

WS 1

Zoning Board of Appeals request to amend Town Code Chapter 116-92

From Paul Ernst, ZBA Chairman:

When the ZBA approves a variance that requires a building permit, we have been requesting the Petitioner to obtain a building permit within one year from the date of the hearing. The reason being is to not allow those approved variances to stay open for years with the possibility of getting into a conflict with a future code or zoning change. This has happened in the past and there is a case ongoing now. We have not received any negative feedback or pushback from any of the Petitioners where we made this a condition of the approval.

We are requesting the Town Board to add language to the zoning code to require this condition.

CHAPTER 116

ZONING

116-92 Rules Of Procedure; Hearings: Appeals

- I. Any area variance or special exception granted by the Zoning Board of Appeals or by a court of competent jurisdiction, pursuant to the provisions of this chapter, which involves a project for which a building permit is required, shall be and become null, void and of no further force or effect unless said building permit is issued within 365 days after the date of the decision of the ZBA or a final court decision has been entered.

(1) In cases covered by this section and pursuant to Chapter 65, said building permit shall expire within 365 days after its issuance, unless extended by the Code Enforcement Officer for up to an additional 365 day period for good cause shown and payment of the applicable fee. No further extension shall be granted; the applicant's sole recourse shall then be to submit a new application to the ZBA.

- J. Any use variance or special exception granted by the Zoning Board of Appeals or by a court of competent jurisdiction, pursuant to the provisions of this chapter, which does not require a building permit shall be and become null, void and of no further force or effect unless, within 365 days after the date of the decision of the ZBA or a final court decision has been entered, the use so granted shall actually have commenced at the premises. No further extensions shall be granted; the applicant's sole recourse shall then be to submit a new application to the ZBA.
-

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



WS-2 5A

CLERK
DICK
(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: Elizabeth Cassidy
Charles Snyder
RE: Assistant Code Enforcement Officer
DATE: 01/23/23

NON-RESIDENT

We have interviewed and wish to make an offer to Richard Miga of 9657 Darien Rd. West Falls, NY for the Assistant Code Enforcement Officer position. Richard comes with a wealth of experience in site plan review and inspection services. He is currently certified in several codes through the International Code Council (ICC).

Based on preliminary discussions with Richard we would like to offer a salary of \$59,000 (\$28.36/hour). This exceeds the amount budgeted for 2023. Funds would need to be transferred to cover this salary as well as the wages for our current PT Assistant Code Enforcement Officer. A budget transfer request will be submitted once final decisions are made and an amount can be accurately calculated.

Richard is requesting 1-2 week's paid vacation in 2023. According to policy he would not be eligible for vacation until 1/1/24. We are recommending offering 2 weeks' paid vacation in 2023.

If approved, Richard would be hired as a Provisional Full-Time employee. He will need to take the Assistant Code Enforcement civil service exam when offered by Erie County. He will also be required to become NY state certified within 18 months of his appointment.

If approved a proposal letter outlining the Board's decisions will be sent. If Richard accepts the position, his start date will be Monday February 13, 2023.

WS-3

5B

CERTIFICATE OF DESIGNATION

This form must be filed with:

THE ASSOCIATION OF TOWNS OF THE STATE OF NEW YORK, 150 STATE STREET, ALBANY, NY 12207

No later than FEBRUARY 3, 2023

In order to establish eligibility and credentials to vote at the 2023 Business Session

**TO: THE OFFICERS AND MEMBERS OF
The Association of Towns of the State of New York**

To Ensure Correct Spelling On Badges, Please Print Or Type

I, _____, Town Clerk of the Town of _____, in
the County of _____ and State of New York DO HEREBY CERTIFY that
the town board of the aforesaid town, has duly designated the following named person to attend
the Annual Business Session of the Association of Towns of the State of New York, to be held
during February 22, 2023, and to cast the vote of the aforesaid town, pursuant to §6 of Article III of
the Constitution and Bylaws of said Association:

NAME OF VOTING DELEGATE _____
TITLE _____ E-MAIL ADDRESS _____
ADDRESS _____

In the absence of the person so designated, the following named person has been designated to
cast the vote of said town:

NAME OF ALTERNATE _____
TITLE _____ E-MAIL ADDRESS _____
ADDRESS _____

In WITNESS WHEREOF, I have hereunto set my hand and the seal of said town
this _____ day of _____, 20____.

Town Clerk

THE
ASSOCIATION OF TOWNS
OF THE
STATE OF NEW YORK

GERALD K. GEIST
Executive Director

KIMBERLY A. SPLAIN
Deputy Director

150 State Street
Albany, NY 12207

Telephone
Area Code 518 - 465-7933
Fax # 518 - 465-0724

LORI A. MITHEN-DeMASI
Counsel

SARAH B. BRANCATELLA
Associate Counsel

KATHLEEN N. HODGDON
Associate Counsel

October 30, 2022

Dear Town Clerk:

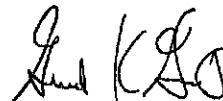
I'm writing to remind your town to assign a delegate (and an alternate) to attend our Annual Business Meeting with the purpose of electing the president, five vice presidents and voting on the Association's annual legislative platform. Assignments should be made to town officials who plan on attending the 2023 Training School and Annual Meeting, to be held at the New York Marriott Marquis, February 19-22, 2023.

To assign your delegate: The town board must adopt a resolution designating its delegate (and alternate). The alternate will assume delegate voting responsibilities if, the delegate cannot vote for any reason. After the resolution complete and submit the enclosed Certificate of Designation to us no later than **February 3, 2023**.

Important dates for the delegate: The optional Informational Budget Hearing will be held Sunday, February 19, 2023. Voting will take place at the Annual Business Meeting on Wednesday, February 22, 2023.

A note about membership dues: For a delegate to cast their vote at the Annual Business Meeting, your town's 2023 dues must be received in the office by February 3, 2023. We are unable to apply dues payments received by mail in our office after that date, no exceptions.

