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TOWN OF AURORA
LOCAL LAW INTRO. NO. 1-2013
LOCAL LAW ___-2013

A LOCAL LAW, TO AMEND LOCAL LAW 1-1990 KNOWN AS "THE CODES OF THE TOWN OF AURORA", ADOPTED BY THE TOWN BOARD OF THE TOWN OF AURORA ON JANUARY 22, 1990, BY AMENDING THE ZONING CODE REGARDING STORAGE OF RECREATIONAL VEHICLES.

BE IT ENACTED BY THE TOWN BOARD OF THE TOWN OF AURORA AS FOLLOWS:

SECTION 1. LEGISLATIVE INTENT

This Local Law amends a prior Local Law known as "The Town of Aurora Code" adopted by the Town of Aurora on January 22, 1990, as amended, relating to the administrative, legislative and general legislation of Codes within the Town of Aurora as therein set forth..

SECTION 2. SECTION 116-36, MOBILE HOMES

Section 116-36(A)(4) is amended as follows:

- (4) A permit therefore shall have been granted by the Building Inspector or Code Official for not more than one year. The Board of Appeals may extend such period of occupancy and use for not more than six months on any single application therefor.

Section 116-36(B) is amended to read as follows:

B. None of the foregoing provisions shall be construed to prohibit storage of one recreation vehicle, travel or camping trailer on a lot; upon which a dwelling has been lawfully erected or in an enclosed permanent building on such lot, provided that such trailer is owned by the occupant of such premises and, while so stored, is not used or occupied for sleeping or dwelling purposes and is not connected with electric, sewer, water or other utilities.

Section 116-36 is amended by adding Section 116-36(C) as follows:

C. Seasonal and Off-Seasonal Storage

(1) Seasonal property storage (April 15 – October 15)

a) Prohibited storage of a recreational vehicle, camping, or travel trailer is as follows:

1) Within 10' of any side yard lot line.

2) Within 50' of the road right-of-way, excluding driveway.

3) Within 10' of any rear yard lot line.

4) Within 45' of any side street right-of-way on a corner lot.

(2) Off-seasonal storage (October 15 – April 15)

a) Fully enclosed accessory structure.

- b) In the rear yard but not within 10' of the lot line.

SECTION 3. EFFECTIVE DATE

This Local Law shall take effect immediately upon filing with the New York Secretary of State.



AURORA ADULT DAY CARE CENTER, INC.

101 King Street * Suite B
East Aurora, NY 14052
716-652-4269 Fax 716-652-5917
www.auroraadultdayservices.org

6A

June 27, 2013

Supervisor Jolene M. Jeffe
Town of Aurora
300 Gleed Avenue
East Aurora, NY 14052

Dear Supervisor Jeffe:

Enclosed is another contract between the Town of Aurora and the Aurora Adult Day Care Center that requires your signature.

In May, we had a CACFP survey and they were unhappy with the increase in cost of the meals under the Stay Fit Dining Program. Therefore, I was required to re-bid our food program. This I have completed and it is our decision to remain with the Stay Fit Dining Program although this increased cost has made a significant negative impact on our budget this year.

I would greatly appreciate it if you will sign these two contracts, return one to us and keep one for your records. The only change from the one you signed in April, 2013 is a date change in #2,

Thank you for your attention to this matter as I must submit all the material to CACFP tomorrow.

Sincerely,
AURORA ADULT DAY CARE CENTER
Ruthie L. Hunt
(Mrs.) Ruthie L. Hunt
Administrator

Enclosures

1. This is a Contract between Aurora Adult Day Care Center (referred to as the Organization) and the food service management company or caterer Town of Aurora Senior Center (referred to as the Vendor) to provide meals and/or snacks to the following centers:

Name of Center	Address of Center	Number of Breakfasts per day	Number of Lunches/Suppers per day	Number of Snacks per day
Aurora Adult Day Care Center	101 King St., Suite B East Aurora, NY 14052	-0-	12-15	-0-

Attach additional sheets if necessary

The Organization may add or delete centers to this Contract or change any center's delivery address with 30 days written notice to the Vendor.

