

105-1

Memo

To: Town Board
From: Patrick Blizniak
CC: Ron Bennett
Date: 2/15/13
Re: Vacant land on Blakely Rd., O.D.A.

I am respectfully submitting an ODA for the Town Board's Review. The ODA is located on Blakely, just north east of the Boise Rd. intersection and consists of 1.98 acres+/- . There is a 50 foot easement with plans for a 20 foot driveway to access the property. The lot in question sets 500 feet back and has an easement agreement in place. A topography map of the property reveals a gradient downhill toward the northeast approaching a pre-existing pond. There is a "hammerhead" turnaround proposed at the house. My only concern in regard to fire safety is the distance off the road (500+ feet). Perhaps a dry hydrant or a sprinkler system may be appropriate. This can be your condition of approval, if you so wish.

I recommend the approval of this ODA for the following reasons:

1. The land to be developed is of such character that it can be used safely for building a home.
2. Access roadway/driveway will be a minimum of 20 feet wide, composed of hardpan composite, included into a 50 foot utility easement.
3. The Easement Agreement is created and signed by both parties.
4. The Petitioner is only building one single family home at this location.
5. The accumulated groundwater produced from this home will be collected and diverted to the northeast of the property, spilling into a pre-existing pond.
6. The septic system is located via approval of Erie County Health Department, in a way to satisfy the 100 feet separation from the existing pond.



Patrick Blizniak



Facilities Automation Specialist

CORPORATE OFFICE
233 Fillmore Avenue ♦ Suite 11
Tonawanda, New York 14150
716-693-4490 ♦ Fax: 693-5280

OLEAN BRANCH
80 N. Fourth Street
Allegany, New York 14706
716-372-0554 ♦ Fax: 372-0557

Daniel Faes ♦ Field Operations Manager ♦ Email: FaesD@USServicesInc.com

WS-2

February 15, 2013

Town of Aurora Town Clerk/RMC
300 Gleed Avenue
East Aurora, NY 14052

Attention: Martha L. Librock

Subject: Andover Controls Cyber Station Implementation

Martha,

We are pleased to proposal the following Andover Graphical Cyber Station PC interface. Your current system is a DOS based platform no long manufactured and is not compatible with today's Microsoft and IP technology. With the implementation of the new front end hardware we can easily bring your building automation system up to today's technology. You will be able to more effectively schedule your occupied time periods and reducing energy cost; equipment failure alarms can be sent via email to cell phones and computers allowing faster response for repairs and before occupants notice it either to hot or cold; all mechanical operations are graphically displayed utilizing real time data; floor plans display showing all actual temperatures and set points; serviceability via the internet.

Included:

- Dell Pc, monitor with UPS.
- Upgrade 1 Cmx-240 Controller to a Bcx Net Controller TCP/IP & Cyberstation compatible.
- Andover Controls 1.93 Cyberstation software.
- Labor:
 1. Create all new graphics (floor plans, system diagrams, schedules, etc.) for new Cyberstation and animate all graphic points.
 2. Perform a complete save from Controllers.
 3. Modify all field controller software.
 4. Import all field controller software into Cyberstation.

5. Re-create Schedules, Alarm enrollments, Event Notification, Groups, Histories, etc.
6. Take PC to site, upgrade Controllers & perform database synchronization for the entire site.
7. Attach alarms to all alarming points.
8. Check for disabled points, missing points, corrupted programs and verify operations of programs in all Infinet Controllers.
9. Perform a complete system software performance test.



WS-3

TEL 716.714.5699 ■ FAX 716.714.5715
411 Main Street, Suite 201 ■ East Aurora, New York 14052

Peter J. Sorgl, Esq. ■ direct line 716.908.3289 ■ psorgl@hopkinssorgl.com

March 14, 2013

Aurora Town Board
300 Gleed Avenue
East Aurora, New York 14052

Re: Reed Hill Subdivision

Dear Aurora Town Board:

On behalf of Jewett Holmwood LLC, this letter is a request that the Reed Hill Subdivision be placed upon the March 19, 2013 Town Board Work Session and the following Town Board Meeting for the following:

