

WS-3 4C-1

Application # \_\_\_\_\_

Permit	\$15	_____
Security Deposit	\$20	_____
Per Day Event	0	_____
Additional Services	\$20	_____
	0	_____
	TB	_____
	D	_____

### Application For Temporary Use Permit

Neil and Barb Chur Equestrian Park, Soccer Field and/or Polo Field  
At Knox Farm State Park

Submit applications to:  
Town of Aurora Parks and Recreation  
575 Oakwood Ave  
East Aurora, NY 14052  
Telephone (716) 652-8866 Fax: (716) 652-5646

**ALL REQUESTS MUST BE MADE NO LESS THAN 60 DAYS IN ADVANCE OF EVENT/USE.**

**PLEASE NOTE THAT THE PERMIT CANNOT BE ACCEPTED FOR BOARD APPROVAL WITHOUT THE FOLLOWING REQUIRED DOCUMENTS AND FEES LISTED ABOVE:**

- Indemnification Agreement
- Certificate of Insurance
- Map with area(s) requested to be used indicated
- Parking and Traffic plan
- Copy of application for sign permit, if applicable. (Upon application approval copy of approved sign permit must be filed with the Town Clerk NO LATER THAN 5 days prior to scheduled event.)

1. Name of organization:

Daemen University - Athletics

2. Individual responsible for this request:

Traci Murphy

3. Address:

4380 MAIN ST

AMHERST, NY 14226

4. Telephone number:

(716) 818 1117

5. Fax:

\_\_\_\_\_

6. Email:

tmurphy@daemen.edu

7. Date(s) of event:

11/21/2026 & 11/6/2027

8. Hours of use including set up/take down: Start

7am End 5pm

11/19/2026 - 11/21/2026  
11/4/2027 - 11/6/2027

9. Description of the event or use:

NCAA EAST REGIONAL DIV II Men's/Women's  
CROSS COUNTRY CHAMPIONSHIP

10. Specific area(s) request. Please attach a map of the area.

- a. Soccer fields
- b. Polo Field
- c. Equestrian Park
- d. Other

i. Describe TRAILS

11. Specific equipment to be brought into the park (porta-johns, tents, etc.)

porta johns, tents, timing equipment

12. Needs: Water \_\_\_\_\_ Electric NA

13. Estimated attendance: 600

- a. Will participants be crossing Knox Road? Yes
- b. Will participants be attending via bus? Yes

PLEASE NOTE: Based on the estimated attendance of the event, a meeting with the Town Supervisor, Dir. of Recreation and Aquatics, the Highway Supervisor, and Chief of Police may be scheduled at the discretion of the Aurora Town Board to discuss a plan for proper traffic control and parking.

14. Will food or drinks be served? not by the event  
a. If yes, please describe \_\_\_\_\_

15. Will there be sound amplification, music, or a band(s)? Yes

a. If yes, please describe race announcements

16. Other services requested, please describe: \_\_\_\_\_

a. NYS Park Police\* NO

i. \*Applicant is responsible for contacting the East Aurora Police Department if the event involves the Village or Town streets.

b. Parks Department: NO

17. Do you intend to use the main part of Knox Farm State Park between Buffalo Rd, Willardshire Rd., and Knox Rd.? Yes

a. If yes, you must request a permit from NYS Parks and Recreation. Contact their office at 716-549-1802.

Provide drawings that describe location, size and text of all proposed signs for this event to the Town of Aurora Building Department, 575 Oakwood Ave. Approved signs may be erected 30 days prior to the event and must be removed immediately after.

I make this application and agree to abide by the **Guidelines for Use of Barb and Neil Chur Equestrian Park, Soccer Fields, and/or Polo Field**

Frank Murphy  
Signature of Applicant

2/9/2024  
Date

12. Specific equipment to be brought in to park: Bounce House, tents, etc (insurance and special conditions may apply):  
tents; porta johns; timing system

13. Estimated attendance: 600

14. Attendance from previous year (if applicable):

15. Will food or Alcohol be served? If yes, Insurance, Liquor permit, and Health permit required.  
NO

16. Will there be sound amplification, music, or a band(s)? (insurance and special conditions may apply):  
Yes, speaker for race announcements and instructions

  
Signature of Applicant

2/9/2024  
Date

**Official Use Only Below this Line**

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Park Manager

Denied: \_\_\_\_\_ Date: \_\_\_\_\_  
Park Manager

**Notes:**

Insurance required? \_\_\_\_\_

Other permits required? \_\_\_\_\_

Police presence needed? \_\_\_\_\_

**Official Use Only**

Event: \_\_\_\_\_

Attachments Submitted

- \_\_\_\_\_ Indemnification Agreement
- \_\_\_\_\_ Certificate of Insurance
- \_\_\_\_\_ Map with area(s) requested to be used indicated
- \_\_\_\_\_ Parking and Traffic plan
- \_\_\_\_\_ Copy of application for sign permit, if applicable. (Upon application approval copy of approved sign permit must be filed with the Town Clerk NO LATER THAN 5 days prior to scheduled event.)
  
- \_\_\_\_\_ Copy of this application to NYS Parks and Recreation c/o Evangola State Park

Application \_\_\_\_\_ **Recommended** or \_\_\_\_\_ **Not recommended**  
by the Recreation Department.

Action by Aurora Town Board

The Aurora Town Board, upon review of the application request # \_\_\_\_\_ submitted by \_\_\_\_\_ (organization or individual) took the following action with or without conditions (as applicable) noted below:

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor's Signature

Denied: \_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor's Signature

**Conditions:**

- \_\_\_\_\_ Police Department Approval
  - \_\_\_\_\_ Highway Department Approval
  - \_\_\_\_\_ Building Department Approval
  - \_\_\_\_\_ Requesting organization shall attach a completed **Certificate of Insurance** with minimum limits to include public liability coverage with limits of \$1,000,000 each occurrence; property damage insurance with limits of \$1,000,000 each occurrence. Policy shall be endorsed to include the Town of Aurora as an additional name insured
  - \_\_\_\_\_ Requesting organization or individual shall submit an **Indemnification Agreement** signed by authorized applicant or officer of company and duly notarized.
  - \_\_\_\_\_ Approval of parking and traffic plan
  - \_\_\_\_\_ Other
- 
-

SUPERVISOR  
JAMES J. BACH  
(716) 652-7590  
[supervisor@townofaurora.com](mailto:supervisor@townofaurora.com)



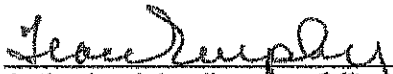
TOWN CLERK  
MARTHA L. LIBROCK  
(716) 652-3280  
[townclerk@townofaurora.com](mailto:townclerk@townofaurora.com)

**TOWN OF AURORA**  
300 Gleed Ave., East Aurora, NY 14052  
[www.townofaurora.com](http://www.townofaurora.com)

**Indemnification Agreement**


**Neil and Barb Chur Equestrian Park, Soccer Field and/or Polo Field**

To the fullest extent permitted by law, I/We shall indemnify and hold harmless the Town of Aurora and its employees from and against claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from performance of our work under this contract, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property, including the loss of use resulting there from but only to the extent caused in whole or in part by negligent acts or omissions of our organization, anyone directly or indirectly employed by us or for anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to otherwise exist as to a party or person described in this paragraph.