2. This Contract is in effect from 7 / 1 / 13 to 12 / 31 / 13 and may be terminated by mutual consent or by either party for reasons of cause with at least 30 days notice.
3. The Vendor will provide meals and snacks that meet or exceed the CACFP Meal Pattern requirements described on page 3, as well as policy memos issued by NYS CACFP and USDA, the Food Buying Guide for Child Nutrition Programs and the manual *Crediting Foods in CACFP*. These materials are available from the Organization and CACFP for reference in food preparation and service.
4. The price per meal, based on the menus on page 4 or attached by the Organization, including food, labor, paper products and delivery is:

Breakfast	\$ <u>-0-</u>	each
Lunch/Supper	\$ <u>\$5.53</u>	each
Snack	\$ _____	each
Total Bid	\$ <u>\$5.53</u>	.

5. The Organization is required to pay the Vendor within:

30 days of billing 60 days of billing other _____

6. The number of meals indicated above is only an estimate and not a purchase commitment. The Organization may increase or decrease the number of meals by calling the Vendor (choose one):

before _____ am/pm the preceding day 48 hours in advance

before _____ am/pm on the day of service other: Meals ordered on Thursday for following 2 weeks. Meal orders and changes made to Town of Aurora Sr. Center.

The Vendor will deliver each meal either: individually packaged (unitized) OR food in bulk to *Town of Aurora Senior Center – then individually served on trays.*

at the following times: Breakfast -- am Lunch/Supper 11:50 am Snack -- pm

7. When an emergency situation exists which might prevent the Vendor from delivering a meal component as specified on the approved menu or the entire meal, the Vendor shall notify the Organization immediately so substitutions can be agreed upon or the Organization can make alternative arrangements.

8. Meals provided will be tasty and appetizing and prepared in a manner that conserves the nutritive quality of foods at all stages of food preparation, delivery and service. Preparation and delivery shall meet all state and local health and sanitation requirements.
9. The Vendor has a state or local health department permit for any facility in which meals are prepared. The Vendor will maintain this health certification for the duration of the Contract. The Organization has the right to inspect the Vendor's meal preparation facilities and delivery vehicles.
10. The Organization is not required to pay for meals that:
 - a. do not meet CACFP requirements
 - b. are spoiled or unwholesome at the time of delivery
 - c. have not been prepared or held according to state or local health codes
 - d. are delivered later than the specified meal times without permission from the Organization OR
 - e. have been changed without agreement by the Organization
11. In the case of handicapped CACFP participants as defined in 7 CFR 15b, the Vendor will work with the Organization to meet the needs of special diets at no additional cost. In the case of non-handicapped CACFP participants, the Vendor will make an effort to accommodate physician's orders, to the extent practicable, at no additional cost.
12. The Vendor will provide to the Organization:
 - a. daily delivery invoices (see samples on page 5) which indicate the actual food items delivered and the quantity of each item:
 - for unitized meals, the invoice will include the portion size of each food item, the number of meals, the date of delivery and a signature line for center staff
 - for food delivered in bulk, the invoice will include the number of pans or containers, the number and size of servings per pan or container and the size or weight of cans, boxes, etc.
 - b. a monthly bill which includes the total number of meals delivered and the unit price per meal
 - c. monthly menus
13. The Vendor will maintain full and accurate records including daily production records, recipes, CN labels for commercially prepared foods, receipts for meal costs, and billing statements which will be available to the Organization and any state or federal official at any reasonable time and place, for three years after the end of the fiscal year to which they pertain (or longer if an audit is in progress).
14. Prior to the end of the Contract, the Organization purchasing meals may offer to extend the Contract. If so, the Organization and Vendor must sign a one-year Extension of Vendor Contract every year. The Contract may be extended four times.

Certification by authorized representative of the Organization purchasing meals: By signing this agreement the Organization agrees to pay the Vendor for all meals and snacks provided under the terms of this Contract.

Signature Kathleen Frost

Print Name Kathleen Frost

Title Board President

Date 6/26/13

Certification by Vendor representative: By signing this agreement the Vendor agrees to provide the Organization with meals and snacks that meet CACFP requirements under the terms of this Contract.

Signature _____

Print Name Jolene M. Jeffe

Title Supervisor

Date / /

Organization – Use the sample menus on page 4 or develop and attach your own menu.

Vendor – Attach a copy of health department permit, four-week cycle menu and daily delivery invoice.

