

TIMETABLE FOR CDBG APPLICATION  
40th GRANT YEAR: APRIL 1, 2014 - MARCH 31, 2015

WS-1

<u>DATE</u>	<u>ACTIVITY</u>
May 23, 2013	- PSC to discuss scoring criteria. Bylaws, timetable, criteria and scoring, and citizen participation process.
June 20, 2013	- <u>Consortium Annual Meeting</u> to review 2012 Annual Performance Rpt., schedule, appointments & officers. (Brant)
July, 2013	- PSC 1st quarter <u>Community Projects progress report</u> (Adopted 2013 Goals, Criteria, and Scoring) <u>mailed</u> . Projects <u>not</u> underway may be suspended and funds granted to "READY" projects.
Week of Sept. 16-20, 2013-	DEP holds <u>Citizen Forums</u> for County wide public participation (Lackawanna, Depew, Springville)
September 26, 2013 -	<u>CD Program Briefing</u> for municipalities, 2014 CDBG Project Application Packet distributed (mailed to municipalities which could not attend) (Tonawanda)
Sept. - Oct., 2013	- Communities hold annual CDBG Public Hearings - <u>Please advise Monitor of date/time</u> - Communities prepare Project Description Forms with technical assistance from CD Monitors. Staff will do a <u>courtesy review</u> of any draft application(s) submitted in advance!
October 21, 2013	- Consortium/PSC meeting - 2nd quarter progress, expenditures, grant allocation
<b>October 28, 2013</b>	- <b><u>Deadline for submission of Project Description Forms to Erie County DEP</u></b>
Oct. 29-Nov. 8, 2013 -	Project Description Forms reviewed by Planning staff for eligibility and scoring.
<u>November 8, 2013</u>	- <u>Final date for submitting additional project data to DEP (8 work day grace period ends)</u>
Week of Nov. 11	- Projects to PSC for reading and preliminary scoring.
Weeks of Nov. 11-22	- Tour of projects by staff and PSC Review Subcommittees. (PSC A, B & C)
Dec. 5 & 12, 2013	- PSC rates projects, reviews DEP proposed admin. and planning and program delivery costs. Final project ranking reviewed and approved for transmittal to full Consortium. (Orchard Park)
Week of Jan. 6, 2014	- Communities notified of results of project competition and DEP prepares Action Plan/ Grant Application and tentative Budget. PSC reviews 3rd quarter progress.
Wk of Jan. 13 - 23, 2014-	Public hearings on Grant Application & 2014 Action Plan (Lackawanna, Hamburg, TBD) Written Comments DEADLINE: 2/12/14.
Wk. of February 3, 2014-	Coordinating Committee review of 2014 Action Plan (1004 Rath Bldg.).
February 13, 2014 -	2014 Action Plan/Grant Application submitted to HUD (5th yr. of 5-Yr. Consolidated Plan).
April 1, 2014	- Start of 2014 Program Year - Project starts must await clearing Environmental Review by DEP, and contract execution by HUD and County (during May, 2014).
April-May, 2014	- DEP determines CD Program activities progress and expenditures, prepares draft 2013 Consolidated Annual Performance Report (CAPER).
Week of May 26	- DEP holds public hearing on draft 2013 Consolidated Annual Performance Report.
June 27, 2014	- File 2013 Consolidated Annual Performance Report (progress on all activities) with HUD. DEP determines need for Mid-Year Amendment: Suspend delayed projects; fund unprogrammed projects.

**NOTICE OF COMMUNITY DEVELOPMENT  
CITIZEN FORUMS**

Notice to the Citizens of the Erie County Consortium

The Citizen Forums, part of the 2014-15 Consolidated Plan process, are intended to provide an opportunity for citizens to express community development and housing needs and to discuss possible projects which would benefit low- and moderate-income persons, the elderly and disabled in Erie County.

The Citizen Forums will be held on:

- Monday, September 16, 2013      7:00 PM. Depew Village Hall, Council Chambers  
85 Manitou Street, Depew, NY
- Tuesday, September 17, 2013      6:30 PM Lackawanna Library- Community Room  
560 Ridge Road, Lackawanna, NY
- Thursday, September 19, 2013      7:00 PM Village of Springville- Municipal Building-  
Court Room  
65 Franklin Street, Springville, NY

Proposed projects, meeting U.S. Department of Housing and Urban Development national objectives and eligibility criteria, will use federal funds in the following Community Development Consortium communities: Cities of Lackawanna and Tonawanda, the Villages of Akron, Alden, Angola, Depew, East Aurora, Farnham, Gowanda, Lancaster, North Collins, Orchard Park, and Springville, and the Towns of Alden, Aurora, Boston, Brant, Clarence, Colden, Collins, Concord, Eden, Elma, Evans, Grand Island, Holland, Lancaster, Marilla, Newstead, North Collins, Orchard Park, Sardinia, Wales and West Seneca.

The Erie County Urban Consortium is eligible for Federal Community Development, HOME and Emergency Solutions grants under Title I of the Housing and Community Development Act of 1974, as amended, the HOME Investment Partnership Program, and the Stuart B. McKinney Homeless Program.

