



Survey Prepared By:  
 Licensed Surveyor: David Scott Freeman  
 License No. 1050480  
 State of New York  
 Date of Survey: November 20, 1983  
 Locals Building additionally 11, 2003  
 Drawing Scale: 1" = 50'  
 Freeman & Freeman, Job No. 8915  
 Freeman and Freeman Copyright 2003  
 Sheet 1 of 1



Survey Prepared By:  
 Licensed Engineer: David Scott Freeman  
 License No. 1050480  
 State of New York  
 Date of Survey: November 20, 1983  
 Locals Building additionally 11, 2003  
 Drawing Scale: 1" = 50'  
 Freeman & Freeman, Job No. 8915  
 Freeman and Freeman Copyright 2003  
 Sheet 1 of 1

**Utility Notes**

UN1 Certain encroachments and for utility lines, may or may not be shown hereon, however this shall not imply that all encroachments or utilities affecting premises are shown.

UN2 No investigation has been made for subsurface utility lines, sewers, drains, conduits, etc., information shown is based upon surface indications of utilities specifically requested by client.

UN3 Before digging in this area, call Under Ground Services for field locations (request for ground markings) of underground utility lines.

**Copyright Information**

1 This survey is published in many different colors. Any Black and White reproduction is not a valid map from Freeman and Freeman Land Surveyors.

2 This Map is not valid unless EMBOSSED with New York State Licensed Land Surveyor's Statewide ID.

**Reference Data**

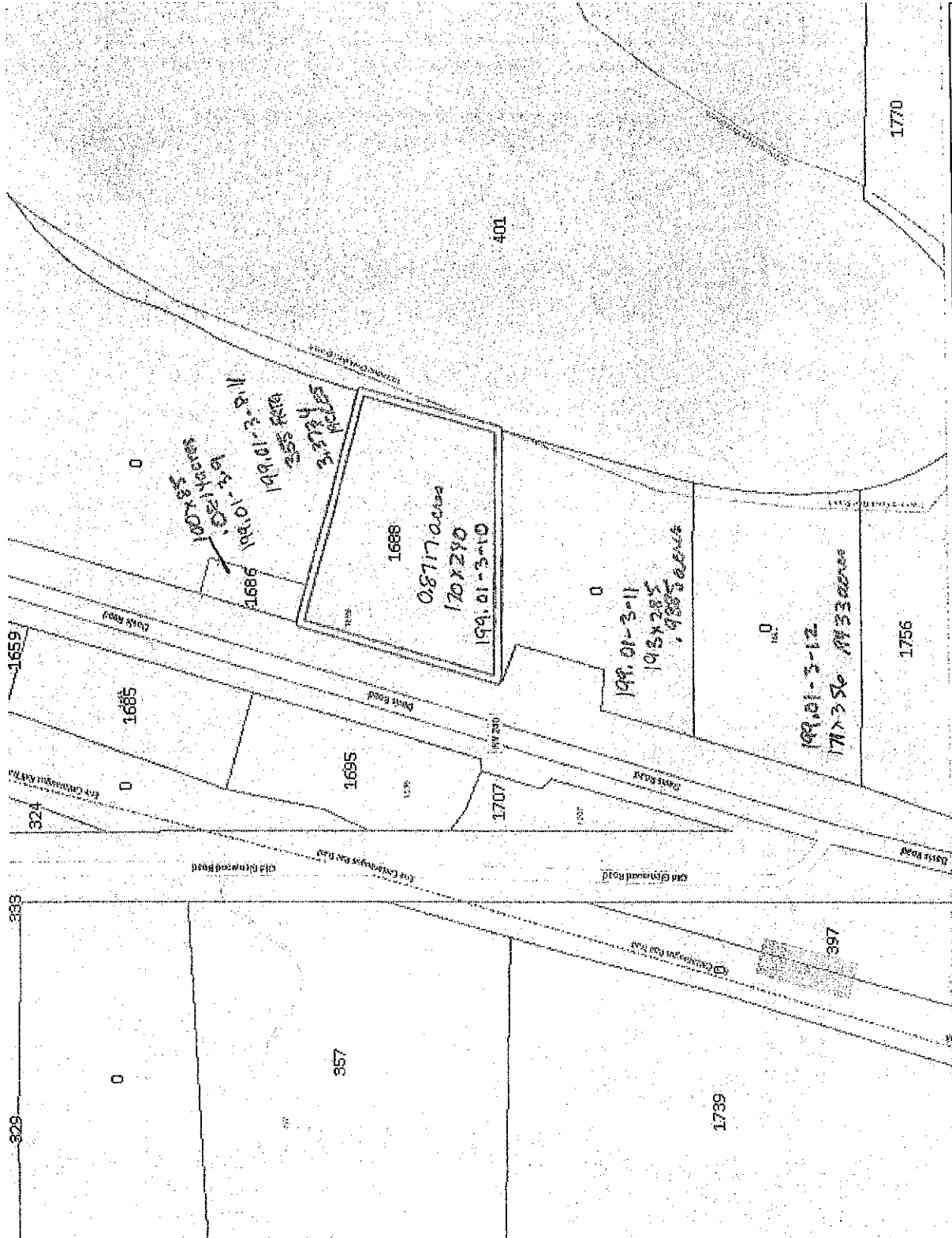
R01 Maps and notes from the Holland Land Company Survey.  
 R02 Freeman & Freeman original survey (1983)

**Statement of Encroachments**

A No encroachments were noted or surveyed to in the original field survey.



