

Application # _____

	Fee	Paid
Application Fee	\$25.	_____
Permit Fee	\$15.	_____
Security Deposit	\$200.	_____
Per Day Event Fee	\$200.	_____

WS-1
A-C
6A

Application For Temporary Use Permit

Neil and Barb Chur Equestrian Park, Soccer Field and/or Polo Field
At Knox Farm State Park

Submit applications to:
Town of Aurora Parks and Recreation
300 Gleed Ave
East Aurora, NY 14052
Telephone (716) 652-8866 Fax (716) 652-5646

ALL REQUESTS MUST BE MADE NO LESS THAN 60 DAYS IN ADVANCE OF EVENT/USE.

- Name of Organization: 42 NORTH BREWING COMPANY
- Individual Responsible for this request: JOHN CIMPERMAN
- Address: 25 PINE STREET
EAST AURORA, NY 14052
- Telephone number: _____
- Fax: _____
- Email Address: _____ @ _____ .mail.com
- Date(s) of event 2/22/2020
- Hours of use including set up/take down: Start 11 am/pm End 3 am/pm

1. Description of the event or use:
REQUESTING USE OF PARKING LOT AT SOCCER FIELD FOR 3RD ANNUAL BREWSKI TRAT WILL BE HOSTED AT KNOX FARM, EVENT ORGANIZERS ARE REQUESTING USE OF THE PARKING LOT FOR EVENT ATTENDEES

- Specific area(s) requested, map attached
 - Soccer
 - Polo Field
 - Equestrian Park
 - Other: PARKING LOTS

11. Specific equipment to be brought in to park (porta johns, tents, etc.) N/A

12. Need: Water NO Electric NO

13. Estimated attendance: 250

14. Will food or drinks be served? NOT IN LOT If yes, describe: ON GROUNDS BY STABLE - FOOD TRUCK

15. Will there be sound amplification or music or a band(s)? NO If yes, describe:

16. Other services requested (describe): _____

____ NYS Park Police* _____

**applicant is responsible for contacting East Aurora Police Department if race involves Village/Town streets*

____ Parks and Recreation Department _____

17. Do you intend to use the main part of Knox Farm State Park between Buffalo Rd, Willardshire Rd., and Knox Rd.? If yes, you must request a permit from NYS Parks and Recreation. Contact their office at 716-549-1802.

(Provide drawings describing location, size and text of all proposed signs for this event to the Town of Aurora Building Department, 300 Glead Ave. Approved signs may be erected 30 days prior to the event and must be removed immediately after same.)

I make this application and agree to abide by the **Guidelines for Use of Barb and Neil Chur Equestrian Park, Soccer Fields and/or Polo Field**



Signature of Applicant

1/8/2020

Date

Official Use Only Below this Line-----

Event: _____

Attachments submitted:

Indemnification Agreement

____ Certificate of Insurance

Map with area(s) requested to be used indicated

____ Copy of application for sign permit, if applicable. (Upon application approval, copy of approved sign permit must be filed with the Town Clerk NO LATER THAN 5 days prior to scheduled event.)

Copy of this application to NYS Parks and Recreation c/o Evangola State Park

Application Recommended or Not recommended
by Department of Parks and Recreation

Action by Town Board:

The Town Board, upon review of the application request # _____ submitted by _____ (organization or individual) took the following action, with or without conditions (as applicable) and noted below:

Approved: _____ Date: _____
Supervisor Signature

Denied: _____ Date: _____
Supervisor Signature

Conditions:

_____ Police Department approval

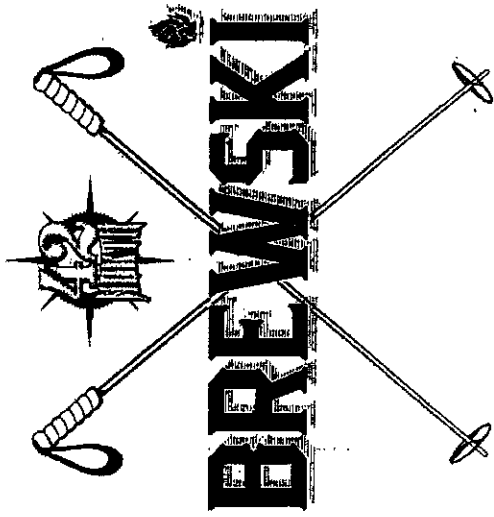
_____ Highway approval

_____ Building Department approval

_____ Requesting organization shall attach a completed **Certificate of Insurance** with Minimum Limits to include public liability coverage with limits of \$1,000,000 each occurrence; property damage insurance with limits of \$1,000,000 each occurrence. Policy shall be endorsed to include the Town of Aurora as an additional named insured.

