

2017 ORGANIZATIONAL CHART

<u>TITLE</u>	<u>ACTION</u>	<u>TERM</u>
SECRETARY TO THE SUPERVISOR	Supervisor appointed: Robert Lowell Goller to serve a (1) one-year term	1/1/17 – 12/31/17
ASSISTANT TO THE SUPERVISOR	Supervisor appointed: Kathleen A. Moffat to serve a (1) one-year term	1/1/17 – 12/31/17
DEPUTY SUPERVISOR	Supervisor appointed: Susan A. Friess to serve a (1) one-year term	1/1/17 – 12/31/17
RECREATION DIRECTOR <i>(Town Code Chapter 28, Section 2)</i>	Motion to appoint: Christopher W. Musshafen to serve a (1) one-year term	1/1/17 – 12/31/17
TOWN ATTORNEY	Ronald P. Bennett currently serving a (2) two-year term as Town Attorney	1/1/16 – 12/31/17
TOWN PROSECUTOR & DEPUTY TOWN ATTORNEY	Motion to appoint: Edward J. Snyder to a (1) one-year term as Town Prosecutor and Deputy Town Attorney	1/1/17 – 12/31/17
MARRIAGE OFFICER	Motion to appoint: James J. Bach and Susan A. Friess to serve a (1) one-year term	1/1/17 – 12/31/17
TOWN HISTORIAN	Supervisor appointed: Robert Lowell Goller to serve a (1) one-year term	1/1/17 – 12/31/17
WATER CLERK	Motion to appoint: Barbara A. Halt to serve a (1) one-year term	1/1/17 – 12/31/17
PLANNING BOARD	Motion to appoint: Douglas Crow to serve a (7) seven-year term	1/1/17 – 12/31/23
PLANNING BOARD ALTERNATES <i>(Town Code Chapter 23, Section 23-4)</i>	Motion to appoint: Richard Glover and Jerrold Thompson to serve a one (1) year term	1/1/17 – 12/31/17
PLANNING BOARD CHAIRMAN	Motion to appoint: Donald Owens to serve a (1) one-year term	1/1/17 – 12/31/17
PLANNING BOARD MEETINGS	1 ST Wednesday of each month at 7 p.m. and, if required, 3 RD Wednesday at 7 p.m. at Town Hall Auditorium, 300 Gleed Avenue	
PLANNING BOARD SERVICES	Motion to retain GHD Consulting Services, Inc. for Planning Board assistance, as needed.	1/1/17 – 12/31/17
CONSERVATION BOARD <i>(Town Code Chapter 5, Section 1)</i>	Motion to appoint: Douglas S. Crow, Donald Owens, Timothy Bailey, William Voss, Norman Merriman, Laurie Kutina and David S. Librock to serve a one-year term.	1/1/17 – 12/31/17
ZONING BOARD OF APPEALS <i>(Town Code Article VI, Chapter 116-60)</i>	Motion to appoint: Rod J. Simeone to serve a (5) five-year term	1/1/17 – 12/31/21
ZONING BOARD ALTERNATES	Motion to appoint: Dennis Holbrook to serve a (1) one-year term	1/1/17 – 12/31/17

