

2014 ORGANIZATIONAL CHART

TITLE	ACTION	TERM
OATH FOR ELECTED OFFICIALS	Town of Aurora newly elected officials James Bach, Supervisor; Jolene Jeffe, Councilwoman; Susan Friess, Councilwoman; Martha Libroch, Town Clerk; Jeffrey Markello, Town Justice; and David Gunner, Highway Supt. took and filed their oaths of office on 1/1/14	
APPOINTED OFFICIALS	Town of Aurora newly appointed Town Councilman, Charles D. Snyder , took and filed his oath of office on 1/1/14	1/1/14 – 12/31/14
SECRETARY TO THE SUPERVISOR	Supervisor appointed: Kathleen A. Moffat to serve a (1) one-year term	1/1/14 – 12/31/14
DEPUTY SUPERVISOR	Supervisor Bach appointed: Susan A. Friess to serve a (1) one-year term	1/1/14 – 12/31/14
RECREATION DIRECTOR (Town Code Chapter 28, Section 2)	Motion to appoint: Peggy M. Cooke to serve a (1) one-year term	1/1/14 – 12/31/14
TOWN ATTORNEY & DEPUTY TOWN PROSECUTOR	Motion to appoint: Ronald P. Bennett to (2) two-year term as Town Attorney and Deputy Town Prosecutor	1/1/14 – 12/31/15
TOWN PROSECUTOR & DEPUTY TOWN ATTORNEY	Motion to appoint: Edward J. Snyder to (1) one-year term as Town Prosecutor and Deputy Town Attorney	1/1/14 – 12/31/14
MARRIAGE OFFICER	Motion to appoint: James J. Bach to serve a (1) one-year term	1/1/14 – 12/31/14
TOWN HISTORIAN	Supervisor appointed: Robert Lowell Goller to serve a (1) one-year term	1/1/14 – 12/31/14
WATER CLERK	Motion to appoint: Barbara A. Halt to serve a (1) one-year term	1/1/14 – 12/31/14
PLANNING BOARD	Motion to appoint: Norman R. Merriman to serve a (7) seven -year term	1/1/14 – 12/31/20
PLANNING BOARD ALTERNATES (Town Code Chapter 23, Section 23-4)	Motion to appoint: Douglas S. Crow and David R. Majka to serve a one (1) year term	1/1/14 – 12/31/14

PLANNING BOARD CHAIRMAN	Motion to appoint: Donald Owens to serve a (1) one-year term	1/1/14 – 12/31/14
PLANNING BOARD MEETINGS	1 ST Wednesday of each month at 7:00 p.m. and if required, 3 rd Wednesday at 7:00 p.m. at Town Hall Auditorium – 300 Gleed Avenue	
PLANNING BOARD SERVICES	Motion to retain CRA Infrastructure & Engineering, Inc. for Planning Board assistance as needed.	1/1/14 – 12/31/14
CONSERVATION BOARD <i>(Town Code Chapter 5, Section 1)</i>	Motion to appoint: Alvin Fontanese, Donald Owens, Timothy Bailey, William Voss, William Adams, Norman Merriman and Laurie Kutina to serve a (1) one-year term	1/1/14 – 12/31/14
ZONING BOARD OF APPEALS <i>(Town Code Article VI, Chapter 116-60)</i>	Motion to appoint: James Whitcomb to serve a (5) five-year term	1/1/14 – 12/31/18
ZONING BOARD ALTERNATES	Motion to appoint: Davis Heussler and Rod J. Simeone to serve a (1) one-year term	1/1/14 – 12/31/14
ZONING BOARD CHAIRMAN	Motion to appoint: James Whitcomb to serve a (1) one-year term	1/1/14 – 12/31/14
DISASTER / HAZARDOUS MATERIALS COORDINATOR	Motion to appoint: Mark Hartley , HazMat Coordinator; Randy Taylor , Asst. Disaster Coordinator; Thomas Bender , Asst. Disaster Coordinator; Craig Thrasher , Asst. Disaster Coordinator, to serve a (1) one-year term	1/1/14 – 12/31/14
DISASTER ADVISORY	Motion to appoint: Ronald Krowka, David Thomason, Gary Grote, Mark Hartley, Randy Taylor, Douglas Hooper, John Voss, Glen Diemer, Superintendent of Buildings – Patrick Blizniak, Superintendent of Highways – David Gunner, Dog Control Officer – Sheryl Harris, Senior Citizen Dir. – Donna Bodekor, Fire Chiefs: EAFD – Roger LeBlanc, South Wales – Michael McClure West Falls – John Wilger Town Attorney – Ronald Bennett Assessor to serve a (1) one-year term	1/1/14 – 12/31/14
Note: Village of East Aurora and Town of Aurora Supervisor to serve as members ex-officio		
SAFETY COMMITTEE CHAIRMAN	Will appoint when a Safety Committee is appointed on an as-needed basis	