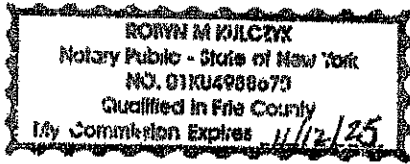
  
\_\_\_\_\_  
Authorized Applicant or Officer

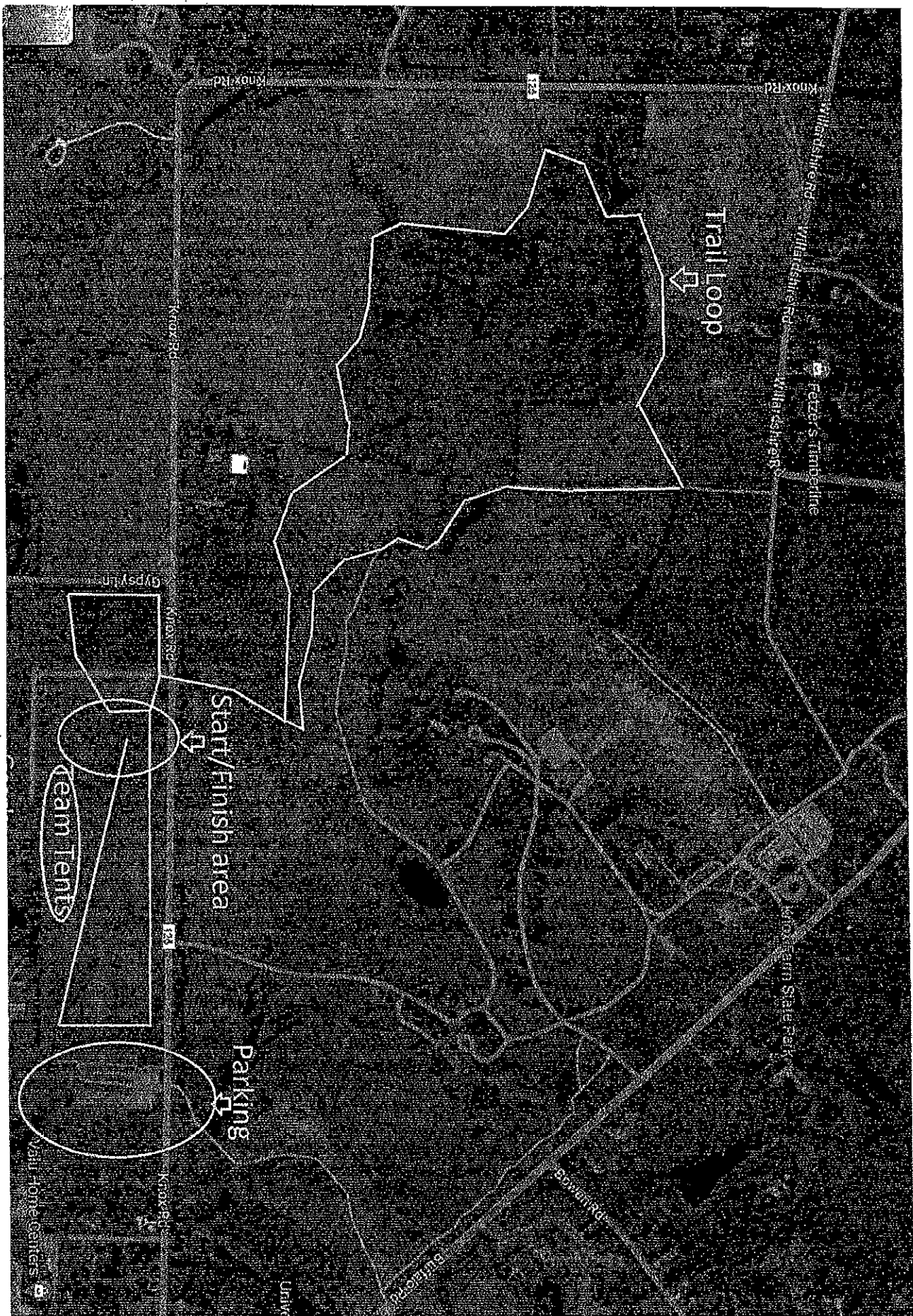
State of New York )  
County of Erie )

Subscribed and sworn to before me this 9<sup>th</sup> day of February, 2024

  
\_\_\_\_\_  
Notary Public

Qualified in Erie County, New York  
My commission expires: 11/12/2025





WS-3

4C-2

Application # \_\_\_\_\_

Application Permit	Φ 1.0	_____
Security Deposit	\$200	_____
Per Day Event	\$200	_____
Additional Services	TBD	_____

### Application For Temporary Use Permit

#### Neil and Barb Chur Equestrian Park, Soccer Field and/or Polo Field At Knox Farm State Park

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- Indemnification Agreement
- Certificate of Insurance
- Map with area(s) requested to be used indicated
- Parking and Traffic plan
- Copy of application for sign permit, if applicable. (Upon application approval copy of approved sign permit must be filed with the Town Clerk NO LATER THAN 5 days prior to scheduled event.)

- Name of organization: Hilbert College / NCAA
- Individual responsible for this request: Tim Seil
- Address: 5200 South Park Ave  
Hamburg, NY 14075
- Telephone number: 6 \_\_\_\_\_
- Fax: \_\_\_\_\_
- Email: tseil@hilbert.edu
- Date(s) of event: 11/13/25 - 11/15/25 - Event on 11/15
- Hours of use including set up/take down: Start 7am End 6pm All Days
- Description of the event or use: NCAA Regional Cross Country Championships (Division III)

10. Specific area(s) request. Please attach a map of the area.

- a. Soccer fields \_\_\_\_\_
- b. Polo Field \_\_\_\_\_
- c. Equestrian Park \_\_\_\_\_
- d. Other \_\_\_\_\_

i. Describe \_\_\_\_\_

11. Specific equipment to be brought into the park (porta-johns, tents, etc.)

Porta-Johns, Tent, Speakers, Generator, Timing System

12. Needs: Water  Electric

13. Estimated attendance: 550

- a. Will participants be crossing Knox Road? Yes
- b. Will participants be attending via bus? Yes

PLEASE NOTE: Based on the estimated attendance of the event, a meeting with the Town Supervisor, Dir. of Recreation and Aquatics, the Highway Supervisor, and Chief of Police may be scheduled at the discretion of the Aurora Town Board to discuss a plan for proper traffic control and parking.

14. Will food or drinks be served? NO  
a. If yes, please describe \_\_\_\_\_

15. Will there be sound amplification, music, or a band(s)? Yes  
a. If yes, please describe Speaker System for Race Announcements

16. Other services requested, please describe: \_\_\_\_\_

- a. NYS Park Police\* No
  - i. \*Applicant is responsible for contacting the East Aurora Police Department if the event involves the Village or Town streets.
- b. Parks Department: Yes, assistance with course set-up

17. Do you intend to use the main part of Knox Farm State Park between Buffalo Rd, Willardshire Rd., and Knox Rd.? Yes

- a. If yes, you must request a permit from NYS Parks and Recreation. Contact their office at 716-549-1802.