# Erie County On-Line Mapping Application



**Legend**

- Parcels

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

**ERIE COUNTY**  
**DEPARTMENT OF ENVIRONMENT & PLANNING**  
**OFFICE OF GIS**

0 0.04 0.1 Miles  
 WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere  
 THIS MAP IS NOT TO BE USED FOR NAVIGATION

1: 2,257

1

**PUBLIC HEARING NOTICE**

Please take notice, that the Town of Aurora Town Board will hold a Public Hearing on Monday, March 11, 2024 at 7:00 p.m. to hear public comment on a site plan review for 1514 Mill Road, East Aurora, NY. The proposed use of the property is for a Bed and Breakfast, a use allowed under Chapter 116-8.4 of the Town Code and subject to site plan review regulations under Chapter 95 of the Town Code.

All interested parties are entitled to be heard upon the said proposal at said public hearing. A copy of the proposal is available for review at the offices of the Town Clerk during normal business hours or on the Town website [www.townofaurora.com](http://www.townofaurora.com)

By Order of the Town Board  
Martha L. Libroek  
Town Clerk

# TOWN OF AURORA

575 OAKWOOD AVENUE, EAST AURORA, NY 14052  
BUILDING DEPARTMENT  
(716) 652-7591

## MEMO

TO: Town Supervisor Snyder and Town Board  
FROM: Richard Miga, Assistant Code Enforcement Officer  
DATE: January 16, 2024

The Building Department has accepted a Site Plan application for 1514 Mill Road, by Mrs. Oubre. 1514 Mill Road is located in the R-1 Single-family Residential and Agriculture (R-1/A) zoning districts. The owner is requesting the use of two rooms within their dwelling to be used as a Bed-and-Breakfast. The owners live in the dwelling and will occupy the dwelling while the rooms are operated as a Bed-and-Breakfast.

Town Code section 116-8.1A(8) requires the Town Board to refer the Site Plan application to the Planning Commission for their review and recommendation.

This is <sup>UNLISTED</sup>~~an~~ ~~Type II~~ action for purposes of SEQR.

If you have any questions, please contact me at 652-7591.

Richard Miga

**Short Environmental Assessment Form**  
**Part 1 - Project Information**

4A-1

**Instructions for Completing**

**Part 1 - Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information			
Name of Action or Project: <b>AirBnb in our existing SF home</b>			
Project Location (describe, and attach a location map): <b>1514 Mill road E. Aurora NY 14052</b>			
Brief Description of Proposed Action: <b>periodic rental of two bedrooms in our home (we live here too) through AirBnb.</b>			
Name of Applicant or Sponsor: <b>Gretchen Aubrey</b>		Telephone: <b>716-233-1203</b>	
		E-Mail: <b>g.aubrey@att.net</b>	
Address: <b>1514 Mill road</b>			
City/PO: <b>E. Aurora</b>		State: <b>NY</b>	Zip Code: <b>14052</b>
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.		NO <input checked="" type="checkbox"/>	YES <input checked="" type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:		NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
3.a. Total acreage of the site of the proposed action? _____ acres			
b. Total acreage to be physically disturbed? <u>2</u> acres			
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres			
4. Check all land uses that occur on, adjoining and near the proposed action. <input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> Parkland			

5. Is the proposed action, a. A permitted use under the zoning regulations?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?		NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____		NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. a. Will the proposed action result in a substantial increase in traffic above present levels?		NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Are public transportation service(s) available at or near the site of the proposed action?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____		NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____		NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action connect to existing wastewater utilities? <i>the home has septic system</i> If No, describe method for providing wastewater treatment: _____		NO	YES
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?		NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Is the proposed action located in an archeological sensitive area?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?		NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____		<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input checked="" type="checkbox"/> Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?		NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100 year flood plain?		NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: <input type="checkbox"/> NO <input type="checkbox"/> YES		NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)?          If Yes, explain purpose and size: _____          _____          _____</p>	<p><b>NO</b></p> <p><input checked="" type="checkbox"/></p>	<p><b>YES</b></p> <p><input type="checkbox"/></p>
<p>19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?          If Yes, describe: _____          _____          _____</p>	<p><b>NO</b></p> <p><input checked="" type="checkbox"/></p>	<p><b>YES</b></p> <p><input type="checkbox"/></p>
<p>20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?          If Yes, describe: _____          _____          _____</p>	<p><b>NO</b></p> <p><input checked="" type="checkbox"/></p>	<p><b>YES</b></p> <p><input type="checkbox"/></p>

**I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE**

Applicant/sponsor name: GRETCHEN DUBRE  
 Signature: GRETCHEN DUBRE

Date: 1/14/2024

4A-2

TOWN OF AURORA  
SITE PLAN REVIEW APPLICATION

Date submitted: 11/16/2024  
Applicant name: Gretchen Oubre,  
Applicant Phone/Email: 711 1 6 7ail.com  
Applicant address: 1514 Mill road, E. Aurora IL 60522  
Property owner: Gretchen + Stephen Oubre  
Owner's address 1514 Mill road, E. Aurora  
Property address: 1514 Mill road, E. Aurora  
SBL # (s) 187.00-4-3  
Prior owner Jay Pankleiden (sold to us in 2004)  
Is site adjacent to or within 500 feet of an 'R' District? yes

