



5A

Change Order

PROJECT: (Name and address)

Aurora Municipal Center
575 Oakwood Avenue &
587 Oakwood Avenue
East aurora, New York 14052

CONTRACT INFORMATION:

Contract For: General Construction and
Site Work Contract
Date: 05/01/2019

CHANGE ORDER INFORMATION:

Change Order Number: 010
Date: 12/12/2019

OWNER: (Name and address)

Town of Aurora
300 Glead Avenue
East Aurora, NY 14052

ARCHITECT: (Name and address)

Fontanese, Folts, Aubrecht, Ernst
Architects, P.C.
6395 West Quaker Street
Orchard Park, NY 14127

CONTRACTOR: (Name and address)

Telco Construction
500 Buffalo Road
East Aurora, NY 14052

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Remove approximately 1,200 sq.ft. of existing concrete floor slab from 587 Oakwood building that is 3-4" below the new finished floor elevation. The area of removed concrete slab will be prepped and a new 4,500 psi concrete floor slab will be poured within +/- 0.50" of the new finished floor elevation. Refer to the attached Change Order Request #11 for supplemental information.

Table with 2 columns: Description and Amount. Rows include original contract sum (\$3,677,000.00), net change by previous orders (\$240,829.00), contract sum prior to this order (\$3,917,829.00), increase by this order (\$17,966.00), and new contract sum (\$3,935,795.00).

The Contract Time will be unchanged by Zero (0) days.
The new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Fontanese, Folts, Aubrecht, Ernst
Architects, P.C.

ARCHITECT (Firm name)

Signature of William A. Heidt
SIGNATURE

William A. Heidt, R.A., Project Architect
PRINTED NAME AND TITLE

12/12/2019
DATE

Telco Construction

CONTRACTOR (Firm name)

Signature of Nick Wells
SIGNATURE

Nick Wells
PRINTED NAME AND TITLE

12/13/19
DATE

Town of Aurora

OWNER (Firm name)

Signature of James J. Bach
SIGNATURE

James J. Bach
PRINTED NAME AND TITLE

DATE

TC TELCO CONSTRUCTION

General Contracting • Construction Management • Design Build

CHANGE ORDER REQUEST #11

Order Date: 12/11/2019
 Ordered By: Nick Wells

Project: Aurora Municipal Center
 575 & 585 Oakwood Avenue
 East Aurora NY 14052

Submitted To: Town of Aurora
 300 Gleed Avenue
 East Aurora NY 14052

The contractor agrees to perform and the owner agrees to pay for the following changes to this contract:

Description of Work	Amount
Change Order #11 The following cost is to remove approximately 1200sf of existing interior concrete slab that has dipped approx. 3-4 inches. Area to be prepped and poured with new 4500psi concrete with wire mesh to bring center of 587 building close to 0.50" +/- finish floor level.	
Telco Construction Carpenter 10 hours at \$85/hour = \$850.00 Ardex 10 bags at \$35/each = \$350.00	1,200.00
3D Concrete Remove, prep and repour concrete See attached proposal	13,550.00
Telco Construction 20%	2,950.00
Performance Bond 1.5%	266.00

Notes

Negative changes will lower the overall contract price requiring no additional payment by owner.

Requested Amount of Change

17,966.00

The original Contract Sum was	3,677,000.00
Net change by previous Change Orders	87,561.00
The Contract Sum prior to this Change Order	3,764,561.00
The Contract Sum will be changed by this Change Order	17,966.00
The new Contract Sum including this Change Order will be	3,782,527.00
The Contract Time will be changed by	0 Days

Not Valid Until Signed By All Parties Below:

Architect:

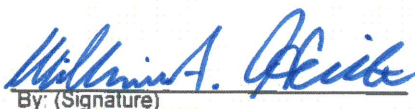
FFAE Architects, P.C.
 6395 W. Quaker Orchard Park

Contractor:

Telco Construction, Inc.
 500 Buffalo Road
 East Aurora NY 14052
 716-805-1520

Owner:

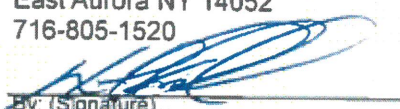
Town of Aurora
 300 Gleed Avenue
 East Aurora NY 14052


 By: (Signature)

William Heidt

By: (Typed Name)

Date: 12/12/19


 By: (Signature)

Nick Wells

By: (Typed Name)

Date: 12/11/2019

By: (Signature)

By: (Typed Name)

Date:

Estimate

3D Concrete, LLC
 3868 main st
 Strykersville, Ny 14145
 Office Phone: 7164819255
 doug3dconcrete@aol.com

Estimate Number: E191211993
 Estimate Date: 12/11/2019
 Payment Terms: Due On Receipt
 Estimate Amount: 13,550.00
 Created By: Douglas Hyman

Billing Address
 Telco- Nick

Shipping Address
 Telco- Nick

Item #	Item Name	Quantity	Unit Price	Taxable	Total
3055	East Aurora Oakwood- Replace Floor Break up and remove existing floor. Add stone. Pour and finish 4500 psi concrete with wire mesh	1.00	12,350.00		12,350.00
3056	Winter Charges December/ January work	1.00	1,200.00		1,200.00

Subtotal: \$ 13,550.00
 Estimate Amount \$ 13,550.00

SUPERVISOR
James J. Bach
(716) 652-7590
jbach@townofaurora.com



5B
1-4

TOWN CLERK
Martha L. Librock
(716) 652-3280
townclerk@townofaurora.com

TOWN OF AURORA
Southside Municipal Center
300 Glead Avenue, East Aurora, NY 14052
www.townofaurora.com

To: Aurora Town Board
From: Martha Librock, Town Clerk
Date: December 17, 2019
Re: AMC Contractor Payments

Please approve the following payments for the Aurora Municipal Center Project. All of the payment applications have been reviewed and approved by Fontanese Folts Aubrecht Ernst:

- Payment No. 4 to Greater Niagara Mechanical Inc. thru 11/30/19 for the Mechanical contract: \$59,375.00
- Payment No. 5 to Mollenberg-Betz, Inc. thru 11/30/19 for the Plumbing/Fire Protection contract: \$119,675.25
- Payment No. 7 to Industrial Power & Lighting thru 11/30/19 for the Electrical contract: \$44,645.22
- Payment No. 7 to Telco Construction, Inc. thru 11/30/19 for the General/Site Work contract: \$273,716.69

SUPERVISOR
James J. Bach
(716) 652-7590
jbach@townofaurora.com



6A
TOWN CLERK
Martha L. Librock
(716) 652-3280
townclerk@townofaurora.com

TOWN OF AURORA
Southside Municipal Center
300 Glead Avenue, East Aurora, NY 14052
www.townofaurora.com

To: Aurora Town Board

From: Martha Librock, Town Clerk

Date: December 19, 2019

Re: Appointments

Please extend all Town appointments to the January 13, 2020 Organizational meeting.

Martha Librock

LB

From: James Bach
Sent: Monday, August 12, 2019 11:02 AM
To: Martha Librock
Subject: FW: Resignation

Follow Up Flag: Follow up
Flag Status: Flagged

-----Original Message-----

From: James W. Whitcomb
Sent: Friday, August 09, 2019 4:35 PM
To: James Bach; Supervisor
Subject: Resignation

Jim: As discussed, I resign as Chairman and as a Member of the Town of Aurora ZBA effective December 31, 2019.

1

It was a pleasure to serve the Town for the past 20+ years.

Jim

Sent from my iPhone

James W. Whitcomb
Partner

Phillips Lytle LLP
One Canalside
125 Main Street
Buffalo, NY 14203-2887
Phone 716 847 7057

2

SUPERVISOR
James J. Bach
(716) 652-7590
jbach@townofaurora.com

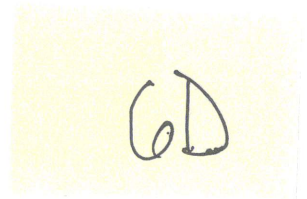


6C
TOWN CLERK
Martha L. Librock
(716) 652-3280
townclerk@townofaurora.com

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

To: Aurora Town Board
From: Martha Librock, Town Clerk
Date: December 19, 2019
Re: ZBA Vacancy

Please consider the appointment of Paul Ernst, Cook Road, E. Aurora, NY to fill Jim Whitcomb's unexpired term (through 12/31/23) on the Zoning Board of Appeals.



December 17, 2019

Proposal No. 11198803-130

James Bach, Supervisor
Town of Aurora
Southside Municipal Center
300 Gleed Avenue
East Aurora, New York 14052

Dear Mr. Bach:

Re: 2020 Town Engineering Services

GHD is pleased to submit our proposal to the Town of Aurora (Town) for Town Engineering Services for the 2020 calendar year.

GHD, in varying capacities and configurations, has been providing Town engineering and related support services to the Town since 1992. During that time, we have developed a unique, detailed knowledge of the Town's issues and infrastructure, and have enjoyed a productive and professional working relationship. We look forward to the continued service of the Town's evolving needs into the future.

1. Town Engineering Support Team

In order to continue providing a high level of responsiveness to the Town, GHD is proposing the following team of experienced and diverse professionals:

William (Bill) Wheeler, PE will serve as the Town's main point of contact and lead for the provision of Town engineering services. Bill has a Bachelor's degree in mechanical engineering and 20 years of general municipal and civil engineering experience.