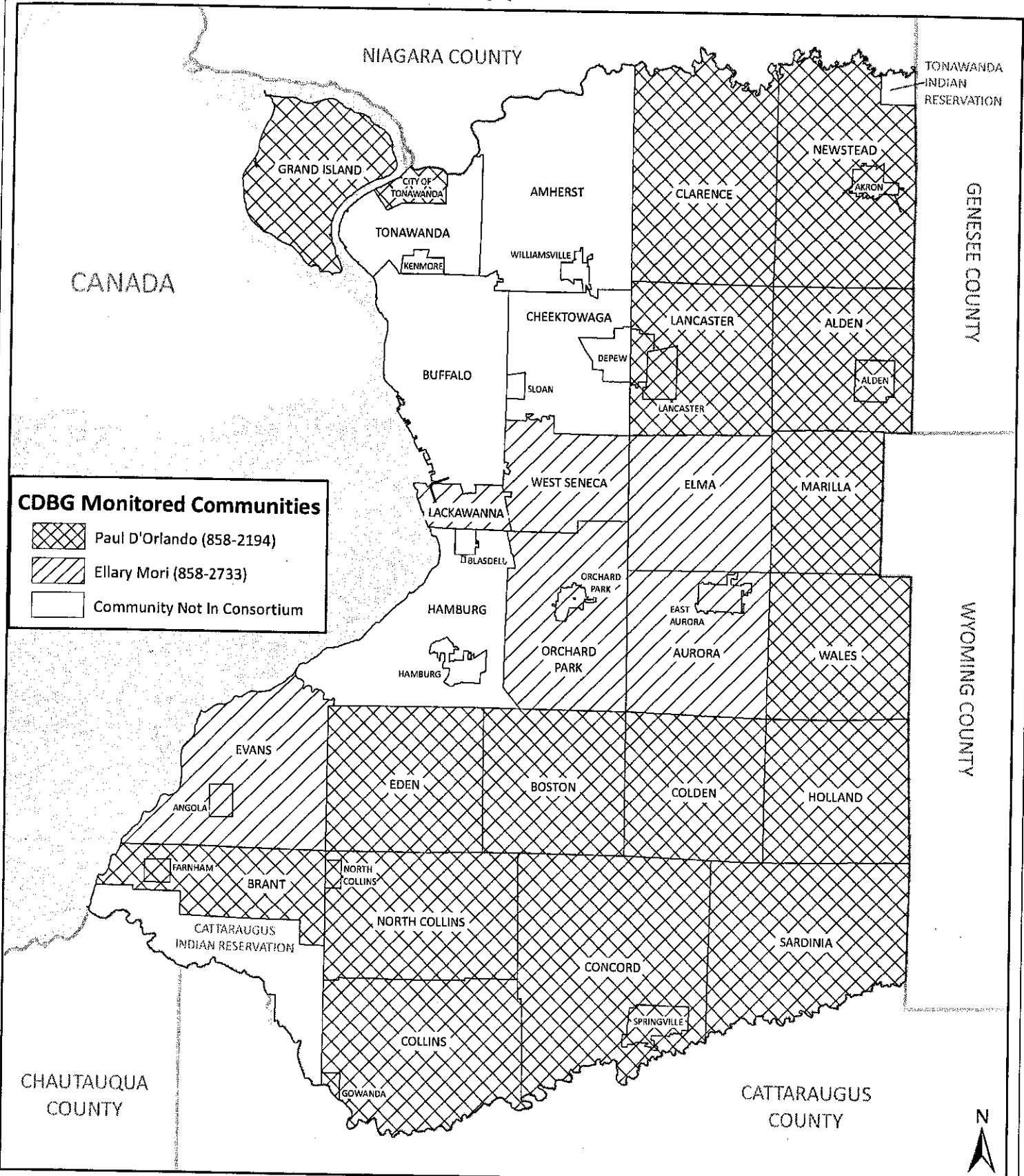
Citizens are urged to attend this Forum as well as scheduled local municipal Community Development hearings to make known their views and/or written proposals on potential projects to be submitted for possible funding by the Federal Community Development, HOME, and Emergency Solutions Grant Programs.

The Forums will also present a review of prior Community Development projects and expenditures and a discussion of eligible activities. Each meeting room is wheelchair accessible. Non-English speaking persons or persons with special needs should contact the Dept. of Environment & Planning at (716) 858-2194 or [paul.d'orlando@erie.gov](mailto:paul.d'orlando@erie.gov) for further assistance.

Para asistencia en Español, se puede contactar a Ellary Mori (716) 858-2733 o [Ellary.Mori@erie.gov](mailto:Ellary.Mori@erie.gov)

# CDBG MONITOR ASSIGNED COMMUNITIES

## For 2014-2015 Application Assistance



For Questions Concerning:  
 Economic Development -- Contact Ken Swanekamp (716) 858-6179  
 Housing -- Contact Diane Cadle (716) 858-6927



**ERIE COUNTY COMMUNITY DEVELOPMENT PROGRAM  
2014-2015 PROJECT RATING CRITERIA**

Approved by  
PSC: 6/20/13

	<u>2014 Pts.</u>	<u>MAX.Pts.</u>
<b>Rated by Staff: 1-8</b>		<b>26</b>
<b>1. <u>National Objectives</u></b>		<b>4</b>
• Aids in elimination of slums or blight - <u>area wide</u> (certified w/in the past <u>10 Ten</u> ) years.	4	
• Aids in elimination of slums or blight - <u>spot</u> ( $\leq$ 3 acres) (certified w/in the past <u>three (3)</u> years)	4	
<b>2. <u>Serves More than One Municipality</u></b>		<b>2</b>
• 3 or more municipalities	2	
• 2 municipalities	1	
<b>3. <u>L/M Income Target Area or Population</u></b>		<b>5</b>
a) <u>Non-Planning Projects</u>		
- Project solely benefits a census block group w/ 12% or more persons below poverty level	4	
- Project serves an area comprised of several blk. grps., 1 or more of which have 12% or more persons below poverty level	1	
- 65% or more of target area is L/M by census/income survey	3	
- Handicapped or Senior Citizens	2	
- 51% or more of target area is L/M by census/income survey	2	
*** - <u>43.2%</u> or more of target area is L/M by census/income survey	1	
b) <u>Planning Projects Only</u>		<b>5</b>
- 40% or more of study <u>area</u> within L/M block group(s)/survey area	4	
- 10-39% of study <u>area</u> within L/M block group(s)/survey area	3	
- 1-9% of study <u>area</u> within eligible block group(s)/survey area.	2	
Study area contains a <b>block group</b> with 12% or more persons below the poverty level (2000 census).	1	

NOTE: Planning project must include a "CD element" (i.e. focus on housing, community project and/or economic development activities).