Sample Menus

Breakfast *All 3 components must be served*

Components	Monday	Tuesday	Wednesday	Thursday	Friday
Milk	1% milk	1% milk	1% milk	1% milk	1% milk
Vegetable/Fruit	banana	sliced apple	sliced cantaloupe	fresh blueberries	Mandarin oranges
Grains/Bread	Cheerios	hot oatmeal with cinnamon	100% whole wheat toast	Wheat Chex cereal	whole grain English muffin

Lunch/Supper *All 5 components must be served*

Components	Monday	Tuesday	Wednesday	Thursday	Friday
Milk	1% milk	1% milk	1% milk	1% milk	1% milk
Vegetable/Fruit	baked potato wedges	pineapple in natural juice	fruit cups in light syrup	kiwi fruit	fresh apple
Vegetable/Fruit	red pepper strips	broccoli	tossed salad	steamed kale	baked sweet potato
Grains/Bread	whole wheat buns	brown rice	egg noodles	whole wheat couscous	dinner roll
Meats	93% lean ground turkey burgers	boneless chicken (stir fried with broccoli)	oven-baked breaded fish	stewed chicken	lean baked ham

Snack *Select 2 of 4 components. Water must be served with snack if no beverage is provided.*

Components	Monday	Tuesday	Wednesday	Thursday	Friday
Milk			1% milk		
Vegetable/Fruit	fresh peach	orange			
Grains/Bread		whole grain crackers	whole grain cereal bar	whole wheat pita	baked tortilla shells
Meats	low-fat vanilla yogurt			reduced-fat shredded cheese	bean dip

Whole milk is required for 1-year-olds. Unflavored milk is required for children younger than 6 years old and recommended for children six and older.

SAMPLE DAILY DELIVERY INVOICES

ACCEPTABLE

DELIVERY OF UNITIZED MEALS

ABC Catering

Best Practice Day Care Center
1234 Kid's Place
New York, NY 10000

March 1, 2006

74 pre-plated lunches

each containing:

1 sandwich of

1½ oz sliced turkey on

2 slices of whole wheat bread w/mayo

½ cup fresh carrot sticks

1 small orange

½ pint of 1% milk

DELIVERY OF BULK MEALS

ABC Catering

Best Practice Day Care Center
1234 Kid's Place
New York, NY 10000

March 1, 2006

Meals delivered: 25

1 pan lasagna

25 -4 oz servings

1 pan green beans

25 -½ cup servings

fruit cocktail in juice

1 #10 can

1% milk

1 gallon + 1 quart

NOT ACCEPTABLE

ABC Catering

Non-compliant Day Care Center
1234 Kids Place
Upstate, NY 10000

March 1, 2006

44 breakfast

44 snack

44 lunch

MEAL PATTERN REQUIREMENTS

Ages:	1-2	3-5	6-12	Adult
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BREAKFAST

All 3 components must be served

Milk – Fat-free ¹ or Low-fat (1%)	1/2 cup	3/4 cup	1 cup	1 cup ³
Vegetable/Fruit ²	1/4 cup	1/2 cup	1/2 cup	1/2 cup
Grains/Breads Bread or Cornbread, Biscuit, Roll, Muffin or Dry Cereal or Cooked Cereal	1/2 slice 1/2 serving 1/4 cup 1/4 cup	1/2 slice 1/2 serving 1/3 cup 1/4 cup	1 slice 1 serving 3/4 cup 1/2 cup	2 slices 2 servings 1-1/2 cup 1 cup

SNACK

Select 2 of 4 components. Water must be served with snack if no beverage is provided.

Milk – Fat-free ¹ or Low-fat (1%)	1/2 cup	1/2 cup	1 cup	1 cup ³
Vegetable/Fruit ²	1/2 cup	1/2 cup	3/4 cup	1/2 cup
Grains/Breads (see lists above and below)	1/2 serving	1/2 serving	1 serving	1 serving
Meat/Meat Alternate (see list below) Lean Meat, Poultry or Fish or Peanut Butter or Peanuts, Nuts or Seeds or Fat-free or Low-fat Yogurt	1/2 oz. 1 Tbsp. 1/2 oz. 1/4 cup	1/2 oz. 1 Tbsp. 1/2 oz. 1/4 cup	1 oz. 2 Tbsp. 1 oz. 1/2 cup	1 oz. 4 Tbsp. 1 oz. = 50% 1/2 cup