SAFETY COMMITTEE	Will be appointed on an as-needed basis	
RECREATION ADVISORY BOARD (Town Code Chapter 26, Section 1)	Will be appointed on an as-needed basis.	
AURORA TOWN LIBRARY BOARD	Motion to appoint: Deborah Carr-Hoagland to serve a (5) five-year term	1/1/14 – 12/31/18
OPEN SPACE COMMITTEE	Motion to appoint: Larry Brickman and Dale Morris to each serve a (3) three-year term (meeting schedule to be announced)	1/1/14 – 12/31/16
DEPUTY TOWN CLERK #1	Town Clerk appoints: Sheryl A. Miller to serve a (1) one-year term	1/1/14 – 12/31/14
DEPUTY TOWN CLERK #2	Town Clerk appoints: Barbara A. Halt to serve a (1) one-year term	1/1/14 – 12/31/14
REGISTRAR OF VITAL STATISTICS	Motion to appoint Martha L. Librock to serve a four (4) year term.	1/1/14 – 12/31/17
SUB-REGISTRAR OF VITAL STATISTICS	Registrar appoints: Sheryl A. Miller to serve a (1) one-year term	1/1/14 – 12/31/14
DEPUTY HIGHWAY SUPERINTENDENT	Highway Superintendent appoints: David Drosendahl, Sr. to serve a (1) one-year term	1/1/14 – 12/31/14
TOWN AUDITORS	Motion to appoint: Drescher & Malecki, LLP to serve a (1) one-year term	1/1/14 – 12/31/14
ENGINEERING SERVICES	Motion to retain CRA Infrastructure & Engineering, Inc. for Town Engineering Services	1/1/14 – 12/31/14
MILEAGE REIMBURSEMENT RATE	Motion to set the rate at \$0.45 per mile as compensation for travel while on Town business.	
<u>TOWN BOARD MEETING DATES</u>	Motion to set regular Town Board Meetings at 7:00 p.m. at the Town Hall Auditorium, 300 Glead Ave. as follows: January 13, 27; February 10, 24; March 10, 24; April 14, 28; May 12, 27 (Tuesday); June 9, 23; July 14, 28; August 11, 25; September 8, 22; October 14 (Tuesday), 27; November 10, 24; December 8, 22 (Monday, 11 AM) Additional (special) meetings may be set if necessary	

**TOWN BOARD
WORK SESSIONS**

Motion to set Town Board Work Sessions at 7:00 p.m. at the Town Hall Auditorium, 300 Glead Ave. as follows: **January 21, February 18, March 18, April 22, May 20, June 17, July 22, August 19, September 16, October 21, November 18, December 16.**

TOWN HALL HOURS

Motion to set the hours Town Hall will be open to serve the public:
8:30 AM – 4:30 PM, Monday – Friday with the exception of Town Board recognized Holidays. Other office hours by appointment.

OFFICIAL NEWSPAPER

Motion to designate: **East Aurora Advertiser**
As the official publication for all Town of Aurora official business.