1. Road Dedication: Our office submitted all necessary legal documentation for dedication of the roads at Reed Hill and believe we have complied with the Town Code. Request is made that a document be provided which specifies all that is required by the Town for road dedication;
2. Update on Subdivision / Minor Modifications to Approved Plans:
 - a. Jewett Holmwood LLC has contracted with Thomas J. Johnson Realty LLC to act as the realtor for the project and to oversee construction of the homes. Tom Johnson and Dan Mania will be responsible for working with the home builders at Reed Hill to ensure the quality of construction and overall look of the development. To that end, Mr. Johnson and Mr. Mania have reviewed the plans for the project and we request the following minor modification to the approved plans:
 - i. At our client's own initiative (not a Town condition), the plans show sidewalks on the majority of the site. We are now proposing to have sidewalks solely on the East Side of Reed Hill Drive (in front of Lots 1-10 and 33). Mr. Johnson will discuss this proposed change at the meeting. We are also working with New York State and Erie County to connect the sidewalks from the Subdivision to the point the sidewalks end near Commerce Green;
 - ii. We are working with Earth Dimensions, Inc. and the United States Army Corps of Engineers to obtain a wetland permit to impact the wetlands at lots 22 and 23. Mitigation for this impact will likely be the creation of a wetland twice the size of the one to be impacted. The new wetland area will be located on site, likely in the Exception Parcel owned by our client behind Lot 11. We will need to amend the proposed deed restrictions relative to the wetland impact. This

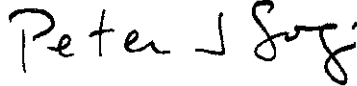
change will allow for a better quality of two lots, while adding wetlands to the overall site;

- iii. Mr. Johnson has met with Anthony Pintabona about better options for shielding of his property. The current agreement between our client and Mr. Pintabona is a combination of a wall and trees. Mr. Johnson can describe the latest agreement which has more landscaping, but removes the wall from that area.
3. Lighting District: Our office has worked with the Town Supervisor and Town Clerk on inclusion of the lights to be installed by NYSEG within the existing lighting districts. We are proposing that NYSEG (not the Town) will own the lights.

Mr. Johnson and I would like the opportunity to discuss these matters with the Town Board at its next work session. Thereafter, we would ask that the Town Board enact a resolution agreeing to the minor modification of approved plans as set forth above at 2(a)(i-iii). I have attached a copy of the subdivision map for your reference. Thank you for your consideration.

Sincerely,

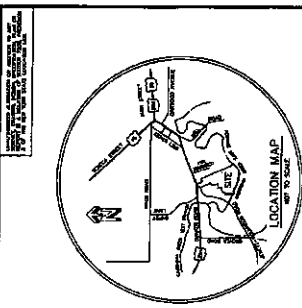
HOPKINS & SORGI PLLC



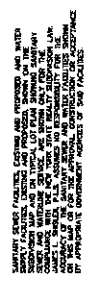
Peter J. Sorgi, Esq.

Enc.

cc: Ronald Bennett, Town Attorney
David Gunner, Town Highway Superintendent
Martha Librock, Town Clerk
Bryan Smith, Town Engineer
Robert Hill, Jewett Holmwood LLC
Thomas J. Johnson, Thomas J. Johnson Realty LLC
Dan Mania, Thomas J. Johnson Realty LLC
Michael Metzger, Metzger Civil Engineering PLLC
Donald Owens, Earth Dimensions, Inc.



NOTES:
 1. THIS MAP WAS PREPARED IN ACCORDANCE WITH THE REQUIREMENTS OF THE ERIE COUNTY SURVEYING ACT.
 2. THE PROPERTY IS SHOWN AS BEING OWNED BY THE STATE OF NEW YORK.
 3. THE PROPERTY IS SHOWN AS BEING OWNED BY THE STATE OF NEW YORK.
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TYPICAL LOT DETAIL
 THIS DIAGRAM IS FOR INFORMATION ONLY AND IS NOT TO BE USED AS A BASIS FOR ANY CLAIMS OR ACTIONS.