LUNCH OR SUPPER

All 5 components must be served

Milk – Fat-free ¹ or Low-fat (1%)	1/2 cup	3/4 cup	1 cup	1 cup ³
Vegetables/Fruits ²	1/4 cup total	1/2 cup total	3/4 cup total	1 cup total
Grains/Breads (see list above) Bread or Cooked Pasta, Noodles or Grains or 6" Tortilla or Graham Crackers	1/2 slice 1/4 cup 1/2 tortilla	1/2 slice 1/4 cup 1/2 tortilla	1 slice 1/2 cup 1 tortilla	2 slices 1 cup 6 squares
Meat/Meat Alternate Lean Meat, Poultry or Fish or Cottage Cheese or Cheese or Egg or Cooked Dry Beans, Peas or Lentils or Peanut Butter or Peanuts, Nuts or Seeds or Fat-free or Low-fat Yogurt	1 oz. 1/4 cup 1 oz. 1/2 large 1/4 cup 2 Tbsp. 1/2 oz. = 50% 1/2 cup	1-1/2 oz. 3/8 cup 1-1/2 oz. 3/4 large 3/8 cup 3 Tbsp. 3/4 oz. = 50% 3/4 cup	2 oz. 1/2 cup 2 oz. 1 large 1/2 cup 4 Tbsp. 1 oz. = 50% 1 cup	2 oz. 1/2 cup 2 oz. 1 large 1/2 cup 4 Tbsp. 1 oz. = 50% 1 cup

¹Whole milk is required for 1-year-olds. Unflavored milk is required for children younger than 6 years old and recommended for children six and older.

²No more than one serving of juice may be served per day.

³Fluid milk must be served one time per day at meal or snack. At Breakfast or Lunch, if milk is not served, yogurt must be served. At Supper, neither milk nor yogurt is required. Unflavored fat-free or low-fat (1%) milk is recommended.

Adult refers to an adult day care center participant who is 60 years of age or older or a chronically impaired disabled person 18 years of age and older.

Contact CACFP at 1-800-942-3858 for infant meal requirements.

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



townc

6B

RK
JK
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m

TOWN OF AURORA

300 Gleed Ave, East Aurora, NY 14052

www.townofaurora.com

MEMO

To: Town Board

From: Nicole Serra, Bookkeeper

RE: Close Out Gleed Renovation Project

DATE: 06/27/13

Upon review of our completed Gleed Renovation Capital Project as of June 2013, I would like to request the Town Board's approval to close out the Capital Project (IB) and transfer monies from the Enterprise Fund (ER) Gleed Bldg to cover excess costs associated with the project.

Please approve the transferring of funds in the amount of \$34,042.58:

From: Enterprise Fund (ER)

Debit ER 9901.0900 Transfers, Other Funds

Credit ER 0202 Cash

To: Capital Project – Gleed Renovation (IB)

Debit IB 0202 Cash

Credit IB 5301 Interfund Transfer

Thank you for your consideration on this request.

Town Of Aurora
Gleed Renovation - Cash Reconciliation
As of 6/30/13

Beginning Balance:		\$ 877,000.00
Expenditures:		(878,345.32)
Interest Income Earned:	2011	875.40
	2012	985.81
Principal Payoff 2012		(47,000.00)
Other Revenues:		
Allied Mechanical overpymt error		5,000.00
Roofing bid specs -contractors		150.00
Bond Premium		7,291.53
Ending Balance		<u><u>\$ (34,042.58)</u></u>