=====

Proposed Project: airbnb  
Commercial  Multi family  Number of dwelling units 1  
Zone: R-1/A Total property Acreage: 3.3 Acreage covered by bldg ~~2.6~~  
Square footage of building: \_\_\_\_\_ Cubic footage of building: ~~20000~~  
Aggregate square footage of other buildings on property: 9464

**Fees, based on number of improved acres\***

*\*Additional professional services, including but not limited to traffic study and SEQRA review, utilized by the Town during the review process shall be borne by the applicant*

0-1 Acres: \$250      1.01-5Acres: \$500      5.01-10 Acres: \$1,000      >10 Acres: \$1,500

Fee: \$ \_\_\_\_\_  
Receipt: # \_\_\_\_\_

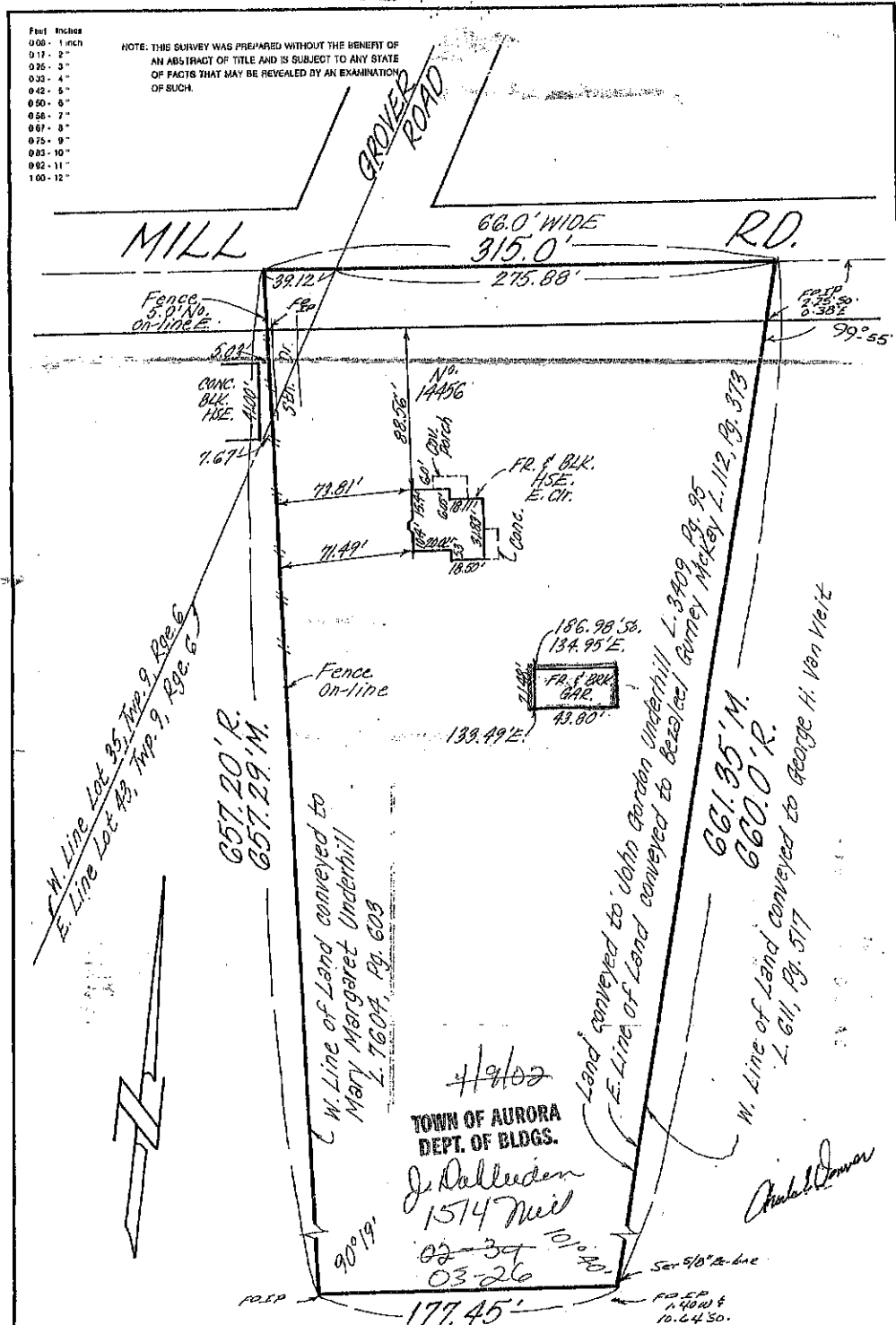
Received by \_\_\_\_\_  
Town Clerk/Deputy Clerk

SEQOR action:     Type I (Long EAF)     Type II (Long EAF)     Unlisted (Short EAF)



Feet Inches  
 0.00 - 1/16  
 0.17 - 2  
 0.25 - 3  
 0.32 - 4  
 0.42 - 5  
 0.50 - 6  
 0.58 - 7  
 0.67 - 8  
 0.75 - 9  
 0.83 - 10  
 0.92 - 11  
 1.00 - 12

NOTE: THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF AN ABSTRACT OF TITLE AND IS SUBJECT TO ANY STATE OF FACTS THAT MAY BE REVEALED BY AN EXAMINATION OF SUCH.