ZONING BOARD CHAIRMAN	Motion to appoint: James Whitcomb to serve a (1) one-year term	1/1/17 – 12/31/17
DISASTER / HAZARDOUS MATERIALS COORDINATOR	Motion to appoint: Mark Hartley , HazMat Coordinator; Randy Taylor , Asst. Disaster Coordinator; Thomas Bender , Asst. Disaster Coordinator; Craig Thrasher , Asst. Disaster Coordinator, to serve a (1) one-year term	1/1/17 – 12/31/17
DISASTER ADVISORY	Motion to appoint: Shane Krieger, David Thomason, Gary Grote, Mark Hartley, Randy Taylor, Douglas Hooper, John Voss, Glen Diemer, Superintendent of Buildings Patrick Blizniak, Superintendent of Highways David Gunner, Dog Control Officer Sheryl Harris, Senior Citizen Dir. Donna Bodekor, Fire Chiefs: EAFD – Gregory Egloff, South Wales – Michael McClure West Falls – Scott Wohlhueter Town Attorney – Ronald Bennett Assessor Richard L. Dean to serve a (1) one-year term	1/1/17 – 12/31/17
Note: Village of East Aurora Mayor and Town of Aurora Supervisor to serve as members ex-officio		
SAFETY COMMITTEE CHAIRMAN	Will be appointed on an as-needed basis	
SAFETY COMMITTEE	Will be appointed on an as-needed basis	
RECREATION ADVISORY BOARD (Town Code Chapter 26, Section 1)	Will be appointed on an as-needed basis.	
AURORA TOWN LIBRARY BOARD	Motion to appoint: Richard A. Wiesen to serve a (5) five-year term	1/1/17 – 12/31/21
OPEN SPACE COMMITTEE	Motion to appoint: Dale Morris and Larry Brickman to each serve a (3) three-year term (meeting schedule to be announced)	1/1/17 – 12/31/19
DEPUTY TOWN CLERK #1	Town Clerk appoints: Sheryl A. Miller to serve a (1) one-year term	1/1/17 – 12/31/17
DEPUTY TOWN CLERK #2	Town Clerk appoints: Barbara A. Halt to serve a (1) one-year term	1/1/17 – 12/31/17
DEPUTY TOWN CLERK #3	Town Clerk appoints: Victoria E. Montagu to serve a (1) one-year term	1/1/17 – 12/31/17
REGISTRAR OF VITAL STATISTICS	Martha L. Libroek currently serving a four (4) year term.	1/1/14 – 12/31/17
SUB-REGISTRAR OF VITAL STATISTICS	Registrar appoints: Sheryl A. Miller to serve a (1) one-year term	1/1/17 – 12/31/17
TOWN AUDITORS	Motion to appoint: Drescher & Malecki, LLP to serve a (1) one-year term	1/1/17 – 12/31/17
ENGINEERING SERVICES	Motion to retain GHD Consulting Services, Inc. for Town Engineering Services	1/1/17 – 12/31/17
MILEAGE REIMBURSEMENT RATE	Motion to set the rate at \$0.45 per mile as compensation for travel while on Town business.	

TOWN BOARD MEETING DATES

Motion to set regular Town Board Meetings at 7:00 p.m. at the Town Hall Auditorium, 300 Glead Ave. as follows: **January 9, 23; February 13, 27; March 13, 27; April 10, 24; May 8, 22; June 12, 26; July 10, 24; August 14, 28; September 11, 25; October 10 (Tuesday), 23; November 13, 27; December 11, 28 (Thursday, 11 AM)**
Additional (special) meetings may be set if necessary

TOWN BOARD WORK SESSIONS

Motion to set Town Board Work Sessions at 7:00 p.m. at the Town Hall Auditorium, 300 Glead Ave. as follows: **January 17, February 21, March 21, April 18, May 16, June 20, July 18, August 22, September 19, October 17, November 21, December 19.**

TOWN HALL HOURS

Motion to set the hours Town Hall will be open to serve the public: **8:30 AM – 4:30 PM, Monday – Friday** with the exception of Town Board recognized holidays. Other office hours by appointment.

OFFICIAL NEWSPAPER

Motion to designate: **East Aurora Advertiser** as the official publication for all Town of Aurora official business.

SPECIAL DISTRICTS ADMINISTRATOR

Motion to designate: **Supervisor as Administrator** for all Town of Aurora Special Districts

BANKS AS DEPOSITORIES

Motion to designate: **JP Morgan Chase Bank, Bank of America, Bank of Holland, Key Bank, Citizens Bank, Manufacturers & Traders Trust Company, Five Star Bank.**

PAY PERIODS

Motion to set pay periods for every two weeks.

RATES OF PAY

Motion to set the Hourly and Bi-Weekly Rates of Pay for Town Employees, Appointed and Elected Officials as follows:

Title	Hourly Rate	Bi Weekly Rate
Councilman		426.80
Councilman		426.80
Councilman		426.80
Councilman		426.80
Town Justice		1,248.44
Town Justice		1,248.44
Clerk to Town Justice	14.70	
Clerk to Town Justice	18.27	
Supervisor		1,501.74
Assistant to the Supervisor	18.89	
Budget Officer		96.15
Secretary to Supervisor	14.79	
Historian		212.04
Assessor	28.12	
Assessor Mileage		28.85
Appraiser Mileage		28.85
Real Property Appraiser	28.11	
Assessment Clerk	16.49	
Clerk PT-Assessor's Office	14.20	
Town Clerk		2,370.99
Registrar		32.01
Deputy Town Clerk 1	16.04	
Zoning Clerk	16.04	
Deputy Town Clerk 2	15.39	
Deputy Town Clerk 3	15.90	
Attorney		1737.76
Prosecutor		594.54
Drivers (minibus)	11.31	
Drivers (minibus)	15.95	