Town Of Aurora
 Glead Ave Renovation - Fund IB
 2012/2013

TB Approval Date	Company Name	Description of Services	Budget	Contracted Amount	Paid To Date	Remaining Balance	Board Approved Payment Dates	No Approval
8/22/2011	CRA	Engineering Services	\$ 114,000	\$ 77,900	77,898	\$ 2	10/6/2011 11/9/2011 11/9/2011	12/31/2011 2/23/2012
9/12/2011	Jos Sanders & Sons Inc	Rehab old school roof Sidewalks	201,000	161,593	161,587	6	11/28/2011 12/12/2011 12/27/2011	4/5/2012
4/23/2012	Creative Concrete	Concrete Stairs	7,500	3,450	3,450	-	1/28/2013	
8/27/2012	New Cal Construction	Warehouse Gutters CO#3	12,000	13,883	13,883	-		
		Build out 1st Floor	268,000			-		
3/20/2012	New Cal Construction	General Contract		292,824	292,824	-	5/14/2012 6/11/2012 7/9/2012	8/13/2012 9/10/2012 1/28/2013
3/20/2012	Weydman Electric Inc.	Electrical		65,500	64,582	918	6/11/2012 7/9/2012 8/13/2012	9/24/2012
3/20/2012	Allied Mechanical	Mechanical		48,479	48,479	-	6/25/2012 7/9/2012 8/13/2012	9/10/2012 1/14/2013
3/20/2012	Ackerman Plumbing	Plumbing		38,771	39,215	(444)	6/11/2012 7/9/2012 8/13/2012	9/10/2012
6/28/2012	New Cal Construction	Furnishings/Fixtures - CO #2	30,000	31,963	31,963	-	11/13/2012 1/28/2013	
		Sprinklers	22,000			-		
6/19/2012	New Cal Constr.	Carpet Replacement - CO #1	15,000	15,703	15,703	-	11/13/2012 1/28/2013	
		Masonry Rehabilitation	13,000			-		
6/19/2012	Kiercom	Gutters & Downspouts	7,500	19,165	19,165	-	9/18/2012 10/22/2012 11/13/2012	
		New Phone System	40,000			-		
		Building Fire Alarm System	33,000			-		
		HVAC Unit Replacement	34,000			-		
		Contingent Allowance (10%)	69,400			-		
12/12/2011	CRA -Amendment	K2 Arch, KROMAC, Baer		16,850	16,850	-	12/31/2011	
2/27/2012	CRA - Support Services on Renovation			19,700	19,700	-	5/10/2012 6/21/2012	6/21/2012
6/19/2012	Ackerman Plumbing	Change Order-Sprinklers		2,760	2,064	696	11/13/2012 final pymt	
6/28/2012	Buffalo Business Interi.	Office Furniture		44,512	44,512	-	10/5/2012	
7/17/2012	Weydman Electric	Change Order - lighting		1,463	1,463	-	5/28/2013	
8/27/2012	US Bank Supply	Town Clerk pedestals		3,000	2,640	360	10/18/2012	
8/27/2012	Visual Impact Signs	Ex & Interior Office Signs		6,054		6,054		
9/10/2012	Furniture Solutions	Bookcases		4,209	3,982	227	10/5/2012 BBI instead	
9/18/2012	Pete's Moving	Move Town Hall		1,600	1,600	-	11/13/2012	
9/18/2012	Kiercom	Change Order -data drops		1,985	1,985	-		
8/8/2012	Hodgson & Russ	Bond Counsel		6,645	6,645	(6,645)	8/8/2012	
8/8/2012	Richard Glover	Miscellaneous supplies		198	198	(198)	8/8/2012	
11/8/2012	Kiercom	wiring moding jacks		170	170	(170)	11/8/2012	
Various	Aurora Consulting	Phone & Network Design		813	813	(813)	6/7/2012 7/19/2012	8/8/2012 9/7/2012
10/11/2011	Project Coordinator	Glover & Snyder		10,000	10,000	-	10/18/2012	
12/31/2011	Municipal Solutions	Bonding Services		2,025	2,025	(2,025)		
Totals			\$ 877,100	\$ 881,363	\$ 878,345	\$ 3,018		



Town Of Aurora
Gleed Renovation - Cash Reconciliation
As of 6/30/13

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Roofing bid specs -contractors		150.00
Bond Premium		7,291.53
Ending Balance:		<u><u>\$ (34,042.58)</u></u>

6C

**RESOLUTION DESIGNATING SECRETARY OF STATE FOR
SERVICE OF NOTICE OF CLAIM**

WHEREAS, General Municipal Law Section 53 requires towns to file a certificate with the Secretary of State designating the Secretary of State as an agent for service of a notice of claim, and

WHEREAS, General Municipal Law Section 53 requires the certificate to include the applicable time limit for filing the notice of claim and the name, post office address and electronic mail address, if available, of an officer, person, for the transmittal of notices of claim served upon the Secretary as the town's agent, and

WHEREAS, pursuant to General Municipal Law Section 50-e(1)(a), the applicable time limit for the filing of a notice of claim upon a town is ninety (90) days after the claim arises, or in the case of a wrongful death action, ninety (90) days from the appointment of a representative of the decedent's estate,

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of the Town of Aurora, County of Erie, designates Martha Libroch, in her capacity as Town Clerk, to receive notices of claim served upon the Secretary of State by mail at 300 Gleed Avenue, East Aurora, New York 14052 and email at townclerk@townofaurora.com, and BE IT FURTHER

RESOLVED, that the Town Board hereby direct the Town Clerk to file the required certificate with the Secretary of State informing him or her of the Town's designation and applicable time limitation for filing a notice of claim with the Town on before or before July 14, 2013.