Gregory (Greg) Keyser will serve as GHD's liaison to Planning Board. Greg has a Bachelor's degree in urban planning and 18 years of relevant municipal experience. He has served as liaison to the Aurora Planning Board since 2007.

Camie Jarrell, PE will provide coordination and support to Bill and Greg, as required, and will make herself available to the Town for general consultation and advice when required. In addition, Camie has provided technical reviews for the Aurora Planning Board and stormwater management design/reviews for the Town. She also serves as client contact and planning board representative for the Town of Lewiston and the Village of Depew, and provides technical reviews for site plans and stormwater projects for the Town of Pendleton.



2. Scope of Services

We have separated our Scope of Services for Town Engineer into four service categories. A detailed description of anticipated tasks, services and fees for each category follows:

2.1 General Engineering Retainer Services

General Engineering Retainer Services represent tasks associated with general municipal consultation and include:

- Advice on technical matters with the Town Board and departments (excluding Planning – see Section 2.2 below)
- General code review interpretation
- General support, advice, and consultation related to Town-operated utilities, as well as utilities operated under lease managed/direct service agreements with outside entities
- Support for development of special district budgets
- General consultation regarding regulatory compliance issues
- Development of preliminary project cost estimates for planning purposes
- Spot inspections at the request of the Town Board or departments
- Attendance at one (1) Town Board or Workshop meeting per month
- Advice and consultation to the Town's MS4 Officer, and attendance at MS4 meetings as requested
- Identification of potential project funding sources as required

Based upon the services outlined above, GHD proposes to provide General Engineering Retainer Services for a lump sum fee of \$6,000, invoiced in equal monthly installments of \$500.

2.2 Planning Board Support Services

GHD will provide continuing support for the Planning Board as we have in prior years. Mr. Keyser will attend all monthly Planning Board meetings, and will provide advice and consultation to the Planning Board on matters that come before it as in past years.

We will provide Planning Board support services at a fixed, discounted hourly rate of \$150 per hour for labor hours expended, to a not-to-exceed upset limit of \$10,000 annually.



2.3 General Municipal Engineering Support Services

The services provided under this category include specific, yet intermittent, services that the Town may need from time to time through the year. Such engineering support services will require a greater level of involvement and effort than provided under the General Engineering Retainer Services outlined in Section 2.1. The services provided under the category of General Municipal Engineering Support Services include, but may not be limited to, the following:

- Site plan reviews, major and minor (fees based on current Town Codes)
- Subdivision reviews, major and minor (fees based on current Town Codes)
- Drainage investigations, Stormwater Pollution Prevention Plans (SWPPP) (fees based on current Town Codes)

Other general engineering support services related to site plan or project-specific engineering, for which fees have not been established within Town codes (for example, PIP services, SWPPP reviews), will be negotiated with the Town on a project-specific basis. GHD will only provide these services as requested and authorized by the Town Supervisor or Board.

2.4 Project Services

The services listed under this category relate to board-approved, specific projects that typically involve or include:

- Capital Improvement Planning (CIP) such as preparation of annual reports on infrastructure condition (e.g., water system, drainage system, facility improvements, roadway improvements)
- Engineering design – detailed cost estimates, development of plans, specifications, and contract documents for capital improvement projects
- Detailed topographic surveys
- Construction administration and resident inspection services

Since the exact nature and extent of these services cannot be determined in advance, we will provide a lump sum proposal for consideration if any Project Services are requested. GHD will proceed with Project Services as directed and only following authorization by the Town.

Should this proposal meet with your approval, please sign the attached Professional Terms and Conditions and return a copy to us for our files.



Thank you for the opportunity to submit this proposal. Please feel free to contact us with any questions.
We look forward to continuing our relationship with the Town.

Sincerely,

GHD

A handwritten signature in black ink, appearing to read 'William W. Wheeler'.

William W. Wheeler, PE
Project Manager

WWW/las/1

Attachment

cc: Camie L. Jarrell, PE – GHD
Mr. Gregory D. Keyser – GHD
Filing: Corr.

Professional Terms and Conditions

GHD Consulting Services Inc. ("GHD") and Client (as set out below) agree that any professional services performed by GHD for Client, relating to the scope of work, will be on the following standard terms:

1. Invoices for services rendered will be issued monthly payable on receipt. ~~Amounts due will be increased at the rate of 1 1/2 percent per month after 30 days.~~ GHD reserves the right, without penalty, to discontinue services in the event of non-payment of undisputed amounts.
2. GHD maintains statutory workers compensation insurance, and professional, pollution, general, auto, and employers liability insurance which GHD deems adequate. Certificates of insurance shall be provided on request.
3. GHD's services are solely for Client's benefit and may not be relied upon by any third party without GHD's express written consent. Any use, change, or distribution of Work Product without the written consent of GHD shall be at Client's risk and will not give rise to liability of GHD.
4. GHD shall perform its professional services in the manner consistent with the level of care and skill ordinarily exercised by other professional firms acting under similar circumstances and at similar times. GHD makes no other warranty, implied or expressed.
5. GHD shall indemnify and hold harmless Client for its services to the extent GHD's neglect or willful misconduct causes liability for the Client. Neither party shall be liable for any consequential loss, injury or damages suffered by the other party, including but not limited to loss of use, earnings, and business interruption.
6. To the maximum extent permitted by law, GHD's liability and that of its employees, agents, directors, officers, and subcontractors to Client due to any negligent acts, errors or omissions, shall not exceed \$1,000,000, except as to damages resulting from the gross negligence or willful misconduct of GHD.
7. Client acknowledges that the pre-existing presence, if any, of pollutants, and other potentially hazardous conditions at the project site were not caused by or are not the responsibility of GHD, and that this contractual arrangement does not transfer any legal responsibilities for such conditions to GHD.
8. GHD may terminate this Agreement for nonpayment or other default by Client. Terms agreed to under this Agreement shall survive any such termination.
9. Client hereby agrees that this agreement may be assigned to another entity within the GHD group of companies that will be directly or indirectly wholly-owned by GHD Group Pty Ltd. (a "Related Entity"). Any such Related Entity shall assume all of GHD's liabilities, duties and obligations in, to, and under this Agreement. Client hereby agrees that this assignment may be effected without any further notice or action on the part of GHD. Upon request, Client agrees to execute and deliver any further documents as may be reasonably requested by GHD or its successor to evidence such consent and/or assignment.

These Terms and Conditions are hereby accepted this _____ day of _____, 201_.

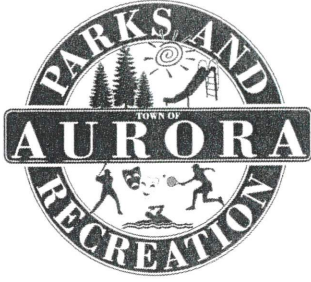
Client Signature:

Name of Company: Town of Aurora

Per: _____

Title: _____

I have authority to bind the Corporation



**Town of Aurora
Department of Parks & Recreation**

300 Glead Avenue
East Aurora, New York 14052

Handwritten initials "GE" in black ink.

) 652-8866
) 652-5646

recreation@townofaurora.com
www.aurorarec.com

To: Town Board
From: Chris Musshafen
Date: 12/18/2019
Re: Budget Line Increase Request

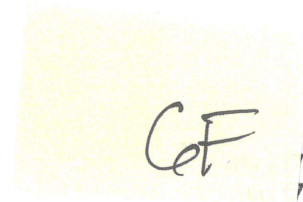
Approval is requested to increase the lines listed below to reflect the additional revenue generated by participation in programs. We brought back one of our former craft programs and ran it during the month of December.

Increase Line	Description	Amount Increased	New Balance
A00-2056-0000-0000	Youth Ed. Revenue	\$ 1,170.00	\$ 15,331.00
A00-7310-0400-0001	Youth Vendor	\$ 1,170.00	\$ 13,681.00



**Town of Aurora
Department of Parks & Recreation**

300 Gleed Avenue
East Aurora, New York 14052



(716) 652-8866
(716) 652-5646

recreation@townofaurora.com
www.aurorarec.com

To: Town Board
From: Chris Musshafen
Date: 12/18/2019
Re: Wage Rate Increase Dean Rignel 2020

Approval is requested to increase the wages of the Dean Rignel, listed below, on 12/31/19. This wage increase complies with the pay rate chart for 2020 that was approved during the budget process and last board meeting. Dean was erroneously left off the last memo.

<u>Employee</u>	<u>Position</u>	<u>Old Rate</u>	<u>New Rate</u>
Dean Rignel	Lifeguard PT	\$11.40	\$12.10

SUPERVISOR
James J. Bach
(716) 652-7590
jbach@townofaurora.com



GG
www.townofaurora.com

TOWN CLERK
Artha L. Libroch
(716) 652-3280
townofaurora.com

TOWN OF AURORA
Southside Municipal Center
300 Glead Avenue, East Aurora, NY 14052
www.townofaurora.com
December 18, 2019

To: The Town Board
Re: Promotion of Justin Smith

I respectfully request the promotion of Justin Smith from Truck Driver to Motor Equipment Operator, effective January 1, 2020. His rate of pay will increase to \$28.89 on January 1, 2020. He has successfully completed all of the requirements to be considered for this position. He has proven himself to be a competent and dependable truck driver and laborer. Most recently, Justin worked on the North Grove Bridge culvert replacement project. The hours were long and difficult, but he proved to be an asset to our highway department!