\*\*\* Official 2000 Census Upper Quartile Low/Mod. Income Percentage

2014 Pts.    Max. Pts.

- |  |   |   |
|--|---|---|
| 4. <u>Project Implementation Performance</u>                 |   | 2 |
| • Community expended @ 100% of CD project funds through 2012 | 2 |   |
| • Communities expended 100% of CD project funds through 2011 | 1 |   |

<sup>@</sup>Expended means County has received request(s) for full payment from the sponsoring community. Unexpended "joint project" funds will result in 2 or 1 point(s) loss to the lead and supporting municipalities respectively.

- |  |   |   |
|--|---|---|
| 5. <u>Previous Projects Funded in 2011 - 2013</u>  |   | 5 |
| • Community Project <u>not</u> funded in 2011, 2012 and/or 2013                                  | 5 |   |
| • Community Project <u>not</u> funded in 2012 and/or 2013  | 4 |   |
| • Community Project(s) funded in 2012 and/or 2013 totaling <u>under</u> \$45,000.                | 2 |   |
| • Community Project(s) <u>not</u> funded in 2012 or 2013 <u>only joint</u> <sup>#</sup> project. | 1 |   |

<sup>#</sup>Rural Transit Service is not considered a "joint" community project

- |  |   |   |
|--|---|---|
| 6. <u>Community Ranking of Project</u> |   | 3 |
| • First                                | 3 |   |
| • Second                               | 1 |   |

- |  |   |   |
|--|---|---|
| 7. <u>Other Funding Provided (Cash or In-kind - in contract year)*</u> |   | 3 |
| • Other funding equal to or greater than 50% of total project cost     | 3 |   |
| • Other funding equal to or greater than 25% of total project cost     | 2 |   |
| • <u>Cash</u> contribution of 5% or more of total project cost         | 1 |   |

\* Local match may include money spent on physical improvements within past 3 years; planning/engineering/acquisition activities within past 5 years, if they are specifically related to the CD project proposal.

WARNING: Projects not meeting final match commitment may have grant amount reduced.

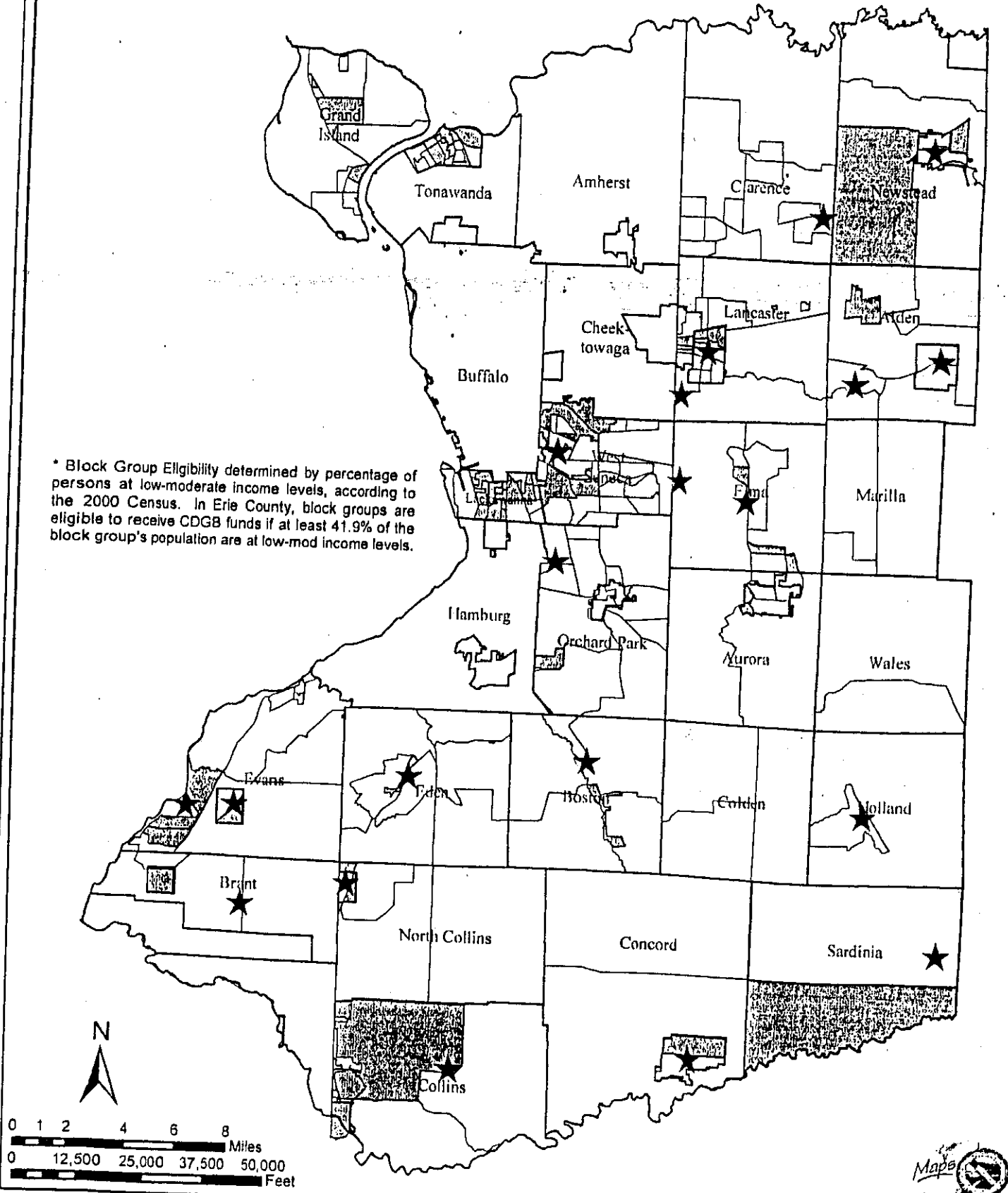
- |  |   |   |
|--|---|---|
| 8. <u>Quality of Application Information</u>   |   | 2 |
| • Project description form was complete, timely and accurate (no additional information was required).   | 2 |   |
| • Project description form was incomplete and additional information was provided within the <u>8 work-day</u> grace period (11/8/13).**   | 1 |   |
| • After the grace period, project description form was still incomplete (i.e. entire sections not filled out, inaccurate information, vague.... lacking adequate documentation), and requested information was not received. | 0 |   |