Kindest regards,



Gerald K. Geist
Executive Director

WS-4

Resolution of the East Aurora Village Board Acknowledging a Project the Town of Aurora Intends to Construct to Replace the One-Lane Structure Over Tannery Brook on East Fillmore Avenue with a New Two-Lane Structure, with Village Participation in the Project to Include Replacement of an Existing Waterline

WHEREAS, the Aurora Town Highway Superintendent informed the Village Board that the Town has obtained grant funding from the State to replace the one-lane structure over Tannery Brook on East Fillmore Avenue with a new two-lane structure and that the Town plans to undertake this project in the construction season of 2023; and

WHEREAS, the Aurora Town Highway Superintendent informed the Village Board that one other component of this project could include the replacement of an existing waterline on East Fillmore Avenue, of which the Village would be responsible for funding this one added component; and

WHEREAS, the Town has provided the Village with an estimate from a professional engineer for the cost of the waterline replacement, which estimate is a total of \$60,000 with 15% contingency included.

NOW, THEREFORE, BE IT RESOLVED, that the Village Board hereby acknowledges that the Town shall proceed with their project to replace the one-lane structure over Tannery Brook on East Fillmore Avenue with a new two-lane structure, and the Village shall join with the Town for the project to replace the existing waterline on East Fillmore Avenue, with the following conditions:

- 1) The Town shall pay all engineering expenses for all components of the project.
- 2) When the bids are received, the engineer for the Town shall calculate from the unit prices submitted the total separate amounts for the various components of the project: (1) the structure over Tannery Brook and (2) the waterline replacement.
- 3) The Village agrees that they shall participate with the Town in the structure replacement project over Tannery Brook and fund the cost of the portion of the project that is the waterline replacement on East Fillmore Avenue, provided that the cost for the segment of the waterline replacement does not exceed \$70,000. In the event, however, that the bids from contractors for the segment of the waterline replacement exceeds \$70,000, then the Village shall have the option to discontinue participation in this project concerning the component of the waterline replacement.
- 4) The Town shall ensure that all post-construction conditions on private properties adjoining the project shall be the same as pre-construction, including drainage impacts and connections from private structures to public utilities.

- 5) The Village shall have no obligation to pay any amounts over the original bid submitted for that part of the project that is the waterline replacement that may arise as a result of change orders, or any other factors, during construction of the project. Should any change orders be proposed for any part of the waterline replacement that is the responsibility of the Village, the Town shall notify the Village *in writing, in advance*, along with providing all supporting documentation. The Village shall review said documentation and decide and inform the Town, in writing, if the Village approves of, and is willing to pay the added costs for, said change orders.

- 6) The Town shall pay all invoices due on the project. For any invoices paid by the Town for amounts that are the responsibility of the Village, the Town shall provide all pertinent documentation to the Village so that the Village may reimburse the Town through the normal voucher payment process. Requests the Town makes to the Village for reimbursements, and payments made to the Town by the Village, shall be within the 2023-24 fiscal year of the Village, from June 1, 2023 through May 31, 2024.

- 7) Approval of this Resolution is subject to the execution of a written agreement between the Village and Town, which agreement shall contain the above conditions and any other terms and conditions that the Village and Town may jointly approve, including, but not limited to:
 - the Village retaining the right to perform inspections on work as it progresses and at its conclusion;
 - that maintenance bonds shall be issued to the Village for the waterline replacement;
 - the Town's understanding that all costs related to the expense for relocating the utility pole shall be borne by the utility company;
 - the Town shall inform the Village of all trees to be removed for the project, which information shall be reviewed by the Village Tree Board. Post-construction, the Village shall have the option to plant new replacement trees in areas where it was necessary to remove existing trees.

Trustee _____ made a motion to approve the foregoing resolution, which was seconded by Trustee _____, and duly put to a vote which resulted in the following:

Trustee Lazickas	_____	(Aye or Nay)
Trustee Flynn	_____	(Aye or Nay)
Trustee Kimmel-Hurt	_____	(Aye or Nay)
Trustee Viger	_____	(Aye or Nay)
Trustee Cameron	_____	(Aye or Nay)
Trustee Scheer	_____	(Aye or Nay)
Mayor Mercurio	_____	(Aye or Nay)

The Resolution was, therefore:

_____ Approved _____ Not Approved

WS-5



Town of Aurora Highway Department
251 Quaker Road, East Aurora, New York, 14052

CERTIFICATE OF HIGHWAY/CULVERT CLOSURE

EAST FILLMORE AVENUE CULVERT/BRIDGE

TOWN OF AURORA

January 24, 2023 until further notice

David M. Gunner, Superintendent of Highway

DRAFT

DRAFT

This CERTIFICATE OF HIGHWAY (CULVERT) CLOSURE shall continue to meet the requirements of Section 104 of the New York State Highway Law. The East Fillmore culvert/bridge located in the Village of East Aurora, Town of Aurora, shall be closed to all traffic on January 24, 2023 until further notice due to deterioration of the structural components of the culvert/bridge.

All thru traffic will need to seek alternate routes while the culvert/bridge is closed. A signed detour utilizing local roads will not be in place.

Additional information may be obtained by contacting the Aurora Highway Department at (716) 652-4050 or emailing dgunner@townofaurora.com.

David M. Gunner
Superintendent of Highways
Town of Aurora

DRAFT

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



[townclerk](mailto:townclerk@townofaurora.com)

4A

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

To: Aurora Town Board

From: Martha Librock, Town Clerk

Date: January 17, 2023

Re: Foit-Albert Payment – Church Street Bridge

Please consider approval of payment no. 4 to Foit-Albert in the amount of \$30,046.31 for professional services rendered from October 29 to December 30, 2022 for the Church Street bridge replacement project. Funds will be disbursed from H7 5120.210.