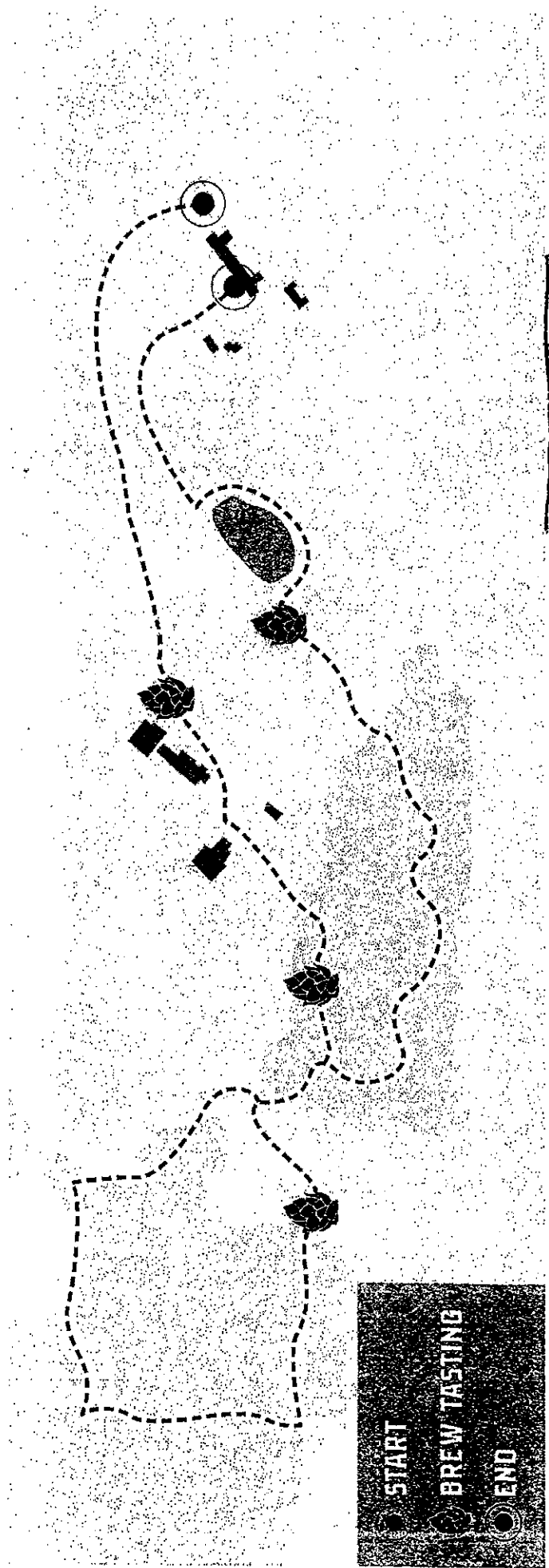
_____ Requesting organization shall submit an **Indemnification Agreement** signed by authorized applicant or officer of company and duly notarized.

_____ Other



Following the event, 42 North will hold an after party at the brewery (25 Pine St., East Aurora NY). The party will include an outdoor barbecue and the unveiling of the legendary Five Cows Farm Maple Porter.

*Additional sponsors include Campus Wheelworks, Healthy Zone Rink - East Aurora, Chain Ring Rhythm, Yelp & Knox Farm State Park.