SURVEY DATE	7-19-96	SCALE:	1"=60'	SBL NO.	187.00-4-3
LOCATION	Town of Aurora County of Erie, New York	JOB NO.	96-14456	RE-SURVEY	
MAP COVER	Part of Lots Nos 35 & 43 T-9 R-6				
				<b>CHARLES E. DENVER</b> LICENSED LAND SURVEYOR N.Y.S. LICENSE NO. 49262 5586 MAIN STREET WILLIAMSVILLE, N.Y. 14221 PHONE (716) 634-6253	

5H

**TOWN OF AURORA**  
575 OAKWOOD AVENUE, EAST AURORA, NY 14052  
BUILDING DEPARTMENT  
(716) 652-7591

**MEMO**

TO: Supervisor Snyder and Town Board Members  
FROM: Elizabeth Cassidy, Code Enforcement Officer  
DATE: February 23, 2024

Requesting Justice Court Action in reference to:

**Aurora Town Code Section 65-4I: Expired Permit**

James Joyce	Muzhik Corp
4733 Transit Rd	543 Potomac St
Depew, NY 14043	Buffalo, NY 14222

I respectfully request approval from the Town Board to initiate Justice Court Action for failure of the above to renew or close out the permit. Please see the attachments.

Liz Cassidy

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

Aurora Municipal Center  
575 Oakwood Avenue, East Aurora, NY 14052  
[www.townofaurora.com](http://www.townofaurora.com)

### TOWN COUNCIL MEMBERS

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

Luke Wochensky  
[lwochensky@townofaurora.com](mailto:lwochensky@townofaurora.com)

James F. Granville  
[jgranville@townofaurora.com](mailto:jgranville@townofaurora.com)

Joseph M. McCann  
[jmccann@townofaurora.com](mailto:jmccann@townofaurora.com)

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

CODE ENFORCEMENT  
OFFICER  
Elizabeth Cassidy  
(716) 652-7591  
[building@townofaurora.com](mailto:building@townofaurora.com)

ASSESSOR  
Stephen R. Pigeon  
[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  
Brigid M. Maloney

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

December 26, 2023

James Joyce  
4733 Transit Rd  
Depew, NY 14043

RE: 555 South St

Mr. Joyce:

As notified by expiration notices dated 7/13/23 and 8/22/23 and by violation notices dated 9/25/23 and 11/16/23, permit 22-306 expired on 8/15/23. Since construction is incomplete and the permit has not been renewed, this letter serves as notice that Justice Court Action will be requested at the next Town Board meeting. Furthermore, a Stop Work Order has been posted on the building until a permit is issued.

Please give me a call if you have any questions.

Sincerely,

Elizabeth Cassidy  
Code Enforcement Officer  
Town of Aurora/  
Village of East Aurora  
C 716-695-5194  
[ecassidy@townofaurora.com](mailto:ecassidy@townofaurora.com)

# TOWN OF AURORA

575 OAKWOOD AVE, EAST AURORA, NY 14052  
BUILDING DEPARTMENT  
(716) 652-7591

James Joyce  
4733 Transit Rd  
Depew NY 14043

## 2nd VIOLATION NOTICE

DATE: November 16, 2023  
LOCATION: 555 South St  
REFERENCE: Town Code 65-4I  
SUBJECT: Expired permit

As previously notified by expiration notices dated 7/13/23 and 8/22/23 and violation notice dated 9/25/23, the permit for the residential addition and alterations expired on 8/15/23. If construction is complete, call the office to schedule a final inspection as soon as possible. If construction is incomplete, the permit must be renewed no later than 11/30/23.

Failure to comply will result in enforcement proceedings.

If you have any questions, please call the office at 716-652-7591.

TERMINATION OF THIS VIOLATION IS REQUESTED.



Elizabeth Cassidy  
Town of Aurora  
Village of East Aurora  
Code Enforcement Officer

# TOWN OF AURORA

575 OAKWOOD AVE, EAST AURORA, NY 14052  
BUILDING DEPARTMENT  
(716) 652-7591

James Joyce  
4133 Transit Rd  
Depew, NY 14043

## VIOLATION NOTICE

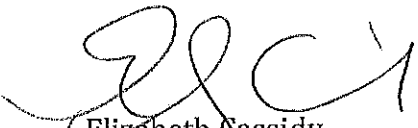
DATE: September 25, 2023  
LOCATION: 555 South St  
REFERENCE: Town Code 65-4I  
SUBJECT: Expired permit

As previously notified by expiration notices dated 7/13/23 and 8/22/23, the permit for the addition and renovations expired on 8/15/23. If construction is complete, call the office to schedule a final inspection as soon as possible. If construction is incomplete, the permit must be renewed no later than 10/9/23.

Failure to comply will result in enforcement proceedings.

If you have any questions, contact the office at 716-652-7591.

TERMINATION OF THIS VIOLATION IS REQUESTED.

  
Elizabeth Cassidy  
Town of Aurora  
Code Enforcement Officer

TOWN OF AURORA  
BUILDING DEPARTMENT  
575 Oakwood Avenue  
East Aurora, New York 14052  
(716) 652-7591

**Building Permit 2nd Expiration Notice**

Permit #: 2022-306 Issue Date: 08/15/22 Expiration Date: 08/15/23

Applicant: JAMES JOYCE  
7433 TRANSIT RD  
DEPEW, NY 14043

Property: 555 SOUTH ST

This is to notify you that your building permit has expired or is due to expire on: 08/15/23


After that date, the permit becomes VOID.