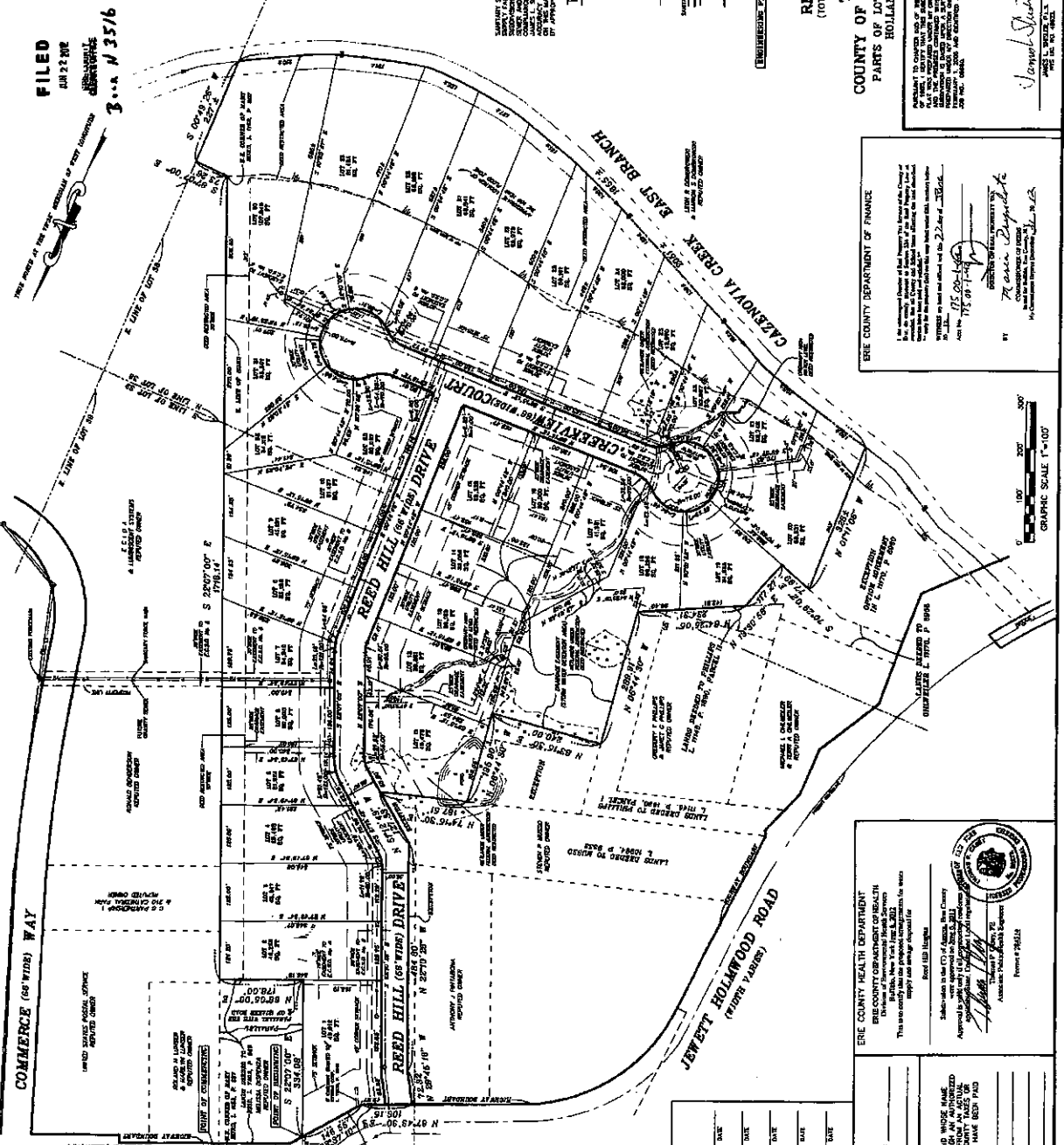
PREPARED BY: JAMES L. SHISLER, I.S., P.C.