START
BREW TASTING
END

Soccer Field
Parking

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



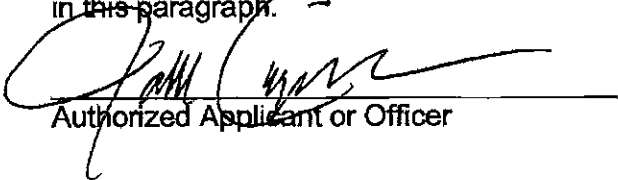
TOWN CLERK
MARTHA L. LIBROCK
(716) 652-3280
townclerk@townofaurora.com

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

Indemnification Agreement

Neil and Barb Chur Equestrian Park, Soccer Field and/or Polo Field

To the fullest extent permitted by law, I/We shall indemnify and hold harmless the Town of Aurora and its employees from and against claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from performance of our work under this contract, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property, including the loss of use resulting there from but only to the extent caused in whole or in part by negligent acts or omissions of our organization, anyone directly or indirectly employed by us or for anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to otherwise exist as to a party or person described in this paragraph.


Authorized Applicant or Officer

State of New York)
County of Erie)

Subscribed and sworn to before me this 8 day of January, 2020


Notary Public

ANTHONY DIFILIPPO, IV
Notary Public, State of New York
No. 02DI4993154
Qualified in Erie County
Commission Expires March 9, 2022

Qualified in Erie County, New York
My commission expires: 3/9/22



Parks, Recreation and Historic Preservation

Knox Farm State Park SPECIAL EVENT PERMIT

Issued To: **Aurora Ice Association Inc.**
Event: **Brewski 2020**
Date & Time: **Saturday February 22, 2020**
Estimated # of attendance: **400 - 600**
Contact Person: **John Cimperman**
Address: **25 Pine St.**
City, State Zip: **East Aurora NY 14052**
Email: **g.com**
Phone:

The New York State Office of Parks, Recreation and Historic Preservation hereby grants permission to, **Aurora Ice Association Inc.**, hereinafter referred to as "Permittee", to hold **"Brewski 2019" on 2/22/2020**, subject to the following terms and conditions:

- 1) Permittee shall be responsible for all personal injury, including death, and all property damage due to its activities under this permit and agrees to defend, indemnify and hold harmless the People of the State of New York; New York State Executive Department, Office of Parks, Recreation, and Historic Preservation (OPRHP); their commissioners, officers, agents, and employees from any and all claims, suits, actions, damages and costs of every nature and description which might result from the conduct of activities under this permit.
- 2) **Insurance and Indemnification:** The permittee covenants and agrees to defend, indemnify, and hold harmless the New York State Office of Parks, Recreation and Historic Preservation and the State of New York from any and all liability which may arise out of or result from use made by the Permittee of the PREMISES. The Permittee shall, at its own cost and expense, procure a policy of **"Public Liability Insurance" AND "Liquor Liability Insurance"**. The certificate of insurance should include the following statement: **"the State of New York, OPRHP, and their officers, employees, and agents are named as additional insured"** Said policy shall contain limits of no less than \$1,000,000 for each occurrence and a general aggregate minimum of \$2,000,000 to protect Permittee and each additional insured from any claims for damages to property and for personal injuries, including death which may arise in connection with the uses permitted under this PERMIT. Permittee shall deliver to PARKS certificates of insurance at the beginning of the term of the PERMIT and upon each renewal of said policy. Public liability insurance minimums may be adjusted to the New York State Office of General Services guidelines for public liability insurance. Failure by the Permittee to maintain the aforementioned insurance policy in full force and effect throughout the term of the PERMIT shall render the PERMIT null and void.
- 3) There will be no obligation on the part of OPRHP for garbage, water, electric, security, preparation, clean-up, or restoration of the area, or furnishing of equipment, supplies, or personnel, except as is normally done by OPRHP or as specified in the "SPECIAL CONDITIONS AND ARRANGEMENTS" section of this permit.
- 4) This is a non-exclusive permit.
- 5) Permittee must leave the area in the condition in which it was found.

