

WS-2A

GA

4.06 Holidays

Full-time employees shall be entitled to the following paid holidays:

New Year's Day	Good Friday	Labor Day	Thanksgiving Day
Martin Luther King Day	Memorial Day	Columbus Day	Day After Thanksgiving
Presidents Day	Independence Day	Veterans Day	Christmas Day

- a. In the event the Highway garage is used as a polling place on Election Day, the Highway employees receive that day off from work *with pay*. This would not be considered a holiday.
- b. When any of the above holidays fall on Saturday, the preceding Friday shall be observed as the holiday. When any of the above holidays falls on Sunday, the succeeding Monday shall be observed as the holiday.
- c. When an employee is required by their Department Head to work on one of the above holidays, they shall receive time and one-half (1 ½) for all hours worked during that holiday, plus eight (8) hours straight holiday pay.
- d. Employees must work the full *regular work* day before and after a holiday in order to be entitled to holiday pay. Scheduled vacation and personal days, jury duty and bereavement shall be considered time worked for the purpose of this paragraph.

Part-time, hourly employees who maintain a year round weekly work schedule shall be entitled to the following paid holidays. This does not include on-call, seasonal or stipend positions:

New Year's Day	Labor Day	Christmas Day
Memorial Day	Thanksgiving Day	
Independence Day	Day After Thanksgiving	

- a. Part-time employees shall be paid four (4) hours holiday pay. Holidays shall be considered time worked.
- b. When any of the above holidays fall on Saturday, the preceding Friday shall be observed as the holiday. When any of the above holidays falls on Sunday, the succeeding Monday shall be observed as the holiday.
- c. When an employee is required by their Department Head to work on one of the above holidays, they shall receive time and one-half (1 ½) for all hours worked during that holiday, plus four (4) hours straight holiday pay.

WS-2B



TOWN OF AURORA ABUSE PREVENTION POLICY

PURPOSE

This policy establishes how the Town of Aurora will work to prevent the physical, emotional and sexual abuse of children and youth by its employees. The Town of Aurora seeks to create a welcoming and nurturing environment and has zero tolerance for those whose actions may jeopardize the safety, health or innocence of a minor.

DEFINITIONS

Abuse: Because it takes many forms, abuse can be broken down into the following subtypes, all of which are prohibited within the scope of this policy:

- Physical abuse: Injury inflicted on a child or youth
- Sexual abuse: Contact or activity of a sexual nature between an adult and a child or youth
- Emotional abuse: Mental or emotional injury inflicted on a child or youth by the actions of an adult
- Neglect: Failure to provide adequate care for a child or youth
- Economic abuse: Deliberate misuse of the money or belongings of a child or youth

Child: A child is defined as anyone under the age of 12.

Youth: A youth is defined as anyone at least 12 years of age but less than 18 years of age.

POLICY GUIDELINES

Personnel Screenings

Safeguards in the hiring process will be used to eliminate from consideration any candidates who display characteristics that could classify them at a high risk for violating this policy. The required screenings and background information will depend on the positions and its level of involvement with children and youth.

For those aged 18 and up who regularly work with or around children or youth

Candidates for positions that involve regular interaction with children or youth will be screened and selected using the following:

- Standard Town of Aurora employment application that includes signed authorization to perform necessary background checks
- Criminal background checks in any and all states where the candidate has lived in the past seven years
- Sexual offender registry checks in any and all states where the candidate has lived for the last seven years
- Driving records and any applicable certification if the position requires the transportation of children
- In-person interview of the candidate
- If hired, criminal and sexual offender registry checks will be conducted every five years for those who regularly work with children or youth.

For those who occasionally work with children or youth:

Candidates for positions that involve occasional contact with children or youth will be screened and selected using the following:

Standard Town of Aurora employment application that includes signed authorization to perform necessary background checks

In-person interview of the candidate

Driving records and any applicable certification if the position requires the transportation of children

All information collected about a candidate will be reviewed and used to determine if they are appropriate for the respective position. If hired, all information collected during the hiring process will be included in the employee's permanent file, which will be maintained over the course of their employment with the Town of Aurora.

Personnel screenings are required regardless of current employment status with the Town of Aurora. Town of Aurora employees seeking to transfer into a position that involves working with children or youth must undergo the same review process as new hires.

If hired, criminal and sexual offender registry checks will be conducted every five years for those who regularly work with children or youth.

Structural Guidelines for Programs

All Town of Aurora programs are designed to encourage safe interaction between employees and children or youth. The following guidelines are meant to keep established safeguards effective:

Programs for children and youth must have an established adult to child ratio.

Employees are restricted from being alone with a child or youth where they cannot be easily observed by others.

Employees are not allowed to implement new activities or programs for children without Town of Aurora consent. Request for new activities or programs should be submitted in writing to management.

Written permission must be obtained from a parent or guardian before any employee transports a child or youth in the name of the Town of Aurora.

Children under the age of six placed in the care of the Town of Aurora will only be released to a parent, legal guardian or a person designated *in writing* by a parent or legal guardian.

General Conduct

In an effort to provide a safe and healthy environment for both mind and body, the following guidelines are meant to guide Town of Aurora employees during their interactions with children and youth. These guidelines do not and cannot outline every situation that may be encountered while on the job, requiring employees to act with a certain degree of personal discretion. Because a certain action is not prohibited in this section does not mean it is acceptable behavior. Town of Aurora reserves the right to take disciplinary action against employees whose actions are found to be inappropriate regardless of whether they appear in this section:

Employees will treat all children and youth with respect and consideration. Treatment must be fair and equal, and must not be based on sex, race, religion, sexual orientation or economic or social status. All effort must be made to avoid favoritism, or the appearance of favoritism.

While representing the Town of Aurora, employees must not possess, distribute, use or allow others to use any alcohol or drugs.

Employees must not use harsh or inappropriate language, degrading punishment or any type of restraining device in the name of behavior management.

Employees must not participate in or allow others to engage in any form of hazing.

Employees must not have sexual contact with children or youth.

Employees must not dress, undress, shower or bathe with or in the presence of children or youth.

Employees must not use physical punishment in any form. The only time physical force is allowed to be used against a child or youth is when their actions are placing others at an immediate risk for serious harm.

Employees are prohibited from sharing sleeping locations with children or youth. This includes beds, tents, hotel rooms and other similar areas. Employees can sleep in open areas with children or youth as long as the area is large enough for the employee to have their own defined sleeping areas and other employees are also present.

