

WS-1

GA

**CHAPTER 11
CYBER SECURITY**

§ 11-1. Purpose.

Pursuant to the provisions of §208 of the State Technology Law, the Town Board of the Town of Aurora recognizes the requirement to establish a notification policy for cyber security breach. Section 208(8) defines the requirement to notify an individual when there has been, or is reasonably believed to have been, a compromise of that individual's private information, in compliance with this Code.

§ 11-2. Definitions.

As used in this chapter, the following terms have the meanings indicated:

COMPROMISE OF PRIVATE INFORMATION. The unauthorized acquisition of unencrypted computerized data with private information and encrypted data with private information.

PRIVATE INFORMATION.

(A). Personal information consisting of any information in combination with any one or more of the following data elements, when either the personal information or the data element is not encrypted or encrypted with an encryption key that has also been acquired:

- (1) Social Security Number;
- (2) Driver's license number or non-driver identification card number;
- (3) Account number, credit or debit card number, in combination with any required security code, access code, or password which would permit access to an individual's financial account;
- (4) Account number, or credit or debit card number, if circumstances exist wherein such number could be used to access an individual's financial account without additional identifying information, security code, access code, or password;
- (5) Biometric information, meaning data generated by electronic measurements of an individual's unique physical characteristics, such as fingerprint, voice print, or retina or iris image, or other unique physical representation or digital representation which are used to authenticate or ascertain the individual's identity;
 - (i) A username or e-mail address in combination with a password or security question and answer that would permit access to an online account.
 - (ii) "Private information" does not include publicly available information that is lawfully made available to the general public from federal, state, or local government records.

(B). BREACH OF THE SECURITY OF THE SYSTEM.

The unauthorized acquisition or acquisition without valid authorization of computerized data which compromises the security, confidentiality, or integrity of personal information maintained by the Town. Good faith acquisition of personal information by an employee or agent of the Town for the purposes of the Town is not a breach of the security of the system, provided that the private information is not used or subject to unauthorized disclosure.

(C). CONSUMER REPORTING AGENCY.

Any person which, for monetary fees, dues, or on a cooperative nonprofit basis, regularly engages in whole or in part in the practice of assembling or evaluating consumer credit information or other information on consumers for the purpose of furnishing consumer reports to third parties, and which uses any means or facility of interstate commerce for the purpose of preparing or furnishing consumer reports.

(D) UNENCRYPTED DATA.

If encrypted data is compromised along with the corresponding encryption key, the data shall be considered unencrypted and thus fall under the notification requirements.

§11-3. Notification of compromise of private information.

- A. If the Town owns or licenses computerized data that includes private information, it shall disclose any breach of the security of the system following discovery or notification of the breach in the security of the system to any resident of the State of New York whose private information was, or is reasonably believed to have been, acquired by a person without valid authorization. The disclosure shall be made in the most expedient time possible to the Town Supervisor and without unreasonable delay, consistent with the legitimate needs of law enforcement, or any measures necessary to determine the scope of the breach and restore the reasonable integrity of the data system.
- B. If the employees of Town suspect a breach of the security of the system has occurred, it shall consult with the New York State Office of Cyber Security and Critical Infrastructure Coordination (CSIC) or other agency to determine the scope of the breach and restoration measures. The involved individual shall be notified when it has been determined that there has been, or reasonably believed to have been a compromise of private information or unauthorized disclosure.
- C. In determining whether information has been acquired, or is reasonably believed to have been acquired, by an unauthorized person or a person without valid authorization, the Town may consider the following factors, among others:
 - (1) indications that the information is in the physical possession and control of an unauthorized person, such as a lost or stolen computer or other device containing information; or
 - (2) indications that the information has been downloaded or copied; or

- (3) indications that security measures, such as firewalls, have been breached; or
- (4) indications that the information was used by an unauthorized person, such as fraudulent accounts opened or instances of identity theft reported.