- 6) The event must not interfere with use of the site or its surrounding areas and roads by the general public.
- 7) Permittee must comply with all OPRHP, state, county, and local rules and regulations. In addition, any directions issued by the Park Police; or authorized representatives of OPRHP must be immediately followed.
- 8) Permittee is responsible for obtaining any additional permits or approvals required by State, County and local agencies. This permit shall be cancelled, and any monies paid shall be forfeited if permit conditions are not fulfilled.
- 9) **SPECIAL CONDITIONS AND ARRANGEMENTS:**
 - a) **Permittee shall provide Parks with valid Certificate of Insurance and Liquor Authority Permit for the event, at least 2 weeks prior to scheduled date.**
 - b) **NYSOPRHP will collect 10% of total gross profit of monies generated by this activity/event under this permit. Please make payable to "Natural Heritage Trust".**
 - c) Site plan: Participants will park across Knox Rd at the soccer field parking. The Town of Aurora will plow the parking area. Participants will register at the Stables for the event to be held from Noon – 3pm. They will then cross country ski or snow shoe to four tents set up at various points within the park. They will get a 5oz beer tasting at each tent. Food and merchandise vendors will be set up inside and outside of the stables, weather permitting. A fire lane will be kept open in front of the Stables.
 - d) Schedule for equipment set up and removal: Tent, tables, porta johns and chairs will be set up on Friday, 2/21/2020. Tents will be taken down by 6pm on 2/22/2020.
 - e) Permittee must provide adequate supervision, security, traffic control, and emergency services for the duration of the event: The event will begin at the Stables, with It is requested that the
 - f) Permittee will provide adequate trash removal for and during the event. All trash must be disposed of and not left onsite.
- 10) Permittee shall promptly report any and all unusual incidents directly to the Park/Site Manager or Park Police. Unusual incidents include, but are not limited to, damage to Park property, accidents, personal injuries, and emergencies involving medical personnel.
- 11) This permit is issued to Permittee for the date(s), time(s), and location(s) listed. It may not be sold, transferred, or re-issued. For identification purposes, it must be available for inspection by OPRHP officials.
- 12) Failure to adhere to the terms and conditions of this agreement shall result in its immediate cancellation and the forfeiture of any monies already paid to NYSOPRHP.
- 13) The on-site Park Manager or designated employee or Park Police may postpone or cancel this event because of any unsafe condition.
- 14) This permit will not be valid until signed by an authorized representative of Organization and a copy returned together **with the required insurance certificate, and other paperwork, as specified hereinabove**, to the Knox Farm Park Office no less than 10 days prior to the date of the event.

Signature of Permittee

Date

Signature of Parks Representative

Date

6B

**AGREEMENT FOR THE EXPENDITURE
OF HIGHWAY MONEYS
(DA Fund)**

AGREEMENT between the Town Superintendent of the Town of Aurora, Erie County, New York, and the undersigned members of the Town Board.

Pursuant to the provisions of Section 284 of the Highway Law, we agree that moneys levied and collected in the Town for the repair and improvement of highways, and received from the State for State Aid for the repair and improvement of highways, shall be expended as follows:

1. GENERAL REPAIRS. The sum of \$ 0 shall be set aside to be expended for primary work and general repairs upon _____ miles of town highways, including sluices, culverts and bridges having a span of less than five feet and boardwalks or the renewals thereof.

2. PERMANENT IMPROVEMENTS. The following sums shall be set aside to be expended for the permanent improvement of Town highways:

(a) On the road commencing at Girard Ave and leading to Ridge Ave, a distance of less than .10 miles, there shall be expended not over the sum of \$250,000.

Type culvert repair Width of traveled surface 20 feet
Thickness 8 inches Subbase 2 feet

For: Demolition, removal and reconstruction of Whaley Avenue Bridge in the Village of East Aurora.

Executed in duplicate this _____ day of _____, 20____

Supervisor

Councilman

Councilman

Councilman

Councilman

Councilman

Councilman

Councilman

Town Superintendent

NOTE: This Agreement should be signed in duplicate by a majority of the members of the Town Board and by the Town Superintendent. One copy must be filed in the Town Clerk's office and one in the County Superintendent's office. *COPIES DO NOT HAVE TO BE FILED IN ALBANY.*

**AGREEMENT FOR THE EXPENDITURE
OF HIGHWAY MONEYS
DB Fund**

AGREEMENT between the Town Superintendent of the Town of Aurora, Erie County, New York, and the undersigned members of the Town Board.