If construction is complete, please call our office to schedule a final Building Department inspection.

If construction is incomplete, please call our office to discuss the status of the project or renew.

08/22/23

Date

  
Code Enforcement Officer

**Notes and outstanding inspections:**

FINAL ELECTRCIAL AND FINAL BUILDING DEPARTMENT INSPECTION

**TOWN OF AURORA  
BUILDING DEPARTMENT  
575 Oakwood Avenue  
East Aurora, New York 14052  
(716) 652-7591**

**Building Permit Expiration Notice**

Permit #: 2022-306 Issue Date: 08/15/22 Expiration Date: 08/15/23

Applicant: James Joyce  
7433 Transit Rd  
Depew NY 14043

Property: 555 South St

This is to notify you that your building permit has expired or is due to expire on: 08/15/23

After that date, the permit becomes VOID.

If construction is complete, please call our office to schedule a final Building Department inspection.

If construction is incomplete, please call our office to discuss the status of the project or renew.

7/13/23

Date

  
Code Enforcement Officer

**Notes and outstanding inspections:**

Final Electrical and Final Building Department Inspection



Town of Aurora  
Department of Parks & Recreation

575 Oakwood Avenue  
East Aurora, New York 14052

51

recreation@townofaurora.com  
www.aurorarec.com

To: Town Board  
From: Chris Musshafen  
Date: 3/6/2024  
Re: Clerk Typist to Seasonal

Approval is requested to change Karen Lazickas from Clerk Typist PT to Clerk Typist PT Seasonal for 5 months beginning April 8<sup>th</sup>. This change enables Karen to work more than 19.5 hours in a week allowing for better office coverage in the spring and summer. This change to seasonal complies with Erie County Personnel regulations and does not negatively impact the budget.





Town of Aurora  
Department of Parks & Recreation

575 Oakwood Avenue  
East Aurora, New York 14052

5J

recreation@townofaurora.com  
www.aurorarec.com

To: Town Board  
From: Chris Musshafen  
Date: 3/6/2024  
Re: Travel Request

Approval is requested for Chris Musshafen to travel to the ISCA International Senior Cup from March 24<sup>th</sup> until March 31<sup>st</sup>. EAST has several swimmers that have qualified for this meet in St. Petersburg, Florida. Chris's travel expenses will be covered by the East Aurora Swim Team's Booster Club as in years past.

5K

**TOWN OF AURORA**  
575 OAKWOOD AVENUE, EAST AURORA, NY 14052  
BUILDING DEPARTMENT  
(716) 652-7591

**MEMO**

TO: Supervisor Snyder and Town Board Members

FROM: Elizabeth Cassidy, Code Enforcement Officer

DATE: March 1, 2024

Approval is requested to surplus one two drawer letter sized filing cabinet, with inventory label #17. It will be scrapped by the Highway Department.

liz

6A

TOWN OF AURORA SENIOR CENTER  
DIRECTOR'S REPORT  
MONTH OF February 2024

The mission of the Town of Aurora Senior Center is to help older adults remain healthy and active through participation in recreational pursuits and to provide leadership and advocacy to ensure the availability of leisure and recreational opportunities for seniors.

**ADMINISTRATION**

Legislator Lorigo visited our center on Feb. 7<sup>th</sup> to hand out handmade Valentines cards from various preschools. We toured the building and spoke about our needs at the center.

Erie County Social Worker, Rachel Potter, continues the last Thursday of the month to see seniors with a variety of problems. Rachel is here from 10-12noon and is very busy assisting everyone. Many thanks to the Commissioner Angela Marinucci for allowing the site visits with no charge to the town. Several of the senior center have a social worker on staff at a cost to the town.

Bieler Janitorial cleaned our ceramic tile floors in the bathrooms and kitchen. They did an exceptional job.

I attended our quarterly director's meeting at the Amherst Senior Center on Feb. 13<sup>th</sup>. We talked extensively about the Eclipse and all the traffic issues they expect to experience. We do have glasses to hand out the week before the actual eclipse.