Employees must not discuss their own sexual history, preferences or fantasies nor their use of illicit or pornographic materials while in the company of children or youth.

Employees are not allowed to possess any sexually oriented materials (books, magazines, videos, clothing) when conducting business in the name of the Town of Aurora.

When one-on-one discussion or counseling is warranted, employee interaction with a child or youth will take place in an area that allows for private conversation while remaining in the view of others.

If, for any reason, an employee feels there is a need to make an exception to these guidelines, they must submit to their supervisor a written description of the incident and why their actions were necessary. Their report will be reviewed for wrongdoing. A copy of the original report along with any additional findings made by the reviewer will be included in the employee's permanent file.



**TOWN OF AURORA
ABUSE PREVENTION POLICY
EMPLOYEE AGREEMENT**

If you have any uncertainty or questions regarding the content of this policy, you are required to consult your supervisor. This should be done prior to signing and agreeing to the Town of Aurora Abuse Prevention Policy.

I have read and understand Town of Aurora's Abuse Prevention Policy and agree to abide by its terms and conditions throughout the course of my employment. I understand that my failure to follow the terms of this policy could result in disciplinary action up to and including termination.

Employee Name & Signature

Date

Supervisor Name & Signature

Date



WS-2-C

TOWN OF AURORA WORKPLACE BULLYING POLICY

The Town of Aurora is committed to providing a safe and healthy work environment for all employees. As such, the company will not tolerate bullying of any kind and will deal with complaints accordingly. This policy applies to employees while working, attending work functions and traveling on business.

Bullying is defined as repeated inappropriate behavior, either direct or indirect, whether verbal, physical, or otherwise, conducted by one or more persons against another or others, at the workplace or in the course of employment. Such behavior violates Town of Aurora policies, which state that all employees will be treated with dignity and respect.

Bullying can be intentional or unintentional. However, when an allegation of bullying is made, the intention of the alleged bully is irrelevant and will be given no consideration when a complaint is investigated. It is the effect of the behavior that will be considered.

Bullying can be:

- Verbal bullying: slandering, ridiculing or maligning a person or his or her family or associates; persistent name-calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- Physical bullying: pushing, shoving, kicking, poking, tripping, assaulting or threatening to assault, damaging a person's work area or property.
- Gesture bullying: nonverbal threatening gestures; glances that can convey threatening messages.
- Exclusion: unintentionally disregarding a person or excluding a person from work-related activities.

The following are examples of some, not all, behavior that may constitute or contribute to evidence of bullying:

- Repeatedly singling out a person.
- Pointing at or raising your voice at an individual, whether in public or private.
- Shutting a person out; not allowing him or her to speak or express him- or herself (ignoring or interrupting)
- Humiliation in any form; verbal or obscene gestures, personal insults or offensive nicknames.
- Constant criticism unrelated or minimally related to job performance; public reprimand.
- Hampering an individual's ability to do his or her work; assigning menial tasks not aligned with normal job duties.
- Spreading rumors or gossiping about another.
- Repeatedly accusing someone of errors that cannot be documented.

- Deliberately interfering with mail and other communications.
- Encouraging others to disregard a supervisor's instructions.
- Manipulating the ability of someone to do his or her work (e.g., overloading, underloading, withholding information, setting deadlines that cannot be met, giving deliberately ambiguous instructions).
- Taking credit for another person's ideas.
- Refusing reasonable requests for leave in the absence of work-related reasons not to grant leave.
- Deliberately excluding an individual or isolating him or her from work-related activities, such as meetings.
- Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property (defacing or marking up property).

Bullying can have devastating results to the individual and the workplace. If you are subjected to bullying, or witness or suspect bullying is taking place, report it to your supervisor and/or to the Town Supervisor's office immediately. All suspected incidents of bullying will be thoroughly investigated and disciplinary measures will be taken accordingly.

WS-2D-1



TOWN OF AURORA SOCIAL MEDIA POLICY

At the Town of Aurora, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

This policy applies to all employees who work for The Town of Aurora.

Guidelines

In the rapidly expanding world of electronic communication, *social media* can mean many things. *Social media* includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with The Town of Aurora, as well as any other form of electronic communication.

The same principles and guidelines found in Town of Aurora policies apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects residents, suppliers, people who work on behalf of The Town of Aurora may result in disciplinary action up to and including termination.

Know and follow the rules

Carefully read these guidelines, the Town of Aurora Code of Ethics policy, the Town of Aurora Workplace Bullying policy and the Town of Aurora Workplace Violence policy, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be respectful

Always be fair and courteous to fellow employees, residents, suppliers or people who work on behalf of the Town of Aurora. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage residents, employees or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.

Be honest and accurate

Make sure you are always honest and accurate when posting information or news, and if you make a

mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the Town of Aurora, fellow employees, residents, suppliers, or people working on behalf of the Town of Aurora.

Post only appropriate and respectful content

- Do not create a link from your blog, website or other social networking site to a the Town of Aurora website without identifying yourself as a Town of Aurora employee.
- Express only your personal opinions. Never represent yourself as a spokesperson for the Town of Aurora. If the Town of Aurora is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the Town of Aurora, fellow employees, residents, suppliers or people working on behalf of the Town of Aurora. If you do publish a blog or post online related to the work you do or subjects associated with the Town of Aurora, make it clear that you are not speaking on behalf of the Town of Aurora. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the Town of Aurora."

Using social media at work

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your manager or consistent with the Electronic Communication policy. Do not use the Town of Aurora email addresses to register on social networks, blogs or other online tools utilized for personal use.

Retaliation is prohibited

The Town of Aurora prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Media contacts

Employees should not speak to the media on the Town of Aurora's behalf without contacting the Supervisor's office. All media inquiries should be directed to them.

For more information

If you have questions or need further guidance, please contact the Supervisor's office.

WS-2D-2



TOWN OF AURORA ONLINE SOCIAL NETWORKING

Statement of Philosophy

The Town of Aurora is committed to maintaining a good relationship with employees and with the public. While the Town of Aurora has no intentions of controlling employees' actions outside of work, it is important that employees practice caution and use discretion when posting content on the internet, and especially on social networking sites that could affect the Town of Aurora's operations. This policy serves as a notice on the practice of social networking for all employees to read and understand.

Purpose

The purpose of the Online Social Networking Policy is the following:

- To guarantee a constructive relationship between the company and its employees.
- To reduce the possibility of risk to the Town of Aurora or its reputation.
- To discourage the use of company time for personal networking.
- To ensure employees are aware of their actions while engaging in social networking, the number of individuals who can access information presented on social networking sites and the consequences associated with these actions.