Pursuant to the provisions of Section 284 of the Highway Law, we agree that moneys levied and collected in the Town for the repair and improvement of highways, and received from the State for State Aid for the repair and improvement of highways, shall be expended as follows:

1. GENERAL REPAIRS. The sum of \$344,045 shall be set aside to be expended for primary work and general repairs upon 59.30 miles of town highways, including sluices, culverts and bridges having a span of less than five feet and boardwalks or the renewals thereof.

2. PERMANENT IMPROVEMENTS. The following sums shall be set aside to be expended for the permanent improvement of Town highways:

(a) On Kirkwood Drive commencing at Ruskin Road and leading to dead end, a distance of .26 miles, there shall be expended not over the sum of \$67,937.
Type: 3 polymer dense binder, Width of traveled surface: 20 feet
Thickness: 3 inches, Subbase: none

(b) On Ruskin Road commencing at Kirkwood Drive and leading to Village of East Aurora Line, a distance of .17 miles, there shall be expended not over the sum of \$44,389.
Type: 3 polymer dense binder, Width of traveled surface: 20 feet
Thickness: 3 inches, Subbase: none

(c) On Westgate commencing at Center Street and leading to dead end, a distance of .11 miles, there shall be expended not over the sum of \$28,774.
Type: 3 polymer dense binder, Width of traveled surface: 20 feet
Thickness: 3 inches, Subbase: none

Executed in duplicate this _____ day of _____, 20____

Supervisor

Councilman

Councilman

Councilman

Councilman

Councilman

Councilman

Councilman

Town Superintendent

NOTE: This Agreement should be signed in duplicate by a majority of the members of the Town Board and by the Town Superintendent. One copy must be filed in the Town Clerk's office and one in the County Superintendent's office. COPIES DO NOT HAVE TO BE FILED IN LBANY.

6C

DRAFT

CERTIFICATE OF DESIGNATION

This form must be filed with:
THE ASSOCIATION OF TOWNS OF THE STATE OF NEW YORK, 150 STATE STREET, ALBANY, NY 12207

No later than FEBRUARY 3, 2020

In order to establish eligibility and credentials to vote at the 2020 Business Session

TO: THE OFFICERS AND MEMBERS OF
The Association of Towns of the State of New York

To Ensure Correct Spelling On Badges, Please Print Or Type

I, _____, Town Clerk of the Town of _____ in
the County of _____ and State of New York DO HEREBY CERTIFY that
the town board of the aforesaid town has duly designated the following named person to attend
the Annual Business Session of the Association of Towns of the State of New York, to be held on
February 19, 2020, in the Astor Ballroom of the New York Marriott Marquis, 1535 Broadway, NYC,
NY 10036 and to cast the vote of the aforesaid town, pursuant to §6 of Article III of the Constitution
and Bylaws of said Association:

NAME OF VOTING DELEGATE JAMES J. BAERT
TITLE SUPERVISOR E-MAIL ADDRESS _____
ADDRESS _____

In the absence of the person so designated, the following named person has been designated to
cast the vote of said town:

NAME OF ALTERNATE _____
TITLE _____ E-MAIL ADDRESS _____
ADDRESS _____

In WITNESS WHEREOF, I have hereunto set my hand and the seal of said town
this _____ day of _____, 20____.

Town Clerk

6D

TOWN OF AURORA

300 GLEED AVENUE, EAST AURORA, NY 14052

BUILDING DEPARTMENT

(716) 652-7591

FAX (716) 652-3507

MEMO

TO: Supervisor Bach and the Town Board
FROM: William R. Kramer, Code Enforcement Officer
DATE: January 7, 2020

=====

I respectfully request approval to attend the State College and University Building Association Conference, at 3580 Lakeshore Rd, Buffalo on March 24, 2020 – March 26, 2020. My attendance will qualify as part of the continuing education credits required by the Department of State to maintain certification.

The cost of attendance is \$315 and was taken from budget line A3620,404, which will have a balance of \$1,210.00.