2014 Pts. Max.Pts.

<b>Rated by Project Selection Committee (PSC): 9-11</b>		<b>17</b>
<b>9. <u>Project Need</u></b>		<b>8</b>
• Justification of need and assessment well documented	6-8	
• Moderate need for project	3-5	
• Unclear or undocumented	0-2	
<b>10. <u>Project Readiness</u></b>		<b>4</b>
Has provided sufficient documentation (e.g. ownership, cost estimate, schedule, scope of services), to show that project can be completed.		
• High degree of readiness	4	
• Moderate degree of readiness	2	
<b>11. <u>Other Factors</u></b>		<b>5</b>
(not covered by the above criteria) e.g. over-priced, under-funded, does not appear to be the best solution for problem, clearly inconsistent with local, county or consolidated plans. (Scoring starts at "5" and loses 1-5 points for the above, or any other factors, as noted on page 5 of the Rating Form)	5-0	
<b><u>Total Points:</u></b>		<b>43</b>

\*\* Notice of incomplete application will go to the municipality (supervisor/mayor or contact person listed on application) via telephone call or fax from the CD monitor.

\* Block Group Eligibility determined by percentage of persons at low-moderate income levels, according to the 2000 Census. In Erie County, block groups are eligible to receive CDGB funds if at least 41.9% of the block group's population are at low-mod income levels.



Map Prepared by the Erie County  
Department of Environment & Planning  
Office of GIS, June 2011

Basemap Copyrighted by the  
New York State Department of Transportation

Source: HUD

Erie County, New York  
Urban County Consortium:  
2010 CDBG Eligible\* Block Groups  
and Survey Areas  
Figure 3

	CDBG Eligible Areas
	Ineligible Areas
	Locations eligible based on surveys



**ERIE COUNTY URBAN CONSORTIUM**

**CENSUS TRACTS w/ BLOCK GROUPS**

<b><u>MUNICIPALITIES</u></b>	<b><u>CENSUS TRACT (2000)</u></b>	<b><u>BLOCK GROUPS</u></b>
Alden (T)	149.03 / 149.04	1,2,3,4,9 / 1
Alden (V)	149.01	1,2
Aurora	138.00	2, 3, 9
Akron	148.01	1, 2
Angola	155.01	1, 2
Brant	156.00	2, 3
Boston	152.01 / 152.02	1, 2 / 1, 2, 9
Clarence	146.01 / 146.02 147.01 / 147.02	1,2,4,5 / 1,2,9 1,9 / 1,2,3,9
Colden	151.01	1, 2, 3
Collins	160.02 / 161.00	1, 2, 3 / 1
Concord	158.00	1, 2
Depew	145.01 / 145.02	1,2 / 1,2,3,4
East Aurora	139.00 / 140.00	1 / 1, 2
Eden	153.01 / 153.02	1,7,8,9 / 1,7,9
Elma	141.01 / 141.02	1, 2, 8 / 1, 9
Evans	154.01 / 154.02 155.02	1,2,3 / 1,2,3 1,2,3,4,5,7
Farnham	156.00	1
Gowanda	160.01 / 9604	1 / 1, 2
Grand Island	73.02 / 73.03 73.04	1,2,3,5,6,9 / 1,2,3 1,2
Holland	150.03	1, 2





WS-2

## Erie County Water Authority

3030 Union Road • Cheektowaga, N.Y. 14227  
716-684-1510 • Fax 716-684-3937

May 7, 2013

Bryan Smith, P.E.  
Conestoga-Rovers & Associates  
285 Delaware Ave.  
Buffalo, NY 14202

RE: Townline Tank  
Town of Aurora  
ECWA File No.: AUTN-326-9301-F  
ECWA Project No.: 199300451

Dear Mr. Smith:

In order for the Townline Tank to be drained and inspected the Town of Aurora would have to make modifications to the piping indicated in red on the enclosed plan.

The inspection is planned for the spring of 2014. Please contact me if you have any questions.