**FEDERAL AID PROJECT
SPONSOR CONSULTANT REIMBURSEMENT REQUEST**

FIN 421LL (05/12)

PAYEE ID: 16-1210859 (FEDERAL ID)	NYS Comptroller's Contract No.	Est. No. 4
Work Period (this est.) FROM 10/29/22 TO 12/30/22		
Payee Name: Foit-Albert Associates 295 Main Street, Suite 200 Buffalo New York 14203	Current Completion Date MIR Date _/ _/ _ (completed by SPONSOR)	
	Original Contract Amount	\$160,698.92
	Current Contract Amount (includes thru approved S.A. NO.) RRDA NO. (if applicable)	\$160,698.92

	Consultant Prepares	Sponsor use only
1. Total work reported on previous estimates	\$65,064.97	
2. Work reported on this estimate	\$30,046.31	
3. Total work reported to date (must equal page 2)	\$95,111.28	
4. Adjustments (Sponsor use only) Reason _____		
5. Retainage thru current estimate	\$0.00	
6. Total work reported less retainage	\$95,111.28	
7. Previous payments	\$65,064.97	
8. Payment requested or processed	\$30,046.31	

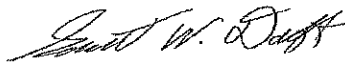
CERTIFICATION BY CONSULTANT

I, Scott W. Dabb, do hereby certify that I am Controller of Foit-Albert Associates, PC, consultant for the work referred to in the foregoing reimbursement request, that I am the person in whose name, the foregoing account against the State of New York is rendered; that the labor, materials, expenses or services charged for were actually delivered, incurred or rendered, as named, heretofore, and that the prices charged are just and reasonable; that the expenses detailed herein were actually incurred; that the services specified were actually rendered as charged; and further, that no percentage or compensation has been paid or promised to be paid to any manager, trustee, officer or employee of said institution, department, board of commission by reason of the claimant having been allowed to sell to, incur expenses for, or render services to, said institution; and also, that to the best of my knowledge and belief, no manager, trustee, officer or employee of said institution, department, board of commission has or has had, any interest directly or indirectly in said article, materials, expenses or services; and that no part of the foregoing account has been paid, and that the above statement is true and correct.

By my signature I further certify that all partial payments due to subconsultants or subcontractors in accordance with Article 5 of the subject consultant agreement have been paid.

January 9, 2023

(DATE)



(SIGNATURE)

CERTIFICATION BY SPONSOR

I, _____, do hereby certify that I am the _____
(Name) (Title)

in the supervision of the work described in the attached consultant's reimbursement request; that the materials, labors and services have been furnished and the work properly performed in accordance with the contract and that payment in the sum of \$ _____ can be made on this contract without detriment of the interests of the sponsor, _____ to the best of my knowledge and belief.

(DATE)

(SIGNATURE)

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



N 4B
townclerk@townofaurora.com

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

To: Aurora Town Board

From: Martha Librock, Town Clerk

Date: January 17, 2023

Re: Foit-Albert Payment – East Fillmore Bridge

Please consider approval of payment no. 4 to Foit-Albert in the amount of \$40,202.62 for professional services rendered from October 29 to December 30, 2022 for the East Fillmore Avenue bridge replacement project. Funds will be disbursed from H7 5120.210.

**FEDERAL AID PROJECT
SPONSOR CONSULTANT REIMBURSEMENT REQUEST**

FIN 421LL (05/12)

PAYEE ID: (FEDERAL ID)	16-1210859	NYS Comptroller's Contract No.	Est. No. 4
Payee Name: Foit-Albert Associates 295 Main Street, Suite 200 Buffalo New York 14203		Work Period (this est.) FROM 10/29/22 TO 12/30/22	
		Current Completion Date MIR Date <u> </u> / <u> </u> / <u> </u> (completed by SPONSOR)	
		Original Contract Amount	\$194,783.63
		Current Contract Amount (includes thru approved S.A. NO.) RRDA NO. (if applicable)	\$194,783.63

	Consultant Prepares	Sponsor use only
1. Total work reported on previous estimates	\$58,052.25	
2. Work reported on this estimate	\$40,202.62	
3. Total work reported to date (must equal page 2)	\$98,254.87	
4. Adjustments (Sponsor use only) Reason _____		
5. Retainage thru current estimate	\$0.00	
6. Total work reported less retainage	\$98,254.87	
7. Previous payments	\$58,052.25	
8. Payment requested or processed	\$40,202.62	

CERTIFICATION BY CONSULTANT

I, Scott W. Dabb, do hereby certify that I am Controller of Foit-Albert Associates, PC, consultant for the work referred to in the foregoing reimbursement request, that I am the person in whose name, the foregoing account against the State of New York is rendered; that the labor, materials, expenses or services charged for were actually delivered, incurred or rendered, as named, heretofore, and that the prices charged are just and reasonable; that the expenses detailed herein were actually incurred; that the services specified were actually rendered as charged; and further, that no percentage or compensation has been paid or promised to be paid to any manager, trustee, officer or employee of said institution, department, board of commission by reason of the claimant having been allowed to sell to, incur expenses for, or render services to, said institution; and also, that to the best of my knowledge and belief, no manager, trustee, officer or employee of said institution, department, board of commission has or has had, any interest directly or indirectly in said article, materials, expenses or services; and that no part of the foregoing account has been paid, and that the above statement is true and correct.

By my signature I further certify that all partial payments due to subconsultants or subcontractors in accordance with Article 5 of the subject consultant agreement have been paid.

<u>January 11, 2023</u> (DATE)	 _____ (SIGNATURE)
-----------------------------------	--

CERTIFICATION BY SPONSOR

I, _____, do hereby certify that I am the _____
 (Name) (Title)
 in the supervision of the work described in the attached consultant's reimbursement request; that the materials, labors and services have been furnished and the work properly performed in accordance with the contract and that payment in the sum of \$ _____ can be made on this contract without detriment of the interests of the sponsor, _____ to the best of my knowledge and belief.