Definitions

Social Networking

Defined as any activity that involves interaction in online communities of people. This interaction includes, but is not limited to, browsing other users' profiles, browsing other users' photos, reading messages sent through social networking forums and engaging in online communities' instant messaging services.

Social Networking Sites

Specific online communities of users, or any website that links individuals electronically and provides a forum where users can connect and share information. These websites can be general or tailored to specific interests or certain types of users. Examples of popular social networking sites include Facebook, Twitter, Google+, MySpace, LinkedIn, Foursquare and Tumblr. The list of domains that constitute social networking sites is ever-growing and changing because of the nature of the internet.

Social Networking Profile

A specific user's personalized web page within a certain social networking site, usually containing personal information such as name, birthday, profile photo and interests.

Micro-blogging

The practice of publishing your recent whereabouts, thoughts or activities on a social networking site for other users to see. This is the main focus of social networking sites such as Twitter, but it also includes features like "status updates" on Facebook.

Business Purposes

Using a social networking site for the company's gain, usually as a task or assignment given by a manager/supervisor. This can be done either through a specific company account on a given social networking site or through a personal account for purposes of business relating to the Town of Aurora.

Working Hours

Defined as Monday - Friday from 8:30 a.m. – 4:30 p.m. (Town Hall, Justice Court); 8:00 a.m. – 4:00 p.m. (Senior Center); 7:00 a.m. – 3:30 p.m. (Highway)

Procedures

Prohibited Use

It is important that employees use their time while at work to conduct company business. Employees are not blocked from access to social networking sites on the Town of Aurora computers because under some circumstances, social networking is a powerful business tool that can be channeled to gain positive publicity for the Town and to connect with residents. However, access to such websites does not mean they can be used at any time. The following actions are prohibited during working hours:

- Using social networking sites to conduct personal or non-company business.
- Browsing social networking sites for non-company business on company time.
- Reading email alerts regarding personal social networking account activity or using the Town of Aurora email to correspond with personal social networking contacts.
- Updating information, uploading photos or otherwise engaging with one's own, personal social networking profile for non-business purposes.
- Micro-blogging for a non-business purpose on a social networking site throughout the day, whether it is on a company-provided computer or a personal PDA/smartphone device

Prohibited Conduct

Having your own, individual social networking account and using it on your own time is certainly permissible. However, keep in mind that some actions on your personal site are visible for the entire social networking community and are no longer private matters. While the Town of Aurora will not be continuously monitoring employees' personal conduct on social networking sites, it might be a good guideline to assume that anything posted on your personal social networking profile could potentially be seen by anyone at the company. While this section of the policy is a sensitive one, the Town of Aurora put it in place to protect not only the company, but you and your job. It is for your own security and defense that you follow these guidelines:

- Do not use micro-blogging features to talk about company business on your personal account, even on your own time. Do not post anything you would not want your manager/supervisor to see or that would put your job in jeopardy.
- Do not use the company name, address or other information in your personal profile. This is for your physical safety as well the safety of everyone else at the company and the protection of the Town of Aurora's name.
- Do not post any pictures or comments involving the Town or other Town of Aurora employees that could be construed as inappropriate.
- You are also responsible for what other users post on your individual social networking profile. Do not allow inappropriate or sensitive information regarding the Town of Aurora anywhere on your profile, even if it is generated by a different user.
- Remember that if your personal profile is visible to other employees at the company, supervisors, managers or peers, practice caution. You have control over yourself but not over these employees, and just one

Inappropriate picture or comment taken out of context could fall into the wrong hands and cost you your job.

Good relationships with the public and with employees are vital to the success of the Town. Unfortunately, personal actions on individual social networking accounts can negatively affect either of these relationships. Thus, all Town of Aurora employees are expected to understand the Online Social Networking policy and follow its requirements.

By signing this policy, you agree to adhere to all the provisions. You also are demonstrating your understanding that even information on your personal social networking profile, by nature of being posted on the internet, is public and could potentially be seen by residents, co-workers or supervisors whether or not you intended for these parties to view the information.

If you have any questions or uncertainty regarding the content of this policy, you are required to consult your supervisor. This should be done prior to signing and agreeing to the Town of Aurora Online Social Networking Policy.

I have read and understand Town of Aurora's Online Social Networking Policy, and I understand the requirements and expectations of me as an employee.

Employee Name & Signature

Date



WS2-E

**TOWN OF AURORA
CONSENT TO REFERENCE AND BACKGROUND CHECK FORM**

I, _____, have received, read, understand and agree to the Background Check Policy in its entirety. If I had questions regarding the policy, I have asked and received explanations, eliminating any confusion I may have had. I have also been advised that any future questions can be directed to the Town Supervisor's office.

I hereby authorize the Town of Aurora to conduct any and all reference and background checks it desires that are listed under the terms of the Background Check Policy, and with this I authorize the Town to speak with my acquaintances, personal and professional, to gather information about me.

I authorize all former employers and references to provide any information about me to the Town, and release them of all liabilities and damages of all kinds for providing this information. I authorize the Town to verify the accuracy of all information that I have provided, and also release my educational transcripts to the Town for education verification purposes.

I understand and agree that the results of my reference and background checks may affect the employment decision of the Town of Aurora, and I hereby release the Town of Aurora from any and all claims which may result from my reference and background check results.

I also understand that the Background Check Policy is subject to change without notice, in order to maintain compliance with government and industry standards, and Town policy.

Employee Signature

Employee Printed Name

Employee Social Security Number

Date

WS-3 CB

INTERMUNICIPAL AGREEMENT

It is hereby agreed by and between the Village of East Aurora (hereinafter referred to as "Village") and the Town of Aurora (hereinafter referred to as "Town") that:

1. The Town shall have use of Hamlin Park (hereinafter referred to as "Park"), its grounds, equipment, facilities and buildings for recreation programs of the Town.
2. The schedule for the use by the Town shall be coordinated with the Village. All reservations for park use, including, but not limited to shelter, outdoor pavilion, field use and ball diamond use, will be managed by the Village.
3. The Town shall be responsible for any clean-up in the park and facilities after each use by the Town on a daily basis and take such steps as to ensure that the grounds, equipment and facilities are clean and in good condition, normal wear and tear excepted, The Town shall promptly report any damage to the Village,
4. When Town recreation programs are scheduled, the Village will clean the bathrooms each morning. On these days, the Town will be responsible for additional cleaning of the bathrooms throughout the day, as needed. The Village will be responsible for cleaning the bathrooms on all days when the Town does not have recreation programs or other Town events scheduled.
5. The Town shall have use of the entire park for the Independence Day celebration and is responsible for clean-up of the grounds and bathrooms after the event and any maintenance that may be required as a result of the event.
6. The Town shall be subject to the normal Village permitting requirements for the uses of the park detailed above.
7. The Town shall perform all mowing operations for the entire park. This shall include mowing a minimum of once per week beginning May 1st through October 31st. All other park maintenance responsibilities not set forth in this agreement shall remain the responsibility of the Village.
8. The Town shall perform striping operations on the baseball field for the Annual Legends of Baseball in Hamlin Park baseball game.
9. The Town shall transfer ownership of the older surplus property they own for grooming the baseball field. A detailed list of equipment is shown on Attachment A.
10. The Village will track all citizen concerns related to the Park. The Village shall relay to the Town all concerns as they relate to the items for which the Town has responsibility. The Town shall investigate all matters and employ proper corrective actions to rectify items of concern.
11. The term of this agreement shall commence on January 1, 2022 and expire on December 31, 2026 and shall thereafter automatically renew for successive five (5) year periods, provided that neither party notifies the other party of intent to terminate prior to the end of the term or any extension thereof. In the event that either party wishes to not extend this agreement, written notice of such intent shall be given to the other party no later than one hundred eighty (180) days prior to the end of the term.

12. The Town agrees to defend, indemnify and save harmless the Village, its Board, Administrators, employees and agents from and against any and all claims, actions, damages, liability, loss and expense, including, but not limited to bodily injury, personal injury, property damage, and wrongful death of any kind or nature whatsoever, including reasonable attorneys' fees, which may at any time be imposed upon, incurred by and/or asserted and/or awarded against the Village relating to, arising as a result of, from or out of any occurrence in or upon the Park's premises, which is caused wholly, or in part, by any negligent act or omission, tort, intentional tort, breach of contract, prima facie tort, unfair or unlawful employment practice or any other and all bases, by the Town, Town employees and/or agents, invitees, and vendors relative to the use of the Park by the Town.

13. The Town shall maintain comprehensive general liability (CGL) insurance, automobile liability insurance and worker compensation insurance in limits agreed upon between the parties and shall name the Village as an additional insured on such policies with respect to the Town's use of Hamlin Park. Upon demand, the Town shall supply the Village with Certificates of Insurance in a form acceptable to the Village.

14. This agreement shall be constructed and enforced in accordance with the laws of the State of New York with venue in the County of Erie.

15. The parties agree that if the Court holds any part, term or provision of this Contract to be illegal or in conflict with any law of the State where made, the validity of the remaining portions or provisions will not be affected, and the rights and obligations of the parties will be construed and enforced as if the Contract did not contain the particular part, term or provisions held to be invalid.

16. This agreement shall not become effective until the approval of same by the respective Board of Trustees of the Village and the Town Council of the Town.

17. The signatories agree and acknowledge that they have the authority to execute this agreement on behalf of their respective parties.

_____, 2021

_____, 2021

Hon. Peter Mercurio, Mayor

Hon. James J. Bach, Supervisor



A PROCLAMATION



COMMENDING MARIAN HALPERIN FOR HER DEDICATED VOLUNTEER SERVICE TO THE AURORA TOWN HISTORIAN'S OFFICE

WHEREAS, in January 1950, the Aurora Town Board and East Aurora Village Board established an official historical archive, under the auspices of the Office of the Historian, to gather, preserve and make publicly available important documents and materials related to the community's history; and the success of this archive has relied heavily on the generosity and expertise of volunteers; and

WHEREAS, since 2016 Marian Halperin has been volunteering on a weekly basis in the archives; and

WHEREAS, Marian Halperin's generous volunteer efforts have resulted in the careful transfer from folders to acid-free binders—and the indexing—of numerous collections within the archives of the Aurora Town Historian's Office, including the materials related to Moog, Fisher-Price Toys, Margaret Evans Price, Railroads, President Millard Fillmore, the Hamlin and Jewett horse farms, the Emery family and Emery Park, the Sun-Diet Sanatorium, more than 15 binders of Roycroft-related material, and—most recently—the cataloging by street of every photograph and document related to the Town of Aurora and Village of East Aurora's houses and buildings; and

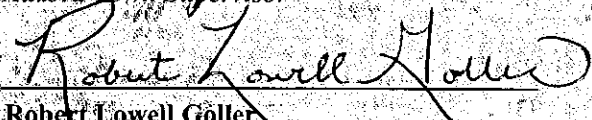
WHEREAS, in all, Marian Halperin has sorted, catalogued and indexed more than 22 linear feet of material; and

WHEREAS, Marian Halperin's expertise; her outgoing personality; her love of history, and her vast personal knowledge of our community's past make her a true asset to the Historian's Office;

NOW, THEREFORE, on behalf of the residents of the Town of Aurora, we do hereby make this public proclamation of thanks and commendation to Marian Halperin for her service to the Historian's Office and to the preservation of our community's history, for the benefit of researchers and future generations.

Signed on this Twenty-Eighth Day of October,
in the Year Two-Thousand Twenty-One,
and entered into the record of the Aurora Town Board
on the Eighth Day of November,
in the Year Two-Thousand Twenty-One.


James J. Bach
Aurora Town Supervisor


Robert Lowell Goller
Aurora Town Historian





A PROCLAMATION



COMMENDING LUCAS DANA FOR HIS DEDICATED VOLUNTEER SERVICE TO THE AURORA TOWN HISTORIAN'S OFFICE

WHEREAS, in January 1950, the Aurora Town Board and East Aurora Village Board established an official historical archive, under the auspices of the Office of the Historian, to gather, preserve and make publicly available important documents and materials related to the community's history; and the success of this archive has relied heavily on the generosity and expertise of volunteers; and


WHEREAS, since 2014 Lucas Dana has been volunteering in the archives of the Aurora Town Historian's Office and has logged several hundred volunteer hours since the day he first walked in the office to inquire about volunteering; and

WHEREAS, Lucas Dana's now weekly efforts have resulted in the scanning of hundreds of photographs, the cataloging of East Aurora High School yearbooks, the careful preservation of documents related to the history of the Town of Aurora and Village of East Aurora, and the tedious and careful proofreading of each and every label in the exhibit cases of the Aurora History Museum; and

WHEREAS, his volunteer assistance was particularly appreciated in preparation of, during and after the relocation of the archives and museum in 2020 from the Southside Municipal Center on Gleed Avenue to the Aurora Municipal Center on Oakwood Avenue; and the smooth relocation would not have been possible without his assistance;

NOW, THEREFORE, on behalf of the residents of the Town of Aurora, we do hereby make this public proclamation of thanks and commendation to Lucas Dana for his many years of service to the Historian's Office and to the preservation of our community's history for the benefit of researchers and future generations.