D. The Town shall notify all individuals whose private information was acquired, or reasonably believed to have been acquired during the breach of the security of the system. Such notification shall be by one of the following methods:

- (i) Written notice;
- (ii) Electronic notice, provided that the person to whom notice is required has expressly consented to receiving said notice in electronic form and a log of each such notification is kept by the Town who notifies affected persons in such form;
- (iii) Telephone notification, provided that a log of each such notification is kept by the Town which notifies affected persons; or
- (iv) Substitute notice, if the Town demonstrates to the State Attorney General that the cost of providing notice would exceed \$250,000, or that the affected class of subject persons to be notified exceeds 5,000, or the Town does not have sufficient contact information, substitute notice shall consist of all of the following:
 - (1) E-mail notice when the Town has an e-mail address for the subject persons;
 - (2) Conspicuous posting of the notice on the Town's web site page; and
 - (3) Notification to major state-wide media and the East Aurora Advertiser or other local newspaper.
 - (4) Preference will be given to the fastest method to provide notification to the recipient among those listed above.
 - (5) Notification may be delayed if a law enforcement agency determines that the notification impedes a criminal investigation. In such case, notification will be delayed only as long as needed to determine that notification no longer compromises any investigation.

E. The Town shall immediately notify the Town Clerk of the breach of the security of the system, who shall within 24 hours notify the insurer covering cybersecurity liability.

F. The Town shall promptly notify the New York State Attorney General, the New York State Consumer Protection Board, and the New York State Office of Cyber Security and Critical Infrastructure Coordination (CSIC) or other agency responsible for the cybersecurity of

municipalities as to the timing, content, and distribution of the notices and approximate number of persons affected.

- G. If the breach of the security of the system has affected more than 5,000 persons, the Town shall notify consumer reporting agencies as to the timing, content, and distribution of the notices and the approximate number of affected individuals.
- H. Notification may be delayed if a law enforcement agency determines that the notification impedes a criminal investigation. In such case, notification will be delayed only as long as needed to determine that notification no longer compromises any investigation.
- I. Regardless of the method by which notice of a breach of the security of the system is provided, such notice shall include contact information for the Town making the notification and a description of the categories of information that were, or are reasonably believed to have been, acquired by a person without valid authorization, including specification of which of the elements of personal information and private information were, or are, reasonably believed to have been so acquired.

§ 11-4. Penalties for Offenses.

In addition to any penalties contained in any other provision of law, any person who shall knowingly and intentionally violate any of the provisions of this code may be fined, suspended or removed from office or employment, as the case may be, in the manner provided by law.

§ 11-5. Effective Date.

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

RESOLUTION AUTHORIZING PUBLIC HEARING

WHEREAS, Local Law Intro. No. ____-2020 has been introduced at a meeting of the Town Board held on the _____ day of _____, 2020, and

WHEREAS, the Local Law would create a new chapter to establish a notification policy regarding cyber security breach,

WHEREAS, Municipal Home Rule Law Section 20(5) requires a Public Hearing to be held before the Town Board with at least five (5) days notice of said Public Hearing,

NOW, THEREFORE, be it

RESOLVED, the Town Board of the Town of Aurora does hereby approve a Public Hearing to be held on said Local Law Intro. ____-2020 on the _____ day of _____, 2020, at 575 Oakwood Avenue in the Village of East Aurora, and be it further

RESOLVED, the Town Clerk is directed to publish notice of said Public Hearing in the official newspaper of the Town of Aurora, said notice being published at least five (5) days prior to the scheduled Public Hearing.

Duly adopted this _____ day of _____, 2020.

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



TOWN OF AURORA
Aurora Municipal Center
575 Oakwood Avenue, East Aurora, NY 14052
www.townofaurora.com

WS-2

TOWN CLERK

towncl

GB

To: Aurora Town Board

From: Martha Librock, Town Clerk

Date: October 22, 2020

Re: Change Order – Aurora Municipal Center

Change order to be considered at the October 26, 2020 Town Board Meeting is as follows:

Telco Contract

No. 35 – Install fall protection guard rail around RTU #1 \$3,045.00



AIA Document G701™ – 2017

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: 035

 Date: 10/14/2020

OWNER: *(Name and address)*
 Town of Aurora

 300 Glead Avenue
 East Aurora, NY 14052

ARCHITECT: *(Name and address)*
 Fontanesi, 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.)