REVENUE & EXPENDITURES: See Supervisor's Report

**PROGRAMS:**

- Title: WORKOUT ROOM
- Day & time: M-F 8:00am- 4:00pm
- Participants: Approximately 45 per day
- Title: LINE DANCING
- Day & time: Mondays, 9:00 – 10:00 (beginners) 10:15 – 1:15 (advanced)
- Participants: 22 people
- Supervisors: Nance Baranowski
- Title: SENIOR NOTES Paused
- Day & time: Mondays, 12:45 – 2:30pm
- Participants: 23 people
- Supervisor: Kathy Almeter
- Title: EUCHRE
- Day & time: Mondays, 1:00 – 4:00pm
- Participants: 24 people
- Title: PINOCHLE
- Day & Time: Fridays, 1:00 – 4:00pm
- Participants: 20 people
- Title: CERAMICS
- Day & time: Tuesdays, 10:00am – 4:00pm
- Participants: 35 people
- Supervisor: Elaine Schiltz
- Title: EXERCISE CLASS
- Day & time: Tuesdays & Wednesdays 8:30 – 9:30am
- Participants: 14 people
- Title: TAI CHI
- Day & time: Tuesdays & Thursdays 3:00 beginners 3:30veterans
- Supervisor: Judy Augustyniak & Susan Ott
- Participants: 15 people
- Title: TAI CHI – advanced
- Day & time: Mondays 10:00 & Thursdays 9:00am
- Supervisor: Dennis Desmond
- Participants: 10
- Title: YOGA
- Day & time: Wednesdays, 9:45 – 11:00am
- Supervisor: Irene Kulbacki
- Participants: 14 people
- Title: BOWLING
- Day & time: Wednesdays, 1:00pm
- Supervisor: Barb D'Amato
- Participants: 24 people
- Title: PAINTING
- Day & time: Wednesdays, 1:00 – 3:30pm
- Supervisor: Walt Carrick
- Participants: 4 people
- Title: BRIDGE
- Day & time: Wednesdays, 9:30am – 2:00pm
- Supervisor: Dave Lorcom
- Participants: 24 people
- Title: SENIOR CLUB
- Day & time: Thursdays, 10:00am – 3:00pm
- President: Bev Ciszkowski
- Title: PACE (people with arthritis can exercise)
- Day & time: Fridays, 9:00 – 10:00am
- Supervisor: Donna Bodeckor
- Participants: 12 people
- Title: SEWING & QUILTING
- Day & time: Tuesday 10-2pm

Supervisor: Terry Piper  
 Participants: 12 people  
 Title: WOOD CARVING  
 Day & time: Fridays, 1:00 – 4:00pm  
 Supervisor: Walt Carrick  
 Participants: 10 people  
 Title: 55 ALIVE – Defensive driving classes  
 Day & time: 1<sup>st</sup> Monday & Wednesday of the month – March 2024  
 Supervisor: Ronald Krowka  
 Participants: 40 people max.  
 Title: SCRABBLE  
 Day & time: Wednesdays 9:30-11:00am  
 Supervisor: Dianne Bender  
 Participants: 8+ people  
 Title: FIBER ARTS  
 Day & time: Tuesdays 1<sup>st</sup> & 3<sup>rd</sup>  
 Participants: 12 people  
 Title: MAHJONG  
 Day & time: Mondays 2:00pm  
 Supervisor: Lou Plotkin  
 Participants: 12  
 Title: MEXICAN DOMINOS  
 Day & time: Thursdays 9:30 am  
 Supervisor: Laurie Smith  
 Participants: 8+  
 Title: BOOK CLUB  
 Day & time: 2<sup>nd</sup> Wednesday of the month  
 Supervisor: Barb Dadey  
 Participants: 8-10  
 Title: Chess Club  
 Day & time: Thursdays 10:00am  
 Supervisor: Roberto Gesualdi  
 Participants: 4  
 Title: Wii Bowling  
 Day & time: Tuesdays 12:30pm  
 Supervisor: Don Karl  
 Participants: 6  
 Title: Portrait Sketching  
 Day & time: Fridays  
 Supervisor: Kurt Almond  
 Participants: varies 4-8  
 Title: Creative Painting  
 Day & time: Friday 9-12noon  
 Supervisor: Meg Hausauer  
 Participants: 6

**TRIPS**

Feb. 9 – Kleinbans Disney in Concert

**FUTURE TRIPS**

Mar. 12 - Seneca Niagara Casino

Mar. 13 - St. Patrick's Day at Sean Patrick's Restaurant

**EVENTS & OTHER ACTIVITIES**

February– The Farm Market truck sponsored by Feedmore WNY is selling produce for our seniors and all community members for a fair price.

Feb. 28– Book Club – Issac's Storm by Erik Larson

Feb. 12 - Jewelry Making class instructed by Susie Baker from the Carriage Quilt Shoppe

Feb. 12 - Erie County Senior Services sponsored Trivia competition. We placed 2<sup>nd</sup> in the competition with Tosh Collins Akron, Cheektowaga Senior Center.

Feb. 22 – Highmark representatives were here to assist our senior with Medicare insurance for 2024.

Feb. 8 – Our Thursday Senior Social Club celebrated Valentine's Day with a party and games

Feb. 22 – Our Thursday Senior Social Club celebrated President's Day with a presidential game and quiz.

**NUTRITIONAL LUNCH PROGRAM**

Lunches are offered daily at a donation of \$3.00. Our weekly count for the program averaged 343 per week. Lunch totals for the month of February are 1375.

We continue to distribute frozen meals along with our in-house lunches.