Signed on this Twenty-Eighth Day of October,
in the Year Two-Thousand Twenty-One,
and entered into the record of the Aurora Town Board
on the Eighth Day of November,
in the Year Two-Thousand Twenty-One.


James J. Bach
Aurora Town Supervisor


Robert Lowell Goller
Aurora Town Historian





A PROCLAMATION



COMMENDING JUSTIN JAGODZINSKI FOR HIS DEDICATED VOLUNTEER SERVICE TO THE AURORA TOWN HISTORIAN'S OFFICE

WHEREAS, in January 1950, the Aurora Town Board and East Aurora Village Board established an official historical archive, under the auspices of the Office of the Historian, to gather, preserve and make publicly available important documents and materials related to the community's history; and the success of this archive has relied heavily on the generosity and expertise of volunteers; and

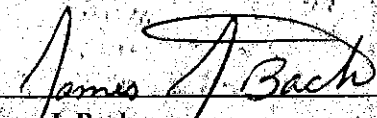
WHEREAS, for the past several years Justin Jagodzinski has been volunteering on a nearly weekly basis in the archives of the Aurora Town Historian's Office; and

WHEREAS, Justin Jagodzinski's efforts have resulted in the preservation of a few thousand original newspapers; the digital cataloging of several thousand index cards containing information about the residents of East Aurora and Aurora in the 1800s and early 1900s; the tedious cataloging and alphabetization of numerous files in the archives; the cataloging and renaming digital files; and the transcription of the Office of the Historian's 70-year donor log from a handwritten ledger to a digital format; and

WHEREAS, his volunteer assistance was particularly appreciated in preparation of, during and after the relocation of the archives and museum in 2020 from the Southside Municipal Center on Glead Avenue to the Aurora Municipal Center on Oakwood Avenue; and the smooth relocation would not have been possible without his assistance;

NOW, THEREFORE, on behalf of the residents of the Town of Aurora, we do hereby make this public proclamation of thanks and commendation to Justin Jagodzinski for his service to the Historian's Office and to the preservation of our community's history for the benefit of researchers and future generations.

Signed on this Twenty-Eighth Day of October,
in the Year Two-Thousand Twenty-One,
and entered into the record of the Aurora Town Board
on the Eighth Day of November
in the Year Two-Thousand Twenty-One.


James J. Bach
Aurora Town Supervisor


Robert Lowell Goller
Aurora Town Historian



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



5A

MAIL ROOM
(716) 652-3280
townclerk@townofaurora.com

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

MEMO

TO: Aurora Town Board
FROM: Kathleen Moffat
RE: Adopted Budget
DATE: 11/08/21

The following changes have been made to the Preliminary Budget after the 10/25/21 public hearing:

- Added adopted fire district budgets
- Updated the taxable valuations from the final numbers received from the Assessor's office

Final Tax Rate Increases:

- A Fund: 3.28%
- B Fund: 2.52%
- DA Fund: 16.69%
- DB Fund: 1.04%

Tax Cap:

- Under the tax cap by \$76,518

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



GC

(716) 652-3280
townclerk@townofaurora.com

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

November 3, 2021

To: Town Board
Re: Request to Conduct a Village Dog Census

Please approve conducting the village dog census starting on November 29, 2021. The last time the dog census was conducted in the village was 2018. Sheryl Harris, DCO officer will be doing the census.

Elizabeth Deveso-Highway Secretary



Town of Aurora
Department of Parks & Recreation

575 Oakwood Avenue
East Aurora, New York 14052

recreation@townofaurora.com
www.aurorarec.com

GD

To: Town Board
From: Chris Musshafen
Date: 11/3/21
Re: Sr. Van Driver

Approval is requested to hire Carrie Walczyk for the position of Sr. Van Driver at the recreation department. Carrie has experience in working with seniors for a number of years. She also comes with strong recommendations for the position by her peers. Her start date will be November 9, 2021.

<u>Name</u>	<u>Address</u>	<u>Position</u>	<u>Rate</u>
Carrie Walczyk	East Aurora, NY	Sr. Van Driver	\$14.71

Contingent upon NYS motor vehicle abstract record search results (moving violations and/or accidents).



Town of Aurora
Department of Parks & Recreation

575 Oakwood Avenue
East Aurora, New York 14052

recreation@townofaurora.com
www.aurorarec.com

CE

To: Town Board
From: Chris Musshafen
Date: 10/27/21
Re: Increase Pool Budget Lines

Approval is requested to increase the lines listed below to reflect the additional revenue and costs. This year we opened the Aurora Community Pool a month earlier to allow for programming and pool rental. As a result we had an increase in the revenue and expenditures.

Increase Line	Description	Budgeted	Current Balance	Increase By
A00-2025-0000-0000	Community Pool - Revenue	\$46,000.00	\$49,648.00	\$3,648.00 ✓
A00-7180-0141-0000	Beach and Pool - Utilities	\$12,000.00	(\$377.29)	\$1,000.00 ✓
A00-7180-0115-0000	Community Pool - Payroll	\$54,000.00	(\$1,058.99)	\$1,058.99 ✓
A00-7180-0426-0000	Maintenance of Pool	\$41,511.00	\$6,829.50	\$1,589.01 ✓

Month Year Reported: ---> October 2021 CLERK'S MONTHLY REPORT
 Town Name: -----> Town of Aurora
 Prepared By: -----> Martha L. Librock
 Date Submitted: -----> Nov, 01 2021

7A

TO THE Supervisor:

Pursuant to Section 27, Subd. 1, of the Town Law, I hereby make the following statement of all the fees and monies received by me in connection with my office, during the month above stated, excepting only such fees and monies the application and payment of which are otherwise provided for by law.