_____ (DATE)	_____ (SIGNATURE)
-----------------	----------------------

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



M.
townclerk@

4C

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

To: Aurora Town Board
From: Martha Librock, Town Clerk
Date: January 17, 2023
Re: Lippes Mathias – payment for services

Please consider approval of payment to Lippes Mathias LLP in the amount of \$10,847.50 for professional services rendered from August 15 to October 31, 2022 for Article 78 proceedings (Zoning Board of Appeals). Funds will be disbursed from A1420.416 Special Counsel.

(At the August 8, 2022 Town Board meeting the Board voted unanimously to authorize the Supervisor to sign a letter of engagement with Lippes Mathias LLP Attorneys at Law, 50 Fountain Plaza, Buffalo, NY, whereby Lippes Mathias would provide legal services relating to an Article 78 proceeding.)

50-1

**AGREEMENT FOR THE EXPENDITURE
OF HIGHWAY MONEYS 2023
(DB Fund)**

AGREEMENT between the Town Superintendent of the Town of Aurora, Erie County, New York, and the undersigned members of the Town Board.

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

1. GENERAL REPAIRS. The sum of \$343,270 shall be set aside to be expended for primary work and general repairs upon 59.30 miles of town highways, including sluices, culverts and bridges having a span of less than five feet and boardwalks or the renewals thereof.

2. PERMANENT IMPROVEMENTS. The following sums shall be set aside to be expended for the permanent improvement of Town highways:

(a) On Schopper Road commencing at Boise Road and leading to Grover Road, .75 miles, there shall be expended not over the sum of \$270,000.

Type: 3 polymer dense binder, Width of traveled surface: 20 feet

Thickness: 3 inches, Subbase: none

Executed in duplicate this _____ day of _____, 20____

Supervisor

Councilman

Councilman

Councilman

Councilman

Councilman

Councilman

Councilman

Town Superintendent

NOTE: This Agreement should be signed in duplicate by a majority of the members of the Town Board and by the Town Superintendent. One copy must be filed in the Town Clerk's office and one in the County Superintendent's office. *COPIES DO NOT HAVE TO BE FILED IN LBANY.*

50-2

**2023 284 Agreement
AGREEMENT FOR THE EXPENDITURE
OF HIGHWAY MONEYS
(DA Fund)**

AGREEMENT between the Town Superintendent of the Town of Aurora, Erie County, New York, and the undersigned members of the Town Board.

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

1. GENERAL REPAIRS. The sum of \$ 0 shall be set aside to be expended for primary work and general repairs upon _____ miles of town highways, including sluices, culverts and bridges having a span of less than five feet and boardwalks or the renewals thereof.

2. PERMANENT IMPROVEMENTS. The following sums shall be set aside to be expended for the permanent improvement of Town highways:

(a) On the road commencing at E. Fillmore Rd. and leading to Girard Ave.,
a distance of less than .10 miles, there shall be expended not over the sum of \$863,771

Type culvert repair Width of traveled surface 20 feet
Thickness 8 inches Subbase 2 feet

For: Demolition, removal and reconstruction of Church Street Bridge in the Village of East Aurora.

Executed in duplicate this _____ day of _____, 20____

Supervisor

Councilman

Councilman

Councilman

Councilman

Councilman

Councilman

Councilman

Town Superintendent

NOTE: This Agreement should be signed in duplicate by a majority of the members of the Town Board and by the Town Superintendent. One copy must be filed in the Town Clerk's office and one in the County Superintendent's office. *COPIES DO NOT HAVE TO BE FILED IN ALBANY.*

5C-3

**2023 284 Agreement
AGREEMENT FOR THE EXPENDITURE
OF HIGHWAY MONEYS
(DA Fund)**

AGREEMENT between the Town Superintendent of the Town of Aurora, Erie County, New York, and the undersigned members of the Town Board.

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

1. GENERAL REPAIRS. The sum of \$ 0 shall be set aside to be expended for primary work and general repairs upon _____ miles of town highways, including sluices, culverts and bridges having a span of less than five feet and boardwalks or the renewals thereof.

2. PERMANENT IMPROVEMENTS. The following sums shall be set aside to be expended for the permanent improvement of Town highways:

(a) On the road commencing at Pine Street and leading to Warren Ave., a distance of less than .10 miles, there shall be expended not over the sum of \$814,461

Type culvert repair Width of traveled surface 20 feet

Thickness 8 inches Subbase 2 feet

For: Demolition, removal and reconstruction of E. Fillmore Ave. Bridge in the Village of East Aurora.

Executed in duplicate this _____ day of _____, 20____

Supervisor

Councilman

Councilman

Councilman

Councilman

Councilman

Councilman

Councilman

Town Superintendent

NOTE: This Agreement should be signed in duplicate by a majority of the members of the Town Board and by the Town Superintendent. One copy must be filed in the Town Clerk's office and one in the County Superintendent's office. *COPIES DO NOT HAVE TO BE FILED IN ALBANY.*

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



MA 5D

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: Budget Amendment: Mobile Radios for Park Trucks
DATE: 01/23/23

On behalf of the Highway Department, I respectfully request adding a new appropriation line and transferring funds to pay for new radios in park trucks. The amendment is as follows:

- Add appropriation line A 7110.420 Parks Mobile Radio Service Contract
- Reduce appropriation line A 7110.424 Maintenance of Equipment by \$980 (current balance \$3,400)
- Increase A 7110.420 by \$980

Kathleen Moffat

From: Elizabeth Deveso
Sent: Thursday, January 19, 2023 10:00 AM
To: Kathleen Moffat
Subject: Budget Transfer

Hi Kathleen,

Please transfer \$980 from A 7110.424 to the newly created Account A 7110.420. Saia Communications has installed new radios in all the park trucks so we need a new line created to reflect that yearly cost of service.