Sincerely,

A handwritten signature in black ink, appearing to read "David Gunner".

David Gunner
Highway Superintendent

SUPERVISOR
James J. Bach
(716) 652-7590
jbach@townofaurora.com



6H

TOWN CLERK
Bartha L. Librocco
(716) 652-3280
www.townofaurora.com

TOWN OF AURORA
Southside Municipal Center
300 Gleed Avenue, East Aurora, NY 14052
www.townofaurora.com
December 18, 2019

To: The Town Board
Re: Promotion of Michael Evens

I respectfully request the promotion of Michael Evens from Truck Driver to Motor Equipment Operator, effective March 7, 2020. His rate of pay will increase to \$28.89. He has successfully completed all of the requirements to be considered for this position. Throughout his time here, Michael has always been willing to take on new roles and responsibilities. He holds the sole pesticide operator license for the town and he is very proactive about taking classes to remain certified and gain knowledge about invasive plants and pesticide safety. He is also very knowledgeable about our water districts. Prior to turning them over to the county, he held a water license for the town. He was instrumental in all of our required water testing and he was responsible for doing repair work at the Castle Hill Water Pump Station. He is currently taking on shop mechanic duties at my request.

A handwritten signature in black ink, appearing to read "David Gunner".

David Gunner
Highway Superintendent

Drescher & Malecki LLP
3083 William Street, Suite 5
Buffalo, New York 14227
Telephone: 716.565.2299
Fax: 716.565.2201



Certified Public Accountants

December 10, 2019

Honorable James J. Bach, Supervisor
Town of Aurora
300 Glead Avenue
East Aurora, New York 14052

Dear Supervisor Bach:

You have requested that we prepare the Annual Financial Report Update Document for the Town of Aurora, County of Erie, New York (the "Town") as of and for the year ended December 31, 2019 and perform a compilation engagement with respect to the Annual Financial Report Update Document. We are pleased to confirm our acceptance and our understanding of this engagement by means of this letter.

Our Responsibilities

The objective of our engagement is to prepare the Annual Financial Report Update Document in the form prescribed by the Office of the State Comptroller of the State of New York based on information provided by you. We will utilize your representation without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the Annual Financial Report Update Document in order for them to be in accordance with the form prescribed by the Office of the State Comptroller of the State of New York.

We will conduct our compilation engagement in accordance with Statements on Standards for Accounting and Review Services ("SSARS") promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants ("AICPA") and comply with the AICPA's Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence, and due care.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion nor provide any assurance on the Annual Financial Report Update Document.

Our engagement cannot be relied upon to identify or disclose any misstatements to the Annual Financial Report Update Document, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations.

Your Responsibilities

The engagement to be performed is conducted on the basis that you acknowledge and understand that our role is to assist you in the presentation of financial information in accordance with the form prescribed by the Office of the State Comptroller of the State of New York. You have the following overall responsibilities that are fundamental to our undertaking the engagement in accordance with SSARS:

1. The form prescribed by the Office of the State Comptroller of the State of New York will be the financial reporting framework to be applied in the preparation of the Annual Financial Report Update Document.
2. The preparation and fair presentation of Annual Financial Report Update Document in accordance with form prescribed by the Office of the State Comptroller of the State of New York.
3. The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the Annual Financial Report Update Document.
4. The prevention and detection of fraud.
5. To ensure that the entity complies with the laws and regulations applicable to its activities.
6. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement.
7. To provide us with:
 - a. Access to all information of which you are aware is relevant to the preparation and fair presentation of the Annual Financial Report Update Document, such as records, documentation, and other matters.
 - b. Additional information that we may request from you for the purpose of the compilation engagement.
 - c. Unrestricted access to persons within the entity of whom we determine it necessary to make inquiries.

You are also responsible for all management decisions and responsibilities and for designating an individual with suitable skills, knowledge, and experience to oversee our preparation of your Annual Financial Report Update Document. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services.

Our Report

As part of our engagement, we will issue a report that will state that we did not audit or review the Annual Financial Report Update Document and that, accordingly, we do not express an opinion, a conclusion, nor provide any assurance on them. There may be circumstances in which the report differs from the expected form and content.

You agree to include our accountant's compilation report in any document containing the Annual Financial Report Update Document that indicates that we have performed a compilation engagement on such Annual Financial Report Update Document and, prior to inclusion of the report, to ask our permission to do so.

Other Relevant Information

If for any reason, we are unable to complete the compilation of your Annual Financial Report Update Document, we will not issue a report on such document as a result of this engagement.

Carl A. Widmer is the engagement partner for the services specified in this letter. His responsibilities include supervising Drescher & Malecki LLP's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the accountant's report.

Our fee for these services is included within another communication to the Town Supervisor dated December 10, 2019. However, if we encounter unexpected circumstances that require us to devote more staff time to the engagement than anticipated, we will discuss the matter with you.

You agree to hold us harmless and release, indemnify, and defend us from any liability or costs, including attorney's fees, resulting from management's knowing misrepresentations to us or resulting from actions against us by third parties relying on the Annual Financial Report Update Document described herein except for our own intentional wrongdoing.

We look forward to a continued relationship with your organization, and we are available to discuss the contents of this letter or other professional services you may desire.

Please sign and return the attached copy of this letter to indicate your acknowledgement of, and agreement with, the arrangements for our engagement to compile the financial information described herein and to perform a compilation engagement with respect to those same financial statements, and our respective responsibilities.

Respectfully,

Drescher & Malecki LLP

RESPONSE:

This letter correctly sets forth our understanding.

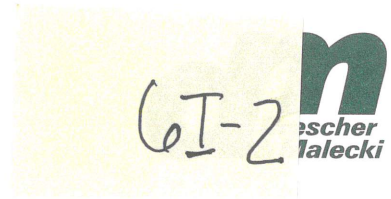
Town of Aurora, New York

Acknowledged and agreed on behalf of Town of Aurora, New York

By: _____

Title: _____

Date: _____



Certified Public Accountants

December 10, 2019

Honorable James J. Bach, Supervisor
Town of Aurora
300 Gleed Avenue
East Aurora, New York 14052

Dear Supervisor Bach:

The following represents our understanding of the services we will provide the Town of Aurora, New York (the "Town").

You have requested that we audit the governmental activities, each major fund, and the aggregate remaining fund information of the Town, as of December 31, 2019, and for the year then ended and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audit will be conducted with the objective of our expressing an opinion on each opinion unit applicable to those basic financial statements.

Accounting principles generally accepted in the United States of America, ("U.S. GAAP"), as promulgated by the Governmental Accounting Standards Board ("GASB") require that supplementary information, such as management's discussion and analysis, the schedule of the local government's proportionate share of the net pension liability/(asset) – retirement systems, the schedule of the local government's contributions – retirement systems, schedule of changes in the total OPEB liability and related ratios, and certain budgetary comparison schedules be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the GASB, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information ("RSI") in accordance with auditing standards generally accepted in the United States of America, (U.S. GAAS). These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by U.S. GAAP. This RSI will be subjected to certain limited procedures but will not be audited:

- Management's Discussion and Analysis
- Schedule of Changes in the Town's Total OPEB Liability and Related Ratios
- Schedule of the Local Government's Proportionate Share of the Net Pension Liability/(Asset)—Retirement Systems
- Schedule of the Local Government's Contributions—Retirement Systems
- Required Supplementary Budgetary Comparison Schedule—General Fund and each major special revenue fund with a legally adopted budget

Supplementary information other than RSI will accompany the Town's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and perform certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with U.S. GAAS. We intend to provide an opinion on the following supplementary information in relation to the basic financial statements as a whole:

- Combining Balance Sheet—Nonmajor Governmental Funds
- Combining Statement of Revenues, Expenditures and Changes in Fund Balances—Nonmajor Governmental Funds
- Budgetary Comparison Schedule—Each nonmajor special revenue fund with a legally adopted budget

Also, the Comprehensive Annual Financial Report (“CAFR”) we submit to you will include the following other additional information that will not be subjected to the auditing procedures applied in our audit of the basic financial statements:

- Introductory and Statistical Sections

Audit of the Financial Statements

We will conduct our audit in accordance with U.S. GAAS and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the basic financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements.

An audit also includes evaluating the appropriateness of accounting policies used, and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the basic financial statements. If appropriate, our procedures will therefore include tests of documentary evidence that support the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of cash, investments, and certain other assets and liabilities by correspondence with creditors and financial institutions. As part of our audit process, we will request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the basic financial statements and related matters.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements or noncompliance (whether caused by errors, fraudulent financial reporting, misappropriation of assets, detected abuse, or violations of laws or governmental regulations) may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and *Government Auditing Standards*. Please note that the determination of abuse is subjective and *Government Auditing Standards* does not require auditors to detect abuse.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the basic financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit. Our responsibility as auditors is, of course, limited to the period covered by our audit and does not extend to any other periods.