RSC Code	Revenue Description	Item Count	Total Revenue	Town Portion	Other Disburses
100	SPORTING LICENSE REVENUE	18	3,163.00	131.77	3,031.23
200	DOG LICENSE REVENUE	183	2,307.00	2,091.00	216.00
301	MARRIAGE LICENSE	7	280.00	122.50	157.50
303	CERTIFIED MARRIAGE CERTIFICATE	5(13)	130.00	130.00	0.00
602	DEATH CERTIFICATE	6(38)	380.00	380.00	0.00
Report Totals:		219	6,260.00	2,855.27	3,404.73

REVENUES TO SUPERVISOR - CLERK FEES	764.27
REVENUES TO SUPERVISOR - DOG FEES	2,091.00
TOTAL TOWN REVENUES TO SUPERVISOR:	<u>2,855.27</u>

Amount paid to NYS DEC REVENUE ACCOUNTING	3,031.23
Amount paid to DEPT. OF AG. AND MARKETS	216.00
Amount paid to STATE HEALTH DEPARTMENT FOR MARRIAGE LICENSES	157.50
TOTAL DISBURSED TO OTHER AGENCIES:	<u>3,404.73</u>
TOTAL DISBURSED:	6,260.00

NOVEMBER 2 2021 JAMES J. BACH Supervisor,
 State of New York, County of Erie, Town of Aurora

Martha L. Librock being duly sworn, says that she/he is the Town Clerk of the Town of Aurora that the foregoing is a full and true statement of all Fees and Monies received by her/him during the month stated, excepting only such Fees the application and payment of which are otherwise provided for by law.

Subscribed and Sworn to before me,
 this 2nd day of November 2021
Sheryla A. Miller Notary Public

Martha L. Librock
 Town Clerk

SHERYLA. MILLER
 Reg. #01MI6128663
 Notary Public, State of New York
 Qualified In Erie County
 Commission Expires June 13, 2025



7B

TOWN OF AURORA
Southside Municipal Center
300 Glead Avenue, East Aurora, NY 14052

From: Martha L. Librock, Town Clerk

Monthly Statement – Tax Collection

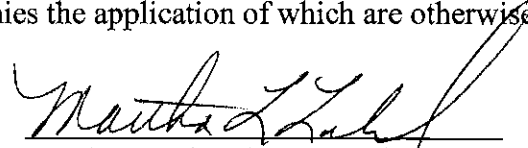
To: James J. Bach, Town of Aurora Supervisor

Pursuant to Section 27 Subd. 1 of the Town Law, I hereby make the following statement of all fees and monies received by me during the month of Oct, 2021 in connection with the collection of taxes, excepting only such fees the application and payment of which are otherwise provided for by law:

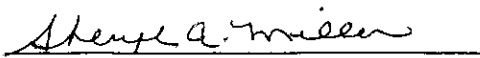
Received From	Type of Receipt	Amount
Taxes	School tax	\$ 20,477,659.62
Taxes	Penalties	14,074.73
Taxes	Interest	0
Taxes	NOW Acct Interest	867.68
Taxes		
	Total Received	20,492,602.03

State of New York
County of Erie
Town of Aurora

Martha L. Librock, being duly sworn, says that she is the Town Clerk of the Town of Aurora; that the foregoing is a full and true statement of all fees and monies applicable to tax collection received by her during the month stated excepting only such fees and monies the application of which are otherwise provided for by law.


Martha L. Librock, Town Clerk

Subscribed and Sworn to before me
this 2nd day of November, 2021


Notary Public
SHERYLA A. MILLER
Reg. #01MI6128663
Notary Public, State of New York
Qualified In Erie County
Commission Expires June 13, 2025

70

MONTHLY REPORT FOR TOWN BOARD, TOWN OF AURORA FOR **October 2021**

see attached fee report for permits issued
(Permit #21-385 is not used)

\$ 11,698.16	October 2021 Fees
\$ 102,661.25	Current Year Total Fees through October 2021
\$ 120.00	Monthly Zoning Compliance letter fees (\$ YTD total)
\$ 92,456.52	Total Fees through October 2020

INSPECTIONS COMPLETED:

For Building Permits:	119
For Fire Safety:	0

NOTICES SENT:

Permits Expiring Soon:	5
Permit Expired:	7
Violations:	6
2 nd Notice Violations:	2
Fire Violations:	0
Zoning Comp Letters:	3
False Alarm Notices:	0
FA 2 nd Notice:	0
FA Final Notice:	0

ZONING BOARD OF APPEALS:

New Hearings:	1
Req to Amend:	0
Adjourned:	0
Review:	0
Decisions:	1

<u>JCA CASES:</u>	0
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Town of Aurora

Building Permit Fee Report - by Issued Date: 10/01/2021 - 10/31/2021

Permit#	Location	Issued	Description	Square Ft	Project Cost	Permit Fee	Rec Fee	Water Fee	Sec Dep
2021-0375	788 Grover Rd	10/01/21	Demo - 2 car detached garage	484.00		50.00			
2021-0376	1242 Davis Rd	10/01/21	Single Family Dwelling with Attached Gara	2,241.00	280,000.00	834.35	200.00		
2021-0377	1289 Center St	10/01/21	Covered Patio	450.00	60,000.00	102.50			
2021-0378	692 Persons St	10/04/21	Fence - wood privacy - 4' h side yard an		3,000.00	50.00			
2021-0379	372 Willardshire Rd	10/04/21	2nd story addition, interior remodel and	2,011.00	120,000.00	652.50			
2021-0380	84 Pine St	10/04/21	Pool Deck	48.00	10,490.00	42.50			
2021-0381	299 Main St	10/05/21	Roof repair, remove existing shingles, d	600.00	6,000.00	100.00			
2021-0382	301 Aurora Porterville R	10/05/21	(RI 20-164) Addition of small dormer, mo	453.00		94.27			
2021-0383	1467 Underhill Rd	10/05/21	(RI 20-213) Garage Addition and Renovati	340.00		92.00			
2021-0384	771 Center St	10/05/21	(RI 20-416) Shed	160.00		29.50			
2021-0386	15 Creekview Ct	10/06/21	Generator		4,000.00	50.00			
2021-0387	16 Millstone Dr.	10/06/21	Single Family Dwelling w/ Attached Garag	2,403.00	434,775.00	891.05	200.00		
2021-0388	2 Millstone Dr.	10/06/21	Single Family Dwelling w/ Attached Garag	2,121.00	394,925.00	792.35	200.00		
2021-0389	20 Millstone Dr.	10/06/21	Single Family Dwelling w/ Attached Garag	3,088.00	593,045.00	1,130.80	200.00		
2021-0390	6 Creekstone Dr.	10/06/21	Single Family Dwelling w/ Attached Garag	2,183.00	427,530.00	814.05	200.00		
2021-0391	2 Aurora Mills Dr.	10/06/21	Single Family Dwelling w/ Attached Garag	2,690.00	545,215.00	991.50	200.00		
2021-0392	69 Church St	10/07/21	Interior Remodel - Kitchen	135.00	20,000.00	100.00			
2021-0393	1121 Lawrence Ave	10/07/21	Shed w/ lean-to	480.00	4,300.00	107.00			
2021-0394	186 Blake Hill Rd	10/08/21	Addition - 3 season entry	114.00	26,000.00	100.00			
2021-0395	381 Linden Ave	10/08/21	Lean-to at rear of house	384.00	3,000.00	92.60			
2021-0396	1591 Olean Rd	10/08/21	Addition - Attached garage	768.00	48,000.00	333.80			
2021-0397	3 Millstone Dr.	10/12/21	Single Family Dwelling with Attached Gara	2,165.00	535,265.00	807.75	200.00		
2021-0398	230 Main St	10/13/21	Sign - Ground sign for Buffalo Rehab Gro	20.00	3,130.00	60.00			
2021-0399	1913 Lapham Rd	10/13/21	Pond	30,000.00	25,000.00	25.00			
2021-0400	1354 Falls Rd	10/14/21	Fence - 5' h @ rear of house	1,451.00	10,000.00	50.00			
2021-0401	805 Luther Rd	10/14/21	Pool House (seasonal use)		30,000.00	252.65			
2021-0402	25 Old Glenwood Rd	10/14/21	Addition to Accessory Building	420.00	4,000.00	78.00			
2021-0403	2079 Lewis Rd	10/15/21	Shed	400.00	2,000.00	95.00			