	In-house	Frozen		In-House	Frozen	
Week of Feb. 5	259	99		Week of Feb. 12	260	99
Week of Feb. 19	212	94	(closed 2/19)	Week of Jan. 22	256	96

Submitted by: Donna Bodekor

Month Year Reported: ----> February 2024 CLERK'S MONTHLY REPORT  
 Town Name: -----> Town of Aurora  
 Prepared By: -----> Martha L. Librock  
 Date Submitted: -----> Mar, 01 2024

6B

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	4	70.00	6.04	63.96
200	DOG LICENSE REVENUE	190	2,362.00	2,147.00	215.00
301	MARRIAGE LICENSE	3	120.00	52.50	67.50
303	CERTIFIED MARRIAGE CERTIFICATE	3	50.00	50.00	0.00
602	DEATH CERTIFICATE	4	130.00	130.00	0.00
606	DEATH - GENEALOGY	1	11.00	11.00	0.00
<b>Report Totals:</b>		<b>205</b>	<b>2,743.00</b>	<b>2,396.54</b>	<b>346.46</b>

REVENUES TO SUPERVISOR - CLERK FEES 249.54  
 REVENUES TO SUPERVISOR - DOG FEES 2,147.00  
**TOTAL TOWN REVENUES TO SUPERVISOR: 2,396.54**

Amount paid to NYS DEC REVENUE ACCOUNTING 63.96  
 Amount paid to DEPT. OF AG. AND MARKETS 215.00  
 Amount paid to STATE HEALTH DEPARTMENT FOR MARRIAGE LICENSES 67.50  
**TOTAL DISBURSED TO OTHER AGENCIES: 346.46**

**TOTAL DISBURSED: 2,743.00**

MARCH 4 2024 CHARLES D. SNYDER 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 4th day of March 2024

Martha Librock  
 Town Clerk

Sheryla A. Miller Notary Public

**SHERYLA A. MILLER**  
 Reg. #01M16128663  
 Notary Public, State of New York  
 Qualified in Erie County  
 Commission Expires June 13, 2025

60



**TOWN OF AURORA**  
Aurora Municipal Center  
575 Oakwood Avenue, East Aurora, NY 14052

From: Martha L. Librock, Town Clerk

Monthly Statement – Tax Collection

To: Charles D. Snyder, 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, 2024** 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	\$13,118,169.36
Taxes	Penalties	3,419.50
Taxes	Interest	-0-
Taxes	Tax Acct Interest	1,025.65
Taxes		
	<b>Total Received</b>	<b>\$13,122,614.51</b>

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 5<sup>th</sup> day of March, 2024

Notary Public

KARIN L. DOJNIK  
Notary Public, State of New York  
Reg. # 01DO6445148  
Qualified in Erie County  
Commission Expires December 12, 2026



6D

**TOWN OF AURORA**  
Aurora Municipal Center  
575 Oakwood Avenue, East Aurora, NY 14052

From: Martha L. Librock, Town Clerk Monthly Statement – Water Fee Collection

To: Charles D. Snyder, 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, 2024** 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	\$4,325.60
	Total Received	\$4,325.60

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 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.

Martha L. Librock, Town Clerk

Subscribed and Sworn to before me  
this 5<sup>th</sup> day of March, 2024

Notary Public

KARIN L. DOJNIK  
Notary Public, State of New York  
Reg. # 01DO6445148  
Qualified in Erie County  
Commission Expires December 12, 2026

6E

**TOWN OF AURORA DOG CONTROL REPORT:**

Feb-24

PHONE CALLS RECEIVED	TOWN OF AURORA	EAPD	NYSP	TOTAL CALLS
Attack/Fighting		1		
Barking	1			
Bites				
Cats				
Damage by Dogs				
Deceased Dogs				
Found Dogs				
Injured/Sick				
Licensing	1			
Loose/Unleashed Dogs	4	4		
Lost Dogs				
Miscellaneous Calls				
Mutual Aid				
MVC-Dogs/Cats				
Other Animals				
Threatening Dogs	1			
Welfare	2			
<b>TOTAL</b>	<b>9</b>	<b>5</b>	<b>0</b>	<b>14</b>

**COURT CASES:**

DATE

2/14/2024 People Vs. Siracuse Guilty \$25

**IMPOUNDMENTS:**

DATE

BREED

Amount

2/11/2024 Lab \$65

2/20/2024 Doberman Mix \$45

total

\$110

**COURT: 2**

People vs Anderson License before 4/19/23

People vs Quisenberry Adjourned till 4/19/23



## All Calls &amp; Complaints

6F

Summary Report by Date: 02-01-2024 through 02-29-2024, for Category: PARKS - PA

Caller Name/Address	Date/Phone	Notes	Closed
<b>Parks</b>			
Kyle	02-02-24	Remove downed trees at Warren, Majors and West Falls Park. Kyle, Jim, Jason	02-06-24
Meaghan Gleed	02-07-24	Please get hockey nets from storage and bring to Rec Dept. Jason-15 minutes	02-08-24
Jason Knox Park	02-08-24	Please fix ruts/potholes at Knox Horse Paddock side by the pond.	
Jason Knox soccer side	02-08-24	tree down where the soccer nets are stored. Please remove. Jason/Jim/. One of nets was damaged when tree fell down. Jason will let Arenas know.	02-09-24
Jason Knox Equestrian side	02-08-24	Tree down by pond side near Knox Road. Please remove. Jason/Jim	02-09-24
Sarah C Warren Park	02-12-24	Please remove loose pipes that are laying on the ground.  Mike I investigate. Pipes belong to Lacrosse league from a net that was removed. They will move pipes to shed ASAP. Scot Moore says not hi. Sean Calihan 716 870-3552 said he'd remove 3/5/24.	03-05-24
Dave Major's Park	02-12-24	Please break up Beaver Dam with excavator. it will flood the park if we don't. Mike I-4 Will need mini excavator to complete.	02-12-24
Jason Major Park Clean side	02-16-24	Chain gate needs to be fixed. Jason/Jim 30 minutes	02-20-24
Dave West Falls Dam site	02-16-24	change flag. Jason/Jim-10minutes flag is 3'x5'	02-20-24
Meaghan West Falls Building	02-20-24	Caller Im that bathrooms were not open on Sunday. Jason checked and all was working fine. Meaghan will call them back.	02-20-24
Dan Baseball	02-22-24	Need to build ramp for Snack Shack. Also see if we can get electric to it or at least have a plug on the outside.	
<b>Total count: Parks</b>			<b>11</b>