Sincerely yours,

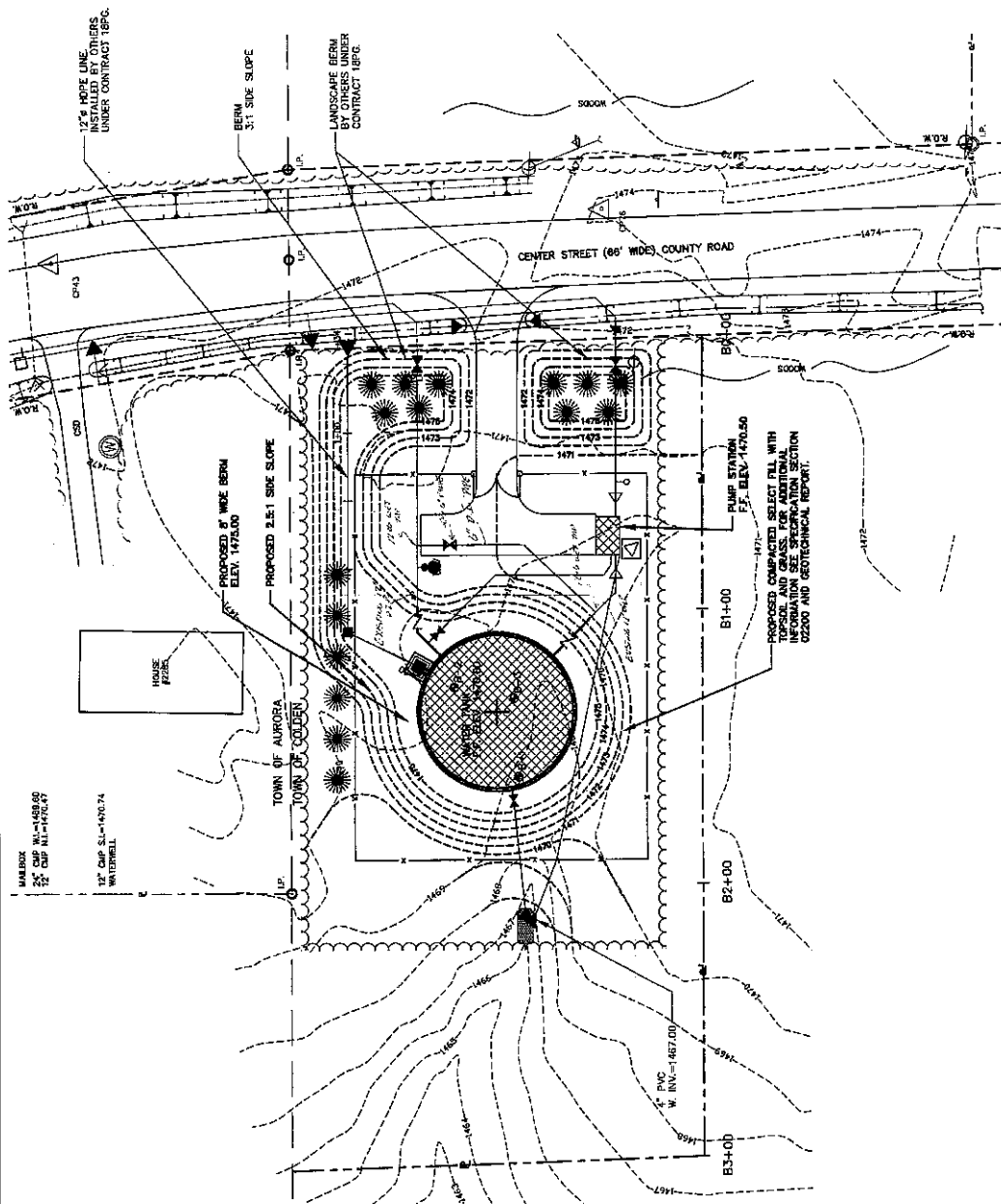
ERIE COUNTY WATER AUTHORITY

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

Thomas J. Wik, P.E.  
Distribution Engineer

TJW: mjm  
Cc: J. Meyers





WATER BOX  
 24" CIP S.I. = 1458.00  
 24" CIP S.I. = 1462.47

12" CIP S.I. = 1470.74  
 WATERWELL

NOTES:  
 1. ALL PROPOSED GRADING SHALL BE COMPLETED PER LIMITS OF CONTRACT 18T AS SHOWN ON SHEET 3.

WARNING: THIS PLAN IS PREPARED BY AN ENGINEER AND IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREON. IT IS NOT TO BE USED FOR ANY OTHER PROJECT OR SITE WITHOUT THE WRITTEN CONSENT OF R&D ENGINEERING, INC.

R&D Engineering, Inc.  
 DATE: 08/20/2018  
 SHEET: 2 OF 2  
 CAD FILENAME: 18T6\_S18T  
 JOB NO.: 18T6

**PROPOSED TOWNLINE TANK  
 GRADING PLAN**  
 SCALE: 1"=20'

TOWN OF AURORA  
 ERIE COUNTY, NEW YORK  
**WATER SYSTEM IMPROVEMENTS  
 WATER DISTRICT 18 - SECTION A**  
 CONTRACT NO. WD-18T

NO.	DATE	REVISIONS



**R&D ENGINEERING, INC.**  
 PROFESSIONAL ENGINEERING CONSULTANTS



## Erie County Water Authority

3030 Union Road • Cheektowaga, N.Y. 14227  
716-684-1510 • Fax 716-684-3937

May 14, 2013

Bryan Smith, P.E.  
Conestoga-Rovers & Associates  
285 Delaware Ave.  
Buffalo, NY 14202

RE: Townline Tank  
Town of Aurora  
ECWA File No.: AUTN-326-9301-F  
ECWA Project No.: 199300451

Dear Mr. Smith:

As we discussed, the Authority would be willing to perform the necessary piping modifications at the referenced tank if requested by the Town of Aurora. The estimated cost of this improvement is \$19,000.00. The Authority will bill the Town for the actual installed cost of the improvement.

Please contact me if you have any questions.