We will issue a written report upon completion of our audit of the Town's basic financial statements. Our report will be addressed to the governing body of the Town. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance over financial reporting will not be an objective of the audit and, therefore, no such opinion will be expressed.

Compliance with Laws and Regulations

As previously discussed, as part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we will perform tests of the Town's compliance with the provisions of applicable laws, regulations, contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Management Responsibilities

Our audit will be conducted on the basis that management acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
2. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
3. To provide us with:
 - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, and relevant to federal and state transportation assistance award programs, such as records, documentation, and other matters;
 - b. Additional information that we may request from management for the purpose of the audit; and
 - c. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
4. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole;
5. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;

6. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
7. For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in internal control and others where fraud could have a material effect on compliance;
8. For the accuracy and completeness of all information provided;
9. For taking reasonable measures to safeguard protected personally identifiable and other sensitive information; and
10. For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility: (a) for the preparation of the supplementary information in accordance with the applicable criteria; (b) to provide us with the appropriate written representations regarding supplementary information; (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information; and (d) to present the supplementary information with the audited financial statements, or if the supplementary information will not be presented with the audited financial statements, to make the audited basic financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management written confirmation concerning representations made to us in connection with the audit.

We understand that your employees will prepare all confirmations we request and will locate any documents or invoices selected by us for testing.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Fees and Timing

The anticipated timing of our audit will be scheduled for performance and completion as follows:

	<u>Begin</u>	<u>Targeted for Completion</u>
Audit Performance Schedule:		
Planning audit procedures	December 9	December 12
Year-end audit procedures	March 2	March 20
Audit Communications:		
Report on audit (including communications to the Town Board)		1 st Board Meeting in May
Significant deficiencies or material weaknesses, if any, and other management comments		1 st Board Meeting in May

The aforementioned schedule is based on our prior discussions, should you wish to schedule differently, we believe we can accommodate you. Assistance to be supplied by the Town's personnel, including preparation of schedules and analyses of accounts, will be described in a separate communication. Timely completion of the Town's work will facilitate the completion of our audit by the targeted completion dates. Appendix A provides a description of circumstances that could significantly change the targeted completion dates.

Carl A. Widmer is the engagement partner for the audit services specified in this letter. His responsibilities include supervising Drescher and Malecki LLP's ("D&M") services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Our fees will be billed as work progresses and are based on the anticipated amount of time required to complete. We estimate our fees for the aforementioned audit services relating to the basic financial statements will not exceed \$19,475, inclusive of expenses for the audit of the year ending December 31, 2019. Our fees will be payable as work is performed. To the extent that certain circumstances, as listed in Appendix A, arise during the engagement, our fee estimate may be affected and additional fees may be necessary.

Other Services

Upon request, D&M will audit the Statement of Changes in Cash Balances and Statements of Cash Receipts and Cash Disbursements for the Receiver of Taxes, Town Clerk, Town Justices and Recreation Department for the year ended December 31, 2019.

In addition to the audit services described above, based on information in the Town's trial balance, we will also provide certain nonattest services for the year ending December 31, 2019 including:

- Assist the Town in the preparation of the basic financial statements.
- Assist the Town in preparation of the Statement of Changes in Cash Balances and Statement of Cash Receipts and Cash Disbursements for the Town Clerk/Receiver of Taxes, Town Justices (2) and Recreation Department.
- Assist the Town in the compilation of the Comprehensive Annual Financial Report.
- Assist the Town in the compilation of the Annual Update Document with the New York State Comptroller.
- Review and provide editorial comments to the Town's Management Discussion and Analysis.
- Address routine accounting and auditing inquiries throughout the year including applicability of GASB pronouncements to the Town.

With respect to any nonattest services we perform, the Town's management is responsible for (a) making all management decisions and performing all management functions; (b) designating Kathleen Moffat, Assistant to the Supervisor, whom we believe has suitable skill, knowledge and/or experience to oversee these services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

Governmental Auditing Standards require that we document an assessment of the skills, knowledge, and experience of management, should we participate in any form of preparation of the basic financial statements and related schedules or disclosures as these accounts are deemed non-audit services.

Our fees for the additional services are as follows. We will audit the cash receipts and disbursements for the aforementioned departments within the Town at estimated fees not to exceed \$1,350 per department (5), inclusive of expenses. We will compile the Town's Comprehensive Annual Financial Report, our estimated fee for such service amounts to \$2,150. We will also assist the Town in compiling the Annual Update Document with the New York State Comptroller at estimated fees not to exceed \$1,325.

If it should become necessary for the Town to request D&M to render any additional services, such services would be submitted to the Supervisor for approval prior to D&M commencing such services. Our 2020 hourly rates for those services would be as follows: Partner \$200/hr.; Manager \$150/hr.; Supervisory Staff/\$125/hr.; and, Staff \$100/hr.

Other Matters

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

The audit documentation for this engagement is the property of D&M and constitutes confidential information. However, we may be requested to make certain audit documentation available to regulators and agencies and the U.S Government Accountability Office pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of D&M's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to these agencies and regulators. The regulators and agencies may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies. We agree to retain our audit documentation or workpapers for a period of at least five years from the date of our report.

Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

During the course of the audit we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

You agree to inform us of facts that may affect the financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

At the conclusion of our audit engagement, we will communicate to the Town Board the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;

- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management’s consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

In accordance with the requirements of *Government Auditing Standards*, we have attached a copy of our latest external peer review report of our firm dated May 22, 2018 as Appendix B for your consideration and files.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the basic financial statements including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Respectfully,

Drescher & Malecki LLP

* * * * *

RESPONSE:

This letter correctly sets forth our understanding.

Town of Aurora, New York

Acknowledged and agreed on behalf of the Town of Aurora, New York

By: _____

Title: _____

Date: _____

APPENDIX A

Town of Aurora, New York Circumstances Affecting Timing and Fee Estimate Year Ending December 31, 2019

The estimate of our fees is based on certain assumptions. To the extent that certain circumstances as listed in this Appendix arise during the engagement, our fee estimate may be significantly affected and additional fees may be necessary. We will notify you of circumstances that we encounter that could significantly affect our estimate and discuss with you any additional fees, as necessary, which would be subject to approval by the Town's Board. Such circumstances include but are not limited to the following:

1. Changes to the timing of the engagement at the Town's request. Changes to the timing of the engagement usually require reassignment of personnel used by Drescher & Malecki LLP ("D&M") in the performance of services hereunder. However, because it is often difficult to reassign individuals to other engagements, D&M may incur significant unanticipated costs.
2. All audit schedules are not (a) provided by the Town on the date requested, (b) completed in a format acceptable to D&M (c) mathematically correct, or (d) in agreement with the appropriate Town records (e.g., general ledger accounts). D&M will provide the Town with a separate listing of required schedules and deadlines.
3. Weaknesses in the internal control structure.
4. Significant new issues or changes as follows:
 - a. Significant new accounting issues that require an unusual amount of time to resolve.
 - b. Significant changes in accounting policies or practices from those used in prior years.
 - c. Significant changes or transactions that occur prior to the issuance of our reports.
 - d. Significant changes in the Town's accounting personnel, their responsibilities, or their availability.
 - e. Significant changes in auditing requirements set by regulators.
5. Significant delays in the Town's assistance in the engagement or delays by the Town in reconciling variances as request by D&M. All invoices, contracts, and other documents, which we will identify for the Town, are not located by the Town's personnel or made ready for our easy access.
6. Deterioration in the quality of the Town's accounting records during the current-year engagement in comparison with the prior-year engagement.
7. The procedures necessary to adopt new Governmental Accounting Standards Board Statements have not been completed by Town personnel.
8. A significant level of proposed audit adjustments are identified during our audit.
9. Changes in audit scope caused by events that are beyond our control.



Report on the Firm's System of Quality Control

May 22, 2018

To the Partners of Drescher & Malecki LLP
and the Peer Review Committee of the Pennsylvania Institute of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Drescher & Malecki LLP (the firm) in effect for the year ended December 31, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards). A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Drescher & Malecki LLP in effect for the year ended December 31, 2017, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Drescher & Malecki LLP has received a peer review rating of *pass*.

Eide Bailly LLP

What inspires you, inspires us. eidebailly.com

Member Participation Agreement

Member: **Town of Aurora**

Agent: **Direct Account**

Participation Period: **January 1, 2020 to December 31, 2021**

The New York State Municipal Workers' Compensation Alliance (Comp Alliance) is a group self-insurance program – a network of municipal employers that have joined together for the purpose of providing the workers' compensation and employers' liability coverages required by New York State Law. By participating in the Comp Alliance, you are pooling your resources with other municipalities in New York State to obtain workers' compensation coverage for your employees, leading to lower administrative costs, diligent claims management and loss control services specifically tailored to the unique risks faced by municipalities. As a member of the Comp Alliance, there are certain legal responsibilities that you must be aware of and which remain enforceable even in the event of withdrawal from the Comp Alliance. Please review this participation agreement carefully and contact the Comp Alliance with any questions.

