

January 6, 2014

A meeting of the Town Board of the Town of Aurora took place on Monday, January 6, 2014, at 7:00 p.m. in the Town Hall Auditorium, 300 Glead Avenue, East Aurora, New York.

Members Present:	Jeffrey T. Harris	Councilman
	Susan A. Friess	Councilwoman
	Jolene M. Jeffe	Councilwoman
	Charles D. Snyder	Councilman
	James J. Bach	Supervisor

Others Present:	Ronald P. Bennett	Town Attorney
	David Gunner	Highway Superintendent
	Robert Goller	Town Historian
	Douglas Crow	Planning Board

Supervisor Bach opened the meeting at 7:00 p.m. with the Pledge of Allegiance to the Flag.

The first item on the agenda was the:

### **2014 ORGANIZATIONAL CHART**

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

<b>WATER CLERK</b>	Motion to appoint: <b>Barbara A. Halt</b> to serve a (1) one-year term	<b>1/1/14 – 12/31/14</b>
<b>PLANNING BOARD</b>	Motion to appoint: <b>Norman R. Merriman</b> to serve a (7) seven -year term	<b>1/1/14 – 12/31/20</b>
<b>PLANNING BOARD ALTERNATES</b> ( <i>Town Code Chapter 23, Section 23-4</i> )	Motion to appoint: <b>Douglas S. Crow and David R. Majka</b> to serve a one (1) year term	<b>1/1/14 – 12/31/14</b>
<b>PLANNING BOARD CHAIRMAN</b>	Motion to appoint: <b>Donald Owens</b> to serve a (1) one-year term	<b>1/1/14 – 12/31/14</b>
<b>PLANNING BOARD MEETINGS</b>	1 <sup>ST</sup> Wednesday of each month at 7:00 p.m. and if required, 3 <sup>rd</sup> Wednesday at 7:00 p.m. at Town Hall Auditorium – 300 Gleed Avenue	
<b>PLANNING BOARD SERVICES</b>	Motion to retain <b>CRA Infrastructure &amp; Engineering, Inc.</b> for Planning Board assistance as needed.	<b>1/1/14 – 12/31/14</b>
<b>CONSERVATION BOARD</b> ( <i>Town Code Chapter 5, Section 1</i> )	Motion to appoint: <b>Alvin Fontanese, Donald Owens, Timothy Bailey, William Voss, William Adams, Norman Merriman and Laurie Kutina</b> to serve a (1) one-year term	<b>1/1/14 – 12/31/14</b>
<b>ZONING BOARD OF APPEALS</b> ( <i>Town Code Article VI, Chapter 116-60</i> )	Motion to appoint: <b>James Whitcomb</b> to serve a (5) five-year term	<b>1/1/14 – 12/31/18</b>
<b>ZONING BOARD ALTERNATES</b>	Motion to appoint: <b>Davis Heussler and Rod J. Simeone</b> to serve a (1) one-year term	<b>1/1/14 – 12/31/14</b>
<b>ZONING BOARD CHAIRMAN</b>	Motion to appoint: <b>James Whitcomb</b> to serve a (1) one-year term	<b>1/1/14 – 12/31/14</b>
<b>DISASTER / HAZARDOUS MATERIALS COORDINATOR</b>	Motion to appoint: <b>Mark Hartley</b> , HazMat Coordinator; <b>Randy Taylor</b> , Asst. Disaster Coordinator; <b>Thomas Bender</b> , Asst. Disaster Coordinator; <b>Craig Thrasher</b> , Asst. Disaster Coordinator, to serve a (1) one-year term	<b>1/1/14 – 12/31/14</b>
<b>DISASTER ADVISORY</b>	Motion to appoint: <b>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</b> to serve a (1) one-year term	<b>1/1/14 – 12/31/14</b>
Note: Village of East Aurora and Town of Aurora Supervisor to serve as members ex-officio		
<b>SAFETY COMMITTEE CHAIRMAN</b>	Will appoint when a Safety Committee is appointed on an as-needed basis	
<b>SAFETY COMMITTEE</b>	Will be appointed on an as-needed basis	