Thank you,

Elizabeth Deveso

Office Manager/ Highway Secretary

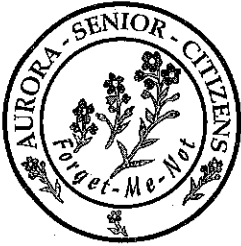
Town of Aurora Highway Department

251 Quaker Rd.

East Aurora, NY 14052

Phone: (716) 652-4050

Fax: (716) 652-1123



TOWN OF AURORA SENIOR CENTER

101 King Street, Suite A
East Aurora, New York 14052
Phone: (716) 652-7934
Fax: (716) 652-9083

5E-1

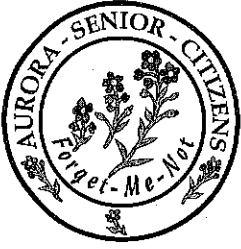
MEMO

TO: SUPERVISOR JAMES BACH & TOWN BOARD MEMBERS

FROM: DONNA BODEKOR, SENIOR CITIZEN RECREATION LEADER

DATE: January 9, 2023

I would ask the town board to accept a donation from the Hosta Society in the amount of \$200.00. The money will be used to assist in purchasing a new microphone for our new sound system. I ask that the funds be placed in line TA1000.90.



TOWN OF AURORA SENIOR CENTER

101 King Street, Suite A
East Aurora, New York 14052
Phone: (716) 652-7934
Fax: (716) 652-9083

SE-2

MEMO

TO: SUPERVISOR JAMES BACH & TOWN BOARD MEMBERS

FROM: DONNA BODEKOR, SENIOR CITIZEN RECREATION LEADER

DATE: January 12, 2023

I am asking the Town Board to accept a donation of \$100.00 from Donna Border. Donna made the donation in memory of Connie Camnitz who recently passed away. Connie was a longtime member of our center. I would like the money to be placed in our line TA 1000.90.



TOWN OF AURORA SENIOR CENTER

101 King Street, Suite A
East Aurora, New York 14052
Phone: (716) 652-7934
Fax: (716) 652-9083

5E-3

MEMO

TO: SUPERVISOR JAMES BACH & TOWN BOARD MEMBERS

FROM: DONNA BODEKOR, SENIOR CITIZEN RECREATION LEADER

DATE: January 17, 2023

I am asking the Town Board to accept a donation of \$100.00 from the Western Zone of the New York State Retired Teachers Association. The retired teachers meet in our building monthly. I would like the money to be placed in our line TA 1000.90.



SF

TOWN OF AURORA

Aurora Municipal Center

575 Oakwood Avenue, East Aurora, NY 14052

www.townofaurora.com

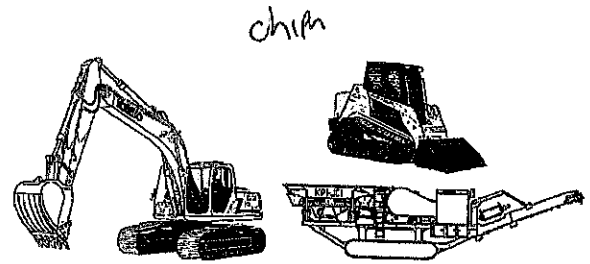
1/13/23

To: Town Board

Re: Request to pay Baschmann Services Inc. Invoice

Please approve paying Baschmann Services Inc. Invoice #142635 for \$3,768.11. The chipper needed a new replacement chipper wheel, cutter wheel and belt and there are no other vendors that we can purchase this from.

Elizabeth Deveso
Highway Secretary



INVOICE

Toll Free: 888-655-1101
 Phone: 716-655-1101
 Fax: 716-655-0374
 Web: www.baschmann.com

SOLD TO: TOWN OF AURORA 575 OAKWOOD AVE. EAST AURORA NY 14052	SHIP TO: TOWN OF AURORA 251 QUAKER ROAD EAST AURORA NY 14052
WORK: 716-652-4050	

Acct No. TOWN12	Payment In-House Charge	Date 1/06/23	Time 2:30PM	Invoice Number 142635	SP 43	P.O. Number HWY	Tax ID MUNICIPALITY	Pg.# 1
Starting Date 1/04/23	Ending Date 1/06/23	Make	Model	Serial Number	Stock Number			
Promised	Call When Ready <input type="checkbox"/> Yes <input type="checkbox"/> No	Deliver? <input type="checkbox"/> Yes <input type="checkbox"/> No	2nd Serial Number	Usage	Invoice Type FINAL	St.# 01		

QTY	B/O	DESCRIPTION OF WORK DONE/PART NUMBER	PRICE	AMOUNT
		Freight & Handling		163.06
2		CAR 0500150 BEARING,CHIPPER WHEEL		
1		CAR 21230128 WASHER	594.58	1189.16
6		CAR 0400145 BELT, 6/5V1000	34.91	34.91
1		CAR 21230083 SHAFT,CUTTER WHEEL,12"	74.36	446.16
			1934.82	1934.82
		***** PAYMENTS MADE BY CREDIT CARD ARE SUBJECT 3% PROCESSING FEE *****		

RECEIPTS MUST ACCOMPANY ALL RETURNS
 20% RESTOCKING CHARGE WITHIN 30 DAY
 NO RETURN ON ELECTRICAL PARTS OR
 SPECIAL ORDER PARTS NO RETURNS
 AFTER 30 DAYS

EQUIPMENT	0.00
LABOR	0.00
PARTS	3605.05
FREIGHT	163.06
MILEAGE	0.00
OTHER	0.00
SHOP SUPPLIES	0.00
TOTAL CHARGES	3768.11
SALES TAX	
TOTAL	3768.11

SIGNATURE Prop Joseph Ro

INVOICE NO. 142635



** CUSTOMER COPY **

* Designates Tax Applied to This Item

*** * THANK YOU FOR YOUR BUSINESS * ***

Drescher & Malecki LLP
2721 Transit Road, Suite 111
Elma, New York 14059
Telephone: 716.565.2299
Fax: 716.565.2201

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Certified Public Accountants

January 18, 2023

Honorable James J. Bach, Supervisor
Town of Aurora
575 Oakwood Avenue
East Aurora, New York 14052

Dear Supervisor Bach:

You have requested that we prepare the Annual Financial Report Update Document for the Town of Aurora, New York (the "Town"), as of and for the year ended December 31, 2022 in the form prescribed by the Office of the State Comptroller of the State of New York and perform a compilation engagement with respect to the Annual Financial Report Update Document. We are pleased to confirm our acceptance and our understanding of this engagement by means of this letter.