Laborer-Dog Control	13.24	
Sup. Of Building	34.39	
Building & Zoning Clerk	14.08	
Planning Clerk	14.08	
Assistant Building Inspector	23.40	
Highway Secretary	13.03	
Parks Secretary	13.03	
Sup. Of Highway		2,370.99
Buildings Dir.-HW Super		204.00
Parks Director – HW Super		400.15
Dpty Highway Supt.-Stipend		115.38
Recreation Leader-Senior C	21.55	
Part-Time Kitchen	11.55	
Part-time clerk – Sr Center	11.82	
Part-time clerk – Sr Center	11.82	
Custodian (RPT) – Sr Center	12.24	
Aquatics Director	22.42	
Recreation Mileage		46.15
Recreation Mileage		46.15
Recreation Supervisor	18.74	
Clerk Typist PT – Rec	14.20	
Clerk Typist PT - Rec	14.20	
Laborer (Parks)	17.06	
Laborer	13.24	
Laborer	10.40	
Laborer	15.92	
UNION		
Motor Equip. Operator	27.22	
Truck Driver	26.44	
Truck Driver	20.48	
Mechanic Stipend	.38	
Motor Equip. Operator	27.22	
Truck Driver	20.48	
Motor Equip. Operator	27.22	
Truck Driver	20.48	
Motor Equip. Operator	27.22	
Motor Equip. Operator	27.22	
Motor Equip. Operator	27.22	
Laborer	17.06	

**LIMITED SUPPLIES
PURCHASE**

Motion for the **Highway Superintendent, Recreation & Aquatics Director and Town Clerk** to purchase supplies, without Town Board approval, with a limit of \$750.00, except computer related purchases, which must first be approved by **Kathleen Moffat, System Administrator**.

**ALTERNATE CHECK
SIGNER**

Motion to authorize: **Susan A. Friess, Councilwoman and Jolene Jeffe, Councilwoman**, to sign checks in the absence of and at the request of the Town Supervisor.

VOUCHER FORM

Motion to require a voucher to be used by persons having claims from the Town, be substantially in the standard form prescribed by NYS Audit and Control.

PREPAYMENT OF CLAIMS The Town is authorized to pay, in advance of audit, all public utilities, postage, freight and express charges, insurance, and payments for all approved contracts extending over one-year, and such payments shall be presented at the next regular meeting for audit; as used this resolution the term of public utilities shall mean electric, gas, water, sewer, and telephone services as contained in Section 118, Sub. 2 of the Town Law.

LIABILITY PROTECTION

Action #168 on 11/11/85 provided that the Town will provide personal liability protection for all employees and elected officials by local law:
Selective Insurance Company or Equivalent.

PUBLIC HEARINGS

For the orderly and efficient conducting of public hearings, they will be held at the early part of the meeting. The Board may defer voting on issues discussed at the public hearing for at least two weeks, but may be voted on at the same meeting.

INVESTMENT POLICY

WHEREAS, in view of past practices of investing Town of Aurora money, and to prevent the Town from being subjected to the possibilities of losses from their investments,
NOW, THEREFORE, BE IT RESOLVED, that all money, other than money deposited in the designated banks to pay current obligations, contractual obligations, and payroll, be invested only in banks or trust companies located and authorized to do business in New York State. Such depositories to be designated by the Town Board. Such monies shall be invested only in U.S. Government Treasury Bills, Treasury Notes, certificates of deposit, or N.O.W. accounts (N.O.W. accounts subject to conditions governing N.O.W. accounts), and further, that all transactions involving investments be handled personally by the Supervisor in its entirety and further that the Supervisor advise the Town Board members of the amount invested, with whom it was invested, the interest rate to be received, and be it further
RESOLVED, that securities used to collateralize the invested funds in certificates of deposit be securities that are guaranteed by the U.S. Government, and be it further
RESOLVED, that the time deposits which exceed the F.D.I.C. guarantee to be collateralized as per State banking regulations and that a perpetual record be maintained of the type and amount of collateral pledged by the depositories to secure the safety of the amount of Town deposits, and that a periodic verification of the existence and proper segregation of the collateral obligations be made by the Supervisor and that this report be made to the Town Board members on a quarterly basis.
RESOLVED, that the securities inherited by the Cemetery Fund will be kept and monitored monthly until such time that the board resolves to sell said securities.