<b>RECREATION ADVISORY BOARD</b> (Town Code Chapter 26, Section 1)	Will be appointed on an as-needed basis.	
<b>AURORA TOWN LIBRARY BOARD</b>	Motion to appoint: <b>Deborah Carr-Hoagland</b> to serve a (5) five-year term	<b>1/1/14 – 12/31/18</b>
<b>OPEN SPACE COMMITTEE</b>	Motion to appoint: <b>Larry Brickman and Dale Morris</b> to each serve a (3) three-year term (meeting schedule to be announced)	<b>1/1/14 – 12/31/16</b>
<b>DEPUTY TOWN CLERK #1</b>	Town Clerk appoints: <b>Sheryl A. Miller</b> to serve a (1) one-year term	<b>1/1/14 – 12/31/14</b>
<b>DEPUTY TOWN CLERK #2</b>	Town Clerk appoints: <b>Barbara A. Halt</b> to serve a (1) one-year term	<b>1/1/14 – 12/31/14</b>
<b>REGISTRAR OF VITAL STATISTICS</b>	Motion to appoint <b>Martha L. Librock</b> to serve a four (4) year term.	<b>1/1/14 – 12/31/17</b>
<b>SUB-REGISTRAR OF VITAL STATISTICS</b>	Registrar appoints: <b>Sheryl A. Miller</b> to serve a (1) one-year term	<b>1/1/14 – 12/31/14</b>
<b>DEPUTY HIGHWAY SUPERINTENDENT</b>	Highway Superintendent appoints: <b>David Drosendahl, Sr.</b> to serve a (1) one-year term	<b>1/1/14 – 12/31/14</b>
<b>TOWN AUDITORS</b>	Motion to appoint: <b>Drescher &amp; Malecki, LLP</b> to serve a (1) one-year term	<b>1/1/14 – 12/31/14</b>
<b>ENGINEERING SERVICES</b>	Motion to retain <b>CRA Infrastructure &amp; Engineering, Inc.</b> for Town Engineering Services	<b>1/1/14 – 12/31/14</b>
<b>MILEAGE REIMBURSEMENT RATE</b>	Motion to set the rate at <b>\$0.45 per mile</b> as compensation for travel while on Town business.	
<b><u>TOWN BOARD MEETING DATES</u></b>	Motion to set regular Town Board Meetings at 7:00 p.m. at the Town Hall Auditorium, 300 Glead Ave. as follows: <b>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)</b> Additional (special) meetings may be set if necessary	
<b>TOWN BOARD WORK SESSIONS</b>	Motion to set Town Board Work Sessions at 7:00 p.m. at the Town Hall Auditorium, 300 Glead Ave. as follows: <b>January 21, February 18, March 18, April 22, May 20, June 17, July 22, August 19, September 16, October 21, November 18, December 16.</b>	
<b>TOWN HALL HOURS</b>	Motion to set the hours Town Hall will be open to serve the public: <b>8:30 AM – 4:30 PM, Monday – Friday</b> with the exception of Town Board recognized Holidays. Other office hours by appointment.	
<b>OFFICIAL NEWSPAPER</b>	Motion to designate: <b>East Aurora Advertiser</b> 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:

<b>Title</b>	<b>Hourly Rate</b>	<b>Bi Weekly Rate</b>
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	n/a	n/a
Assistant to Supervisor	n/a	n/a
Secretary to Supervisor	14.09	
Historian		199.80
Web Administrator		98.08
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.	n/a	n/a
Engineer	n/a	n/a
Engineer/Planning Board	n/a	n/a
Water Engineer	n/a	n/a
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	

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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)		118.76
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: Supervisor **James Bach** and Highway Superintendent **David Gunner** 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		
<b>PURCHASE CONTRACTS</b>							
Under \$750	X						
750 - 2,999			X				
3,000 – 19,999					X		
20,000 and over						X	
<b>CONTRACTS FOR PUBLIC WORK</b>							
Under \$750	X						
750 - 34,999					X		
35,000 and over						X	
<b>EMERGENCIES (must be declared by Town Board)</b>							X
<b>INSURANCE</b>							X
<b>PROFESSIONAL SERVICES</b>							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 was 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 <sup>st</sup> Quarter	Snyder
	2 <sup>nd</sup> Quarter	Harris
	3 <sup>rd</sup> Quarter	Jeffe
	4 <sup>th</sup> Quarter	Friess

Councilwoman Jeffe moved to adopt the 2014 Organizational Chart. Councilwoman Friess seconded the motion.  
 Upon a vote being taken: ayes – five noes – none Motion carried.

Action #5  
 2014 Organizational Chart approved.

\* \* \* \* \*

AUDIENCE I: none

UNFINISHED BUSINESS: none

NEW BUSINESS:

Councilwoman Friess moved to authorize Justice Court Action for the following:

- 1) Referred for Justice Court Action in reference to violation of Town Code Chapter 65 Section 65-15A Certificate of Occupancy Required:  
 Donald King Jr. & Deirdre Greco  
 1401 Sweet Road, East Aurora, NY SBL#187.00-2-3

Action #6  
 Justice Court action auth for two property owners.

- 2) Referred for Justice Court Action in reference to violation of New York State Property Maintenance Code Chapter 3 General Requirements, Section 304.7 Roofs and Drainage:

Michael & Kimberly Mawk  
 43 Manchester Road, East Aurora, NY SBL#186.01-1-26

Councilwoman Jeffe seconded the motion. Upon a vote being taken:  
 ayes – five noes – none Motion carried.

Councilwoman Friess moved to approve the following benefits for Deputy Town Clerk Barbara Halt:

- Three (3) personal days as of 1/1/2014
- Begin accruing sick days beginning 1/1/2014
- Eligible for paid holidays as of 1/1/2014
- 160 hours (20 days) vacation effective 1/1/2014; eligible to earn one (1) additional day per year starting in 2015 until reaching the maximum of two hundred (200) hours

Action #7  
 Benefits defined and approved for B. Halt.