REED HILL HEIGHTS
 (TOTAL NUMBER OF SUBLOTS - 35)

TOWN OF AURORA
COUNTY OF ERIE, STATE OF NEW YORK
PARTS OF LOTS 38 & 39 TOWNSHIP 9, RANGE 6
HOLLAND LAND COMPANY'S SURVEY

JAMES L. SHISLER, I.S., P.C.
 PROFESSIONAL LAND SURVEYOR
 WWW.SHISLERLIVE.YORKS.COM
 115 WEST 4TH STREET, SUITE 200
 CHEMUNG, NY 14805
 PHONE: (716) 460-1000
 FAX: (716) 460-1001
 LICENSE NO.: 10000
 EXPIRES: 12/31/2010

Sheet 1 of 1



FILED
 JUN 22 2012
 3:00 P.M. 3516

ERIE COUNTY DEPARTMENT OF FINANCE
 I, the undersigned, Treasurer of Erie County, do hereby certify that the above is a true and correct copy of the original map as filed in the office of the Erie County Department of Finance on the 22nd day of June, 2012.
 BY: *Raine Reynolds*
 Treasurer of Erie County

ERIE COUNTY HEALTH DEPARTMENT
 I, the undersigned, Health Officer of Erie County, do hereby certify that the above is a true and correct copy of the original map as filed in the office of the Erie County Health Department on the 22nd day of June, 2012.
 BY: *[Signature]*
 Health Officer of Erie County

ERIE COUNTY CLERKS OFFICE
 MAP COVER NO. _____ DATE: _____
 COUNTY CLERK: _____

OWNERS CERTIFICATION
 THE OWNER OF LAND SHOWN ON THIS PLAT AND WHOSE NAME IS SET FORTH HEREIN, HEREBY CERTIFIES THAT THIS PLAT AND THE LAND THEREON ARE NOT SUBJECT TO ANY UNPAID TAXES OR LIENS OF ANY KIND, AND THAT ALL STATE, TOWN AND COUNTY TAXES ON SAID PARCELS HAVE BEEN PAID ON THE DATE THIS PLAT WAS FILED.

AGENT: _____ DATE: _____
 OWNER: _____ DATE: _____

THE BOARD OF THE TOWN OF AURORA
 I, the undersigned, Clerk of the Board of the Town of Aurora, do hereby certify that the above is a true and correct copy of the original map as filed in the office of the Erie County Department of Finance on the 22nd day of June, 2012.
 BY: *[Signature]*
 Clerk of the Board of the Town of Aurora

SUPERVISOR
JOLENE M. JEFFE
(716) 652-7590
jjeffe@townofaurora.com



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

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

WS 4

MEMO

To: Town Board
From: Kathleen Moffat
RE: Safety Committee
DATE: March 13, 2013

In October of 2012 Jay Lewandowski, a Sr. Loss Control Specialist from our Worker's Compensation Insurance Carrier (NY State Municipal Workers' Compensation Alliance), visited 300 Gleed Avenue, the Justice Court and the Highway Department to perform a loss control survey of our Town. We received the results on February 19, 2013. The biggest recommendation was the formation of a Safety Committee.

It is my suggestion that a Safety Committee made up of a Town Board member, Secretary to the Supervisor, Town Clerk, Highway Superintendent, a union employee and a non-union employee be established. This committee should meet, at minimum, quarterly and should:

- review workers' comp claims
- review incident reports of both employees and non-employees
- develop a training schedule and evaluate safety training plans
- ensure all safety programs and policies adhere to State and Federal laws and meet PESH requirements

Attached please find a copy of a proposed written policy that summarizes the above. We will convene the first Safety Committee meeting following the adoption of this policy.

Subject	Effective Date	Policy Number
Safety Committee	Application	Supersedes
Approved By	All employees	Page 1 of 1

PURPOSE

To ensure risk assessment and hazard controls are relevant, useful, and effective.

POLICY

A Safety Committee will be in place to ensure all safety programs and policies are up to date, effective and in compliance with State and Federal laws and meet PESH standards.

PROCEDURE

The Safety Committee is to be made up of the following employees: Supervisor, Secretary to the Supervisor, Town Clerk, Highway Superintendent, a union employee and a non-union employee. The Safety Committee will be established annually, at the reorganization meeting held in January.