Permit#	Location	Issued	Description	Square Ft	Project Cost	Permit Fee	Rec Fee	Water Fee	Sec Dep
2021-0404	54 Elm St	10/15/21	Sign - (2) wall signs @ Left Coast Taco	78.00	1,000.00	120.00			
2021-0405	840 Quaker Rd	10/15/21	Single Family Dwelling with Attached Gar	4,209.00	367,000.00	1523.15	200.00		
2021-0406	658-660 Main St	10/18/21	Sign - Awning @ Adrienne Grace Co. (ZBA	13.40	2,000.00	60.00			
2021-0407	226 Sycamore St	10/19/21	Shed	140.00	800.00	56.00			
2021-0408	315 Behm Rd	10/19/21	Enclose existing covered deck	112.00	2,800.00	100.00			
2021-0409	1476 Mill Rd	10/20/21	(RI 21-112) Inground Pool w/ Alarms and			50.00			
2021-0410	145 Buffalo Rd	10/20/21	Egress window and well	20.00	6,300.00	100.00			
2021-0411	53 West Falls Rd	10/22/21	Replace church steeple	16.00	4,000.00	37.40			
2021-0412	43 South Willow St	10/22/21	Rooftop Mounted Solar PV System	170.43	12,192.00	67.04			
2021-0413	1354 Falls Rd	10/22/21	Generator		10,601.00	50.00			
2021-0414	528 Linden Ave	10/22/21	Pool - Inground with alarm and enclosure		48,000.00	100.00			
2021-0415	572 Main St	10/22/21	2 Permanent Signs - Awning and Wall @ FI	16.00	200.00	120.00			
2021-0416	80 Elm St	10/22/21	3 Permanent Signs @ Second Nature	32.00	1,100.00	120.00			
2021-0417	1512 Sweet Rd	10/25/21	Fence - 6' h privacy fence in side yard		3,638.24	50.00			
2021-0418	1307 Emery Rd	10/26/21	Pole Barn	1,536.00	5,000.00	265.40			
2021-0419	357 Main St	10/27/21	Sign - Reusing banner as permanent sign	20.00		60.00			
Total Count:					44	4,054,306.24	11698.16	1600.00	



7D

TOWN OF AURORA
Southside Municipal Center
300 Glead Avenue, East Aurora, NY 14052

From: Barbara A. Halt, Water Clerk

Monthly Statement – Water Fee Collection

To: James J. Bach, Town of Aurora Supervisor

Pursuant to Section 27 Subd. 1 of the Town Law, I hereby make the following statement of all fees and monies received by me during the month of Oct, 2021 in connection with the collection of water fees, excepting only such fees the application and payment of which are otherwise provided for by law:

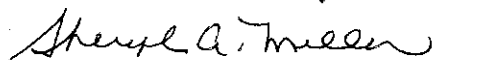
Received From	Type of Receipt	Amount
Water Billing	Water Bills	\$2305.36
	Total Received	\$2305.36

State of New York
County of Erie
Town of Aurora

Barbara A. Halt, being duly sworn, says that she is the Water Clerk of the Town of Aurora; that the foregoing is a full and true statement of all fees and monies applicable to water fee collection received by her during the month stated excepting only such fees and monies the application of which are otherwise provided for by law.


Barbara A. Halt, Water Clerk

Subscribed and Sworn to before me
this 1st day of November, 2021


Notary Public

SHERYL A. MILLER
Reg. #01MI6128663
Notary Public, State of New York
Qualified In Erie County
Commission Expires June 13, 2025

7E

TOWN OF AURORA DOG CONTROL REPORT: Oct-21

PHONE CALLS RECEIVED	TOWN OF AURORA	EAPD	NYSP	TOTAL CALLS
Attack/Fighting				
Barking	2	3		
Bites				
Cats	1			
Damage by Dogs				
Deceased Dogs				
Found Dogs	1	1		
Injured/Sick				
Licensing				
Loose/Unleashed Dogs	2	5		
Lost Dogs	4			
Miscellaneous Calls	1			
Mutual Aid				
MVC-Dogs/Cats				
Other Animals				
Threatening Dogs				
Welfare	1	1		
TOTAL	12	10	0	22

IMPOUNDMENTS:

DATE	BREED	Amount
none		
	Total	\$0

COURT: 0

All Calls & Complaints

7F

Summary Report by Date: 10-01-2021 through 10-31-2021, for Category: Parks - Parks

Caller Name/Address	Date/Phone	Notes	Closed
Parks			
John R. West Falls Park	10-05-21	Tree down in path by old concrete cistern. Please remove. path cleared of large tree. Dan and Trey	10-06-21
Tri R Mechanical Town Pool	10-07-21	Meet Tri R at the pool boiler room around 8AM on 10/8. They need to do an inspection. All is in good order. Dan	10-08-21
Alex D West Falls Park	10-14-21	leave gate unlocked Jason and Trey	10-15-21
Resident West Falls Park	10-28-21	Large tree down across the trail. Resident showed Mike and Dan. They will cut down. 2 hours, 3 trees	10-28-21
Total count: Parks			4