How Group Self-Insurance Works: Each member of the Comp Alliance makes an annual funding contribution that is used to pay for claims incurred during the year over the lifetime of the claim. To help ensure that the funding contributions remain fair, they are designed to reflect each member's projected ultimate costs of claims based on their loss experience and payroll. Funds that are not used to pay claims during the year are placed in reserve to pay the future costs of the claims. These future funds are invested so that the interest received can help offset the future costs of the claims. In the event that there are surplus funds after all future liabilities are determined, the excess may be used to offset future rates or be paid back to the member. Conversely, in the event that the funds are not sufficient to pay future liabilities, members may be called upon to pay a supplemental assessment. To protect against this possibility, the Comp Alliance makes every effort to accurately determine the future liabilities of the program to ensure that its assets are sufficient to pay its total liabilities.

Joint and Several Liability

Each member shall be responsible, jointly and severally, for all liabilities of the Plan under the Workers' Compensation Law and all rules and regulations enacted pursuant thereto incurred during its respective period of membership in the Comp Alliance.

A supplemental assessment may be levied in the event that the Comp Alliance does not have sufficient assets to meet its anticipated liabilities. The Comp Alliance works diligently to protect against this possibility by ensuring the annual funding contribution collected from members is sufficient to meet its anticipated liabilities each year. It also strives to maintain a modest surplus that may be used to offset any assessment that is required. In the event that supplemental assessments shall ever be required for any given year, the assessments will be distributed equitably among members for that year in accordance with a plan adopted by the Board of Trustees. The proportionate share of the members funding contribution and ultimate loss for the year in question will be considered in distributing the assessment.

Executive Director: Michael Kenneally
518-465-0128

Claims: Howard Bitner

516-750-9376

Member Services: Aaron Reader

866-697-7665

A. Coverages Provided by the Comp Alliance

Workers' Compensation Coverage: provides medical and indemnity (lost time) benefits to employees who are injured in the course of their employment with the municipality.

Employers' Liability Coverage: provides coverage for third party actions that are brought against the municipalities arising out of an injury to a municipal employee that occurred in course of his or her employment.

The Comp Alliance provides both Workers' Compensation Coverage and Employers' Liability Coverage pursuant to the New York State Workers' Compensation Law.

- The Comp Alliance will pay the medical and indemnity benefits required of its members by the Workers' Compensation Law for injuries to employees that arise out of the employment of its employees.
- The Comp Alliance will defend any claim or proceeding against its members for benefits payable under the Workers' Compensation Law.
- The Comp Alliance will pay amounts that its members are obligated to pay to third parties that arise from an injury to an employee caused by an event that occurred in the course of this agreement (Employer Liability payments).
- The Comp Alliance will not pay any amounts that the employer is not obligated to pay under the Workers' Compensation Law, or the rules and regulations adopted pursuant thereto. This includes any payments, or portion thereof, that a member may make that are covered by other insurance that the member may maintain, or that the employer may extend to its employees.
- The Comp Alliance will only make indemnity payments up to the amounts awarded by the Workers' Compensation Board. Any member who has in place a "full pay" or similar policy that grants a greater benefit to its employees will be solely liable for the difference between the amounts so paid and the amounts awarded by the Workers' Compensation Board.

B. Member Responsibilities

The responsibilities of each member are set forth in detail in the Plan Document. Each member is responsible for knowing its obligations to the Comp Alliance. As a member of the Comp Alliance, you agree to accept and be bound by the terms, conditions and provisions of the Plan Document and Bylaws of the Comp Alliance, and by the New York State Workers' Compensation Law and the regulations promulgated pursuant thereto.

Pursuant to the Plan Document, each member:

- agrees to cooperate with the plan and furnish information necessary for the administration of the plan.
- will timely pay all necessary funding contributions, supplemental assessments and NYS assessments.
- will keep accurate records of all workers' compensation and employers' liability claims.
- is responsible for the prompt reporting of the claims.
- will timely and accurately report its quarterly payroll to the Comp Alliance for NYS assessments.
- will assist the Comp Alliance with the reconciliation of payroll reported on form GA-4 each quarter.

Executive Director: Michael Kenneally
518-465-0128

Claims: Howard Bitner
516-750-9376

Member Services: Aaron Reader
866-697-7665

C. Services Provided by the Comp Alliance

The Comp Alliance is a full service, workers' compensation program that provides not only for the payment of claims, but a host of other services to help its members understand the workers' compensation law, their responsibilities, and how to minimize losses in the workplace. Among the services provided by the Comp Alliance are:

Claims Administration:

- Assist members with the implementation of an internal claims reporting system and, as necessary, train members' personnel to ensure the ongoing effectiveness of the reporting system.
- Review and, as necessary, investigate all reported claims to determine compensability
- Prepare and distribute checks for appropriate payment of medical, lost time benefits and expenses.
- Monitor medical treatment and review all medical bills in an effort to minimize medical costs.
- Pursue subrogation whenever it is reasonably anticipated that the Plan may be reimbursed for payments made.
- Provide each member with loss run on quarterly basis, which shall include, at a minimum, the: file/claim number; date of accident; name and occupation of injured employee/claimant; description of accident; type of injury/body part; status of claim and classification/severity code; and total medical, indemnity and expense incurred, including payments plus outstanding reserves established by the Plan Manager.
- Represent municipality before the workers' compensation board

Loss Control Services

- Loss control inspections to all of members on a regular, recurring basis
- Distribution of information on the establishment and maintenance of safety committees
- Development and training on best practice policies and procedures

Member Services

- Educate members on the changes to Workers' Compensation Law
- Interactive Website with information and resources on Workers' Compensation Law, municipal risk management,
- Online claims portal to allow members access to their claims information (in development).

D. Purpose of Agreement:

The purpose of this Participation Agreement ("the Agreement") is to set forth the respective responsibilities of the Comp Alliance and its members for the efficient and economical evaluation, processing, administration, defense and payment of claims for workers' compensation payments and employers' liability payments through self-insurance and otherwise. The rights and responsibilities set forth in this agreement shall at all times be subject to, and read in conjunction with, the rights, duties and responsibilities of set forth in the Plan Document, the New York State Workers' Compensation Law and all applicable rules, regulations and procedures promulgated by the Workers' Compensation Board of the State of New York.

Executive Director: Michael Kenneally
518-465-0128

Claims: Howard Bitner
516-750-9376

Member Services: Aaron Reader
866-697-7665

E. Assessments payable to the Workers' Compensation Board

All members are required to pay an assessment to the New York State Workers' Compensation Board to fund its administration and operations. Until such time as the Workers' Compensation Board implements a system of direct employer charges, the Comp Alliance is required to collect and pay this amount on behalf of its members.

The assessment is charged on a quarterly basis, and is based upon the member's reported payroll for each quarter. This charge is separate from your funding contribution to the Comp Alliance, and an estimated, annual assessment fee is collected from each member with its yearly funding contribution. The collection of an estimated amount up front is necessary to comply with the strict payment schedule set by the Workers' Compensation Board and to help protect members from costly penalties resulting from late reporting and payment.

The assessment that is charged by the Workers' Compensation Board each quarter is based upon the member's actual payroll for the quarter, as reported to the Comp Alliance on form GA-4. Since the actual payroll reported each quarter may deviate from the payroll used to estimate the member's annual assessment charge, the Comp Alliance will reconcile the assessment charges paid on your behalf with the amount that we have collected. The reconciliation will show whether the member's estimated assessment is adequate to cover the *actual* assessment. Where the amount collected (estimated assessment) is more than the actual amount paid out, the member will receive a credit towards the following year's estimated assessment. Where the amount collected is less than the actual amount paid out, the member will receive a debit on the following year's assessment.

The payroll submitted by each member on form GA-4 will be reconciled against the payroll it submits to the NYS Department of Taxation and Finance by the Workers' Compensation Board each quarter. The Comp Alliance will receive this reconciliation and members will be called upon to assist the Comp Alliance in clarifying any discrepancies. The Comp Alliance will then submit a reconciliation report to the Workers' Compensation Board explaining any discrepancies along with a payment, if necessary, for the difference owed to the Workers' Compensation Board from the particular member's assessment funds.

Members who withdraw from the Comp Alliance program remain responsible for any assessments due and owing to the Workers' Compensation Board for the period of time that they were a member. Members who withdraw from the Comp Alliance will receive any overpayments after the assessment for the last quarter of their membership has been paid.

In witness whereof, the parties have executed this participation agreement intending to fully bound by its terms and conditions.

Member: Town of Aurora

Date: _____

By: _____

Name: _____

Title: _____

Comp Alliance

Date: November 27, 2019

By: *Michael Kenneally*

Name: Michael Kenneally

Title: Executive Director

Executive Director: Michael Kenneally
518-465-0128

Claims: Howard Bitner

516-750-9376

Member Services: Aaron Reader

866-697-7665



TOWN OF AURORA SENIOR CENTER

101 King Street, Suite A
East Aurora, New York 14052
Phone: (716) 652-7934
Fax: (716) 652-9083

6K

MEMO

TO: SUPERVISOR JAMES BACH & TOWN BOARD MEMBERS

FROM: DONNA BODEKOR, SENIOR CITIZEN RECREATION LEADER

DATE: December 12, 2019

I am asking the Town Board to accept a donation of \$1000.00 from Lillian Morgan . I would like the money to be placed in our line TA1000.900. She would like the donation to be used assist in the purchase of our new computers for the computer lab.