HOLIDAYS

Motion to designate:
Martin Luther King Day (1/16/17) / Presidents Day (2/20/17) / Good Friday (04/14/17) / Memorial Day (5/29/17) / Independence Day (7/4/17) / Labor Day (9/4/17) / Columbus Day (10/9/17) / Veterans Day (11/10/17) / Thanksgiving Day (11/23/17) / Day after Thanksgiving (11/24/17) / Christmas Day (12/25/17) / New Year's Day (Monday, 1/1/18)
Employees may or may not be granted time off on Election Day at the discretion of the Town Board. This day is not considered a holiday.

EMPLOYEE BOND COVERAGE

Supervisor noted that the Blanket Bond is in effect and filed with the Erie County Clerk for **\$1,000,000** for each of the following: **Town Clerk, Supervisor, Deputy Supervisor, Assistant to the Supervisor, and Secretary to the Supervisor.**

**BLANKET BOND
COVERAGE**

Supervisor noted that the blanket coverage of **\$200,000** is in effect for the following: **3 Deputy Town Clerks, 2 Town Justices, 2 Secretaries to Justices, Director of Recreation, and Recreation Secretaries.**

PROCUREMENT POLICY

Adopted 1/17/2000 Action #2
Amended 5/14/2001 Action #151
Amended 5/10/2010 Action #179
Amended 1/7/2013

**TOWN OF AURORA
PROCUREMENT POLICY**

WHEREAS, Section 104-b of the General Municipal Law requires every town to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of the General Municipal Law, Section 103 or any other law, and

WHEREAS, comments have been solicited from those officers of the Town involved with procurement:

NOW, THEREFORE, be it

RESOLVED, that the Town of Aurora does hereby adopt the following procurement policies and procedures:

PURPOSE

Goods and services which are not required by law to be procured pursuant to competitive bidding must be procured in a manner so as to assure the prudent and economical use of public moneys, in the best interests of the taxpayers, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption. To further these objectives, the Town Board is adopting internal policies and procedures governing all procurement of goods and services which are not require to be made pursuant to the competitive bidding requirements of General Municipal Law, Section 103, or of any other general, special or local law.

PROCEDURE FOR DETERMINING BIDDING AND PROCUREMENT POLICY

Guideline 1. Every prospective purchase of goods or service shall be evaluated to determine the applicability of General Municipal Law Section 103. Every Town officer, board, department head or other personnel with the requisite purchasing authority (hereinafter called Purchaser) shall, if appropriate, estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. The information gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchase activity.

Guideline 2. All purchases and public works requests (RFQ's) for bids or quotes of \$750.00 or more, but less than \$20,000.00, may be solicited by the Purchaser without having prior Town Board approval. The purchase of goods or services as a result of these RFQ's shall require Town Board approval and authorization prior to the Purchaser procuring the goods or services.

Guideline 3. All purchases of (a) supplies or equipment from a single individual or entity which will equal or exceed \$20,000 in the fiscal year or (b) public works contract equal to or over \$35,000 shall be formally bid pursuant to General Municipal Law Section 103.

Guideline 4. Purchases in the amounts as follows:

A. \$3,000 up to \$19,999 – Requires written request for a quote (RFQ) and written/faxed quotes from at least three (3) vendors.

B. \$750 up to \$2,999 – Verbal quotes, documented in writing, from less than three (3) vendors.

C. Under \$750 – At the discretion of the Purchaser, provided expense is shown within current year budget allocation(s) and supported by written invoices and signed vouchers.

D. Public Works Contracts \$750 up to \$34,999 – A written request for proposal (RFP) and written or faxed proposal from at least three (3) contractors/vendors must be provided.

E. Public Works Contracts under \$750 – Up to the discretion of purchaser, provided expense is shown within current year budget allocation(s) and supported by written invoices and signed vouchers.

All information gathered in complying with the procedures of this Guideline shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.

Guideline 5. The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the Purchaser prepares written justification providing reasons why it is in the best interest of the Town and its taxpayers to make an award to other than the low bidder. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement. If prices bid or proposed in a quote or response to an RFP are not materially different the Town reserves the right to award any applicable contract to an individual or business residing or located within the Town.

Guideline 6. A good faith effort shall be made to obtain the required number of proposals or quotations. If the Purchaser is unable to obtain the required number of proposals or quotations, the Purchaser shall document the attempt made at obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.