Town of Aurora

# All Calls & Complaints

Summary Report by Date: 02-01-2024 through 02-29-2024, for Category: BUILDING DEPARTMENT WORK REQUI -

Caller Name/Address	Date/Phone	Notes	Closed
<b>Building Department Work Requi</b>			
Sheryl Town Hall	02-05-24	Mike I to see her regarding the Gas well meter number. Gas well report done for 2023.	02-05-24
Donna Senior Center	02-05-24	Please replace the canister light in the front entrance. It is blinking again.  Mike-1.5 hours. Replaced bulb and ballast	02-07-24
Donna Senior Center	02-05-24	CO2 detection is beeping again. Please replace. Mike 1-1.5 hours	02-07-24
Liz Highway office	02-06-24	Please put some ant traps in the office and break room. Jason put out four.	02-07-24
Liz Highway Office	02-06-24	Please clean bugs out of ceiling lights and replace the drop ceiling tiles that are damaged in the highway office break room and bathroom. Jason	02-08-24
Liz Highway Office	02-06-24	Please clean both bathrooms on the parks garage side. Stock and clean sinks, toilets and floors. Thanks. Jason	02-08-24
Donna Senior Center	02-07-24	Please install thermostat guard in the exercise room. Mike 1-1hr	02-08-24
Donna Senior Center	02-09-24	Please replace outdoor flag with the one in the office. Mike I.	02-12-24
Paula Town Library	02-12-24	Patrons reporting that cars are exiting library improperly and unsafely form the Main Street Entrance. Mike I. -put a one way sign up. Will paint an arrow on driveway after paving is done.	
Martha Town Hall	02-13-24	Please pick up envelopes and boxes from SupremeX in Depew. Jason	02-13-24
Donna West Falls Library	02-15-24	The arm that attaches to the flush lever in the toilet became separated in our toilet. Please repair before story hour at 10AM. Kyle-Mike I and Kyle-1.5 hours	02-15-24
Mike I Highway Garage	02-22-24	repair garage door #3 on hwy side.	02-22-24
Mike I Highway Garage	02-22-24	Repair garage door where truck 318 sits	02-22-24

Caller Name/Address	Date/Phone	Notes	Closed
Mike E West Falls Building	02-23-24	Repair roof. Mike E, Jason, Kyle-2 hours.	02-23-24
Meaghan Highway Garage	02-26-24	Please set up a lock box to keep the Senior Van key in during times where it is parked outside. Decided to do it differently.	03-04-24
Paula Town Library	02-27-24	Has a surplus Coleman floor waxer with scrub pads, can we use it? Jason/Kyle took back to Parks Building to check it out. 10 minutes. We will dispose of if we can't use it.	02-29-24
Donna Senior Center	02-27-24	Please assemble new cart. Jason/Kyle-25 minutes	02-29-24
<b>Total count: Building Department Work Requi</b>		<b>17</b>	



66

**East Aurora / Town of Aurora  
Police Department  
Interdepartmental Correspondence**

**To:** Mayor Mercurio & Village Board; Supervisor Bach & Town Board

**From:** Shane Krieger, Chief of Police

**Date:** February 28, 2024

**Re:** Monthly Report – January 2024

**General Information**

- The process has begun with Lexipol and Lt Welch and I have started weekly meetings with our representative. We have been completing 5 or so policies a week and again the process should be completed around June of this year.
- The budgets for the police, dispatch and crossing guards were completed and approved by the Village Board.
- In January we started interviews to fill our open public safety dispatcher position. My hope is to have a request to hire in March to the Village Board.

**Meetings:**

In addition to Village Board, Town Board and Staff meetings I also attended the following:

- ECACOP monthly meeting
- Met with new Town Supervisor Snyder
- Budget meeting with M Jerakas



**East Aurora / Town of Aurora  
Police Department  
Interdepartmental Correspondence**

**Statistics**

Activity	Village	Outside of Village	Total (YTD)
Police calls	766 (766)	413(413)	1272(1272)
Fire/EMS calls			509(509)
Response Time	N/A minutes	N/A minutes	
Property Damage Acc	14	32	46(46)
Injury Accidents	2/0 Fatal	4/0 Fatal	6(4)0(Fatal)
Leaving Scene Acc	4	0	4 (4)
Arrests-Individuals	14	4	16(16)
Crimes-Persons	6	4	10(10)
Crimes-Drugs	0	0	0(0)
Crimes-Property	11	2	13(13)
Burglary/Trespass	2	1	3(3)
S&R-Lic/Reg	5	3	8(8)
DWI	3	1	4(4)
Warrant Arrests	2	0	2(2)
Traffic Tickets	62(62)	48(48)	110 (110)
Parking Tickets			47(47)
Domestics	2(2)	3(3)	5(5)
9.41 MHL/22.09 PHL	5 (5)	1(1)	6(6)