Provide drawings that describe location, size and text of all proposed signs for this event to the Town of Aurora Building Department, 575 Oakwood Ave. Approved signs may be erected 30 days prior to the event and must be removed immediately after.

I make this application and agree to abide by the Guidelines for Use of Barb and Neil Chur Equestrian Park, Soccer Fields, and/or Polo Field

[Signature]  
Signature of Applicant

2/27/24  
Date



**Official Use Only**

Event: \_\_\_\_\_

Attachments Submitted

- \_\_\_\_\_ Indemnification Agreement
- \_\_\_\_\_ Certificate of Insurance
- \_\_\_\_\_ Map with area(s) requested to be used indicated
- \_\_\_\_\_ Parking and Traffic plan
- \_\_\_\_\_ Copy of application for sign permit, if applicable. (Upon application approval copy of approved sign permit must be filed with the Town Clerk NO LATER THAN 5 days prior to scheduled event.)
- \_\_\_\_\_ Copy of this application to NYS Parks and Recreation c/o Evangola State Park

Application \_\_\_\_\_ **Recommended** or \_\_\_\_\_ **Not recommended**  
by the Recreation Department.

Action by Aurora Town Board

The Aurora Town Board, upon review of the application request # \_\_\_\_\_ submitted by \_\_\_\_\_ (organization or individual) took the following action with or without conditions (as applicable) noted below:

Approved: \_\_\_\_\_  
Supervisor's Signature

Date: \_\_\_\_\_

Denied: \_\_\_\_\_  
Supervisor's Signature

Date: \_\_\_\_\_

**Conditions:**

- \_\_\_\_\_ Police Department Approval
- \_\_\_\_\_ Highway Department Approval
- \_\_\_\_\_ Building Department Approval
- \_\_\_\_\_ Requesting organization shall attach a completed **Certificate of Insurance** with minimum limits to include public liability coverage with limits of \$1,000,000 each occurrence; property damage insurance with limits of \$1,000,000 each occurrence. Policy shall be endorsed to include the Town of Aurora as an additional name insured
- \_\_\_\_\_ Requesting organization or individual shall submit an **Indemnification Agreement** signed by authorized applicant or officer of company and duly notarized.
- \_\_\_\_\_ Approval of parking and traffic plan
- \_\_\_\_\_ Other

\_\_\_\_\_  
\_\_\_\_\_

SUPERVISOR  
JAMES J. BACH  
(716) 652-7590  
[supervisor@townofaurora.com](mailto:supervisor@townofaurora.com)



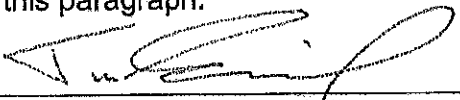
TOWN CLERK  
MARTHA L. LIBROCK  
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[townclerk@townofaurora.com](mailto:townclerk@townofaurora.com)

**TOWN OF AURORA**  
300 Glead Ave., East Aurora, NY 14052  
[www.townofaurora.com](http://www.townofaurora.com)

**Indemnification Agreement**

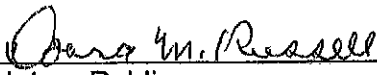
**Neil and Barb Chur Equestrian Park, Soccer Field and/or Polo Field**

To the fullest extent permitted by law, I/We shall indemnify and hold harmless the Town of Aurora and its employees from and against claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from performance of our work under this contract, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property, including the loss of use resulting there from but only to the extent caused in whole or in part by negligent acts or omissions of our organization, anyone directly or indirectly employed by us or for anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to otherwise exist as to a party or person described in this paragraph.

  
\_\_\_\_\_  
Authorized Applicant or Officer

State of New York )  
County of Erie )

Subscribed and sworn to before me this 29<sup>th</sup> day of February, 2024

  
\_\_\_\_\_  
Notary Public

Qualified in Erie County, New York  
My commission expires: 3/28/2027

**DONNA M. RUSSELL**  
Notary Public - State of New York  
No. 01RU6237721  
Qualified in Erie County  
My Commission Expires March 28, 2027

WS-6 5A

TOWN OF AURORA  
LOCAL LAW INTRO NO. 1-2024  
LOCAL LAW NO. \_\_\_\_\_-2024

A LOCAL LAW, TO AMEND LOCAL LAW 1-1990 KNOWN AS THE CODES OF THE TOWN OF AURORA, ADOPTED BY THE TOWN BOARD OF THE TOWN OF AURORA ON JANUARY 22, 1990, BY AMENDING CHAPTER 55, ARTICLE II, SECTION 55-10 TO INCREASE OVERNIGHT IMPOUNDMENT FEES.

BE IT ENACTED BY THE TOWN BOARD OF THE TOWN OF AURORA AS FOLLOWS:

SECTION 1. LEGISLATIVE INTENT

This Local Law is intended to increase fees charged for the overnight impoundment of dogs in order to reflect the rising costs incurred by the Town for the provision of such service.

SECTION 2. SECTION 55-10 IMPOUNDMENT FEES.

Section A(5) shall be amended to read as follows:

(5) In addition to the fines described herein, the owner of any impounded dog will be required to pay \$40 for each 24 hours or part thereof said dog is impounded.

SECTION 3. SEVERABILITY.

If any clause, sentence, paragraph, subdivision, or part of this Local Law or the application thereof to any person, firm or corporation, or circumstance, shall be adjusted by any court of competent jurisdiction to be invalid or unconstitutional, such order or judgment shall not affect, impair, or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, or part of this Local Law or in its application to

the person, individual, firm or corporation or circumstance, directly involved in the controversy in which such judgment or order shall be rendered.

SECTION 4. EFFECTIVE DATE This Local Law shall take effect immediately upon filing with the New York Secretary of State.

## NOTICE OF PUBLIC HEARING

PLEASE TAKE NOTICE, that a public hearing will be held by the Town Board of the Town of Aurora on the 25th day of March, 2024 at 7:00 p.m. at the Aurora Municipal Center located at 575 Oakwood Avenue, East Aurora, New York, 14052, at which hearing parties and interested citizens shall have an opportunity to be heard on a proposed Local Law to increase the impoundment boarding fee from \$20.00 to \$40.00 for each 24 hours or part thereof that a dog is impounded.