Sincerely yours,

ERIE COUNTY WATER AUTHORITY

A handwritten signature in black ink, appearing to read "T. J. Wik".

Thomas J. Wik, P.E.  
Distribution Engineer

TJW: mjm  
Cc: W. Dust



**RESOLUTION TO AMEND AGREEMENT WITH**  
**ERIE COUNTY WATER AUTHORITY**

WS-3

WHEREAS, the Town of Aurora and the Erie County Water Authority have entered into agreements in regard to various water districts in which the Authority operates such districts under a Lease Management Agreement with the Authority, and

WHEREAS, such districts have out-of-district customers who require water service, and

WHEREAS, the Town is presently amending the Town Water Code authorizing the Town to terminate water service for extended delinquency of water charges similar to the authority of the Town for customers within the district, and

WHEREAS, the Codes of the Town of Aurora are being amended to authorize the Erie County Water Authority to provide termination for such delinquencies,

NOW, THEREFORE, be it

RESOLVED, the Town requests an amendment to the various Lease Management Agreements between the Town and the Erie County Water Authority which would permit the Erie County Water Authority to terminate water service for delinquencies at the request of the Town Board, and be it further

RESOLVED, that a copy of this Resolution shall be submitted to the Commissioners of the Erie County Water Authority.

Duly adopted this \_\_\_\_ day of \_\_\_\_\_, 2013.

TOWN OF AURORA  
LOCAL LAW INTRO. NO. \_\_\_\_-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 CHAPTER 113 REGARDING \_\_\_\_\_.

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 113-34, BILLING PROCEDURE; PENALTY FOR LATE PAYMENTS

Section ~~116~~34 is amended to read as follows:

Checks for payments of water district bills and water charges shall be made payable to the water district. Meters will be read and bills rendered at regular quarterly intervals. Bills for the previous quarter shall be due and payable at the office and on the date designated on the bill. Unpaid water charges,

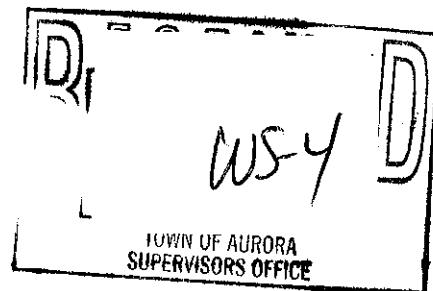


## Western New York Southtowns Scenic Byway

Aurora – Boston – Colden – Concord – East Aurora – Orchard Park – Springville  
P. O. Box 209 • Orchard Park, NY • 14127 • [www.WNYSSB.org](http://www.WNYSSB.org)

August 25, 2013

Town of Aurora, NY  
Attn: Supervisor Jolene M. Jeffe  
Southside Municipal Center  
300 Glead Avenue  
East Aurora, New York 14052



Re: Invitation for Participation in the WNYSSB Advisory Committee

Dear Supervisor Jeffe:

This is a milestone year for the WNYSSB and the communities who benefit from our mission. The course of the Byway is now clearly defined by state scenic byway route signage. Interpretive signs have been installed in all towns and villages along the Byway's route. We are blessed with a firm foundation as we look to take on the challenges of growth and sustainability. One of the keys to our future is better community awareness, such that we can do what we are chartered to do: promote the area. Despite all of the things we have done, the general Southtowns public has little idea of our existence. We are in the midst of launching an extensive marketing campaign, but brochures and booklets may just be a start to raise community awareness to satisfactory levels. We need other avenues to listen and to be heard.

To this goal we are forming an Advisory Committee. The Committee, which President Bob Lennartz has asked me to Chair, is to be made up of one delegate from each of 5 towns, 3 villages, and Erie County. The Committee is initially slated to meet semiannually in person and quarterly by phone call. You are entitled to nominate one person to sit on this committee at your discretion. This person will have the responsibility of hearing what the Byway is doing, making suggestions on efforts to support your community, and reporting back to you. We hope this effort will expand the Byway presence, which is good for all!

Please let me know, either by e-mail or other means, of your nominee by September 15. Please provide contact information, and we will move from there. I look forward to hearing from you!

Graciously,

Ronald Klinczar  
Vice President, WNYSSB  
716-982-3763

[Ronald.klinczar@hatchmott.com](mailto:Ronald.klinczar@hatchmott.com)

SUPERVISOR  
JOLENE M. JEFFE  
(716) 652-7590  
[jjeffe@townofaurora.com](mailto:jjeffe@townofaurora.com)



N  
towncler

WS-5

## TOWN OF AURORA

5 South Grove Street, East Aurora, NY 14052  
[www.townofaurora.com](http://www.townofaurora.com)

### TOWN COUNCIL MEMBERS

Jeffrey T. Harris  
[jharris@townofaurora.com](mailto:jharris@townofaurora.com)

James F. Collins  
[jcollins@townofaurora.com](mailto:jcollins@townofaurora.com)

James J. Bach  
[jbach@townofaurora.com](mailto:jbach@townofaurora.com)

Susan A. Friess  
[sfriess@townofaurora.com](mailto:sfriess@townofaurora.com)

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

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

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

ASSESSOR  
Thelma Hornberger  
[assessor@townofaurora.com](mailto:assessor@townofaurora.com)  
(716) 652-0011

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

TOWN ATTORNEY  
Ronald P. Bennett

TOWN JUSTICE  
Douglas W. Marky  
Jeffrey P. Markello

HISTORIAN  
Robert L. Goller  
(716) 652-7944  
[historian@townofaurora.com](mailto:historian@townofaurora.com)

FAX: (716) 652-3507

TDD (716) 714-1001  
For the Hearing Impaired

July 30, 2013

To: Town Board Members

I respectfully request that Elizabeth Deveso's Title be changed from Part Time Seasonal Clerk to Highway Maintenance Clerk. This would enable her to better meet the needs of the highway office by allowing her to work as needed within the confines of the current budget. She is currently restricted to working no more than 19.5 hours a week for 7 consecutive months out of the year. Work requirements fluctuate throughout the year and are not confined to certain months or seasons.