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RESOLUTION

The following resolution was moved by _____ and seconded by _____
_____:

WHEREAS, protecting the people from harm by enforcing the rule of law is the foundational role of government, and

WHEREAS, County governments are vested by the State of New York with the responsibility to protect the most vulnerable among us, including the socioeconomically disadvantaged, the disabled, the elderly, and children; and

WHEREAS, no group is more vulnerable than the victims of crime, and a just society demands that crime victims should be recognized as key participants within the criminal justice system and be treated with dignity, fairness, and respect; and,

WHEREAS, for the past twenty-five years the State of New York has committed itself to reducing crime, and has succeeded as evidenced by official U.S. Department of Justice Uniform Crime Reporting Statistics showing that New York transformed from the second most dangerous state in America in the early 1990s to the safest large state in America by the early 2000s; and

WHEREAS, in the final stages of adopting its FY 2020 budget, the State of New York enacted sweeping criminal justice reforms including the elimination of cash bail for many specific enumerated crimes and the imposition of stringent discovery mandates on police and prosecutors; and

WHEREAS, under bail reform, beginning January 1, 2020, judges will be stripped of their discretion to set bail for many specific enumerated crimes, which means those suspected of committing these crimes can no longer be held in jail after their arrest, regardless of the strength of the case against these defendants, or the length of the potential sentence faced by these defendants, or the extent of the harm allegedly caused by these defendants, and instead these defendants will be released back into the general public; and

WHEREAS, these crimes include those that result in the deaths of innocent people, including several subcategories of homicide and manslaughter, resulting in those responsible for these deaths being released back into the community of grieving families; and

WHEREAS, these crimes include Making a Terroristic Threat and Money Laundering in Support of Terrorism in the Third and Fourth degree, resulting in those alleged to have supported terrorism in this manner, or who have threatened to commit acts of terrorism, being released immediately from police custody; and

WHEREAS, these crimes include Promoting an Obscene Sexual Performance by a Child; Possessing an Obscene Sexual Performance by a Child; Failure to Register as a Sex Offender; and Patronizing a Person for Prostitution in a School Zone, resulting in suspected child predators being released and returning into our community; and

WHEREAS, these crimes include Aggravated Assault Upon a Person Less than Eleven Years Old; Reckless Assault of a Child by a Daycare Provider; Criminal Sale of a Controlled Substance to a Child;

Abandonment of a Child; and Criminal Possession of a Weapon on School Grounds, resulting in those suspected to have physically harmed or endangered children in this manner being free from custody; and

WHEREAS, these crimes include Endangering the Welfare of a Vulnerable Elderly Person or an Incompetent or Physically Disabled Person, resulting in the potential for further endangerment of seniors and these defenseless individuals; and

WHEREAS, these crimes include Aggravated Cruelty to Animals; Torturing Animals and Injuring Animals, resulting in the immediate release of those suspected of deliberately injuring, torturing and killing animals; and

WHEREAS, these crimes include Assault in the Third Degree, Aggravated Vehicular Assault, and other crimes of physical violence against people; and

WHEREAS, these crimes include Burglary of a Residence, resulting in the immediate release of these individuals back into the neighborhoods they are suspected of targeting; and

WHEREAS, these crimes include Bail Jumping and Unlawfully Fleeing a Police Officer in a Motor Vehicle, resulting in release on recognizance of the very individuals who have demonstrated a propensity to evade the law; and

WHEREAS, all of the offenders mentioned heretofore are at risk of not showing up for court, thereby placing a burden on public employees who, under this law, are required to send multiple court appearance reminders to these offenders, as well as police officers and District Attorneys who must commit resources to tracking and pursuing those who evade prosecution; and

WHEREAS, all offenders who are currently being held in custody for non-qualifying crimes including those mentioned heretofore will be eligible for release from custody on January 1, 2020; and

WHEREAS, the discovery mandates imposed by the State of New York will require police and District Attorneys, beginning January 1, 2020, to turn over voluminous trial-related materials to defense attorneys within 15 days, creating a mandate that will inevitably not be achieved in some cases and may result in the inability of the People to properly prosecute cases against criminal defendants; and

WHEREAS, discovery reform will also result in an opportunity for defendants to gain access to crime scenes that may include a victim's residence, thereby giving defendants accused of burglaries, assaults, rapes and other crimes committed in victims' homes the right to return to those same homes; and

WHEREAS, the issues mentioned heretofore will undeniably impact past, present and future victims of crime in a negative manner, and in so doing, the bail and discovery reforms adopted by the State of New York will themselves further victimize these innocent individuals; and

WHEREAS, these bail and discovery laws, in their current form, represent a clear and present danger to society, will tilt the scales of justice in favor of suspected criminals and away from innocent crime victims, and risk reversing decades of bipartisan progress made by the State of New York in reducing crime; and

WHEREAS, the fundamental responsibility of governments to protect the vulnerable in society demands that the shortcomings of these laws be remedied prior to their effective date of January 1, 2020,

BE IT RESOLVED, that the Town of Aurora Town Board hereby supports legislation (S.6853) introduced by Senator Chris Jacobs and implores the State of New York to immediately amend or otherwise delay implementation of these laws by convening an emergency session of the State Legislature, or by emergency executive authority, or by any other means deemed possible by the State, and to do so before December 31, 2019; and

BE IT FURTHER RESOLVED, that the Association of Erie County Governments asks all counties in New York State to urge their state representatives to take immediate action on the foregoing issues, and

BE IT FURTHER RESOLVED, that copies of this resolution be provided to Attorney General Letitia James, Governor Andrew Cuomo, Lieutenant Governor Kathy Hochul, Senator Charles Schumer, Senator Kirsten Gillibrand, Honorable Speaker of the Assembly Carl E. Heastie, Honorable Senate Majority Leader Andrea Stewart-Cousins, Honorable Republican Minority Leader John Flanagan, Honorable Majority Leader of the Assembly Crystal People-Stokes, Honorable Minority Leader of the Assembly Brian Kolb, the Western New York Delegation and Erie County Executive Mark Poloncarz and the Erie County Legislature. The New York State Association of Counties, the New York State Sheriffs' Association, the New York State Association of Chiefs of Police, the District Attorneys Association of New York, the New York State Defenders Association, the New York State Probation Officers Association, the New York Council of Probation Administrators, the Association of Justices of the Supreme Court of the State of New York, the New York State Association of City Court Judges, the County Judges Association of the State of New York, and the County Attorneys' Association of the State of New York, The Association of Towns and NYCOM.

Duly adopted this _____ day of _____, 20____.

SUPERVISOR
JAMES J. BACH
(716) 652-7590
jbach@townofaurora.com



GM
1-2
ERK
OCK
(716) 652-3280
townclerk@townofaurora.com

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

MEMO

TO: Town Board
FROM: Kathleen Moffat
RE: 2019 Budget Amendment: AIM Related Payment
DATE: 12/23/19

The Town is in receipt of what was formerly known as AIM funding in the amount of \$78,698. Based on an Accounting Bulletin issued the NY Office of the State Comptroller (attached) regarding this payment, I am requesting the following budget amendment:

①

- Add revenue line A 2750 AIM Related Payments
- Increase revenue line A 2750 by \$58,698
- Decrease revenue line A 3001 State Aid – AIM Funding by \$58,698
- Add revenue line B 2750 AIM Related Payments
- Increase revenue line A 2750 by \$20,000
- Decrease revenue line B 3001 State Aid – AIM Funding by \$20,000

The 2020 budget will also require amending. I request approval for the following:

②

- Add revenue line A 2750 AIM Related Payments
- Increase A 2750 by \$68,698
- Decrease A 3001 by \$68,698
- Add revenue line B 2750 AIM Related Payments
- Increase B 2750 by \$10,000
- Decrease B 3001 by \$10,000



GN

BUDGET TRANSFER REQUEST FORM

Please note the following guidelines:

- A shortage of **less than \$750 per line** can be satisfied with this form requesting a budget transfer(s) between lines that are **within the responsibility of a single Department Head**. These will require the **approval of the Supervisor**.
- A shortage of **\$750 or more per line** can be satisfied with this form requesting a budget transfer(s) between lines that are **within the responsibility of a single Department Head**. These will require the approval of the Town Board.
- A shortage of **any amount** can be satisfied with this form requesting a budget transfer(s) between lines which fall under **the responsibility of different Department Heads**. These will require the approval of the Town Board.
- Budget transfers must be made **PRIOR** to the expenditure.
- **All budget transfers must be submitted to the Supervisor's Office using this form.**

~~Department Head~~ Name (printed): KATHLEEN MOFFAT

Signature: Kathleen Moffat Date: 12/12/19

I am requesting the following budget transfer(s):

1. \$ 4,000.00 From (account number): A 9061.8 Current Balance 36,508.66
 To (account number): A 5182.411 Current Balance -534.93

Reason: To correct Overdrawn appropriation account

2. \$ _____ From (account number): _____ Current Balance _____
 To (account number): _____ Current Balance _____

Reason: _____

3. \$ _____ From (account number): _____ Current Balance _____
 To (account number): _____ Current Balance _____

Reason: _____

Approvals:

Supervisor Signature: _____ Date: _____

Town Board Approval Meeting Date: _____ Action #: _____

Councilman Snyder moved to authorize the Supervisor to sign the Light Emitting Diode Cobra Head Street Light Conversion Letter Agreement with New York State Electric & Gas Corporation (NYSEG) authorizing NYSEG to replace existing NYSEG owned Cobra Head style streetlight (non-LED) fixtures in the Town of Aurora with Light Emitting Diode Cobra Head street light (LED) fixtures. The Town of Aurora will pay NYSEG \$11,847.33 for the unexpired life of the existing NYSEG owned non-LED fixtures. Councilwoman Friess seconded the motion. Upon a vote being taken: ayes – five noes – none Motion carried.