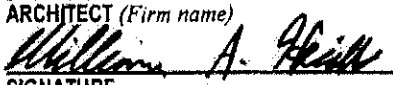
This change order is to add a fall protection guard rail around RTU #1 for safety of maintenance personnel. Refer to the attached Change Order Request #43 for supplemental information.

The original Contract Sum was	\$ 3,677,000.00
The net change by previously authorized Change Orders	\$ 555,882.00
The Contract Sum prior to this Change Order was	\$ 4,232,882.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 3,045.00
The new Contract Sum including this Change Order will be	\$ 4,235,927.00

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.

Fontanesi, Folts, Aubrecht, Ernst
 Architects, P.C.
 ARCHITECT *(Firm name)*

 SIGNATURE
 William A. Heidt, R.A., Project Architect
 PRINTED NAME AND TITLE
 10/14/2020
 DATE

Telco Construction
 CONTRACTOR *(Firm name)*

 SIGNATURE
 Nick Wells
 PRINTED NAME AND TITLE

 DATE

Town of Aurora
 OWNER *(Firm name)*

 SIGNATURE
 James J. Bach
 PRINTED NAME AND TITLE

 DATE



Town of Aurora
Department of Parks & Recreation

300 Gleed Avenue
East Aurora, New York 14052

WS-3

5) 652-8866
6) 652-5646

recreation@townofaurora.com

6C

To: Town Board
From: Chris Musshafen
Date: 10/22/2020
Re: Emergency Repair

Approval is requested to pay for the emergency repairs to the community pool cracked pipe.
Description of work required is on the attached invoice.

Numarco, Inc.
 1021 Maple Road
 Elma, NY 14059

INVOICE

Invoice Number: 2020-006-01
 Invoice Date: Oct 13, 2020
 Page: 1

Voice: (716) 652-9190
 Fax: (716) 652-3442

Bill To:
Town of Aurora 300 Glead Avenue East Aurora, NY 14052

Ship to:
Town of Aurora Town Pool East Aurora, NY 14052

Customer ID	Customer PO	Payment Terms	
toa01		Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
			11/12/20

Description	Amount
To Furnish Labor, Materials, Tools and Equipment Necessary for Leak Investigation, Testing, Diagnosis and Repair at the Town Pool. Work Includes Cuting and Patching the Concrete Deck and Excavation as Necessary	4,308.07

Subtotal	4,308.07
Sales Tax	
Total Invoice Amount	4,308.07
Payment/Credit Applied	
TOTAL	4,308.07

Check/Credit Memo No:

WS-4

Councilman Snyder moved to approve the hiring of Foit Albert and Associates as project engineers for the Whaley Avenue bridge reconstruction project for lump sum fee of \$17,000. Councilman Wochensky seconded the motion. Upon a vote being taken: ayes – five noes - none
 Motion carried.

Action #20
 Foit Albert
 engineers
 hired for
 Whaley
 bridge project

6D-1

NEW BUSINESS:

Councilwoman Friess moved to amend the meeting agenda and add items 6D – DASNY grant agreement and 6E – Borderland donation for KFSP. Councilman Snyder seconded the motion. Upon a vote being taken: ayes – five noes – none
 Motion carried.

Action #21
 Agenda
 amended –
 two items
 added.

6D-2

Councilwoman Friess moved to approve the Temporary Use Permit to Borderland to allow parking on the Town managed side of Knox Farm State Park for their September 19-20, 2020 event contingent upon receipt of a written parking and traffic control plan well in advance of the event and that Town personnel will be used to supervise parking. Councilman Wochensky seconded the motion. Upon a vote being taken: ayes – five noes – none
 Motion carried.