All interested parties are entitled to be heard upon the said Local Law at said public hearing. Copies of said proposed Local Law are available for review at the offices of the Town Clerk during normal business hours or on the Town website [www.townofaurora.com](http://www.townofaurora.com)

Comments may also be mailed, emailed or phoned to the Town Board c/o the Town Clerk until 4:00 p.m. on March 25, 2024 prior to the public hearing – [townclerk@townofaurora.com](mailto:townclerk@townofaurora.com) or (716) 652-3280 or Town Clerk 575 Oakwood Ave., E. Aurora, NY 14052

By Order of the Town Board of the Town of Aurora  
Dated: March 11, 2024  
Martha L. Libroch  
Town Clerk  
Town of Aurora

SUPERVISOR  
CHARLES D. SNYDER  
(716) 652-7590  
[supervisor@townofaurora.com](mailto:supervisor@townofaurora.com)



WS-7

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

**TOWN OF AURORA**  
575 Oakwood Avenue, East Aurora, NY 14052  
[www.townofaurora.com](http://www.townofaurora.com)

**MEMO**

---

TO: Aurora Town Board  
FROM: Kathleen Moffat  
RE: Town of Aurora Abuse Prevention Policy Addition  
DATE: 3/11/24

Approval is respectfully requested to add the attached "Appropriate/Inappropriate Interactions" to the end of the Town of Aurora's Abuse Prevention policy currently in place. (See attached for current policy also.)

This request is based on the completion of the renewal application for the Town's Abuse & Molestation insurance coverage. The policy information comes from Praesidium, which is the company we use for background checks. Access to Praesidium is granted through Selective Insurance, our commercial liability insurance company, and offers discounted background checks, sample policies and other relevant information.

## Appropriate/Inappropriate Interactions

Physical: The Town of Aurora's contact policy promotes a positive, nurturing environment while protecting youth and staff. Inappropriate physical contact by staff will result in disciplinary action, up to and including termination of employment.

<i>Appropriate Physical Interactions</i>	<i>Inappropriate Physical Interactions</i>
<ul style="list-style-type: none"> <li>• Side hugs</li> <li>• Shoulder to shoulder hugs</li> <li>• Pats on the shoulder or back</li> <li>• Handshakes</li> <li>• High-fives and hand slapping</li> <li>• Verbal praise</li> <li>• Pats on the head when culturally appropriate</li> <li>• Touching hands, shoulders, and arms</li> <li>• Arms around shoulders</li> <li>• Holding hands with young children in escorting situations</li> </ul>	<ul style="list-style-type: none"> <li>• Full frontal hugs</li> <li>• Kisses</li> <li>• Showing affection in isolated areas</li> <li>• Lap sitting for children over the age of 7</li> <li>• Wrestling</li> <li>• Piggyback rides</li> <li>• Tickling</li> <li>• Allowing a child or youth to cling to an employee's leg</li> <li>• Any type of massage</li> <li>• Any form of affection that is unwanted by children, youth or employees</li> <li>• Compliments relating to physique or body development</li> <li>• Touching bottom, chest or genital areas</li> </ul>

Verbal: Employees are prohibited from speaking to children and youth in a way that is, or could be construed by any observer, as harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. Employees must not initiate sexually oriented conversations. Employees are not permitted to discuss their own sexual activities.

<i>Appropriate Verbal Interactions</i>	<i>Inappropriate Verbal Interactions</i>
<ul style="list-style-type: none"> <li>• Positive reinforcement</li> <li>• Appropriate jokes</li> <li>• Encouragement</li> <li>• Praise</li> </ul>	<ul style="list-style-type: none"> <li>• Name-calling</li> <li>• Discussing sexual encounters or in any way involving children or youth in the personal problems or issues of employees</li> <li>• Secrets</li> <li>• Cursing</li> <li>• Off-color or sexual jokes</li> <li>• Shaming</li> <li>• Belittling</li> <li>• Derogatory remarks</li> <li>• Harsh language that may frighten, threaten or humiliate</li> <li>• Derogatory remarks about the child, youth, or his/her family</li> </ul>

Electronic: The Town of Aurora prohibits electronic communication directly with children and youth that participate in Town programs, including the use of social networking websites. If a program participant attempts to communicate with an employee electronically, a supervisor must be notified immediately. All electronic communications with children and youth must be directed to the parents/guardians and must include the Director of Aquatics and/or the Recreation Specialist in all communications.

P. Jofa





## **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 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

SUPERVISOR  
Charles D. Snyder  
(716) 652-7590  
[csnyder@townofaurora.com](mailto:csnyder@townofaurora.com)



WS-8

50

## TOWN OF AURORA

Aurora Municipal Center  
575 Oakwood Avenue, East Aurora, NY 14052  
[www.townofaurora.com](http://www.townofaurora.com)

3/6/24

To: Town Board  
Re: Request to Attend Dog Control Seminar

Please approve of sending Roger LeBlanc, Elizabeth Deveso, Jason Buranich and Mike Ingelfinger to the Dog Control Educational Seminar in Webster, NY from 5/1/24 to 5/2/24. The registration fee is \$100 per person and includes breakfast and lunch both days. The attendees will be staying at the Hampton Inn, Webster, NY for one night. The government rate is \$119 per room. The expenses will be paid for out of A 3510.404, DCO Expense and Travel line.

Thank You,

David Gunner  
Town of Aurora Highway Superintendent

# 2024 DOG CONTROL EDUCATIONAL SEMINAR

**West Webster Fire Hall 🐾 150 Gravel Road 🐾 Webster, NY**

**Wednesday, May 1 & Thursday, May 2**

Doors open for registration and light breakfast at 8:00am with presentations 9:00am - 4:00pm

### Accommodations Nearby

Fairfield Inn by Marriott and Suites Rochester  
915 Hard Rd. Webster

East Hampton by Hilton  
878 Hard Rd. Webster

Holiday Inn Express  
860 Holt Rd. Webster

### Early Registration Fee: \$100

Registration and payment due  
no later than April 15th

### At-The-Door Registration Fee: \$125

Includes light breakfast, snacks, and  
lunch on both days

**Please mail completed registration  
form with payment to:**

Webster Town Hall

Attn: Dorothy Maguire, Town Clerk  
1000 Ridge Road  
Webster, NY 14580

**Checks and money orders can be  
made payable to:**

Webster Town Clerk

### Topics to be Discussed Include:

- Dangerous dog proceedings
- Animal behavior and assessment
- Article 7
- Safe handling of aggressive dogs
- Article 26C; "New Shelter Law"
- Q and A session

For more information, please feel free to contact:



Barbara Hollands, LVT/ACO



bhollands@ciwebster.ny.us



585.872.7009



Ann Marie Brade, LVT/AHI



annmarie.brade@agriculture.ny.gov



585.480.0600

# 2024 DOG CONTROL EDUCATIONAL SEMINAR

## **Early Registration Fee: \$100**

Registration and payment due  
no later than April 15th

## **At-The-Door Registration Fee: \$125**

Includes light breakfast, snacks, and  
lunch on both days

**Please mail completed registration  
form with payment to:**

Attn: Dorothy Maguire, Town Clerk  
1000 Ridge Road  
Webster, NY 14580

**Checks and money orders can be  
made payable to:  
Webster Town Clerk**

# REGISTRATION

## REGISTRANTS INFORMATION

Name & Title:

Mailing Address:

Phone Number:

Email Address:

## MUNICIPALITY/AGENCY INFORMATION

Contact Person:

Mailing Address:

Municipality:

Phone: Number:

Email Address:

# 2024 DOG CONTROL EDUCATIONAL SEMINAR

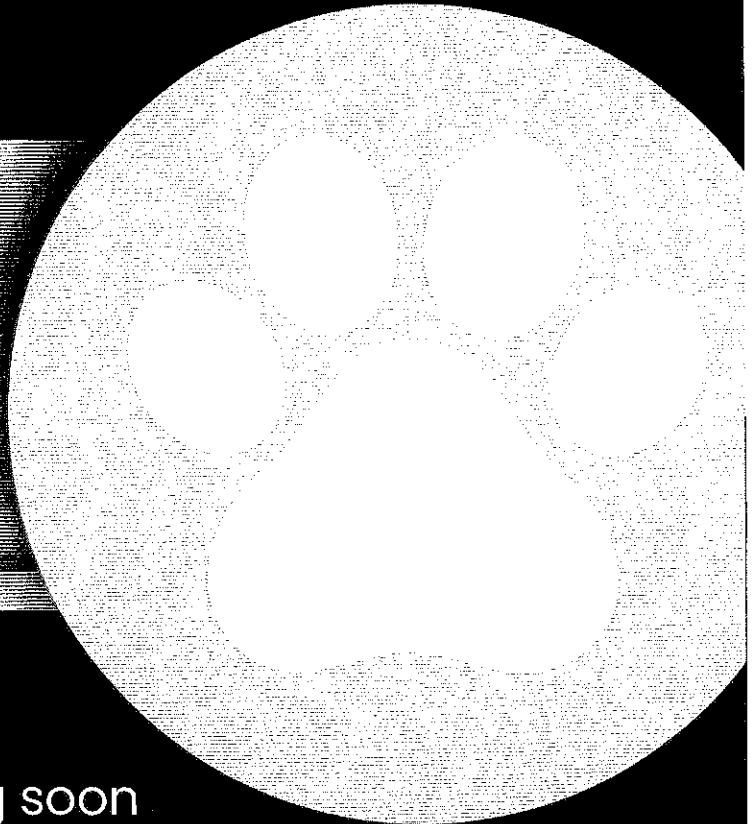
**Presented by:**

Webster Animal Control  
New York State Department of  
Agriculture and Markets

Wednesday, May 1

Thursday, May 2

Webster, New York



**SAVE THE DATE!**

Registration information coming soon

For more information, please feel free to contact:

-  Barbara Hollands, LVT/ACO  [bhollands@ci.webster.ny.us](mailto:bhollands@ci.webster.ny.us)  585.872.7009
-  Ann Marie Brade, LVT/AHI  [annmarie.brade@agriculture.ny.gov](mailto:annmarie.brade@agriculture.ny.gov)  585.480.0600





Town of Aurora Town Board  
575 Oakwood Avenue, East Aurora NY, 14052

Special Use Permit Application Form

I. PROJECT INFORMATION (Applicant/Petitioner):

Business/Project Name: RNH 298 LLC  
Business/Project Address: 298 Ellicott RD W. Falls ny 14170  
Applicant Name: Robert W. Hopkins  
Mailing Address: PO Box 8  
City W. Falls State NY ZIP 14170  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_  
Interest owner/purchaser/developer

II. PROPERTY OWNER INFORMATION (If different than Applicant AND the Owner does not sign below, please submit and original, notarized "Owner Authorization" form - attached):

Property Owner(s) Name(s) Robert W. Hopkins  
If a corporate, please name a responsible party/designated officer: \_\_\_\_\_  
Address 216 Old Glenwood RD  
City W. Falls State ny ZIP 14170  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

III. SPECIAL USE AND PROPERTY INFORMATION:

Property Address 298 Ellicott RD W. Falls ny 14170  
SBL# 186.00-5-1  
Describe Special Use requested (use additional pages if needed): campground

Property size in acres 200 Property Frontage in feet 1896  
Zoning District C3 Surrounding Zoning C3 on the east, County property on the west  
Current Use of Property Rec & Per  
Size of existing building(s): \_\_\_\_\_ sf Size of proposed building(s) \_\_\_\_\_ sf  
Present/Prior tenant/use: owner stays there on occasion  
Parking spaces: Existing: 30 Proposed additional spaces: NONE Total #: 30

Proposed water service: X public \_\_\_\_\_ private (well) \_\_\_\_\_ n/a Is this existing Y/N  
 Proposed sanitary sewer: \_\_\_\_\_ public X private (septic) \_\_\_\_\_ n/a Is this existing Y/N

Hours of operation (if applicable):

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	By Appt.
Hours	X	X	X	X	X	X	X	

Peak hours: \_\_\_\_\_

Number of employees (if applicable): Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Seasonal 3

**Upon approval of this application, the applicant intends to apply for:** (Check all that apply)

- a. Building Permit \_\_\_\_\_
- b. Sign Permit \_\_\_\_\_

**IV. SIGNATURE** (This application must be signed by the applicant/petitioner. If the applicant is not the owner of the property, a separate owner authorization form must be submitted – see pg. 4 )

Robert N Hopkins

Signature of Applicant/Petitioner

ROBERT N HOPKINS

Print name of Applicant/Petitioner

State of New York; County of Erie

On the 5<sup>th</sup> day of March in the year 2024 before me, the above individual appeared, personally known to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she/they executed the same for the purposes therein stated.

[Signature]  
 Notary Public

(Notary stamp)

JULIE A. WENGEWICZ  
 Notary Public, State of New York  
 Reg. No. 01WE6018778  
 Qualified in Erie County  
 Commission Expires January 19, 2027

Office Use Only: Date received: 3/10/24 \$100 CK # 2531 Receipt #: 891138 [Signature]

Application reviewed by: \_\_\_\_\_

Town of Aurora  
575 Oakwood Avenue  
East Aurora, NY 14052  
www.townofaurora.com

**Special Use Permit  
Application  
Owner Authorization**

The undersigned, who is the owner of the premises know as:

RNH299 LLC W Falls NY 1470 identified as Tax Map (SBL)# 186.00-5-1  
(address)

hereby authorizes ROBERT N. HOPKINS to bring an application for a special use permit before the Town of Aurora Town Board for review and potential approval. The undersigned further permits the Town or its authorized representative(s) access to the property to review existing site conditions during the review process.

Robert N Hopkins  
Owner (print)

3/4/2024  
Date

Robert N Hop  
Owner (signature)

STATE OF NEW YORK     )  
  SS  
COUNTY OF ERIE        )

On this 5<sup>th</sup> day of March, 2024, before me, the undersigned, a notary public in and for said state, personally appeared Robert N Hopkins, personally known to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

[Signature]  
Notary Public

JULIE A. WENGEWICZ  
Notary Public, State of New York  
Reg. No. 01WE6018778  
Qualified in Erie County  
Commission Expires January 19, 2027

## **RNH 298 LLC – Special Permit Narrative**

### **Special Permit Summary:**

RNH 298 LLC is requesting Special Use Permit approval to host overnight camping at 298 Ellicott Road, West Falls, NY 14170. Clients will be able to locate the campground and reserve a site through online booking platforms such as Hipcamp. The repaired infrastructure from Alpine Recreation Center is sufficient to support camping.