Our Responsibilities

The objective of our engagement is to:

- a. Prepare the Annual Financial Report Update Document with the format prescribed by the Office of the State Comptroller of the State of New York; and
- b. Apply accounting and financial reporting expertise to assist you in the presentation of the Annual Financial Report Update Document without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the Annual Financial Report Update Document in order for it to be in accordance with the format prescribed by the Office of the State Comptroller of the State of New York.

We will conduct our compilation engagement in accordance with Statements on Standards for Accounting and Review Services ("SSARS") promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants ("AICPA") and comply with the AICPA's Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence, and due care.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion nor provide any assurance on the Annual Financial Report Update Document.

Our engagement cannot be relied upon to identify or disclose any misstatements to the Annual Financial Report Update Document, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations.

Your Responsibilities

The engagement to be performed is conducted on the basis that you acknowledge and understand that our role is to assist you in the presentation of financial information in accordance with the format prescribed by the Office of the State Comptroller of the State of New York. You have the following overall responsibilities that are fundamental to our undertaking the engagement in accordance with SSARS:

1. The selection of the format prescribed by the Office of the State Comptroller of the State of New York will be the financial reporting framework to be applied in the preparation of the Annual Financial Report Update Document.
2. The preparation and fair presentation of Annual Financial Report Update Document in accordance with form prescribed by the Office of the State Comptroller of the State of New York.
3. The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the Annual Financial Report Update Document.
4. The prevention and detection of fraud.
5. To ensure that the entity complies with the laws and regulations applicable to its activities.
6. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement.
7. To provide us with:
 - a. Access to all information of which you are aware is relevant to the preparation and fair presentation of the Annual Financial Report Update Document, such as records, documentation, and other matters.
 - b. Additional information that we may request from you for the purpose of the compilation engagement.
 - c. Unrestricted access to persons within the entity of whom we determine it necessary to make inquiries.

You are also responsible for all management decisions and responsibilities and for designating an individual with suitable skills, knowledge, and experience to oversee our preparation of your Annual Financial Report Update Document. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services.

Our Report

As part of our engagement, we will issue a report that will state that we did not audit or review the Annual Financial Report Update Document and that, accordingly, we do not express an opinion, a conclusion, nor provide any assurance on it. There may be circumstances in which the report differs from the expected form and content.

Our report will disclose that the Annual Financial Report Update Document is presented in a prescribed form in accordance with the requirements of the Office of the State Comptroller of the State of New York and is not intended to be a presentation in accordance with accounting principles generally accepted in the United States of America.

You agree to include our accountant's compilation report in any document containing the Annual Financial Report Update Document that indicates that we have performed a compilation engagement on such Annual Financial Report Update Document and, prior to inclusion of the report, to ask our permission to do so.

Other Relevant Information

If, for any reason, we are unable to complete the compilation of your Annual Financial Report Update Document, we will not issue a report on such document as a result of this engagement.

Carl A. Widmer is the engagement partner for the services specified in this letter. His responsibilities include supervising Drescher & Malecki LLP's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the accountant's report.

With regard to the electronic dissemination of financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Our fee for these services is included within another communication to the Town Supervisor dated January 18, 2023. However, if we encounter unexpected circumstances that require us to devote more staff time to the engagement than anticipated, we will discuss the matter with you.

You agree to release, indemnify, defend, and hold us harmless from any liability or costs, including attorney's fees, resulting from management's knowing misrepresentations to us or resulting from any actions against us by third parties relying on the financial statements described herein except for our own intentional wrongdoing.

We look forward to a continued relationship with your Town, and we are available to discuss the contents of this letter or other professional services you may desire.

Please sign and return the attached copy of this letter to indicate your acknowledgement of, and agreement with, the arrangements for our engagement to prepare the Annual Financial Report Update Document described herein and to perform a compilation engagement with respect to the same Annual Financial Report Update Document, and our respective responsibilities.

Respectfully,

Drescher & Malecki LLP

RESPONSE:

This letter correctly sets forth our understanding.
Town of Aurora, New York
Acknowledged and agreed on behalf of Town of Aurora, New York

By: _____

Title: _____

Date: _____

Month Year Reported: ----> Annual 2022 CLERK'S REPORT
 Town Name: -----> Town of Aurora
 Prepared By: -----> Martha L. Librock
 Date Submitted: -----> Jan, 19 2023

GA

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 year 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	152	20,480.00	1,067.68	19,412.32
200	DOG LICENSE REVENUE	2,314	28,964.00	26,292.00	2,672.00
301	MARRIAGE LICENSE	79	3,160.00	1,382.50	1,777.50
303	CERTIFIED MARRIAGE CERTIFICATE	62	930.00	930.00	0.00
551	GOC OTHER LICENSE FEE YR-LIC#	1	25.00	10.00	15.00
601	BIRTH CERTIFICATE	1	10.00	10.00	0.00
602	DEATH CERTIFICATE	37	2,000.00	2,000.00	0.00
605	BIRTH - GENEALOGY	1	11.00	11.00	0.00
606	DEATH - GENEALOGY	4	44.00	44.00	0.00
607	MARRIAGE - GENEALOGY	3	33.00	33.00	0.00
621	PETITION TO TB FOR REZONING	1	150.00	150.00	0.00
701	DOG CENSUS FEE	72	420.00	420.00	0.00
Report Totals:			2,727	56,227.00	32,350.18

REVENUES TO SUPERVISOR - CLERK FEES 6,058.18
 REVENUES TO SUPERVISOR - DOG FEES 26,292.00
TOTAL TOWN REVENUES TO SUPERVISOR: **32,350.18**

Amount paid to NYS DEC REVENUE ACCOUNTING 19,412.32
 Amount paid to DEPT. OF AG. AND MARKETS 2,672.00
 Amount paid to STATE HEALTH DEPARTMENT FOR MARRIAGE LICENSES 1,777.50
 Amount paid to NYS COMP FOR STATE SHARE OF GAMES OF CHANCE 15.00
TOTAL DISBURSED TO OTHER AGENCIES: **23,876.82**
TOTAL DISBURSED: **56,227.00**

JANUARY 19 2023 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 year stated, excepting only such Fees the application and payment of which are otherwise provided for by law.