Action #22
 Temporary
 use permit for
 Borderland
 parking aprvd

Councilman Snyder moved to approve the hiring of Sean King, Oakwood Ave., E. Aurora, as a seasonal part-time laborer at an hourly rate of \$17.76 with a start date of February 10, 2020. Councilwoman Jeffe seconded the motion. Upon a vote being taken: ayes – five noes – none
 Motion carried.

Action #23
 S. King aprvd
 as seasonal
 PT laborer

Councilwoman Friess moved to approve amended Exhibit A of the 2018-2023 Agreement for Police Services with the Village of East Aurora to include a seventeenth officer as follows:

EXHIBIT A

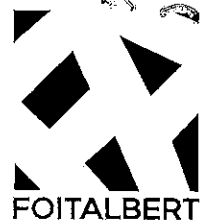
REIMBURSEMENT FOR
 COMPENSATION AND BENEFITS

<u>Positions</u>	<u>Number of Positions</u>
Chief of Police	1
Police Lieutenants	4
Detectives/Patrol Officers	11 <u>at the commencement of this agreement</u>
PLUS	
School Resource Officer (Part-Time to be reimbursed by EA School District)	1
Administrative Assistant (Part-Time, 1040hrs)	1
Vehicle Mechanic (Part-Time, 469hrs)	1

The above list of positions and number of positions is for reimbursement purposes only.

Compensation Categories

1. Compensation to include: Base Salary, Academic Pay, Holiday Pay, Special Stipends (Range Training Officer and K-9 Officer), Shift Differential Pay, Shift Command Pay, Vacation Turn-In Pay, and Field Training Officer Pay.



Buffalo
295 Main St.
Suite 200
Buffalo, NY 14203
716.856.3933

Albany
435 New Karner Rd
Albany, NY 12205
518.452.1037

New York City
215 West 94th St.
Suite 517
New York, NY 10025
212.372.4813

Invoice

October 5, 2020
Project No: 20011.01
Invoice No: 20011.01-2

Mr. Dave Gunner
Highway Superintendent
Town of Aurora
251 Quaker Road
East Aurora, NY 14052

Replacement of Whaley Drive Culvert, East Aurora
Additional Services: Flood Level Determination in Relation to FEMA Flood Maps
Term: Net 30

Professional Services from June 8, 2020 to September 25, 2020
Fee

Total Fee	21,000.00		
Percent Complete	100.00	Total Earned	21,000.00
		Previous Fee Billing	0.00
		Current Fee Billing	21,000.00
		Total Fee	21,000.00
		Total Due This Invoice	\$21,000.00

Please do not hesitate to contact me should you have any questions regarding this invoice or any of the services performed to date.

Cordially yours,


Scott W. Dabb
Accounting Manager

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



5A

(716) 652-3280
townclerk@townofaurora.com

TOWN OF AURORA
Aurora Municipal Center
575 Oakwood Avenue, East Aurora, NY 14052
www.townofaurora.com

To: Aurora Town Board
From: Martha Libroek, Town Clerk
Date: October 22, 2020
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 Architects:

- Payment No. 17 to Industrial Power & Lighting thru 9/30/20 for the Electrical contract: \$8104.15
- Payment No. 17 to Telco Construction, Inc. thru 8/31/20 for the General-Site Work contract: \$306,961.30

APPLICATION AND CERTIFICATE FOR PAYMENT

To(OWNER): Town of Aurora
 300 Glead Ave
 East Aurora, NY 14052

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

Application No: 17
 Invoice No: 53770
 Period To: 9/30/2020

From: Industrial Power & Lighting
 60 Depot Street
 Buffalo, NY 14206

Via(Architect): Fontanese Folts Aubrecht Ernst

Architects
 Project No:

Contract Date: 4/12/2019

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Approved previous months	38,107.61	0.00
Approved this month	9,395.09	0.00
TOTALS	47,502.70	0.00
Net change by change orders	47,502.70	