### **Parcel Details:**

Size: ±200 acres

Zoning: C3

Access: (3x) 298 Ellicott Road West Falls, NY 14170; (1x) 145 Ellicott Road West Falls, NY 14170; (1x) 8001 Ellicott Road West Falls, NY 14170

Ownership: Neil Hopkins

### **Background:**

The parcel at 298 Ellicott Rd West Falls, NY 14170 was the location of the Jewettville Brickyard sometime in the early 1900's. Well after the Jewettville Brickyard closed the property became Alpine Recreation Center. The Alpine Recreation Center existed from the 1960's to the 1980's. The recreation center contained 88 camp sites, cross country skiing trails, general hiking trails, several playgrounds and a large quarry. The parcel has been privately owned since the closure of the recreation center. We currently own the adjacent business and property (Twinco) at 145 Ellicott Road West Falls, NY 14170. Twinco has been in business since 1969. We took interest in the 298 Ellicott Rd property when it was posted for sale in 2017. After roughly 1 year of negotiations, we purchased the property in 2019. Significant capital has been invested over the last several years to restore and repair the existing building, roadways, and property in general.

### **Current Condition:**

The parcel is currently used for both personal and recreation activities. Corrective maintenance was performed on the 25-acre section where the proposed activity will occur by a team of 3 seasonal workers and other contractors. The property has an existing public water supply. The current blacktop parking area has capacity for roughly 30 vehicles. There is a field that can be used for additional parking if required.

### **Access:**

There are 4 access points to the 298 Ellicott Rd West Falls, NY 14170 parcel.

- Primary blacktop access at 298 Ellicott Rd West Falls, NY 14170

- Secondary stone access road on the east end of the 298 Ellicott Road West Falls, NY 14170 parcel
- Stone access road on the west side of the 298 Ellicott Road West Falls, NY 14170 parcel via 8001 Ellicott Road West Falls, NY 14170
- Blacktop/stone access road on the east side of the 298 Ellicott Road West Falls, NY 14170 parcel via 145 Ellicott Road West Falls, NY 14170

**Proposed Activity:**

The proposal is to use the approximately 25 acres of the old Alpine Recreation Center that use to advertise 88 campsites. The proposal is to use approximately 25 of the 200 acres for overnight camping activities, having approximately 4 plus sites available. 4 of those 4 sites have access to existing sewer hookups that run to holding tanks with approximately 8000-gallon capacity. not all sites have sewer and electricity to them, however electricity is nearby as well as at the main building and bathroom should someone need it for any reason other than to charge their electric vehicle. The balance of sites are simply an open field. (dry camping) I don't expect the number of sites to exceed (4). Public water is run to the facility, available to everyone from approximately (7) hose bibs, and will be labeled non-potable. During the guests' stay they will have access to a fully renovated restroom and showers (4 shower,4 sinks1 toilet in each with privacy curtains and doors throughout. Campers will have the opportunity to hike and enjoy the property and enjoy the landscape that was previously known as the Alpine Recreation Center.

RNH 298 LLC intends to host camping on a smaller scale than that of Alpine Recreation Center. There is no desire to restore and renovate all 88 camp sites.

## Short Environmental Assessment Form

### Part 1 - Project Information

#### Instructions for Completing

**Part 1 - Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information			
Name of Action or Project: <b>RNH 298 LLC</b>			
Project Location (describe, and attach a location map): <b>298 Elliott Rd W. Falls ny 14170</b>			
Brief Description of Proposed Action: <b>Campground</b>			
Name of Applicant or Sponsor: <b>ROBERT W HOPKINS</b>		Telephone: <input type="text"/>	
Address: <b>216 Old Glenwood</b>		E-Mail: <input type="text"/>	
City/PO: <b>W. Falls</b>		State: <b>ny</b>	Zip Code: <b>14170</b>
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.		NO	YES
		<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:		NO	YES
		<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.a. Total acreage of the site of the proposed action?		<u>25</u> acres	
b. Total acreage to be physically disturbed?		<u>-0-</u> acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		<u>215</u> acres	
4. Check all land uses that occur on, adjoining and near the proposed action.			
<input type="checkbox"/> Urban <input checked="" type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)			
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____			
<input type="checkbox"/> Parkland			

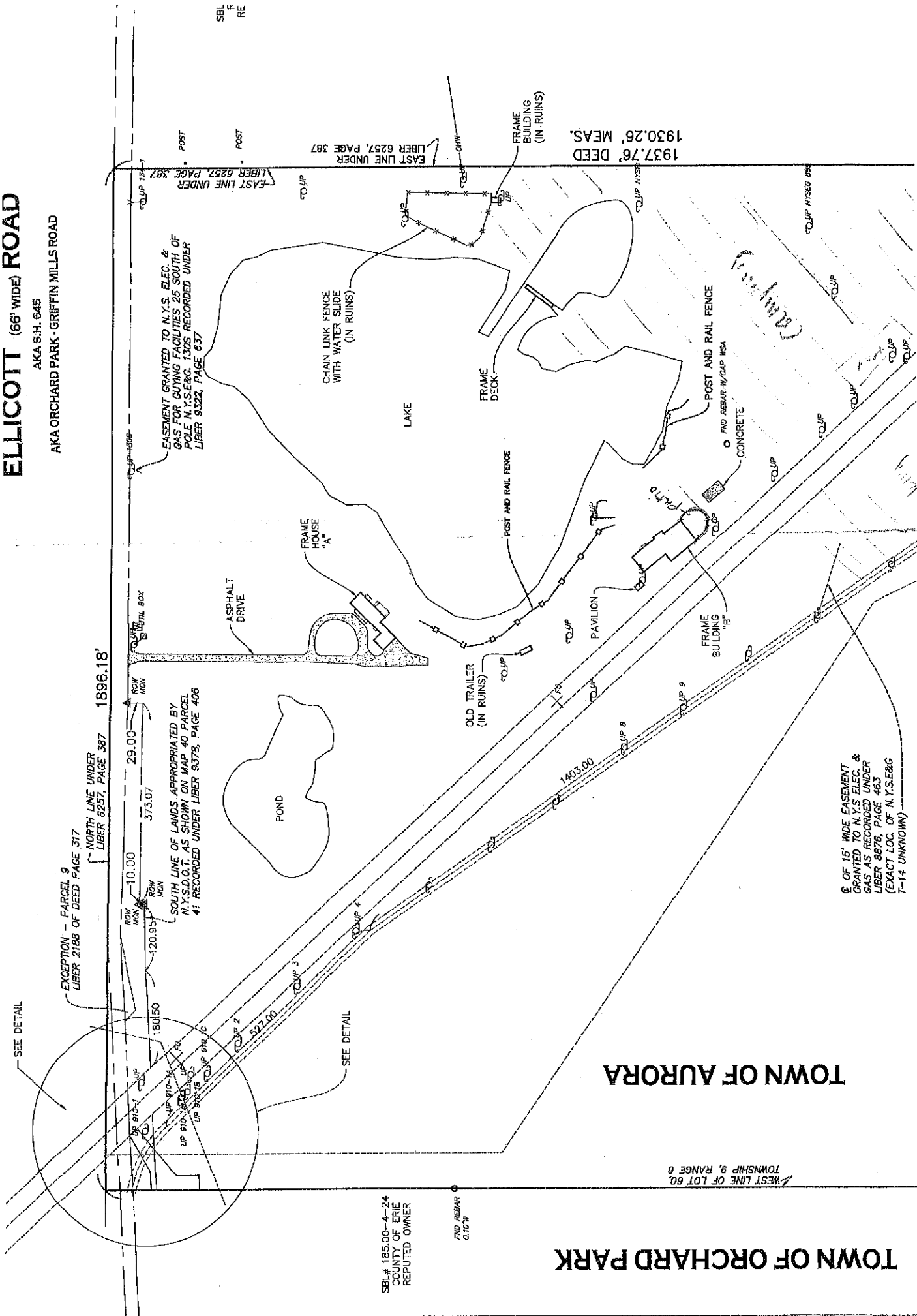
5. Is the proposed action, a. A permitted use under the zoning regulations?	NO	YES	N/A	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Consistent with the adopted comprehensive plan?	NO	YES		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES		
	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO	YES		
	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES		
	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	b. Are public transportation service(s) available at or near the site of the proposed action?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____	NO	YES		
	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
10. Will the proposed action connect to an existing public/private water supply?  If No, describe method for providing potable water: _____	NO	YES		
	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
11. Will the proposed action connect to existing wastewater utilities?  If No, describe method for providing wastewater treatment: <u>Holding Tanks</u>	NO	YES		
	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?  b. Is the proposed action located in an archeological sensitive area?	NO	YES		
	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?  b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____	NO	YES		
	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input checked="" type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban				
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES		
	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
16. Is the project site located in the 100 year flood plain?	NO	YES		
	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES  b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____ _____	NO	YES		
	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