William R. Kramer

Invoice Details

Print/PDF

Pay \$315.00



State College and University Building Association

Robin Dingler

scuba@cornell.edu

INVOICE

Invoice #: 0131

Invoice date: Oct 25, 2019

Due date: Oct 25, 2019

Amount due:
\$315.00

Bill To:

Town of Aurora
William Kramer
300 Glead Ave.
East Aurora, NY 14052
United States

bkramer@townofaurora.com
+1 716-652-7591

Description	Quantity	Price	Amount
Annual Conference: State College and University Building Association March 24th, 25th, and 26th 2020 Buffalo Area	1	\$315.00	\$315.00
		Subtotal	\$315.00
		Total	\$315.00 USD

Notes

Thank you
Send checks to
Robin Dingler
Suite 210 East Hill Office Building
Ithaca NY, 14850

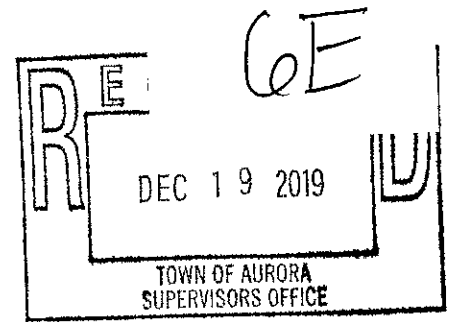
Terms and Conditions

For the following people:
William Kramer



BOYS & GIRLS CLUB
OF EAST AURORA

December 4, 2019



Mr. Jim Bach
Supervisor, Town of Aurora
300 Glead Avenue
East Aurora, NY 14052

Dear Jim:

On behalf of the Board of Directors, staff and members of the Boys & Girls Club, I would like to extend our sincerest thanks to the Town for the continued and generous support provided to the Club. This support by our Town has greatly enhanced our ability to serve the youth of our community with quality programs and services.

While we realize that the Town has some challenging decisions to make with regards to establishing the budget, we are most grateful that you recognize the important role the Boys & Girls Club plays in the lives of our families. Our programs touch almost every child in the community whether it be through an athletic league, a Club program, a tournament, a camp session, a school field trip or a special event. Club services continue to be in demand by the youth of our community. We average close to 400 kids per day on a regular school day and are very proud of the role the Club has played in the lives of countless numbers of alumni! Our Club serves more youth per day than any other Club unit in Western New York, including the Boys & Girls Club of Buffalo, and we continue to be a community center for all kids of organizations and programs! We could never do the job we do without the support of generous individuals, businesses, services Clubs, and, of course, our local governments.

Enclosed please find the 2020 funding proposal in the amount of \$35,000. The agreement enclosed has been signed by Jennifer Fee, our Board President. If everything is in order, we would request that you sign it, keep a copy for your records and return the original to us.

We look forward to continuing to work with the Town of Aurora for the benefit of our kids and invite you to come by anytime, take a tour and see the great things that your support makes possible every day!

Sincerely,

Gary B. Schutrum
Chief Executive Officer

EXHIBIT A

Athletics – After school athletic leagues for boys and girls in grades 2-9

- Flag Football
- Soccer
- Kickball
- Floor Hockey
- Basketball
- Lacrosse

Basketball programs for youth, ages 7-18

- WNY Travel Basketball Program
- Saturday Morning In-House Basketball Program
- Annual High School Basketball Tournaments

Social Recreation Programs for youth, ages 7-11

- Daily drop-in activities
- Smart Girls
- Peanut Patrol

Educational Programs for youth, ages 11-14

- History Club

Drug, Alcohol and Early Sexual Involvement Prevention Programs:

- Smart Moves
- Peer Mentors

Social Recreation Programs for youth, ages 12-18, afternoons and evenings

- Daily drop-in activities
- Community Service Program
- Dances
- Disc Jockey Club

Summer Camp Programs

- Camp Ska-No-Ka-San: Summer day camp for youth, ages 7-13
- Jr. Counselor Program for youth, ages 14 and 15
- Adventure Camp Program for youth, ages 13-18

Teen Programs – Evening programs for boys and girls in grades 9-12

- Athletics - Flag Football, Bubble Soccer
- Trivia Night
- Reach High/Keystone Club
- HS History Club
- Special Events – Retro Dance, Taco Night, 5th Quarter Events

Agreement

Dated as of the 1st day of January, 2020 by and between the TOWN OF AURORA, County of Erie, State of New York, a municipal corporation maintaining offices at 300 Gleed Avenue, East Aurora, New York, hereinafter referred to as the "Town" and THE BOYS & GIRLS CLUB OF EAST AURORA, a not-for-profit organization maintaining offices at 24 Paine Street, East Aurora, New York, hereinafter referred to as the "Boys & Girls Club".