**SPECIAL DISTRICTS
ADMINISTRATOR**

Motion to designate: **Supervisor as Administrator**
for all Town of Aurora Special Districts

BANKS AS DEPOSITORIES

Motion to designate: **JP Morgan Chase Bank, Bank of America, HSBC Bank, Key Bank, Citizens Bank, Manufacturers & Traders Trust Company, Five Star Bank, First Niagara Bank**

PAY PERIODS

Motion to set pay periods for every two weeks.

RATES OF PAY

Motion to set the Hourly and Bi-Weekly Rates of Pay for Town Employees, Appointed and Elected Officials as follows:

Title	Hourly Rate	Bi Weekly Rate
Councilman		402.12
Councilman		402.12
Councilman		402.12
Councilman		402.12
Town Justice		1,176.43
Town Justice		1,176.43
Clerk to Town Justice	13.85	
Clerk to Town Justice	17.22	
Supervisor		1,415.12
Budget Officer		
Assistant to Supervisor		
Secretary to Supervisor	14.09	
Historian		199.80
Web Administrator		98.08
Tax Receiver		
Deputy Tax Receiver		

Assessor	26.50	
Assessor Mileage		28.85
Appraiser Mileage		28.85
Real Property Appraiser	26.49	
Assessment Clerk	15.54	
Clerk PT	13.38	
Town Clerk		2,234.19
Registrar		28.57
Deputy Town Clerk 1 (FT)	15.12	
Zoning Clerk	15.12	
Deputy Town Clerk 2 (PT)	14.50	
Clerk PT – Town Clerk	14.98	
Attorney		1637.53
Prosecutor		560.19
Deputy Atty - Planning Brd.		
Engineer		
Engineer/Planning Board		
Water Engineer		
Drivers (minibus)	10.66	
Drivers (minibus)	15.03	
Dog Control Officer	15.76	
Dog Control Officer PT	12.48	
Sup. Of Building	32.41	
Building & Zoning Clerk	13.26	
Planning Clerk	13.26	
Assistant Building Inspector	22.05	
Highway Secretary	12.27	
Parks Secretary	12.27	
Sup. Of Highway		2234.19
Parks Director – HW Super		196.15
Water Director – HW Super		196.15
Senior Director	20.31	
Part-Time Kitchen	10.88	
Part-time clerk – Sr Center	11.14	
Part-time clerk – Sr Center	11.14	
Custodian (RPT) - Glead	13.26	
Custodian (RPT) – Sr Center	11.53	
Dir. Of Recreation 2	26.61	
Recreation Mileage		46.15
Recreation Mileage		46.15
Recreation Supervisor	16.08	
Recreation Attendant	16.08	
Clerk Typist PT – Rec	13.38	
Clerk Typist PT - Rec	13.38	
Laborer (Parks)	15.76	
Laborer	12.48	

Laborer	12.48	
Laborer	12.48	
Laborer	12.48	
Laborer (Baseball Commissioner)		116.42
UNION		
Maintenance Worker	25.66	
Truck Driver	24.91	
Truck Driver	19.30	
Mechanic Stipend		28.85
Motor Equip. Operator	25.66	
Truck Driver	19.30	
Truck Driver	24.91	
Motor Equip. Operator	25.66	
Laborer	15.76	
Motor Equip. Operator	25.66	
Motor Equip. Operator	25.66	
Motor Equip. Operator	25.66	

LIMITED SUPPLIES PURCHASE

Motion for the **Highway Superintendent, Recreation Director and Town Clerk** to purchase supplies, without Town Board approval, with a limit of \$750.00, except computer related purchases, which must first be approved by **Kathleen Moffat, System Administrator**.

ASSOCIATION OF TOWNS ANNUAL MEETING AND DELEGATES

Motion to designate: Highway Superintendent **David Gunner** and Supervisor **James Bach** as delegates at the AOT meeting in February 2014.

ALTERNATE CHECK SIGNER

Motion to authorize: **Susan A. Friess, Councilwoman and Jolene Jeffe, Councilwoman**, to sign checks in the absence of and at the request of the Town Supervisor.

VOUCHER FORM

Motion to require a voucher to be used by persons having claims from the Town, be substantially in the standard form prescribed by NYS Audit and Control.