<p>18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)?</p> <p>If Yes, explain purpose and size: _____</p> <p>_____</p> <p>_____</p>	<p><b>NO</b></p> <p><input checked="" type="checkbox"/></p>	<p><b>YES</b></p> <p><input type="checkbox"/></p>
<p>19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p>	<p><b>NO</b></p> <p><input checked="" type="checkbox"/></p>	<p><b>YES</b></p> <p><input type="checkbox"/></p>
<p>20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p>	<p><b>NO</b></p> <p><input checked="" type="checkbox"/></p>	<p><b>YES</b></p> <p><input type="checkbox"/></p>
<p><b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b></p> <p>Applicant/sponsor name: <u>ROBERT N HOPKINS</u> Date: <u>3/4/2024</u></p> <p>Signature: _____</p>		



# ELLICOTT (66' WIDE) ROAD

AKA S.H. 645  
AKA ORCHARD PARK - GRIFFIN MILLS ROAD



EXCEPTION - PARCEL 9  
LIBER 2188 OF DEED PAGE 317

NORTH LINE UNDER  
LIBER 6257, PAGE 387 1896.18'

SOUTH LINE OF LANDS APPROPRIATED BY  
N.Y.S.D.C.T. AS SHOWN ON MAP 40 PARCEL  
41 RECORDED UNDER LIBER 8378, PAGE 466

EASEMENT GRANTED TO N.Y.S. ELEC. &  
GAS FOR CUYING FACILITIES 25' SOUTH OF  
POLE N.Y.S.E&G. 1905 RECORDED UNDER  
LIBER 9322, PAGE 637

TOWN OF ORCHARD PARK

TOWN OF AURORA

SBL # 185.00-4-24  
COUNTY OF ERIE  
REPUTED OWNER

WEST LINE OF LOT 60,  
TOWNSHIP 9, RANGE 6

6' OF 15' WIDE EASEMENT  
GRANTED TO N.Y.S. ELEC. &  
GAS AS RECORDED UNDER  
LIBER 2878, PAGE 463  
(EXACT LOC. OF N.Y.S.E&G  
T-14 UNKNOWN)

1937.76' DEED  
1930.26' MEAS.

SBL  
#  
RE

WS-10 5E



Town of Aurora Town Board  
300 Gleed Avenue, East Aurora, New York 14052

### Special Use Permit Application Form

#### I. PROJECT INFORMATION (Applicant/Petitioner):

Business/Project Name: RNH 298 LLC  
 Business/Project Address: 298 Ellicott Rd West Falls, NY 14170  
 Applicant Name: Robert N. Hopkins  
 Mailing Address: P.O. Box 8  
 City West Falls State NY ZIP 14170  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_  
 Interest \_\_\_\_\_ (ex. owner/purchaser/developer)

#### II. PROPERTY OWNER INFORMATION (If different than Applicant AND the Owner does not sign below, please submit and original, notarized "Owner Authorization" form - attached):

Property Owner(s) Name(s) Robert N Hopkins  
 If a corporate, please name a responsible party/designated officer: \_\_\_\_\_  
 Address 216 Old Glenwood Rd  
 City West Falls State NY ZIP 14170  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

#### III. SPECIAL USE AND PROPERTY INFORMATION:

Property Address 298 Ellicott Rd West Falls, NY 14170  
 SBL# 186.00-5-1

Describe Special Use requested (use additional pages if needed):  
Hosting events

Property size in acres 200 Property Frontage in feet 1896  
 Zoning District C3 Surrounding Zoning C3 on east, Country Property on west  
 Current Use of Property Recreation + Personal  
 Size of existing building(s): \_\_\_\_\_sf Size of proposed building(s) \_\_\_\_\_sf  
 Present/Prior tenant/use: owner stops there on occasion  
 Parking spaces: Existing: 30 Proposed additional spaces: NONE Total #: 30

Proposed water service: X public \_\_\_\_\_ private (well) \_\_\_\_\_ n/a Is this existing Y/N  
 Proposed sanitary sewer: \_\_\_\_\_ public X private (septic) \_\_\_\_\_ n/a Is this existing Y/N

Hours of operation (if applicable):

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	By Appt.
Hours	X	X	X	X	X	X	X	

Peak hours: \_\_\_\_\_

Number of employees (if applicable): Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Seasonal \_\_\_\_\_

**Upon approval of this application, the applicant intends to apply for:** (Check all that apply)

- a. Building Permit \_\_\_\_\_
- b. Sign Permit \_\_\_\_\_

**IV. SIGNATURE** (This application must be signed by the applicant/petitioner. If the applicant is not the owner of the property, a separate owner authorization form must be submitted – see pg. 4 )

Neil Hopkin  
 Signature of Applicant/Petitioner

Robert Neil Hopkin  
 Print name of Applicant/Petitioner

State of New York; County of Erie

On the 5<sup>th</sup> day of March in the year 2024 before me, the above individual appeared, personally known to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she/they executed the same for the purposes therein stated.