Subscribed and Sworn to before me
 this 20 day of JANUARY 20 23
Karin L. Dojnik Notary Public

Martha L. Librock
 Town Clerk

KARIN L. DOJNIK
 Notary Public, State of New York
 Reg. # 01DO6445148
 Qualified in Erie County
 Commission Expires December 12, 2024

DISTRIBUTION TOTALS TO GENERAL LEDGER

Budget Number	Revenue 2011 Description	Item Count	Total Revenue	Town Portion	Other Disburses
26	LICENSES/FEES	72	420.00	420.00	0.00
A1255	TOTAL TOWN CLERK FEES	340	26,818.00	5,628.18	21,189.82
A2530	GAMES OF CHANCE	1	25.00	10.00	15.00
A2544	DOG LICENSE	2,314	28,964.00	26,292.00	2,672.00
Report Totals:		2,727	56,227.00	32,350.18	23,876.82

**TOWN OF AURORA SENIOR CENTER
DIRECTOR'S REPORT
MONTH OF December 2022**

CB

The mission of the Town of Aurora Senior Center is to help older adults remain healthy and active through participation in recreational pursuits and to provide leadership and advocacy to ensure the availability of leisure and recreational opportunities for seniors.

ADMINISTRATION

Our rescheduled HEAP outreach was held on December 16th from 10-4pm. The outreach benefits many of our seniors in the community to help provide assistance with energy.

AARP and Vita tax volunteers will begin tax preparations for this year. This service is greatly appreciated with no cost to the seniors.

I attended a Live Well Erie Meeting on December 1st at the Lincoln Building. Our focus is still on transportation, financials, and housing. We try to pinpoint the greatest area of need and how to proceed. Some progress has been made in the field of transportation with a pilot program of afterhours pickups.

REVENUE & EXPENDITURES: See Supervisor's Report

PROGRAMS:

Title: WORKOUT ROOM
Day & time: M-F 8:00am- 4:00pm
Participants: Approximately 45 per day
Title: LINE DANCING
Day & time: Mondays, 9:00 – 10:00 (beginners) 10:15 – 1:15 (advanced)
Participants: 22 people
Supervisors: Nance Baranowski
Title: SENIOR NOTES Paused
Day & time: Mondays, 12:45 – 2:30pm
Participants: 23 people
Supervisor: Kathy Almeter
Title: EUCHRE
Day & time: Mondays, 1:00 – 4:00pm
Participants: 24 people
Title: PINOCHLE
Day & Time: Fridays, 1:00 – 4:00pm
Participants: 20 people
Title: CERAMICS
Day & time: Tuesdays, 10:00am – 4:00pm
Participants: 35 people
Supervisor: Elaine Schiltz
Title: EXERCISE CLASS
Day & time: Tuesdays & Wednesdays 8:30 – 9:30am
Participants: 14 people
Title: TAI CHI
Day & time: Tuesdays & Thursdays 3:00 beginners 3:30veterans
Supervisor: Judy Augustyniak & Susan Ott
Participants: 15 people
Title: TAI CHI – advanced
Day & time: Mondays 10:00 & Thursdays 9:00am
Supervisor: Dennis Desmond
Participants: 10
Title: YOGA
Day & time: Wednesdays, 9:45 – 11:00am
Supervisor: Irene Kulbacki
Participants: 14 people
Title: BOWLING
Day & time: Wednesdays, 1:00pm
Supervisor: Barb D'Amato
Participants: 24 people
Title: PAINTING
Day & time: Wednesdays, 1:00 – 3:30pm
Supervisor: Walt Carrick
Participants: 4 people
Title: BRIDGE
Day & time: Wednesdays, 9:30am – 2:00pm
Supervisor: Dave Lorcom
Participants: 24 people
Title: SENIOR CLUB
Day & time: Thursdays, 10:00am – 3:00pm
President: Bev Ciszkowski
Title: PACE (people with arthritis can exercise)
Day & time: Fridays, 9:00 – 10:00am
Supervisor: Donna Bodekor
Participants: 12 people
Title: SEWING & QUILTING
Day & time: Tuesday 10-2pm
Supervisor: Terry Piper
Participants: 12 people
Title: WOOD CARVING



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**East Aurora / Town of Aurora
Police Department
Interdepartmental Correspondence**

To: Mayor Mercurio & Village Board; Supervisor Bach & Town Board

From: Shane Krieger, Chief of Police

Date: December 27, 2022

Re: Monthly Report – November 2022

General Information

- We continued interviews and hiring for Public Safety Dispatcher positions.
- A winter storm brought feet of snow to the Village and Town. As in the past we are prepared as are the DPW and highway departments. Other than a few hours one night of the storm all roads were passable and emergency crews were able to reach anyone who needed assistance.
- I met the owners of a Main St business with concerns of loitering at their building as well as people accessing the roof of their building. We discussed avenues for them to take to prevent access as well as assistance we can help with.
- I met with a second Main St property owner with issues at their property pertaining to a business adjacent to them. This is an on going issue that we are assisting both parties to work through.
- This monthly report has been delayed due to our new Computer Aided Dispatch system, installed by Erie County Central Police Services. The system is tweaked to do what each individual dispatch center needs it to do, and we are stilling going through that process. (The issues are still being worked through.)