PREPAYMENT OF CLAIMS

Motion that the Town is authorized to pay, in advance of audit, all public utilities, postage, freight and express charges, insurance, and payments for all approved contracts extending over one-year, and such payments shall be presented at the next regular meeting for audit; as used this resolution the term of public utilities shall mean electric, gas, water, sewer, and telephone services as contained in Section 118, Sub. 2 of the Town Law.

**LIABILITY
PROTECTION**

Action #168 on 11/11/85 provided that the Town will provide personal liability protection for all employees and elected officials by local law: **Selective Insurance Company or Equivalent.**

**PUBLIC
HEARINGS**

Supervisor noted that: for the orderly and efficient conducting of public hearings they will be held at the early part of the meeting. The Board may defer voting on issues discussed at the public hearing for at least two weeks, but may be voted on at the same meeting.

**INVESTMENT
POLICY**

WHEREAS, in view of past practices of investing Town of Aurora money, and to prevent the Town from being subjected to the possibilities of losses from their investments,

NOW, THEREFORE, BE IT RESOLVED, that all money, other than money deposited in the designated banks to pay current obligations, contractual obligations, and payroll, be invested only in banks or trust companies located and authorized to do business in New York State. Such depositories to be designated by the Town Board. Such monies shall be invested only in U.S. Government Treasury Bills, Treasury Notes, certificates of deposit, or N.O.W. accounts (N.O.W. accounts subject to conditions governing N.O.W. accounts), and further, that all transactions involving investments be handled personally by the Supervisor in its entirety and further that the Supervisor advise the Town Board members of the amount invested, with whom it was invested, the interest rate to be received, and be it further

RESOLVED, that securities used to collateralize the invested funds in certificates of deposit be securities that are guaranteed by the U.S. Government, and be it further

RESOLVED, that the time deposits which exceed the F.D.I.C. guarantee to be collateralized as per State banking regulations and that a perpetual record be maintained of the type and amount of collateral pledged by the depositories to secure the safety of the amount of Town deposits, and that a periodic verification of the existence and proper segregation of the collateral obligations be made by the Supervisor and that this report be made to the Town Board members on a quarterly basis.

RESOLVED, that the securities inherited by the Cemetery Fund will be kept and monitored monthly until such time that the board resolves to sell said securities.

HOLIDAYS

Motion to designate:

Martin Luther King Day (1/20/14) / Presidents Day (2/17/14) / Good Friday (4/18/14) / Memorial Day (5/26/14) / Independence Day (7/4/14) / Labor Day (9/1/14) / Columbus Day (10/13/14) / Veterans Day (Observed) (11/11/14) / Thanksgiving Day (11/27/14) / Day after Thanksgiving (11/28/14) / Christmas Day (12/25/14) / New Year's Day (1/1/15)

Employees may or may not be granted time off on Election Day at the discretion of the Town Board. This day is not considered a holiday.

* When any of the above holidays falls on a Saturday, the preceding Friday shall be observed as the holiday. When the holiday falls on a Sunday, the succeeding Monday shall be observed as the holiday.

EMPLOYEE BOND COVERAGE

Supervisor noted that the Blanket Bond is in effect and filed with the Erie County Clerk for **\$1,000,000** for each of the following: **Town Clerk, Supervisor, Deputy Supervisor, Assistant to the Supervisor, and Secretary to the Supervisor.**

BLANKET BOND COVERAGE

Supervisor noted that the blanket coverage of **\$200,000** is in effect for the following: **3 Deputy Town Clerks, 2 Town Justices, 2 Secretaries to Justices, Director of Recreation, and Recreation Secretaries.**

PROCUREMENT POLICY

Adopted 1/17/2000 Action #2
Amended 5/14/2001 Action #151
Amended 5/10/2010 Action #179
Amended 1/7/2013

TOWN OF AURORA PROCUREMENT POLICY

WHEREAS, Section 104-b of the General Municipal Law requires every town to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of the General Municipal Law, Section 103 or any other law, and

WHEREAS, comments have been solicited from those officers of the Town involved with procurement:

NOW, THEREFORE, be it

RESOLVED, that the Town of Aurora does hereby adopt the following procurement policies and procedures:

PURPOSE

Goods and services which are not required by law to be procured pursuant to competitive bidding must be procured in a manner so as to assure the prudent and economical use of public moneys, in the best interests of the taxpayers, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption. To further these objectives, the Town Board is adopting internal policies and procedures governing all procurement of goods and services which are not require to be made pursuant to the competitive bidding requirements of General Municipal Law, Section 103, or of any other general, special or local law.