Guideline 7. Sets forth the exceptions to the requirements of the Procurement Policy. Except when directed by the Town Board, no solicitation of written proposals or quotations shall be required under the following circumstances:

- a) Acquisition of professional services;
- b) Emergencies;
- c) Sole source situations;
- d) Goods purchased from agencies for the blind or severely handicapped;
- e) Goods purchased from correctional facilities;
- f) Goods purchased from another governmental agency;
- g) Goods purchased at auctions;
- h) Computer software;
- i) Purchases pursuant to state or county bid.

Under the above exceptions, any such purchase or public works contract shall be forwarded to the Town Board for approval and be described and documented as to the reason for its exception from these guidelines and procedures.

Guideline 8. This policy shall be deemed renewed annually by the Board at its organizational meeting unless otherwise determined by the Board.

Guideline 9. Any unintentional failure to fully comply with the provisions of General Municipal Law Section 104-b or the Town Board's policies and procedures

shall not be grounds to void any action taken or given rise to a cause of action against the Town or any officer or employee thereof.

	DOCUMENTED VERBAL QUOTES			WRITTEN QUOTES		COMPETITIVE BIDDING	OTHER
	0	2	Less than 3	2	3 or More		
PURCHASE CONTRACTS							
Under \$750	X						
750 - 2,999			X				
3,000 – 19,999					X		
20,000 and over						X	
CONTRACTS FOR PUBLIC WORK							
Under \$750	X						
750 - 34,999					X		
35,000 and over						X	
EMERGENCIES (must be declared by Town Board)							X
INSURANCE							X
PROFESSIONAL SERVICES							X

Purchase contracts involve the acquisition of commodities (Material, Supplies or equipment)

Public works contracts involve services, labor, or construction.

Contracts that involves both goods and services.

If a contract involves a substantial amount of services and the acquisition of commodities is only incidental to the work, it should be considered a contract for public work. If the services or labor are minor or incidental to the acquisition of goods, it should be considered a purchase contract.

The above resolution setting forth the Town’s Purchasing Policies and Procedures and guidelines necessary to comply with New York General Municipal Law Section 104-b is duly amended on January 7, 2013, and supersedes any similar resolution heretofore adopted by the Town Board.

* * * * *

**TOWN OF AURORA
MEETING/SEMINAR ATTENDANCE APPROVAL POLICY**

BE IT RESOLVED,

SECTION 1:

That during the current year, Town department heads or officials, or their designees, whose expenses have been allowed in the current adopted Budget are hereby authorized to attend the regular luncheon/dinner meetings of the various official organizations relating to their official duties as Town department heads or officials noted below. The cost of such meals shall not exceed \$35.00 per luncheon or dinner. Necessary expenses (mileage and/or tolls) incurred in traveling to or from said are hereby determined a legitimate Town expense for which such officials shall be reimbursed.

- Town Board – Association of Erie County Governments
- Town Clerk – Erie County Town Clerks & Tax Collectors Association;
Association of Erie County Governments; NYS Archives Training Seminars
- Assessor – Erie County Assessor’s Association
- Highway Superintendent – Erie County Highway Superintendent’s Association
- Senior Center Director – Erie County Senior Center Director’s Assoc.
- Assessor – Erie County Assessor’s Association
- Building Department - NFBOA

SECTION 2:

That during the current year, the Town Assessor or his designee is hereby authorized to attend the following educational and training sessions with reimbursement of actual and necessary expenses hereby authorized upon presentation of receipts:

- New York State Assessors' Association Annual Training School, Ithaca, NY (Reimbursed by NYS Office of Real Property Services)
- New York State Assessors' Association Conference

SECTION 3:

That during the current year, the Building Inspector/Code Enforcement Officer or his designee is hereby authorized to attend the following educational and training sessions with reimbursement of actual and necessary expenses hereby authorized upon presentation of receipts:

- New York State Building Officials Conference
- Niagara Frontier Building Officials Education Conference
- Stormwater Management Conference

SECTION 4:

That during the current year, the Court Clerks are hereby authorized to attend the following educational and training sessions with reimbursement of actual and necessary expenses hereby authorized upon presentation of receipts:

- New York State Magistrates' Association of Court Clerks

SECTION 5:

That during the current year, the Town Justices are hereby authorized to attend the following educational and training sessions with reimbursement of actual and necessary expenses hereby authorized upon presentation of receipts:

- New York State Magistrates' Association Conference

SECTION 6:

That during the current year the Highway Superintendent or his designee is hereby authorized to attend the following educational and training sessions with reimbursement of actual and necessary expenses hereby authorized upon presentation of receipts:

- New York State Association of Town Superintendents of Highways Conference
- New York State Association of Towns Training School and Annual Meeting
- Cornell Local Roads Program For Highway Superintendents
- WNY Water Works training

SECTION 7:

That during the current year, the Supervisor and Council Members are hereby authorized to attend the following educational and training sessions with reimbursement of actual and necessary expenses hereby authorized upon presentation of receipts:

- Industrial Development conferences as necessary
- Association of Towns Training School
- Association of Towns Finance School
- Chamber of Commerce sponsored meetings and events

SECTION 8:

That during the current year, the Recreation Director is hereby authorized to attend the following educational and training sessions with reimbursement of actual and necessary expenses hereby authorized upon presentation of receipts:

- NYS Parks and Recreation
- NYS Parks and Trails

SECTION 9:

That during the current year, the Town Clerk or her designee is hereby authorized to attend the following educational and training sessions with reimbursement of actual and necessary expenses hereby authorized upon presentation of receipts:

- New York State Town Clerks' Association Annual Conference
- New York State Archives Seminars
- New York State Town Clerks' Regional Seminars
- New York Association of Tax Receivers and Collectors Annual Conference

SECTION 10:

That the Planning Board Chairman and Planning Board Members (including alternates) be permitted to attend the following training and educational session with reimbursement of actual and necessary expenses hereby authorized upon presentation of receipts:

- New York State Association of Towns Training School at Houghton, NY
- Erie County Department of Planning sponsored training schools

SECTION 11:

That the Zoning Board Chairman and Zoning Board Members (including alternates) be permitted to attend the following training and educational session with reimbursement of actual and necessary expenses hereby authorized upon presentation of receipts:

- New York State Association of Towns Training School at Houghton, NY
- Erie County Department of Planning sponsored training schools

SECTION 12:

That the Dog Control Officer be permitted to attend the following training and educational session with reimbursement of actual and necessary expenses hereby authorized upon presentation of receipts:

- Webster/NYS Agriculture and Markets Animal Control Seminar

SECTION 13:

That the Town Historian be permitted to attend the following training and educational session with reimbursement of actual and necessary expenses hereby authorized upon presentation of receipts:

- Government Appointed Historians of WNY Meeting/Conference

SECTION 14:

That the Bookkeeper (Assistant to Supervisor) and/or Secretary to the Supervisor be permitted to attend the following training and educational session with reimbursement of actual and necessary expenses hereby authorized upon presentation of receipts:

- NYS Association of Towns Finance School

SECTION 15:

That the Director of the Aurora Senior Center be permitted to attend the following training and educational session with reimbursement of actual and necessary expenses hereby authorized upon presentation of receipts:

- Network in Aging Seminar/Conference

SECTION 16:

That during the current year all Town officials and employees be and hereby are authorized to be paid \$0.45 per mile for the use of their personal automobiles on all Town business.

SECTION 17:

That all conferences, seminars, lectures and meetings not falling within a pattern of regular attendance and not listed in this resolution, and **not exceeding \$400.00** in reimbursable expenses, including mileage reimbursement, may be approved for attendance by the Supervisor pursuant to Section 77-b of the General Municipal Law. Conferences, seminars, lectures and meetings, not listed in this resolution, and/or **exceeding \$400.00** and/or **overnight travel in any amount** shall require the approval of the Town Board.

SECTION 18:

That all expenses incurred, including but not limited to meals, mileage, and lodging, will not exceed that amount which is budgeted in each departments' expense and travel and/or mileage lines for the current year's budget.

The Supervisor appoints the following Town Board Liaison Assignments for 2017:

VILLAGE CONTRACTS

Water, Police & Dog	Friess	Jeffe
Disaster Preparedness, Fire, Ambulance, Alarm	Bach	Friess

TOWN SERVICES

Budget & Finance	Bach	Jeffe
Personnel	Bach	Jeffe
Insurance & Bonding	Bach	Jeffe
Assessing	Friess	Bach
Building, Grounds, Handicapped	Snyder	Harris
Building Codes & Zoning Enforcement	Snyder	Friess
Rubbish & Recycling	Harris	Snyder
Water & Sewer Districts	Jeffe	Friess
Library	Harris	Bach
Highway & Street Lighting	Friess	Jeffe
Recreation, Parks & Senior Citizens	Jeffe	Friess
Planning Board & Conservation	Harris	Snyder
Zoning Board of Appeals	Bach	Snyder
Boys & Girls Club	Jeffe	Harris