1. ORIGINAL CONTRACT SUM..... \$ 687,500.00
2. Net change by Change Orders..... \$ 47,502.70
3. CONTRACT SUM TO DATE(Line 1 +/- 2)..... \$ 735,002.70
4. TOTAL COMPLETED & STORED TO DATE..... \$ 720,308.32
 (Column G on G703)
5. RETAINAGE(Column I on G703) 5%..... \$ 35,940.42
6. TOTAL EARNED LESS RETAINAGE..... \$ 684,367.90
 (Line 4 less Line 5)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT..... \$ 676,263.75
 (Line 6 from prior Certificate)
8. SALES TAX..... \$ 0.00
9. CURRENT PAYMENT DUE..... \$ 8,104.15
10. BALANCE TO FINISH, PLUS RETAINAGE..... \$ 50,634.80
 (Line 3 less Line 6)

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Industrial Power & Lighting
 By: *[Signature]* Date: *10/20/2020*

State of: *New York* County of: *Erie*
 Subscribed and sworn to before me this *20th* day of *October*
 Notary Public: *Dorene M Bruce*
 My Commission expires: _____
 DORENE M BRUCE
 NOTARY PUBLIC-STATE OF NEW YORK
 No. 01BR8264940
 Qualified in Erie County
 My Commission Expires 07-02-2024

CERTIFICATE FOR PAYMENT

AMOUNT CERTIFIED..... \$ 8,104.15
 CONSTRUCTION MANAGER

By: _____ Date: _____
 ARCHITECT:
 (Attach explanation if amount certified differs from the amount applied for.)
 By: *[Signature]* Date: *10/20/2020*

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

APPLICATION AND CERTIFICATE FOR PAYMENT

TO OWNER: Town of Aurora
300 Gleed Avenue
East Aurora NY 14052

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

JOB NUMBER: 19-2502

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

APPLICATION: 17

PERIOD TO: 09/30/2020

CONTRACT FOR: 2502

CONTRACT DATE: 05/01/2019

Distribution to:

OWNER

ARCHITECT

CONTRACTOR

FIELD

OTHER

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment as shown below.
Continuation Page is attached.

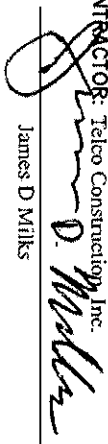
1. ORIGINAL CONTRACT AMOUNT	\$	3,677,000.00
2. NET CHANGED BY CHANGE ORDERS	\$	529,184.00
3. CONTRACT SUM TO DATE (Line 1+/-2)	\$	4,206,184.00
4. TOTAL COMPLETED & STORED TO DATE	\$	4,192,255.70
5. TOTAL RETAINED	\$	104,806.49
a. ____ % of Completed Work	\$	_____
b. ____ % of Stored Material	\$	_____
6. TOTAL EARNED LESS RETAINED	\$	4,087,449.21
7. LESS PREVIOUS CERTIFICATES FOR BILLING	\$	3,780,487.91
8. CURRENT PAYMENT DUE	\$	306,961.30
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	118,734.79

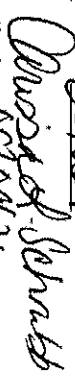
*Terms: Invoices are due and payable 30 days from the date of the invoice.
All overdue amounts will have an additional service charge of .5% per month.*

Please make checks payable to Telco Construction, Inc.

Thank you for your prompt payment.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all the amounts have been paid by the Contractor for Work for which Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Telco Construction, Inc.
By:  Date: 10/1/2020
State of: NEW YORK


County of: ERIE
Subscribed and sworn to before me this 1st day of October 2020
Notary Public:  My Commission Expires: 05/09/21
NOTARY PUBLIC-STATE OF NEW YORK
No. 01SC6125773
Qualified in Erie County
My Commission Expires May 09, 20 21

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work had progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 306,961.30

(Attached explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:  Date: 10/21/2020
By: _____

Neither this Application nor payment applied for herein is assignable or negotiable. Payment shall be made only to Contractor, and is without prejudice to any rights of Owner or Contractor under the Contract Documents or otherwise.