PROCEDURE FOR DETERMINING BIDDING AND PROCUREMENT POLICY

Guideline 1. Every prospective purchase of goods or service shall be evaluated to determine the applicability of General Municipal Law Section 103. Every Town officer, board, department head or other personnel with the requisite purchasing authority (hereinafter called Purchaser) shall, if appropriate, estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. The information gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchase activity.

Guideline 2. All purchases and public works requests (RFQ's) for bids or quotes of \$750.00 or more, but less than \$20,000.00, may be solicited by the Purchaser without having prior Town Board approval. The purchase of goods or services as a result of these RFQ's shall require Town Board approval and authorization prior to the Purchaser procuring the goods or services.

Guideline 3. All purchases of (a) supplies or equipment from a single individual or entity which will equal or exceed \$20,000 in the fiscal year or (b) public works contract equal to or over \$35,000 shall be formally bid pursuant to General Municipal Law Section 103.

Guideline 4. Purchases in the amounts as follows:

A. \$3,000 up to \$19,999 – Requires written request for a quote (RFQ) and written/faxed quotes from at least three (3) vendors.

B. \$750 up to \$2,999 – Verbal quotes, documented in writing, from less than three (3) vendors.

C. Under \$750 – At the discretion of the Purchaser, provided expense is shown within current year budget allocation(s) and supported by written invoices and signed vouchers.

D. Public Works Contracts \$750 up to \$34,999 – A written request for proposal (RFP) and written or faxed proposal from at least three (3) contractors/vendors must be provided.

E. Public Works Contracts under \$750 – Up to the discretion of purchaser, provided expense is shown within current year budget allocation(s) and supported by written invoices and signed vouchers.

All information gathered in complying with the procedures of this Guideline shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.

Guideline 5. The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the Purchaser prepares written justification providing reasons why it is in the best interest of the Town and its taxpayers to make an award to other than the low bidder. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement. If prices bid or proposed in a quote or response to an RFP are not materially different the Town reserves the right to award any applicable contract to an individual or business residing or located within the Town.

Guideline 6. A good faith effort shall be made to obtain the required number of proposals or quotations. If the Purchaser is unable to obtain the required number of proposals or quotations, the Purchaser shall document the attempt made at obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.

Guideline 7. Sets forth the exceptions to the requirements of the Procurement Policy. Except when directed by the Town Board, no solicitation of written proposals or quotations shall be required under the following circumstances:

- a) Acquisition of professional services;
- b) Emergencies;
- c) Sole source situations;
- d) Goods purchased from agencies for the blind or severely handicapped;
- e) Goods purchased from correctional facilities;
- f) Goods purchased from another governmental agency;
- g) Goods purchased at auctions;
- h) Computer software;
- i) Purchases pursuant to state or county bid.

Under the above exceptions, any such purchase or public works contract shall be forwarded to the Town Board for approval and be described and documented as to the reason for its exception from these guidelines and procedures.

Guideline 8. This policy shall be deemed renewed annually by the Board at its organizational meeting unless otherwise determined by the Board.

Guideline 9. Any unintentional failure to fully comply with the provisions of General Municipal Law Section 104-b or the Town Board's policies and procedures shall not be grounds to void any action taken or given rise to a cause of action against the Town or any officer or employee thereof.