**East Aurora / Town of Aurora
Police Department
Interdepartmental Correspondence**

Meetings:

In addition to Village Board, Town Board and Staff meetings I also attended the following:

- 6 pistol permit interviews
- Carolcade Meeting
- Erie County Assoc. of Chiefs of Police
- 2 meetings with Main St property owners.

Special Events:

- TurKEA Trot 5K – No issues

Training:

- Officers were assigned to view the NYS Department of Health naloxone refresher with attached test.
- Monthly Perma training was Harassment prevention for NYS Employees
- Dispatchers completed PLS Dispatch Pro Lesson 11 “suicide by gunshot and drug deal goes bad” online training.



**East Aurora / Town of Aurora
Police Department
Interdepartmental Correspondence**

Statistics

Activity	Village	Outside of Village	Total (YTD)
Police calls	894 (11010)	521(5839)	1596(17416)
Fire/EMS calls			618(4876)
Response Time	minutes	minutes	Unable to report
Property Damage Acc	5	36	41(1337)
Injury Accidents	0/0 Fatal	6/0 Fatal	6(52)0(Fatal)
Leaving Scene Acc	5	0	5 (36)
Arrests-Individuals	5	1	6(182)
Crimes-Persons	2	0	2(79)
Crimes-Drugs	0	0	0(4)
Crimes-Property	9	6	15(217)
Burglary/Trespass	1	0	1(30)
S&R-Lic/Reg	4	0	4(106)
DWI	1	0	1(52)
Warrant Arrests	1	1	2(22)
Traffic Tickets	60(907)	29(565)	89 (1472)
Parking Tickets			61(319)
Domestics	1(34)	0(15)	1 (49)
9.41 Mental Health Charge	2(20)	1(16)	3(36)



**East Aurora / Town of Aurora
Police Department
Interdepartmental Correspondence**

Arrests / Investigations

- Besides the arrests and reported crimes in the above chart, Officers also investigated the following:
 - A suicide by gun shot.
 - A stolen vehicle was chased into our town by other police agencies. Shortly into this town the stolen vehicle crashed, and the occupants fled on foot. One of the occupants stole another vehicle which had its keys in it. Another occupant was located by our officers riding a stolen bike.

6D

TOWN OF AURORA DOG CONTROL REPORT:

Dec-22

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

IMPOUNDMENTS:

DATE BREED Amount

Total \$0

Town of Aurora
All Calls & Complaints

GE

Summary Report by Date: 12-01-2022 through 12-31-2022, for Category: BUILDING DEPARTMENT WORK REQUI -

Caller Name/Address	Date/Phone	Notes	Closed
Building Department Work Requi			
Dave Highway Buildings	12-02-22	Decorate for Christmas. Put up Christmas lights outside front door and plow. Put star up on top of highway garage outside building. Jason/Kyle put lights out 1.5 hours Hwy put star up on building.	12-05-22
Donna Senior Center	12-02-22	Please set up Christmas tree. located on top shelf in janitor's room. Jason/Kyle-20 minutes	12-05-22
Donna Senior Center	12-02-22	1) Empty outside pots. They may fit in shed 2)Put umbrella's in shed. We may need a hook to hang them. Jason/Kyle-30 minutes	12-05-22
Paula Town Library	12-05-22	Please adjust lines going across driveway in back of library building. They are so low that they pose a danger to vehicles, staff and our building. Mike I-replaced cable to riser and straightened/tightened straps on the building. 3 hours	12-08-22
Sean Highway Building	12-06-22	Please have Mike I inspect lift for any concerns or repairs that need attention.	
Walt 14 Woodcrest	12-06-22 (716)548-0648	There was a tree that fell across the road in the storm and we moved it out to the side. Please cut pieces so we can take with grapple truck. Cut up tree and piled at end of driveway. Nick and Trey, Justin knows about it.	12-07-22
Liz Cassidy Town Hall	12-06-22	She purchased a permanent boot brush that she would like to be installed at one of the back doors. Please have Mike I stop in to discuss it. Mike I	12-22-23
Donna West Falls Library	12-07-22	Mike I-checked both furnaces and gas line. No smell at the time. All looked good.	12-08-22
Liz Highway and Parks Buildings	12-09-22	Repaint lines around eye wash stations and first aid stations. Jason and Kyle	12-15-22
Donna Senior Center	12-09-22	Set mouse traps in storage closet and kitchen. Look for possible dead animal in pantry. Kyle-no animal found. Set traps .	12-09-22

Caller Name/Address	Date/Phone	Notes	Closed
Liz Highway office	12-12-22	please put some new recycling totes out for me. Thanks! 10-20 Jason-20 totes	12-12-22
Maaghan Town Pool	12-12-22	Please pump down 6". Thanks! Mike and Mike	12-13-22
Martha Town Hall	12-15-22	Please salt parking lot. It's getting slippery. Jason had done at 7:30AM. Rain must have washed it away. Did again at 9AM.	12-15-22
Donna West Falls Library	12-19-22	Please shovel walkway before 5:45PM today. Jason and Kyle	12-19-22
Liz Highway Office	12-21-22	clean both bathrooms, vacuum rugs, mop floors, empty garbages in shop and office, clean front door windows. Thanks! Jason	12-22-22
Mike Highway Buildings	12-21-22	Check diesel fuel in both building generators. Nick and Trey	12-21-22
Donna Senior Center	12-22-22	Please repair hook in ladies room, first stall. Mike !	12-22-22
Donna West Falls Library	12-27-22	Please make sure handicapped spot is cleared out Tuesday. Library is closed all week, but a volunteer is coming in tomorrow. Jason and Kyle	12-27-22
Sue C Adult Day Care	12-28-22	Storm brought down the plastic snow guards that were on the roof. The entranceway is very ice. Kyle, Jason, Mike 1-2 hours to replace.	01-06-23
Kathleen Town Hall	12-29-22	Please clear fire hydrant in front of town hall. Jason/Kyle -30 minutes	12-29-22
Karin Town Hall	12-29-22	Please bring 25 recycle bins over to town hall.	12-29-22
Total count: Building Department Work Requi			21