Elizabeth obtained a score of 95 on the Erie County Civil Service Highway Maintenance Clerk Exam, given on January of 2013. She was number one off the list of candidates that meet East Aurora residency requirements for this job. According to our local Erie County Municipal Personnel Officer, Elizabeth meets the criteria for this title change.

Sincerely,

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

David M Gunner  
Superintendent of Highways

Will need to create an RPT Highway Maintenance Exam.

WS-6

# Memo

**To:** Town Board  
**From:** Patrick Blizniak  
**CC:** Ron Bennett  
**Date:** 8/20/13  
**Re:** Air Balancing and distribution at Windham

We received 3 quotes to inspect and adjust the air balancing of the air distribution system at Windham. We have experienced countless problems in this large area resulting in drastic temperature changes in different areas of the same room. It was recommended to have the system checked and balanced to alleviate this problem. Mr. Dick Glover is familiar with this process and be happy to answer any questions you may have.

<b>American Air Balance Co.</b>	<b>\$2500</b>
<b>A D &amp; M</b>	<b>\$2700</b>
<b>John W. Danforth Company</b>	<b>\$3100</b>

Thank You,

Patrick Blizniak



\$2500

**American Air Balance Co.  
Testing & Balancing**

**FACSIMILE TRANSMISSION**

**ATTENTION :** Dan Hochadel **DATE :** 8/6/2013  
**FAX NUMBER:** (716) 652-3507  
**COMPANY :** Aurora Town Hall  
**ADDRESS :** 300 Gleed Avenue  
East Aurora, NY 14052  
**FROM :** American Air Balance Co. **TOTAL PAGES**  
**INC. COVER** 2  
**RE:** East Aurora Bldg; Park Associates Area

**MESSAGE**

Dan,

Attached is our quote for reading the two rooftop units, as discussed.

Thanks,

Mel Scheeler

\* P.O. BOX 137 \* SPRING BROOK NY 14140-0137 \*

\* PHONE: (716) 807-8557 \* FAX: (716) 601-7910 \*

Estimator,

We welcome this opportunity to submit our proposal to provide the Testing, Adjusting and /or Balancing Services on the two rooftop units of the East Aurora Building – Park Associates Area. Work to be performed at night, or whenever the area is available.

My quote for this project is: \$2,500.

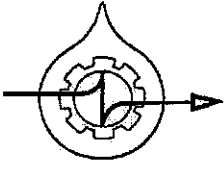
If you have any questions contact Mel at [amairbal@gmail.com](mailto:amairbal@gmail.com)

Sincerely, *Melvin C. Scheeler Jr VP*

American Air Balance  
P O. Box 137  
Spring Brook, NY 14140-0137

Phone: (716) 807-8557  
Fax: (716) 601-7910

\$ 2700



# A D & M

Air Distribution and Mechanical - Testing and Balancing

P.O. Box 146 West Seneca, NY 14224

Phone (716) 677-0980

Fax (716) 677-0999

## QUOTE

**Client:** Aurora Town Hall  
300 Gleed Avenue  
East Aurora, New York 14052

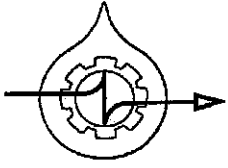
**Date:** 31 jul 13

**Attn:** Mr. Dan Hochadel  
Facility Manager

LOCATION	DESCRIPTION	AMOUNT
<p><b>TOWN OF AURORA</b> <b>Aurora Town Hall</b></p> <p>East Auroa, New York</p>	<p>basic review of one air handling systems, inspect ductwork and its layout above ceiling (where possible) and its associated supply and return air devices</p> <p>profile of the rooftop unit which includes static pressure profile, speed of fan (rpm), amperages, review of its outside air and recirculate air. Comments and recommendations of the units' condition</p> <p>read air volumes of each of this systems' supply and return air outlets (if return air outlets are duct connected)</p> <p>review, recommendation of distribution corrections and comments</p> <p>certified balancing report to be issued</p> <p>two technicians - field testing and report office - total hours 20</p> <p>Note: assistance will be required by temperature controls personnel to adjust the system as needed</p>	<p><b>\$1,350.00</b></p>
<b>TOTAL COST FOR QUOTE</b>		<b>\$1,350.00</b>

2700<sup>e</sup>

**Specializing in HVAC Testing**  
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# A D & M

Air Distribution and Mechanical - Testing and Balancing

P.O. Box 146 West Seneca, NY 14224

Phone (716) 677-0980

Fax (716) 677-0999

## QUOTE

**Client:** **Aurora Town Hall**  
300 Gleed Avenue  
East Aurora, New York 14052

**Date:** **31 jul 13**

**Attn:** **Mr. Dan Hochadel**  
Facility Manager

LOCATION	DESCRIPTION	AMOUNT
<p><b>TOWN OF AURORA</b> <b>Aurora Town Hall</b></p> <p>East Aurora, New York</p>	<p>basic review of one air handling systems, inspect ductwork and its layout above ceiling (where possible) and its associated supply and return air devices</p> <p>profile of the rooftop unit which includes static pressure profile, speed of fan (rpm), amperages, review of its outside air and recirculate air. Comments and recommendations of the units' condition</p> <p>read air volumes of each of this systems' supply and return air outlets (if return air outlets are duct connected)</p> <p>review, recommendation of distribution corrections and comments</p> <p>certified balancing report to be issued</p> <p>two technicians - field testing and report office - total hours 20</p> <p>Note: assistance will be required by temperature controls personnel to adjust the system as needed</p>	<p><b>\$1,350.00</b></p>
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\$3100