	DOCUMENTED VERBAL QUOTES			WRITTEN QUOTES		COMPETITIVE BIDDING	OTHER
	0	2	Less than 3	2	3 or More		
PURCHASE CONTRACTS							
Under \$750	X						
750 - 2,999			X				
3,000 – 19,999					X		
20,000 and over						X	
CONTRACTS FOR PUBLIC WORK							
Under \$750	X						
750 - 34,999					X		
35,000 and over						X	
EMERGENCIES (must be declared by Town Board)							X
INSURANCE							X
PROFESSIONAL SERVICES							X

Purchase contracts involve the acquisition of commodities (Material, Supplies or equipment)

Public works contracts involve services, labor, or construction.

Contracts that involves both goods and services.

If a contract involves a substantial amount of services and the acquisition of commodities is only incidental to the work, it should be considered a contract for public work. If the services or labor are only minor or incidental to the acquisition of goods, it should be considered a purchase contract.

The above resolution setting forth the Town's Purchasing Policies and Procedures and guidelines necessary to comply with New York General Municipal Law Section 104-b is duly amended on January 7, 2013, and supersedes any similar resolution heretofore adopted by the Town Board.

The Supervisor appoints the following Town Board Liaison Assignments for 2014:

VILLAGE CONTRACTS

Water, Police & Dog	Friess	Jeffe
Disaster Preparedness, Fire, Ambulance, Alarm	Bach	Friess

TOWN SERVICES

Budget & Finance	Bach	Jeffe
Personnel	Bach	Jeffe
Insurance & Bonding	Bach	Jeffe
Assessing	Friess	Bach
Building, Grounds, Handicapped	Snyder	Harris
Building Codes & Zoning Enforcement	Snyder	Friess
Rubbish & Recycling	Harris	Snyder
Water & Sewer Districts	Jeffe	Friess
Library	Harris	Bach
Highway & Street Lighting	Friess	Jeffe
Recreation, Parks & Senior Citizens	Jeffe	Friess
Planning Board & Conservation	Harris	Snyder
Zoning Board of Appeals	Bach	Snyder
Boys & Girls Club	Jeffe	Harris
Village Board Liaison	1 st Quarter	Snyder
	2 nd Quarter	Harris
	3 rd Quarter	Jeffe
	4 th Quarter	Friess

GA

TOWN OF AURORA

300 GLEED AVENUE, EAST AURORA, NY 14052

BUILDING DEPARTMENT

TO: AURORA TOWN BOARD

FROM: PATRICK BLIZNIAK

DATE: 12/30/13



REFERRED FOR JUSTICE COURT ACTION IN REFERENCE TO CODE OF THE TOWN
OF AURORA, NEW YORK

Chapter 65-15A Certificate of Occupancy Required

MAILING ADDRESS IF DIFFERENT

Donald King Jr & Deirdre Greco
1401 Sweet Road
East Aurora, NY 14052

REFERRED FOR JUSTICE COURT ACTION IN REFERENCE TO PROPERTY
MAINTENANCE CODE OF NEW YORK STATE

Chapter 3 General Requirements, Section 304.7 Roofs and Drainage

MAILING ADDRESS IF DIFFERENT

Michael & Kimberly Mawk
43 Manchester Rd
East Aurora, NY 14052

Budget Transfer Request Form

60

All budget transfers must be submitted to the Supervisor's Office using this form. should be made PRIOR to the expenditure. By law, individual budget lines should ne Although occasional, unplanned overages cannot be avoided, such occurrences should be rare. The required approval will be obtained by the Supervisor's Office.

Please note the following guidelines:

- A shortage of less than \$750 per line can be satisfied with this form requesting a budget transfer(s) between lines that are within the responsibility of a single Department Head. These will require the approval of the Supervisor.
- A shortage of \$750 or more per line can be satisfied with this form requesting a budget transfer(s) between lines that are within the responsibility of a single Department Head. These will require the approval of the Town Board.
- A shortage of any amount can be satisfied with this form requesting a budget transfer(s) between lines which fall under the responsibility of different Department Heads. These will require the approval of the Town Board.