Councilman Harris seconded the motion. Upon a vote being taken:  
 ayes – five noes – none Motion carried.

Councilwoman Jeffe moved to authorize the following 2013 Part Town fund budget transfer:

From: B8090.400 Stormwater Mgmt.	\$2,000.00	Action #8
To: B8020.409 Planning Brd. – Professional Svcs.	\$2,000.00	2013 Part

Councilman Harris seconded the motion. Town budget transfer auth.  
Upon a vote being taken: ayes – five noes – none Motion carried.

Councilwoman Friess moved to authorize the following 2013 General Fund budget transfer:

From: A1620.446 Op Buildings/Gas Well	\$1,000.00	Action #9
From: A1620.420 Op Buildings/Contract	\$2,000.00	2013 General
To: A1620.422 Op Buildings/Repair & Maint.	\$3,000.00	Fund budget

Councilman Harris seconded the motion. transfer auth.  
Upon a vote being taken: ayes – five noes – none Motion carried.

Councilman Snyder moved to authorize the Town Board (Supervisor and Councilpersons) to sign the 2014 284 Highway Agreement to spend Highway Funds as follows:

General Repairs – The sum of \$275,200 may be expended for general repairs upon 59.4 miles of town highways.

Improvements – The sum of \$139,350 for the improvement of Reading Road, starting at West Falls Road and ending at Falls Road, a distance of 1.23 miles.

Councilwoman Jeffe seconded the motion. Upon a vote being taken: ayes – five noes – none Motion carried.

Action #10  
Town Board  
auth to sign  
2014 284  
Highway  
agreement

Councilwoman Friess moved to appoint Richard Dean, 25 Pickett Street, Castile, New York, as Sole Assessor for the Town of Aurora for a term beginning 1/6/2014 and ending 9/30/2019. Councilman Harris seconded the motion.

Upon a vote being taken: ayes – five noes – none Motion carried.

Action #11  
R. Dean  
appointed Sole  
Assessor.

Councilwoman Friess moved to make an exception to the Town's Residency Law for the hiring of Richard Dean as Sole Assessor. Councilman Harris seconded the motion. Upon a vote being taken: ayes – five noes – none Motion carried.

Action #12  
Exception to  
residency law  
re: hiring of R.  
Dean

Councilman Harris moved to authorize the Supervisor to sign a one-year (1/1/2014 through 12/31/2014) lease agreement with Fifth Avenue Catering, LLC, 300 Gleed Avenue, East Aurora, NY, whereby Fifth Avenue will occupy 460 square feet of kitchen space and approximately 128 square feet of warehouse space at the South Side Municipal Center. Councilwoman Friess seconded the motion. Upon a vote being taken: ayes – five noes – none Motion carried.

Action #13  
Supv. auth to  
sign lease  
agreement  
with 5<sup>th</sup> Ave.  
Catering

COMMUNICATIONS – None

BUSINESS FROM BOARD MEMBERS AND LIAISONS:

Councilwoman Friess stated she will meet with Peggy Cooke regarding background checks for certain recreation employees and volunteers.

Supervisor Bach stated that the Board will be available on the lower level of the auditorium after meetings to talk with the press and others. He requested that no one come up on the stage after meetings.

AUDIENCE II:

Tony Rosati, Center Street, stated he would like to have access to more background information for agenda items to be able to understand things better. Mr. Rosati also asked the town didn't have "guest Wi-Fi" in the building.

Ray Porter, Hemstreet Road, asked for an update on the Town's position on the incident of the town truck backing into his wife's car. Supervisor Bach responded that the Town will be paying the insurance deductible.

STAFF REPORTS: none

The 2013 Encumbered Abstract of Claims dated January 6, 2014, consisting of vouchers numbered 2301 to 2332, was presented to the Board for audit and authorization of payment from the following funds:

General	\$ 11,272.32
Highway	3,904.37
Trust & Agency	351.46
Capital (Mill Road)	519,378.59
Special Districts	<u>53,478.37</u>
Grand Total Abstract	\$ 588,385.11

The Abstract of Claims dated January 6, 2014, consisting of vouchers numbered 1 to 19, was presented to the Board for audit and authorization of payment from the following funds:

General	\$21,522.86
Part Town	3,500.00
Highway	6,967.55
Trust & Agency	<u>315.02</u>
Grand Total Abstract	\$32,305.43

Councilwoman Friess moved to approve the 2013 Encumbered Abstract of Claims and the 2014 Abstract of Claims, both dated 1/6/2014, and authorize payment of same. Councilwoman Jeffe seconded the motion. Upon a vote being taken: ayes – five noes – none Motion carried.

Action #14  
1/6/2014  
Abstracts of  
Claims  
approved.

Councilwoman Friess moved to adjourn at 7:35 p.m.; seconded by Councilman Harris. Upon a vote being taken: ayes – five noes – none Motion carried.

Action #15  
Meeting  
adjourned.

Martha L. Librock  
Town Clerk