Industrial Piping • Power Plants • Heating/Air Conditioning • Plumbing • Air and Water Pollution Control • Sheet Metal

**FAX TRANSMITTAL**

COMPANY : Town of East Aurora

ATTN. : Dan Hochadel

FAX NO. : 716-652-3507

RE : 300 Gleed Ave. Quote for Testing, Adjusting, Balancing

DATE : 8/9/2013

JWD JOB # : XXXX-XXX

FROM: Corey Post - cpost@jwdanforth.com  
 Fax - (716) 832-2388

NUMBER OF PAGES: 3 (INCLUDING COVER)

COMMENT: \_\_\_\_\_  
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**JOHN W. DANFORTH COMPANY**  
GENERAL CONTRACTORS FOR MECHANICAL SYSTEMS

Industrial Piping • Power Plants • Heating/Air Conditioning • Plumbing • Air and Water Pollution Control  
8/9/2013

Town of East Aurora  
300 Glead Ave.  
East Aurora, New York  
716-698-2433

Attn: Mr. Dan Hochadel

Re: Testing and Balancing of the 2<sup>nd</sup> Floor Call Center

**PROPOSAL**

**Scope of Work:** We are pleased to submit our lump sum quotation including all supervision, labor, materials and tools required to complete the work for the above referenced project per plans and specifications.

**Pricing Includes:**

- Measure fan and motor performance of the rooftop supply fan that serves the 2<sup>nd</sup> floor call center portion of the facility
- Measure fan and motor performance for (2) rooftop supply fan units (RTU-8 and RTU-9) that serve the 2<sup>nd</sup> floor call center portion of the facility.
- Measure airflow at individual supply air diffusers located in the 2<sup>nd</sup> floor call center area. Have a meeting on these results comparing the test results with the HVAC plan to be provided by the Town of East Aurora.
- Measure airflow at (29) supply air diffusers located in the 2<sup>nd</sup> floor call center portion of the facility.
- Make airflow adjustments as required to establish the original design or as based on occupant comfort.
- Provide a typewritten report with test results, final balance results and comments about system performance.
- All work to be performed on 3<sup>rd</sup> shift. Starting at 10pm.

Page 2

300 Colvin Woods Parkway • Tonawanda, New York 14160 • Tel: 716-832-1940 • Fax: 716-832-2388  
7401 Willowbrook Road • Victor, New York 14564 • Tel: 585-924-7030 • Fax: 585-924-7916  
6412 Baird Avenue • Syracuse, New York 13206 • Tel: 315-431-0900 • Fax: 315-431-4424

JOHN W. DANFORTH COMPANY

8/9/2013

**Price Does Not Include:**

- New York State sales tax;
- Sheaves and Belts (Material or labor for fan adjustments)
- Installation of Dampers
- Electrical (other than control wiring)
- Environmental remediation of any kind (i.e. asbestos, lead, mold, etc.);
- Performance and payment bond;
- Special insurance

WE HEREBY PROPOSE TO FURNISH MATERIALS AND LABOR COMPLETE IN ACCORDANCE WITH THE SPECIFICATIONS ABOVE FOR THE SUM OF:

THREE THOUSAND ONE HUNDRED DOLLARS AND ZERO CENTS

..... \$3,100.00

Terms: Net 30 Days

**ACCEPTANCE OF PROPOSAL:** The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as indicated. Payment will be made as outlined above. The conditions above stand good for 30 days.

JOHN W. DANFORTH COMPANY

BY: \_\_\_\_\_  
Corey Post

BY: \_\_\_\_\_

DATE: 8/9/2013

DATE: \_\_\_\_\_

**RESOLUTION TO AMEND LEASE AGREEMENT**  
**WITH WINDHAM PROFESSIONALS**

WHEREAS, the Town as Lessor and Windham Professionals as Lessee have a Lease Agreement for 13,754 square feet at Gleed Avenue, and

WHEREAS, due to the configuration of the use of Windham Professionals it includes separate partitions within the rented area resulting in an imbalance of the HVAC system, and

WHEREAS, Windham Professionals has requested the Town to re-balance the system at a projected cost of \$2,700.00, and

WHEREAS, as Lessor, the Town has agreed and resolved to remedy the present imbalance which provides for proper HVAC services within the leased premises, and

WHEREAS, any subsequent change in configuration of the leased area which would affect the balance of the HVAC system would be the responsibility of the Lessee for further re-balancing,

NOW, THEREFORE, be it

RESOLVED, the Town Board agrees as Lessor to re-balance the HVAC at a cost of \$2,700.00, and be it further

RESOLVED, that if subsequent re-balancing is required to be completed by the Town, any costs associated with such re-balancing shall be the cost of the Lessor, which costs shall be paid within thirty (30) days from the issuance of an invoice to the Lessee, and be it further

RESOLVED, that the Lease Agreement between the Town of Aurora and Windham Professionals is amended by the concurrence and execution of this Resolution by both the Supervisor of the Town and the representative of Windham Professionals.



Duly adopted this \_\_\_\_ day of \_\_\_\_\_, 2013.

The parties hereto execute this Resolution as an amendment to the Lease Agreement between the Town of Aurora and Windham Professionals for premises located at 300 Glead Avenue, East Aurora, New York.

TOWN OF AURORA

By \_\_\_\_\_

JOLENE JEFFE, Supervisor

WINDHAM PROFESSIONALS

By \_\_\_\_\_