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



GE

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

TOWN OF AURORA
575 Oakwood Avenue, East Aurora, NY 14052
www.townofaurora.com

MEMO

TO: Town Board
FROM: Kathleen Moffat
RE: Surplus Laptop Computers
DATE: 10/26/20

Approval is respectfully requested to surplus two (2) 2012 Dell Latitude E6420 laptops. (TOA #2943, #2944) The Town purchased new laptop replacements this year. Upon approval, the old laptops will be locked in a secure location until they can be properly recycled.

6F

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



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

TOWN OF AURORA
Aurora Municipal Center
575 Oakwood Avenue, East Aurora, NY 14052
www.townofaurora.com

To: Aurora Town Board

From: Martha Librock, Town Clerk

Date: October 19, 2020

Re: Software Support – Highway & Building Dept.

Please approve and authorize the Deputy Supervisor to sign the Williamson Law Book Co. software support contracts (attached) for the Building Department and Highway Department.

Williamson Law Book Company

790 Canning Parkway Victor, New York 14564

October 15, 2020

Town of Aurora
300 Glead Avenue
East Aurora, NY 14052

ANNUAL SOFTWARE SUPPORT CONTRACT

Enclosed is an invoice renewing your Software Support coverage for the following program(s)

Highway Superintendent Software

(11/1/20 through 10/31/21)

This agreement is between Williamson Law Book Company (WLB) and the Town of Aurora (customer) and will provide annual software support and maintenance as described herein.

Williamson Law Book Company agrees to provide the customer with:

- Support to assist with the above-named software program(s). Support will be provided by internet, phone or fax during normal business hours.
- Notice of all program enhancements and their benefits.
- All state mandated changes at no extra charge.

The customer agrees to:

- Maintain hardware in proper working condition.
- Make continued efforts to work with and properly use WLB software.
- Train new personnel in the event of employee turnover. (Additional training may be purchased from WLB)

Charges for this Software Support shall be \$768.00 as specified on the enclosed invoice.

*****Please sign and return one copy of this contract with your payment*****

Thank you,



Williamson Law Book Company

Accepted for the Town of Aurora

By: _____ Title: _____ Date: _____

Williamson Law Book Company

790 Canning Parkway Victor, New York 14564

October 15, 2020

Town of Aurora
300 Gleed Avenue
East Aurora, NY 14052

ANNUAL SOFTWARE SUPPORT CONTRACT

Enclosed is an invoice renewing your Software Support coverage for the following program(s)

Building & Codes Enforcement with BCE Mobile Software (11/1/20 through 10/31/21)

This agreement is between Williamson Law Book Company (WLB) and the Town of Aurora (customer) and will provide annual software support and maintenance as described herein.

Williamson Law Book Company agrees to provide the customer with:

- Support to assist with the above-named software program(s). Support will be provided by internet, phone or fax during normal business hours.
- Notice of all program enhancements and their benefits.
- All state mandated changes at no extra charge.

The customer agrees to:

- Maintain hardware in proper working condition.
- Make continued efforts to work with and properly use WLB software.
- Train new personnel in the event of employee turnover. (Additional training may be purchased from WLB)

Charges for this Software Support shall be \$2,428.00 as specified on the enclosed invoice.

*****Please sign and return one copy of this contract with your payment*****

Thank you,



Williamson Law Book Company

Accepted for the Town of Aurora

By: _____ Title: _____ Date: _____

RESOLUTION

66

RESOLVED, By the Town Board [title of governing body] of the Town of Aurora [local government name] that *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A:

(a) only those records will be disposed of that are described in *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, after they have met the minimum retention periods described therein;

(b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

7A

MONTHLY REPORT FOR TOWN BOARD, TOWN OF AURORA FOR September 2020

see attached fee report for permits issued

\$ 8,255.38	September 2020 Fees
\$ 82,215.34	Current Year Total Fees through September 2020
\$ 40.00	Monthly Zoning Compliance letter fees (\$ YTD total)
\$ 96,298.03	Total Fees through September 2019

INSPECTIONS COMPLETED:

For Building Permits:	93
For Fire Safety:	2

NOTICES SENT:

Permits Expiring Soon:	2
Permit Expired:	4
Violations:	8
2 nd Notice Violations:	3
Fire Violations:	0
Zoning Comp Letters:	1
General Letters:	3
False Alarm Notices:	2
FA 2 nd Notice:	2
FA Final Notice:	2

ZONING BOARD OF APPEALS:

New Hearings:	3
Req to Amend:	0
Adjourned:	0
Review:	0
Decisions:	0

<u>JCA CASES:</u>	0
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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: 10202020

Re: Monthly Report – September 2020

General Information

- As we do every year at the beginning of September, we met with our crossing guards to cover issues and assignments prior to the start of school. Shortly after that meeting, we were notified that two of our people were resigning, which left us in a rush to fill those spots. We have filled the busiest crossing location at Main St and N. Grove, which was manned by a police officer during the hiring process. The other position left Girard Ave at Maple St unmanned in the morning and the Oakwood Ave at Park St unmanned in the afternoon. After speaking with Immaculate Conception School, they were comfortable with no crossing guard stationed there for the short term and Maple St at Girard Ave had minimal use.
- I was again asked to be on a five Police Chief panel to speak to the newly promoted police supervisors at the Erie County Police Academy Police Supervision Training.
- The Mayor, Town Supervisor, Village Administrator and I met and discussed the NYS police reform and what steps need to take place.



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
- Village and Town Board meetings
- Phone Installation meeting
- 8 Pistol Permit Interviews
- Interviewed two Candidates for Police Officer
- ECACOP Meetings
- National Child safety Council – Met w/ Rep
- Crossing Guard yearly meeting

Special Events:

- Trump rally – About 100 people marched up and down Main St. sidewalks.
No issues

Training:

- Perma Training – Sexual Harassment Prevention
- Officers Specht and Kawalerski attended a two-day course on Courtroom Testimony, held at Hilbert College.
- Officers Becker and Bastine participated in a two-day webinar entitled Drug Interdiction and Conducting the Complete Traffic Stop.



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Statistics

Activity	Village	Outside of Village	Total (YTD)
Police calls	1,383(15,503)	612(7,536)	1,995(23,039)
Fire/EMS calls			250(3,076)
Response Time	2.7 minutes	2.7 minutes	
Property Damage Acc	15	10	25(191)
Injury Accidents	0/0 Fatal	1/0 Fatal	1(19)0(Fatal)
Leaving Scene Acc	2(20)	0(4)	2(24)
Arrests-Individuals	10(78)	2(20)	12(98)
Crimes-Persons	6(30)	1(14)	7(44)
Crimes-Drugs	0(4)	1(2)	1(6)
Crimes-Property	13(112)	3(34)	16(146)
Burglary/Trespass	1(9)	1(2)	2(11)
S&R-Lic/Reg	6(26)	1(7)	7(33)
DWI	2(16)	0(8)	2(24)
Warrant Arrests	0(6)	1(1)	1(7)
Traffic Tickets	66(419)	23(240)	89 (659)
Parking Tickets			1(208)
Domestics	2(18)	2(16)	4(34)
9.41 Mental Health Charge	1(17)	1 (7)	2(24)



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:
 - Officers and EAFD personnel responded to Sinking Ponds on a complaint of a female yelling for help. A brief search located a female hiker with an ankle injury. She was safely removed from the area and transported to the hospital.
 - An officer was alerted by his vehicles mobile plate reader that a parked, occupied vehicle on Main St was reported stolen from Monroe County. The occupant, after a brief struggle, was arrested.
 - An individual did enter the Roycroft Inn without permission and stole property. The individual was seen on camera throughout the business and leaving with the property. He was located the next day and charged with several crimes including burglary.
 - Detective O'Brien along with an investigator from the ECHD completed a compliance check of Smoke World vape shop. Numerous flavored vapes were located on display, which are illegal to sell and the store was found to be in violation of displaying vaping advertisement on the windows while within 1,000 ft of a school. A follow up inspection found more flavored vapes behind the counter, which were seized.