The Safety Committee will perform annual risk evaluations of the workplace to determine the presence of factors or situations that might place employees at risk. This will include a review of employee accident and illness statistical information (including OSHA/PESH Logs, C-2 Forms, and any incident reports), a physical workplace evaluation, and sample employee questionnaires. The annual risk evaluation will be performed in the fourth quarter of each year. (Appendix 1, 2)

The Safety Committee is responsible for ensuring proper employee training at the time of initial assignment, and annually, during the first quarter. All such training will be documented.

The Safety Committee will review the Workplace Violence Prevention Policy annually and present it to the Town Board for approval at the reorganization meeting in January.

SUPERVISOR
JOLENE M. JEFFE
(716) 652-7590
jjeffe@townofaurora.com



WS-5

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TOWN OF AURORA

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

March 14, 2013

To: Town Board
From: Jolene Jaffe
Cc: Nicole Serra
Re: Water District Debt Refinancing Plan

As I mentioned at our meeting on March 11, a few months ago I requested that Municipal Solutions complete a financial analysis of all of our debt service to determine what bonds should be refinanced. I received a detailed report that indicated the refinance of 14 of our USDA bond issues would result in an estimated savings, *after* related expenses are paid, of approximately \$1,144,881 over the existing terms. These related expenses include bond counsel, services by Municipal Solutions; Moody's rating update, and payment to CPA verification agent. This amount does not include any pay down out of fund balance which would further increase the savings.

The refinancing of these approximately \$16,834,139 in Water District results in several benefits including:

- Savings of well over \$1.1 million.
- Lower administrative costs due to the reduction of 28 separate principal and interest payments transactions each year to just 2 payments.
- The elimination of all of our USDA Rural Development loans decreases the time spent meeting the special compliance requirements and the completion of a compliance audit.

Nicole Serra and I met with Jeff Smith of Municipal Solutions last week and have developed a time line to complete the bond sales in June of this year. The suggested schedule is as follows:

March 11	Jim Bach, Martha Librock, Bryan Smith and I met to review possible future capital needs for all water districts.
March 14	I will meet with the auditors to get preliminary fund balance numbers.
March 28	Nicole and I will meet again with Jeff Smith to review fund balance numbers and future capital needs to determine where and how much fund balance may be wisely used to pay down some of the debt before refinancing.
April 11	A second analysis will be completed with the above information included (pay downs etc.)

April 22	Will present bond resolution to Town Board for approval. No public hearing is held because is it a simple refinance of existing debt.
April 25	Publish 20-day Estoppel Notice.
May 15	Complete required Moody's update.
May 15	20-day Estoppel period ends.
May 29	Bonds will be marketed.
June 20	Estimated closing date.

Attached is the summary of refunding results for your reference and a copy of our complete list of debt service. Please refer to the PDF I sent of the entire 239 page analysis document and let me know if you have any questions. As you look at each analysis, the number used to determine whether or not it is worth refinancing is the 'Percentage savings of refunded bonds'. As a rule, if that percentage is greater than 3.0%, it should be refinanced.

Thank you and I look forward to taking this action that will benefit so many of our residents.

SUPERVISOR
JOLENE M. JEFFE
(716) 652-7590
jjeffe@townofaurora.com



town *WSG* RK
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TOWN OF AURORA

5 South Grove Street, East Aurora, NY 14052
www.townofaurora.com

TOWN COUNCIL MEMBERS

Jeffrey T. Harris
jharris@townofaurora.com

Feb 13, 2013

James F. Collins
jcollins@townofaurora.com

To: Town Board Members

James J. Bach
jbach@townofaurora.com

Susan A. Friess
sfriess@townofaurora.com

I respectfully request that the Town Board amend the 2013 budget to increase the Knox Field Donations Budget line A 2025.20 by \$2,000. The East Aurora Driving Society is donating \$2,000 to Knox Field with the expectation that the Town of Aurora Highway Department will use this amount towards maintaining the equestrian fields to their specifications for Driving Society events. I request that Knox Field labor line A 7189.105 be increased by \$2,000 so that I am able to meet their needs with additional man hours.

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

Sincerely,

RECEIVER OF TAXES
Barbara Halt
(716) 652-7596
tax@townofaurora.com

A handwritten signature in black ink, appearing to read "D. Gunner", written over a horizontal line.