Department Head Name (printed): Jolene Jeff

Signature: Jolene Jeff Date: 12/26/13

I am requesting the following budget transfer(s):

1. (Amount) \$ 2000 From (account number) B8090.400 Current Balance \$ 6250⁰⁰

To: (account number) B8020.409 New Balance \$ 37 after transfer

Reason: budget should have been \$ 7500 not \$ 5500 -

2. (Amount) _____ From (account number) _____ Current Balance _____

To: (account number) _____ New Balance _____

Reason: _____

3. (Amount) _____ From (account number) _____ Current Balance _____

To: (account number) _____ New Balance _____

Reason: _____

Approvals:

Supervisor Signature: _____ Date: _____

Town Board Approval Required: Action # _____ Date: _____

Transfer Complete: _____ Date: _____
(Book keeper initials)

Budget Transfer Request Form

All budget transfers must be submitted to the Supervisor's Office using this form. Budget transfers should be made PRIOR to the expenditure. By law, individual budget lines should never be combined. Although occasional, unplanned overages cannot be avoided, such occurrences should be reported to the Supervisor's Office. The required approval will be obtained by the Supervisor's Office.

CD

Please note the following guidelines:

- A shortage of less than \$750 per line can be satisfied with this form requesting a budget transfer(s) between lines that are within the responsibility of a single Department Head. These will require the approval of the Supervisor.
- A shortage of \$750 or more per line can be satisfied with this form requesting a budget transfer(s) between lines that are within the responsibility of a single Department Head. These will require the approval of the Town Board.
- A shortage of any amount can be satisfied with this form requesting a budget transfer(s) between lines which fall under the responsibility of different Department Heads. These will require the approval of the Town Board.

Department Head Name (printed): Jim Bach

Signature: _____ Date: _____

I am requesting the following budget transfer(s):

1. (Amount) 1000⁰⁰ From (account number) A 1620.446 Current Balance \$1342.01
 To: (account number) A 1620.422 New Balance _____

Reason: shortage in Buddy Maintenance due to furnace

2. (Amount) 2000⁰⁰ From (account number) A 1620.420 Current Balance \$2301.15
 To: (account number) A 1620.422 New Balance _____

Reason: _____

3. (Amount) _____ From (account number) A 1990 Current Balance \$19,169⁰³
 To: (account number) _____ New Balance _____

Reason: _____

Approvals:

Supervisor Signature: _____ Date: _____

Town Board Approval Required: Action # _____ Date: _____

Transfer Complete: _____ Date: _____
(Book keeper initials)

CE

AGREEMENT TO SPEND HIGHWAY FUNDS

YEAR 2014
TOWN OF AURORA
COUNTY OF ERIE

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

1. GENERAL REPAIRS

The sum of \$275,200 may be expended for general repairs upon 59.40 miles of town highways, including sluices, culverts and bridges having a span of less than five feet and boardwalks or the renewal thereof.

2. IMPROVEMENTS- The following sum shall be set aside to be expended for the improvement of town highways:

(a) On Reading Road, starting at West Falls Road and ending at Falls Road, a distance of 1.23 miles, there shall be expended not over the sum of \$139,350.

Type Top: 1A Chip Stone Width of traveled surface: 20 feet

Thickness Top: 1/4 inches Thickness binder: 4 inches

Other: 1" and 2" Blend Cold Mix Pave Binder

(b) On _____, starting at _____ and ending at _____, a distance of _____ miles, there shall be expended not over the sum of \$ _____.

Type Top: _____ inches Width of traveled surface: _____ feet

Thickness Top _____ Thickness binder: _____ inches

Other _____

(c) On _____, starting at _____ and ending at _____, a distance of _____ miles, there shall be expended not over the sum of \$ _____.

Type Top: _____ inches Width of traveled surface: _____ feet

Thickness Top _____ Thickness binder: _____ inches

Other _____

_____ Supervisor	_____ Date	_____ Councilmember	_____ Date
_____ Councilmember	_____ Date	_____ Councilmember	_____ Date
_____ Councilmember	_____ Date	_____ Councilmember	_____ Date
_____ Councilmember	_____ Date	_____ Highway Superintendent	_____ Date

Note: This Agreement must be signed by a majority of the members of the Town Board and by the Town Highway Superintendent. One copy must be filed in the Town Clerk's Office.