Town of Aurora

All Calls & Complaints

Summary Report by Date: 10-01-2021 through 10-31-2021, for Category: BUILDING DEPARTMENT WORK REQUI -

Caller Name/Address	Date/Phone	Notes	Closed
Building Department Work Requi			
Martha Town Hall	10-06-21	Dispose of broken chair-see Martha Clean up black walnuts from Town Hall parking lot along west side fence.	10-06-21
Donna West Falls Library	10-07-21	They have no hot water. Please check the hot water tank. Sean-1 hour	10-07-21
Kathy Town Library	10-11-21	We have a projector screen and stand that are property of the Town of Aurora. We no longer need it. Please pick up or let us know what to do with it. Mike-30 minutes	10-11-21
Paula Town Library	10-12-21	Need curtain rod in meeting room reinforced to make stronger. May require a plank of wood. Mike and Dan	10-21-21
Donna Senior Center	10-14-21	Screen that was put up in kitchen needs to be reinforced with nails or screws. Tacks keep falling out. Mike-secured with nails. Also changed kitchen light ballast that began smoking-1 hr	10-19-21
Martha Town Hall	10-14-21	-	10-15-21
Martha Town Hall	10-14-21	Clean up walnuts from town hall parking lot by west fence area. Remove them from pavement and stone area. Jason/Trey/Sheryl	10-15-21
Jen-Building Dept Town Hall	10-14-21	order and instal 3 "No parking" signs on the West wal of Town Hall parking lot side. Mike and Dan (Martha advised to hold off on putting them up because striping may be sufficient. PER CHUCK SLYDEZ)	10-27-21
Donna S West Falls Library	10-15-21	-remove bucket that is in the entry way -push return book bin closer to wall with the door, slide mat out from under it if possible -wash siding in entrance foyer Jason and Trey	10-15-21
Sheryl and Jason Parks Building	10-26-21	There is a leak in the ceiling and water is dripping down in the spot we plan to store salt.	
Total count: Building Department Work Requi			10



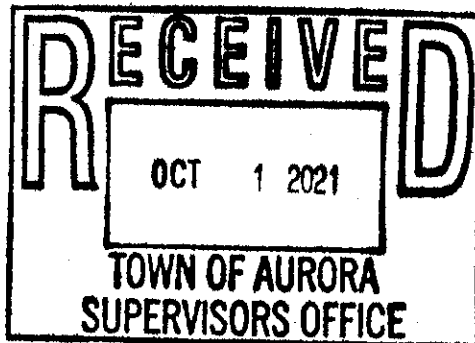
**Department of
Public Service**

7G

Public Service Commission
John B. Howard
Chair and
Chief Executive Officer

Three Empire State Plaza, Albany, NY 12223-1350
www.dps.ny.gov

Diane X. Burman
James S. Alesi
Tracey A. Edwards
David J. Valesky
John B. Maggiore
Rory M. Christian
Commissioners



September 27, 2021

Dear Elected Official:

The Comprehensive Broadband Connectivity Act, enacted in May of this year, amended the Public Service Law to add a new section 224-c. Among other things, the Act requires the Public Service Commission (PSC or the Commission) to study the availability, reliability, and cost of high-speed internet and broadband services in New York state, and produce and publish on its website, a detailed internet access map of the state, indicating access to internet service by location. In addition, the Act requires the Commission to submit a report of its findings and recommendations from the study to the governor, and Senate and Assembly leaders in May 2022, and update the report annually thereafter.

We write to you today to inform you of our activities in this important work project, and to request your help in the project's success.

The Department of Public Service (the Department or DPS), the Commission's staff arm, has hired ECC Technologies (ECC), a New York State based company with expertise in technology and communications consulting services, to gather the necessary data to develop the detailed internet access map and to produce the report of findings and recommendations related the availability, reliability, and cost of high-speed internet and broadband services in New York state. ECC will use data collected from internet service providers, data gathered from its own field activities, and data collected from consumers to form the basis for the broadband map and report.

The Department and ECC will employ an online broadband service survey as the main element of the consumer data gathering effort. Consumers completing the survey will provide valuable information back to DPS and ECC on the status of broadband services availability and use at their homes and businesses. The survey is easy to follow and takes less than 10 minutes to complete. The survey webpage also includes an optional broadband speed test, whereby consumers can test their current broadband connection for upload and download speed. The weblink for the online survey can be found at: www.empirestatebroadband.com.

September 27, 2021

We are asking for your help in disseminating this weblink to your constituency via posting on your municipal website, direct emails to your constituency, comments and notices at public meetings, and whatever other means you use for community outreach. We are confident that your assistance and promotion of this online survey will help generate significant consumer participation in your area. Also accompanying this letter are flyers containing the weblink and scannable QR code to help facilitate your outreach efforts.

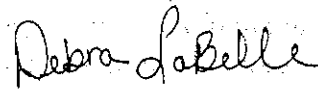
ECC has field staff traveling to many areas of the state, documenting their observations of communications infrastructure. ECC staff will have company identification credentials, including management contact information on their person at all times, and shall provide such identification and/or contact information upon request or as needed to effectuate their field work activities on behalf of the Department. ECC staff may provide a general explanation of their work on behalf of DPS, however, ECC staff are not authorized to disclose confidential or proprietary information. ECC staff are not authorized to enter private property, or other areas not clearly identified or deemed to be public access or public rights-of-way, in the conduct of their work for the Department.

In addition, the report of our findings and recommendations will include instances where local governments have notified the Commission of alleged non-compliance with franchise agreements that have a direct impact on internet access. Instances of alleged non-compliance of a video provider with the network build requirements contained in its franchise agreements (i.e., buildout of primary service area or line extensions) should be filed with the Secretary, with a copy to Debra LaBelle, Director of the Office of Telecommunications at the Department.

Questions or concerns about the online survey or ECC field activities can be directed to ECC company management, or to the undersigned Department representative. Thank you in advance for your assistance in promoting the broadband online survey and the state's broadband mapping project.



Joseph Starks
President, ECC Technologies Inc.
(585) 330-1591
nysdps-municipal@ecctec.com



Debra LaBelle
Director, Office of Telecommunications
NYS Department of Public Service
(518) 486-2430
Debra.LaBelle@dps.ny.gov

cc: Joe Starks