Action #38
Supv auth to sign NYSEG agreement for LED street lights

Councilman Harris moved to table the request for the Supervisor to complete, sign and submit an application in order to apply for a Purchase Card (P-Card) with JP Morgan Chase and to table the request for the Supervisor to complete, sign and submit documents that would allow the Town to purchase US Treasuries through JP Morgan Chase. Councilman Snyder seconded the motion. Upon a vote being taken: ayes – five noes – none Motion carried.

Action #39
Purchase card & US treasuries thru JP Morgan tabled

Councilwoman Friess moved to authorize the Supervisor to send a letter of support to the Gowanda Ambulance Corps for their effort to expand their operating territory in that portion of the Town of Hanover, New York, that is within the boundaries of Seneca Road, Southerland Road, Main Road and Beebe Road. This is the Brooks-TLC Health Systems Lakeshore Hospital Campus area. Councilwoman Jeffe seconded the motion. Upon a vote being taken: ayes – five noes – none Motion carried.

Action #40
Ltr of support for Gowanda Ambulance Corps auth

Councilwoman Jeffe moved to approve the following 2018 budget transfer to cover unbudgeted repairs to buildings at JP Nicely West Falls Park:

From: A7110.414 Parks – utilities	\$2,583.00
To: A7110.444 Parks – supplies	\$2,583.00

Councilman Snyder seconded the motion. Upon a vote being taken: ayes – five noes – none Motion carried.

Action #41
2018 Budget transfer for W Falls park building repairs aprvd

Councilwoman Friess moved to approve the following 2018 budget transfer to cover highway shop expenses:

From: DB5142.140 Snow removal – overtime	\$974.00
To: DB5130.432 Machinery – materials/supplies	\$974.00

Councilman Harris seconded the motion. Upon a vote being taken: ayes – five noes – none Motion carried.

Action #42
Highway 2018 budget transfers aprvd

Councilman Snyder moved to approve the following 2018 budget transfers to cover shortages:

From: A1220.403 Supervisor – accounting contractual	\$1,950.00
To: A1355.413 Assessor - appraisals	\$1,950.00

From: A1620.420 Machine maintenance contracts	\$1,253.00
To: A1620.422 Buildings – repair & maintenance	\$1,253.00

From: A1420.417 Law – codification	\$3,043.00
To: A1420.416 Law – Special counsel	\$3,043.00

Councilman Harris seconded the motion. Upon a vote being taken: ayes – five noes – none Motion carried.

Action #43
Misc budget transfers to cover A-fund shortages aprvd

7A

MONTHLY REPORT FOR TOWN BOARD, TOWN OF AURORA FOR November 2019

see attached fee report for permits issued

\$ 10,608.95	November 2019 Fees
\$ 117,015.07	Current Year Total Fees through November 2019
\$ 80.00	Monthly Zoning Compliance letter fees (\$ YTD total)
\$ 97,377.38	Total Fees through November 2018

ZONING BOARD OF APPEALS:

New Hearings:	1
Req to Amend:	2
Adjourned:	
Review:	
Decisions:	3

NOTICES SENT:

Permits Expiring Soon:	12
Permit Expired:	5
Violations:	6
2 nd Notice Violations:	0
Fire Violations:	0
Zoning Comp Letters:	1
General Letters:	5
False Alarm Notices:	10
FA 2 nd Notice:	1
FA Final Notice:	0

<u>JCA CASES:</u>	0
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Town of Aurora

Building Permit Fee Report - by Issued Date: 11/01/2019 - 11/30/2019

Permit#	Location	Issued	Description	Square Ft	Project Cost	Permit Fee	Rec Fee	Water Fee	Sec Dep
2019-0477	175 Gypsy Ln	11/01/19	Addition and alteration	398.00	40,000.00	184.30			
2019-0478	695 Main St	11/04/19	Sign - permanent @ Main St. Bakery	165.00	200.00	60.00			
2019-0479	27 Aurora Mills Dr.	11/06/19	Single Family Dwelling w/attached garage	3,532.00	443,735.00	1286.20	200.00		
2019-0480	1268 Blakeley Rd	11/05/19	Shed - pole construction	300.00	2,000.00	80.00			
2019-0481	90 Idlewood Dr	11/06/19	Addition and alteration	256.00	38,000.00	198.70			
2019-0482	15 Stewart Ct	11/07/19	shed	192.00	7,700.00	63.80			
2019-0483	528 Linden Ave	11/07/19	Exterior stone stairs at front porch	44.00	3,000.00	41.60			
2019-0484	1247 Emery Rd	11/08/19	Single Family Residence w/attached garag	3,270.00	250,000.00	1194.50	200.00		
2019-0485	250 Quaker Rd	11/08/19	Aframe sign			60.00			
2019-0486	121 Elm St	11/14/19	Interior Renovation	312.00	15,000.00	139.20			
2019-0487	1450 Olean Rd	11/15/19	Pergola and Exterior Stairs	144.00	1,500.00	56.60			
2019-0488	4200 Martingale Dr	11/15/19	Generator		5,000.00	50.00			
2019-0489	25 Roycroft Cir	11/18/19	Generator		6,558.00	50.00			
2019-0490	685 Main St	11/19/19	Replace exist. door & window with 1 slid	123.00	1,500.00	108.05			
2019-0491	585 Aurora Porterville R	11/19/19	Sign for Church	18.00	2,625.00	60.00			
2019-0492	159 Sycamore St	11/21/19	Installation of 8 additional PV panels	144.00	9,589.00	64.40			
2019-0493	194 Walnut St	11/21/19	Roof-top Solar PV installation	289.00	19,824.00	78.90			
2019-0494	186 Elmwood Ave	11/21/19	Fence in rear yard (4' h chain link & 6'		6,450.00	50.00			
2019-0495	135 King St	11/25/19	Front Porch replacement	156.00	8,000.00	58.40			
2019-0496	14 Fairlawn Ct	11/25/19	Rooftop Mounted Solar PV System	561.00	33,170.88	106.10			
2019-0497	2318 Lapham Rd	11/25/19	(RI 18-281) Single Family Dwelling w/ At	12,324.00	833,085.00	2184.85			
2019-0498	16 Deepwood Dr	11/26/19	Permanent Sign - "Hubbard Park"	6.00		60.00			
2019-0499	21 Aurora Mills Dr.	11/26/19	Single Family Dwelling w/ Attached Garag	2,758.00	419,230.00	1015.30	200.00		
2019-0500	197 Old Glenwood Rd	11/26/19	Single Family Dwelling w/ Attached Garag	6,970.00	550,000.00	2489.50	200.00		
2019-0501	652-656 Main St	11/26/19	(RI 18-385) A Frame sign @ EA Chamber of			60.00			
2019-0502	1907 Boies Rd	11/27/19	Single family dwelling, and foundations	1,853.00	220,000.00	698.55	200.00		
2019-0503	597 Oakwood Ave	11/27/19	(RI 18-400) A-Frame Sign			60.00			

Permit#	Location	Issued	Description	Square Ft	Project Cost	Permit Fee	Rec Fee	Water Fee	Sec Dep
2019-0504	1632 Bailey Rd	11/27/19	Generator		7,410.00	50.00			
Total Count:					2,923,576.88	10608.95	1000.00		



7B

**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: 12182019

Re: Monthly Report – November 2019

General Information

- The hiring process began in November to hire a Dispatcher. The civil service list was canvassed, and 10 candidates were interviewed. One will be offered a tentative position and if accepted and passes the background check, a request will be sent to the Village Board for approval to hire in January 2020.
- Communication Supervisor Wypych and I have begun updating policies and procedures for the communication center.
- Accidents investigated were up in November due to winter weather and deer being struck.
- Ford has been extremely slow in filling orders for police vehicles this year. Several changes have been made to the Police Utility Vehicle (Explorer) and production was slow. We ordered two vehicles over the summer and have not received them yet, however I have learned that orders from spring time have just started to be filled, so hopefully we will receive them soon.

Training:

- All members (officers & dispatchers) completed annual Violence in the Work Place training through Perma's website.
- Lt Welch attended the annual arson investigators training seminar at the NYS Fire Academy.