Duly adopted this ____ day of _____, 2013.

Martha Librock

From: Secretary of State Cesar Perales <SoSCP@dos.ny.gov>
Sent: Wednesday, July 03, 2013 2:14 PM
To: Secretary of State Cesar Perales
Subject: Certificate of Designation of Notice of Claim
Attachments: SOS announcement NOC _2_.pdf



STATE OF NEW YORK
DEPARTMENT OF STATE
ONE COMMERCE PLAZA
99 WASHINGTON AVENUE
ALBANY, NY 12231-0001

ANDREW M. CUOMO
GOVERNOR

CESAR A. PERALES
SECRETARY OF STATE

July 2, 2013

Dear Colleague,

Recently, General Municipal Law §53 was amended permitting notices of claim against public corporations to be served on the New York Secretary of State. Public corporations are defined, in the General Construction Law, as municipal corporations, district corporations and public benefit corporations. The Secretary of State may be served with notices of claim against public corporations beginning Monday, July 15, 2013. If served, the Department of State will forward the notice of claim to the person designated by the public corporation to receive the notice of claim.

Public corporations are required to file a Certificate of Designation of Notice of Claim with the New York Department of State, designating the New York Secretary of State as their agent for service of notices of claim. The certificate must provide address information for the transmittal of notices of claim. Failure of a public corporation to file such a certificate will not invalidate any notice of claim served on the New York Secretary of State. Certificates of Designation of Notice of Claim may be filed online, and are available at: https://appext20.dos.ny.gov/noc_public/f?p=800:8. Online filing is available from 7:00 a.m. to 11:30 p.m. A paper form will also be available from the New York State Department of State. Completed paper forms may be sent to the New York Department of State, Division of Corporations, State Records and Uniform Commercial Code, One Commerce Plaza, 99 Washington Avenue, Albany, NY 12231

Persons serving a notice of claim on the Secretary of State will be charged a \$250 service fee. Half of the service fee will be retained by the Department of State while the other half will be provided to the public corporation, or public corporations, named in the notice of claim. Public corporations that have not filed a Certificate of Designation of Notice of Claim with the Department of State will not receive a share of the service fee.

6D

RESOLUTION FOR CREDIT CARD PAYMENTS
TO TOWN CLERK AND RECEIVER OF TAXES

WHEREAS, residents of the Town of Aurora have requested that the Aurora Town Clerk and Aurora Receiver of Taxes accept payment with credit card as part of the tax collection system and town clerk system; and

WHEREAS, the New York State Comptroller's Office notes that General Municipal Law Section 5b cites that a Local Law, Ordinance or Resolution is required to authorize the Town Clerk and Receiver of Taxes to accept credit card payments for a specific purpose (ie., real property taxes, dog licenses, DEC licenses, etc.); and

WHEREAS, the Aurora Town Clerk and the Receiver of Taxes have requested such a Resolution of Authorization from the Aurora Town Board.

WHEREAS, MuniPAY/Nationwide Payment Solutions offers a program providing equipment and credit card processing, at no cost to the Town, that will allow the Town Clerk and Receiver of Taxes to accept credit cards for payment of real property taxes, dog licenses, DEC licenses, and other licenses, permits and fees routinely collected by these departments; and

NOW, THEREFORE BE IT RESOLVED that the Aurora Town Board authorizes the Aurora Town Clerk and Receiver of Taxes to accept credit card payments as part of the local town clerk and tax collection systems; and

RESOLVED that the Supervisor be authorized to enter into a contract with MuniPAY to handle credit card transactions on behalf of the Town of Aurora Town Clerk and Receiver of Taxes; and

RESOLVED that a copy of this Resolution be forwarded to the State Comptroller and other officials as required.