David M Gunner
Superintendent of Highways

SUPT. OF BUILDING
Patrick J. Blizniak
(716) 652-7591
building@townofaurora.com

ASSESSOR
Thelma Hornberger
assessor@townofaurora.com
(716) 652-0011

DIR. OF RECREATION
Peggy M. Cooke
(716) 652-8866
peggy@townofaurora.com

TOWN ATTORNEY
Ronald P. Bennett

TOWN JUSTICE
Douglas W. Marky
Jeffrey P. Markello

HISTORIAN
Robert L. Goller
(716) 652-7944
historian@townofaurora.com

FAX: (716) 652-3507

TDD (716) 714-1001
For the Hearing Impaired

SUPERVISOR
JOLENE M. JEFFE
(716) 652-7590
jeffe@townofaurora.com



town

WS 8

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com

TOWN OF AURORA

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

March 12, 2013

To: Town Board
From: Jolene Jaffe
Cc: Rob Alessi
Re: Library Building Needs and Grant Extension

I met last week with Rob Alessi, the Library Director to discuss the outstanding needs for the Library building and the funds that remain available from the grant used to replace the library roof. After the roof restoration, about \$40,000 remains available. Rob presented to me, in priority order, the remaining needs for the building. We will confirm these needs with the Town Engineer who is very familiar with the Library building needs after completing the SMSI Study. The grant expires in June of 2013. However, it is very likely that they could obtain an extension to allow us to use the remaining money through June of 2014. I have asked the Library Board to move forward with the request for the extension.

If you recall, this is a matching grant so the approximately \$40,000 consists of \$20,000 in grant money and \$20,000 in the Town's match. A few weeks ago, we needed to do a necessary replacement of 2 of the library furnaces to address significant on-going problems with them. The cost for those furnaces was \$4680. We are going to see if that improvement can be covered by the grant as well. The Town's portion of that will end up being \$2340.

I suggest that we come up with the matching funds of \$20,000 in 3 ways: the 2013, the 2014 and remaining from the committed fund balance for Building Capital improvements. In developing the Building R & M budget for 2013, I assumed that approximately \$5900 would be used for library improvements per Rob Alessi (\$2500 restroom floor replacement and \$3400 lighting replacements).

The following is a list needs in order of priority, the estimated cost and the timing for completion.

Improvement	Year	Total Cost	Town Match	Town Match Funding Source
Furnace Replacement (complete)	2013	\$4680	\$2340	2013 Building R & M
Electric Heater	2013	\$1200	\$600	2013 Building R & M
Porch Replacement	2013	\$5300	\$2650	2013 Building R & M
Exterior Lighting & Flag Lighting	2013	\$5000	\$2500	2013 Building R & M
Total for 2013		\$16,180	\$8,090	
Fire Safety System	2014	\$7500	\$3750	2014 Building R & M
Window Replacement (\$60,000 total). Replace ½ now and ½ in future grant.	2014 +	\$30,000	\$15,000	\$5000 2014 Building R & M and \$10,000 from Funds committed to building improvements
Total for 2014		\$37,500	\$18,750	

A.

Except as provided in § 116-37, no habitable vehicle or mobile home shall be stored or used in any district as a temporary or permanent dwelling or for any trade or occupation, whether or not its wheels have been removed and whether or not it has been placed upon a foundation, except under the following conditions:

(1)

It shall be more than 150 feet from each street line and on a lot owned in fee by the occupant of such vehicle or mobile home.

(2)

Not more than one such vehicle or mobile home shall be located on any lot or parcel of land.

(3)

Such vehicle or mobile home shall not be stored, used or occupied for more than one year.

(4)

A permit therefore shall have been granted by the Inspector for not more than one year. The Board of Appeals may extend such period of occupancy and use for not more than six months on any single application therefore.

B.