WHEREAS, there is a demonstrated need in the community for programs to advance the moral, physical, mental, and social well-being of the youth of the Town of Aurora; and

WHEREAS, the Boys & Girls Club has agreed to provide services and programs to the youth of the Town of Aurora in the year 2020 as set forth on Exhibit "A" of this Agreement; and

WHEREAS, the residents of the Town of Aurora will benefit from such programs being provided to the youth of the Town,

NOW WITNESSETH,

IT IS MUTUALLY AGREED by and between the Town and the Boys & Girls Club that the Boys & Girls Club will conduct the programs set forth on Exhibit "A" of this Agreement for the year 2020; and

In consideration therefor, the Town will pay the Boys & Girls Club the sum of Thirty-Five Thousand Dollars (\$35,000) as follows:

1 st installment – March, 2020	\$ 9,000
2 nd installment – April, 2020	\$ 9,000
3 rd installment – July, 2020	\$ 9,000
4 th installment – Sept., 2020	<u>\$ 8,000</u>
Total	\$35,000



TOWN OF AURORA SENIOR CENTER

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

GF

MEMO

TO: SUPERVISOR JAMES BACH & TOWN BOARD MEMBERS

FROM: DONNA BODEKOR, SENIOR CITIZEN RECREATION LEADER

DATE: December 19, 2019

I am asking the Town Board to accept a donation of \$300.00 from the Southtown Needlenuts. I would like the money to be placed in our line TA1000.0090. The Needlenuts use our building on a monthly basis in the evening. The donation will be used to assist in the purchase of our new computers for the computer lab.

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



CG

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: January 7, 2020

Re: Records Management Grant

Please consider approval of the following:

Be It Resolved, that the Aurora Town Board authorizes the Town Clerk to apply for a Local Government Records Management Improvement Fund Grant for the Town to purchase equipment and supplies for the Town's Records Management Program; and

Be It Further Resolved, that the Town Clerk may apply for this grant jointly with the Village of East Aurora for records management tools, equipment and supplies for the new shared building and shared records room.

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



GH

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

TOWN OF AURORA

Southside Municipal Center
300 Gleed Avenue, East Aurora, NY 14052

www.townofaurora.com

January 9, 2020

TOWN COUNCIL MEMBERS

Susan A. Friess
sfriess@townofaurora.com

Jolene M. Jeffe
jjeffe@townofaurora.com

Charles D. Snyder
csnyder@townofaurora.com

Luke Wochensky
lwochensky@townofaurora.com

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

CODE ENFORCEMENT
OFFICER
William Kramer
(716) 652-7591
building@townofaurora.com

ASSESSOR
Roger P. Pigeon
assessor@townofaurora.com
(716) 652-0011

DIR. OF RECREATION
Christopher Musshafen
(716) 652-8866
chris@townofaurora.com

TOWN ATTORNEY
Ronald P. Bennett

TOWN JUSTICE
Jeffrey P. Markello
Anthony DiFilippo IV

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

FAX: (716) 652-3507
NYS Relay Number:
1(800) 662-1220

To: The Town Board
Re: Request To Appoint Dog Control Officers for 2020

Please appoint Sheryl Harris as the Dog Control Officer for the Town of Aurora. Also, please appoint Daniel Harris and David Thomason as Assistant Dog Control Officers for the town.

Thank You,

David Gunner
Highway Superintendent

COI



2019 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: [Signature] Date: 1/7/20 * For 12/31/19

I am requesting the following budget transfer(s):

1. \$ 900.00 From (account number): A 1320.401 Current Balance \$1025.00
 To (account number): A 1320.404 Current Balance \$ 367.50

Reason: To prevent 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 #: _____