CREDIT CARD ACCEPTANCE POLICY

TOWN CLERK & RECEIVER OF TAXES

- 1) The following credit cards will be accepted for payment: MasterCard, Visa, Discover and American Express. Debit cards issued by these companies that can be used as credit cards will also be accepted.
- 2) All cardholders will be identified and the expiration date and signature checked on each card. Cards will not be honored/accepted if:
 - The card has expired.
 - The signature on the sales draft (license, permit, etc.) does not correspond with the signature on the card.
 - The card has not been signed prior to being presented for payment.
- 3) A convenience fee of 2.45% of the total sale or tax collected (minimum \$3.00) will be applied to all credit card transactions.
- 4) Verbal authorization from the customer will be obtained prior to completing sale of license, permit, etc. or collection of tax payment. Customer will be informed of the cost of the transaction INCLUDING the convenience fee. Should the customer decide not to pay by credit card, the credit card payment transaction will not be finalized and payment in the form of cash or check will be accepted.
- 5) The customer will be required to sign a receipt which shows the amount of sale plus the convenience fee being charged to the credit card. A copy of the receipt will be kept with the daily sales records or tax payment records for reconciling town accounts.

RECEIVED

6E

July 1, 2013

JUL - 1 2013

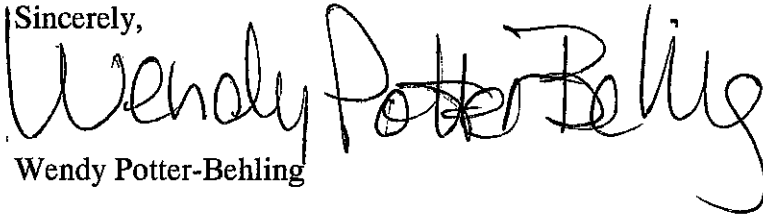
TOWN OF AURORA
TOWN CLERKS OFFICE

Dear Supervisor and Town Board:

This is my formal notification that I am resigning from the Town of Aurora as Building & Zoning Clerk. July 12, 2013 will be my last day fo employment

I appreciate the oppportunities that I have been given here.

Sincerely,

A handwritten signature in black ink that reads "Wendy Potter-Behling". The signature is written in a cursive style with a large, sweeping flourish at the end.

Wendy Potter-Behling

cc: Patrick Blizniak

Monthly Assessment Report
Town of Aurora
For
May

Inspections: 1634 Hubbard, 1375 Boies, 2268 Blakeley, 62 Olean, 210 Pennsylvania, 83 Ellis, 1284 Underhill, 1349 Davis, 15 Temple Pl., 325 Davis.

- Building Permits reviewed approx: 47
- Inventory Check of properties: 10
- Courtesy assessments: N/A
- Exemptions processed approx: N/A
- Inventory changes approx: 27
- Splits & Mergers: 0
- Transfers Processed: 34

Notes: BAR hearings held from 2pm-5pm and from 7pm-9pm on Tuesday the 28th. 30 cases presented to the BAR 6 changes made that night and additional information requested on a couple of the properties. The BAR will reconvene June 19th at 3:00 pm to review additional info.

MONTHLY REPORT FOR TOWN BOARD, TOWN OF AURORA FOR June 2013

<i>Appl.</i>	<i>Value</i>	<i>Fee Type</i>	<i>Description</i>	<i>Issued</i>	<i>Value</i>
1	161,933	\$599.75 0100	SINGLE FAMILY	1	161,933
2	94,973	\$404.40 0150	ADD TO RESIDENCE	2	94,973
1	55,680	\$217.30 0151	ADDITION & ALTERATION RESIDENTIA	1	55,680
1	97,875	\$417.60 0152	ADDITION & ACCESS STRUCTURE	1	97,875
2	12,660	\$150.40 0160	ALTERATION RESIDENTIAL	2	12,660
1	352,716	\$1,547.00 0202	OFFICES, BANKS & PROFESSIONAL	1	352,716
2	9,480	\$189.40 0222	COMMERCIAL - ALTERATION	2	9,480
1	6,720	\$92.20 0300	DETACHED GARAGE	1	6,720
11	12,624	\$417.00 0430	ACCESSORY BUILDING	11	12,624
5	6,486	\$235.40 0435	ACCESSORY STRUCTURE	4	5,946
4	137,800	\$340.00 0485	POOL - INGROUND	4	137,800
3	4,120	\$225.00 0490	SIGN	3	4,120
3	0	\$75.00 0493	TEMPORARY SIGN	3	0
3	3,900	\$75.00 0494	POOLS - ABOVE GROUND	3	3,900
1	0	\$10.00 0603	KENNEL PERMIT	1	0
1	0	\$200.00 0730	RECREATION/PARK FEE	1	0
42	956,967	\$5,195.45		41	956,427