East Aurora / Town of Aurora Police Department Interdepartmental Correspondence

Meetings:

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

- Oakwood Ave Project meetings
- 1 Pistol Permit interviews
- Raise the Age/Bail Reform Meeting w/ Eighth Judicial District Administration
- Erie County association of Police Chiefs monthly meeting
- Met with 3 members of the community re: various issues
- Met w/ Representatives from two VOIP phone companies.
- Interviewed 10 candidates for vacant Dispatch position

Special Events

- EA Turkey Trot – Around 100 runners participated in the event. Due to the Oakwood Ave construction the route was contained around and in Hamlin Park. No issues.



East Aurora / Town of Aurora Police Department Interdepartmental Correspondence

Statistics

Activity	Village	Out Side of Village	Total (YTD)
Police calls	934(10,219)	730(6,990)	1,664(17,209)
Fire/EMS calls			389(4,319)
Response Time	2.3 minutes	3.3 minutes	
Property Damage Acc	19	27	46(319)
Injury Accidents	3/0 Fatal	3/0 Fatal	6 (43)0(Fatal)
Leaving Scene Acc	0	2	2 (44)
Arrests-Individuals	6	3	9(179)
Crimes-Persons	8	2	10(80)
Crimes-Drugs	1	0	1(11)
Crimes-Property	13	2	15(158)
Burglary/Trespass	1	0	1(13)
S&R-Lic/Reg	1	1	2(69)
DWI	1	2	3(56)
Warrant Arrests	0	0	0(8)
Traffic Tickets	36(610)	34(585)	70 (1,195)
Parking Tickets			21 (181)
Domestics	3(27)	3 (25)	6(52)
9.41 Mental Health Charge	0 (12)	2 (13)	2(25)



East Aurora / Town of Aurora Police Department Interdepartmental Correspondence

Arrests / Investigations

- Besides the arrests and reported crimes in the above chart, Officers also investigated the following:
 - Det Longboat spent most of the month continuing follow up investigations into several cases, however three cases consumed most of his time: A student making threats against another student; larceny of several hundred dollars from Tops; a first aid of an infant.

7C

TOWN OF AURORA DEPARTMENT OF PARKS & RECREATION
DIRECTOR'S REPORT
MONTH OF: NOVEMBER 2019

ADMINISTRATIVE:

Reports:

- We have 13,068 members registered in our recreation system
- We had 115 individual program registrations in the month of November
- We generated \$3,441 in November sales
- Credit card purchases totaled 78% (92% on-line, 8% office)
 - 2018 to 2019 comparison:
 - Total sales from 1/1/18 – 11/30/18 \$213,865
 - Total sales from 1/1/19 – 11/30/19 \$199,316

We have finalized our winter programs and have posted them. Several of them are close to filling! Winterfest preparations have begun and we are looking forward to another great week.

We are excited to add a new special event to our calendar, New Year's Eve Ball Drop. Elaine has been coordinating with several local businesses and the Aurora Ice Association to continue this experience for our town.

EAST hosted our annual Kiwanis meet this year and had over 300 swimmers participate. Our meet supports the booster club which gives back to the club via equipment, coach training, swimmer incentives, and holiday parties. We also sent a group of our elite swimmers to compete in Ohio against some of the best swimmers around the region.

Submitted by: Chris Musshafen, Director of Recreation and Aquatics

7D

**TOWN OF AURORA SENIOR CENTER
DIRECTOR'S REPORT
MONTH OF November 2019**

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:

I attended our annual Network in Aging Annual Meeting at the Grapevine Restaurant in Cheektowaga on Nov. 7th. The topic was "Embrace your Awesomeness" by Brad Montgomery. It's always excellent to share ideas with peers in our field. The vendors offer great information for our seniors.

I also attended a meeting at the Cheektowaga Senior Center on Nov. 13th about the upcoming 2020 Census. We discussed how they will coordinate with the senior centers to assist in filling out the forms. They are looking for volunteers to be trained in the early months of 2020. They also will be encouraging everyone to fill out the forms online.

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: 58 people
Supervisors: Nance Baranowski
Title: SENIOR NOTES
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: 15
Title: YOGA
Day & time: Wednesdays, 9:45 – 11:00am
Supervisor: Irene Kulbacki
Participants: 22 people
Title: BOWLING
Day & time: Wednesdays, 1:00pm
Supervisor: Barb D'Amato
Participants: 48 people
Title: PAINTING
Day & time: Wednesdays, 1:00 – 3:30pm
Supervisor: Walt Carrick
Participants: 8-10 people
Title: BRIDGE
Day & time: Wednesdays, 9:30am – 2:00pm
Supervisor: Dave Lorcom
Participants: 40 people
Title: SENIOR CLUB
Day & time: Thursdays, 10:00am – 3:00pm
President: Joyce Salansky
Title: PACE (people with arthritis can exercise)
Day & time: Fridays, 9:00 – 10:00am
Supervisor: Donna Bodekor
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: 1st Monday & Wednesday of the month – March 2 & 3, 2020
 Supervisor: AARP trained teachers
 Participants: 34 people max.
 Title: SCRABBLE
 Day & time: Wednesdays 9:30-11:00am
 Supervisor: Dianne Bender
 Participants: 8+ people
 Title: FIBER ARTS
 Day & time: Tuesdays 1st & 3rd
 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: 2nd Wednesday of the month
 Supervisor: Barb Dadey
 Participants: 8-10
 Title: Chess Club
 Day & time: Thursdays 10:00am
 Supervisor: Roberto Gesualdi
 Participants: 10
 Title: Wii Bowling
 Day & time: Tuesdays 12:30pm
 Supervisor: Jerry Young
 Participants: 12
 Title: Portrait Sketching
 Day & time: Fridays
 Supervisor: Kurt Almond
 Participants: varies 4-8

TRIPS

Nov. 20 – Toronto Christmas Markets

FUTURE TRIPS

Dec. 2 – Seneca Niagara Casino

Dec. 20 – Kleinhans Holiday Pops

Dec. 31 – New Year's Eve

EVENTS & OTHER ACTIVITIES

Nov. 6 – We held our last University Express for the season. The topic was Brain Games and was well attended.

Nov. 20 – Healthy Eating: On a Budget & on the Go was presented by Jennifer Johnston and sponsored by Blue & Blue Shield.

Nov. 20 - Our book club read Educated by Tara Westover.

Nov. 26 – Univera Representative

Nov. 7 – Thursday Senior Social Club heard a presentation At Home Medical Care by Dr. John Sterba.

Nov. 4 – Clarity Group Medicare Review insurance Representative

NUTRITIONAL LUNCH PROGRAM

Lunches are offered daily at a donation of \$3.00. Our weekly count for the program averaged 187 lunches per week. Lunch totals for the month of November are 748.

We served our Thanksgiving meal on Nov. 26th which was enjoyed by all.

Week of Nov. 4	258	Week of Nov. 11	122(closed 11/11 & 12))
Week of Nov. 18	226	Week of Nov. 25	142(closed 11/28 & 29)

Submitted by: Donna Bodekor

All Calls & Complaints

Summary Report by Date: 11-01-2019 through 11-30-2019, for Category: BUILDING DEPARTMENT W

7E

Caller Name/Address	Date/Phone	Notes	Closed
Building Department Work Requi			
Gloria West Falls Library	11-03-19	Plow handicapped and front of library. Jason and Sheryl West Falls to provide us with hours of operation.	11-12-19
Donna Senior Center	11-04-19	Check heating in craft room. Tri R called. Installing new thermastate throughout building.	11-13-19
Gloria West Falls Library	11-04-19	Hanging lamps in children's area don't work and we can't reach them. Light downstairs-first row by entrance door doesn't work, possibly socket. Sign outside needs to be rehung because of wind. Nick and Dan-replaced bulbs, lights worked.	11-18-19
Sheryl M Town Clerk's Office	11-06-19	Pick up 9 boxes from Clerk's office and deliver to Senior Center.	11-06-19
Sheryl Town Hall	11-06-19	Deliver 9 boxes to Senior Center. Jason and Sheryl	11-12-19
Donna Senior Center	11-11-19	Please have Mike check lights outside. Still not going on. Mike E and Dan-call Warning Electric. Box may be faulty. No power out of timer.	11-13-19
Martha Town Hall	11-12-19	Deliver 2 cases of copy paper to Senior Center. Mike and Dan-.5 hours.	11-13-19
Jennifer Senior Center	11-20-19	Kitchen drain may need to be look... at draining slowly. Nick and Mike B	12-25-19
Donna Senior Center	11-26-19	Rake leaves around building, replace bulbs in front display area. Ken.	12-03-19
Donna Senior Center	11-26-19	1-Rake leaves around building-Jim and Dan 12/6 2-replace bulbs in front display area-12/3 Dan and Jim 3-need key to new towel dispenser. UTL. -Nick dropped a key off 12/6	12-06-19
Jamie Assessor's Office	11-27-19	Please move mapping station 3 ft forward to make room for 2 file cabinets. Justin, Ken, Dan, Jim	12-03-19
Total count: Building Department Work Requi			11

All Calls & Complaints

Summary Report by Date: 11-01-2019 through 11-30-2019, for Category: PARKS - PARKS

Caller Name/Address	Date/Phone	Notes	Closed
Parks			
All Catholic Race Knox Park	11-01-19		11-04-19
Total count: Parks		1	

Call

All Ca
Knox

Call

All Ca
Knox

Call

All Ca
Knox

Call