None of the foregoing provisions shall be construed to prohibit storage of one recreation vehicle, travel or camping trailer, ***in the rear of the lot, (*Delete)** upon which a dwelling has been lawfully erected or in an enclosed permanent building on such lot, provided that such trailer is owned by the occupant of such premises and, while so stored, is not used or occupied for sleeping or dwelling purposes and is not connected with electric, sewer, water or other utilities. ***and further provided that the person so storing such trailer shall notify the Town Clerk, at his office, within 30 days after the commencement of such storage and shall permit inspection of such trailer by any officer or agent of the Town at all reasonable times. (*Delete)**

(1)

Add:

(1) Prohibited Storage of an RV, camping, or travel trailer is as follows:

- a. Within 10 feet of any side yard lot line
- b. Within 50' feet of the road right-of-way.
- c. Within 50' of any rear yard ~~lot~~ line *~~is~~?
- d. Within 45 feet of any side street on a corner lot.

10' makes more sense

WS/0

INTER-MUNICIPAL AGREEMENT

AGREEMENT made this 1 day of January, 2011, by and between

TOWN OF AURORA
5 South Grove Street
East Aurora, New York 14052

hereinafter referred to as "Aurora", and

TOWN OF WALES
12345 Big Tree Road
Wales Center, New York 14169

hereinafter referred to as "Wales".

WHEREAS, Aurora has a Dog Control Officer who services the Town of Aurora in such capacity, and

WHEREAS, the parties have negotiated an Inter-Municipal Agreement whereby the Aurora Dog Control Officer would perform similar duties in the Town of Wales,

NOW, THEREFORE, the parties agree as follows:

1. TERM: This Agreement shall commence on January 1, 2011 and shall terminate on December 31, 2013. This agreement may be terminated at any time by either party by giving written notice not less than ninety (90) days prior to the date of such termination.
2. COMPENSATION AND COSTS: The services rendered by the Dog Control Officer shall be paid as follows:
 - A. \$2,900.00 as an annual administration fee payable on April 1, 2011 and on the 1st day of April for the years 2012 and 2013.

7. IDENTIFICATION: Wales shall supply Aurora with a list of licensed dogs to assist the Dog Control Officer in identifying the owner of a dog picked up for the purpose of contacting as soon as possible.

8. LICENSES: If the Dog Control Officer picks up an unlicensed dog, it must be licensed before it is released to the owner. The policy of Aurora is to license the dog through the system of the Town of Aurora and transfer the license information to the municipality where the dog resides.

9. EFFECTIVE: This Agreement shall be effective upon approval by the governing body of the Town of Aurora and the Town of Wales, and upon execution thereof by the authorized official.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the date and year first above written.

TOWN OF AURORA

By Jolene M. Jeffe
Jolene Jeffe, Supervisor

TOWN OF WALES

By R. Venditti 4/12/11
Rick Venditti, Supervisor

DOG CENSUS NOTICE

WS //

DRAFT

Under Article 7 of the New York State Agricultural and Markets Law, Section 109, all dogs four months or older shall be licensed in the municipality in which they are harbored. In accordance with this law, the Town of Aurora is conducting a dog census of all dogs, licensed and unlicensed, harbored in the town.

Please respond to this dog census by completing the attached Statement of Dog Ownership and either: a) mail or drop off at the Town Clerk's Office – 300 Glead Avenue, E. Aurora, NY 14052; b) leave information on voicemail at the following number 652-3287; or c) forward information via email to dogs@townofaurora.com

Additionally, if you own a dog that is currently unlicensed, you must obtain a license from the Aurora Town Clerk. Office hours are Monday thru Friday 8:30am – 4:30pm. A current rabies certificate (not rabies tag) is required to license your dog, along with a spay/neuter certificate if applicable.

Annual license fees are as follows:
Spayed/Neutered dogs - \$12.00
Unspayed/Unneutered dogs - \$20.00

DRAFT

Please respond by June 1, 2013. Dogs found unlicensed after this date will be assessed an additional \$5.00 census fee.

For additional information, please contact the Town Clerk's Office at (716) 652-3280.

-----CUT ALONG THIS LINE-----

STATEMENT OF DOG OWNERSHIP

I, _____, residing at _____
(please print your name) (number and street)

in the Town of Aurora state that the following information is true and correct as reported:

There are no dogs harbored at this residence.

OR

The dog(s) described below is (are) harbored at the above stated address:

Breed	Male or Female M/F	Year of birth	Spayed or Neutered S/N	Dog's Name	License #

Signature Date

DRAFT