7B

Plus Previous Total Value thru May

1,742,853

Current Total Value to July 1, 2013

2,699,280

NOTES:

Zoning Board of Appeals:

APPLICATIONS:

635 Harris 1534 Grover 533 Snyder
 612 Buffalo 525 South-review 795 Olean

ACTIONS:

1714 Emery-review

NOTICES SENT:

6/3	McHugh, 2169 Blakeley	permit for Kennel	Nicholson, 670 Quaker	expires soon, need
	Duennbacke, 30 Ctr Ridge	ZBA approval		FE
6/4	Morrison, 1790 Olean	junk vehicles	Cohn, 212 Treehaven	expires today
6/10	Wypij, 617 Persons	openfire information	Merkle, 1681 Sweet	pool w/o permit
	Alexander 46, 555 South	2 nd prop main, work	Barnas, 496 Snyder	expires soon
	Cornwell, 1528 Blakeley	without permit	Head over Heels, 662 Main	sign w/o permit
		prop maint, unsafe	Wilger, 34 WF	expired pool permit-
		build		e-mailed
6/13	Luscombe, 764 Martin	bdg w/o permit	Clapp, 195 Pennsylvania	re:complaint, open
	Dunning, 203 Maple	pool height issues		fire
6/14	Smith, 2250 Blakeley	prop main	Kielich, 57 Pine	corner visibility
	Pierrot, 403 Jewett Holmwd	pool deck railings	Pierce, 128 Olean	prop maintenance
6/18	Sherk, 440 Oakwood	JCA-expired permit	Baron, VL Olean	pool w/o permit
6/19	Adams, 1279 Olean	bdg w/o permit	2990 Seneca, 253&259 Main	prop maint
	Segool, 85 WF	bdg w/o permit	Michaels, 1467 Underhill	pool w/o permit
	O'Connor, 696 Center	PH waiver	Stubenbord, 899 Center	pool fence violation
6/20	Roberts, 525 South	ZBA review	Knab, 910 Big Tree	pool dck w/o permit
	Cordova, 1714 Emery	ZBA review		
	Regan, 252 Greenwd	expires soon		
	Murphy, 717 Oakwood	expires today		

FIRE/INTRUSION: 2

7D

TOWN OF AURORA
5 S. GROVE ST., EAST AURORA, NY 14052

RECEIVER OF TAXES
BARBARA A HALT MONTHLY STATEMENT DATE_07/03/13

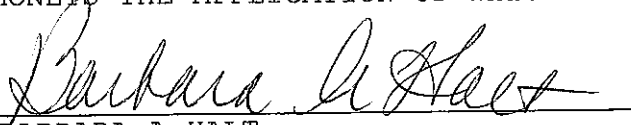
TO: SUPERVISOR, TOWN OF AURORA

PURSUANT TO SECT. 27 SUB.1, OF THE TOWN LAW, I HEREBY MAKE THE FOLLOWING STATEMENT OF ALL FEES AND MONEYS RECEIVED BY ME DURING THE MONTH OF JUN CONNECTION WITH MY OFFICE, EXCEPTING ONLY SUCH FEES AND MONEYS THE APPLICATION AND PAYMENT OF WHICH ARE OTHERWISE PROVIDED FOR BY LAW;

RECEIVED FROM	NATURE OF RECEIPT	AMOUNT
WATER	APR WATER BILLING	2,617.96
TAX	TOWN/COUNTY TAX	57,924.58
TAXES	PENALTIES	4,344.36
TAXES	FEES	1,868.07
TAXES	INTEREST	.59
TAXES		
		66,755.56
<u>TOTAL FEES</u>		

STATE OF NEW YORK)
COUNTY OF ERIE) SS:
TOWN OF AURORA

BARBARA A HALT, BEING DULY SWORN, SAYS THAT SHE IS THE RECEIVER OF TAXES OF THE TOWN OF AURORA; THAT THE FOREGOING IS A FULL AND TRUE STATEMENT OF ALL FEES AND MONEYS RECEIVED BY HER DURING THE MONTH STATED EXCEPTING ONLY FEES AND MONEYS THE APPLICATION OF WHICH ARE OTHERWISE PROVIDED FOR BY LAW.



BARBARA A HALT
RECEIVER OF TAXES
TOWN OF AURORA