[Signature]  
 Notary Public

(Notary stamp)  
 JULIE A. WENGEWICZ  
 Notary Public, State of New York  
 Reg. No. 01WE6018778  
 Qualified in Erie County  
 Commission Expires January 19, 2027

Office Use Only: Date received: 3/6/24 \$100 ck # 2535 Receipt #: B91137 [Signature]

Application reviewed by: \_\_\_\_\_

Town of Aurora  
300 Glead Avenue  
East Aurora, NY 14052  
www.townofaurora.com

**Special Use Permit  
Application  
Owner Authorization**

The undersigned, who is the owner of the premises know as:

PNH298 LLC West Falls, NY 14170 identified as Tax Map (SBL)# 186.00-5-1  
(address)

hereby authorizes Robert N Hopkins to bring an application for a special use permit before the Town of Aurora Town Board for review and potential approval. The undersigned further permits the Town or its authorized representative(s) access to the property to review existing site conditions during the review process.

Robert N Hopkins  
Owner (print)

3/4/2024  
Date

Robert Neil Hopkins  
Owner (signature)

STATE OF NEW YORK )  
                                  ) SS  
COUNTY OF ERIE     )

On this 5<sup>th</sup> day of March, 2024, before me, the undersigned, a notary public in and for said state, personally appeared Robert N Hopkins, personally known to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

[Signature]  
Notary Public

JULIE A. WENGEWICZ  
Notary Public, State of New York  
Reg. No. 01WE6018778  
Qualified in Erie County  
Commission Expires January 19, 2021

## **RNH 298 LLC – Special Permit Narrative**

### **Special Permit Summary:**

RNH 298 LLC is requesting Special Use Permit approval to host events at 298 Ellicott Road, West Falls, NY 14170. The repaired infrastructure (buildings, roadways, and property) from the Alpine Recreation Center is sufficient to support events. Example events include birthday parties, graduation parties, weddings, and family reunions.

### **Parcel Details:**

Size: ±200 acres

Zoning: C3

Access: (2x) 298 Ellicott Road West Falls, NY 14170; (1x) 145 Ellicott Road West Falls, NY 14170; (1x) 8001 Ellicott Road West Falls, NY 14170

Ownership: Neil Hopkins

### **Background:**

The parcel at 298 Ellicott Rd West Falls, NY 14170 was the location of the Jewettville Brickyard sometime in the early 1900's. Well after the Jewettville Brickyard closed the property became Alpine Recreation Center. The Alpine Recreation Center existed from the 1960's to the 1980's. The recreation center contained camp sites, cross country skiing trails, general hiking trails, several playgrounds, and a large quarry. The parcel has been privately owned since the closure of the recreation center. We currently own the adjacent business (Twinco) and property at 145 Ellicott Road West Falls, NY 14170. Twinco has been in business since 1969. We took interest in the 298 Ellicott Rd property when it was posted for sale in 2017. After roughly 1 year of negotiations, we purchased the property in 2019. Significant capital has been invested over the last several years to restore and repair the existing building, roadways, and property in general.

### **Current Condition:**

The parcel is currently used for both personal and recreation activities. Corrective maintenance was performed on the 25-acre section where the proposed events will occur by a team of 3 seasonal workers and other contractors. The property has an existing public water supply. The current blacktop parking area has capacity for roughly 30 vehicles. There is a field that can be used for additional parking if required.

### **Access:**

There are 4 access points to the 298 Ellicott Rd West Falls, NY 14170 parcel.

- Primary blacktop access at 298 Ellicott Rd West Falls, NY 14170

- Secondary stone access road on the east end of the 298 Ellicott Road West Falls, NY 14170 parcel
- Stone access road on the west side of the 298 Ellicott Road West Falls, NY 14170 parcel via 8001 Ellicott Road West Falls, NY 14170
- Blacktop/stone access road on the east side of the 298 Ellicott Road West Falls, NY 14170 parcel via 145 Ellicott Road West Falls, NY 14170

**Proposed Activity:**

The proposal is to use approximately 25 of the 200 acres for event activities. The existing infrastructure that has been renovated and repaired will be used to host these events. During these events guests will have access to a patio, restrooms, an open area for party/canopy tents and a small banquet building. These events would allow the public to enjoy the landscape that was previously known as the Alpine Recreation Center.

# Short Environmental Assessment Form

## Part 1 - Project Information

### Instructions for Completing

**Part 1 - Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<b>Part 1 - Project and Sponsor Information</b>				
Name of Action or Project: RNH 298 LLC				
Project Location (describe, and attach a location map): 298 Ellicot Rd West Falls, NY 14170				
Brief Description of Proposed Action: <i>Hosting Events</i>				
Name of Applicant or Sponsor: Robert N Hopkins		Telephone: 7 _____ E-Mail: _____		
Address: 216 Old Glenwood				
City/PO: West Falls		State: NY	Zip Code: 14170	
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
3.a. Total acreage of the site of the proposed action?		25 acres		
b. Total acreage to be physically disturbed?		0 acres		
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		215 acres		
4. Check all land uses that occur on, adjoining and near the proposed action.				
<input type="checkbox"/> Urban <input checked="" type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)				
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____				
<input type="checkbox"/> Parkland				

5. Is the proposed action, a. A permitted use under the zoning regulations?	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
b. Are public transportation service(s) available at or near the site of the proposed action?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply?  If No, describe method for providing potable water: _____	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities?  If No, describe method for providing wastewater treatment: _____ Holding Tanks	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
b. Is the proposed action located in an archeological sensitive area?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____	<input type="checkbox"/>	<input type="checkbox"/>	
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input checked="" type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
16. Is the project site located in the 100 year flood plain?	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____	<input type="checkbox"/>	<input type="checkbox"/>	



<p>18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)?          If Yes, explain purpose and size: _____          _____          _____</p>	<p><b>NO</b></p> <p><input checked="" type="checkbox"/></p>	<p><b>YES</b></p> <p><input type="checkbox"/></p>
<p>19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?          If Yes, describe: _____          _____          _____</p>	<p><b>NO</b></p> <p><input checked="" type="checkbox"/></p>	<p><b>YES</b></p> <p><input type="checkbox"/></p>
<p>20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?          If Yes, describe: _____          _____          _____</p>	<p><b>NO</b></p> <p><input checked="" type="checkbox"/></p>	<p><b>YES</b></p> <p><input type="checkbox"/></p>
<p><b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b></p>		
<p>Applicant/sponsor name: Robert N Hopkins</p>	<p>Date: <u>3/4/2024</u></p>	
<p>Signature: <u>Robert N Hopkins</u></p>		



WS-11

SF

## Request for Proposals to Develop Town of Aurora Comprehensive Plan

Town of Aurora  
575 Oakwood Avenue  
East Aurora, NY 14052  
[townofaurora.com](http://townofaurora.com)

Questions? Please contact [townboard@townofaurora.com](mailto:townboard@townofaurora.com).

The Town Board of the Town of Aurora is soliciting the services of a planning consultant to develop a master or comprehensive plan (the “**Comprehensive Plan**”) for the Town of Aurora.

*Note: The deadline to receive proposals is 4:00 pm on April 30, 2024 (please see details below).*

### 1. OVERVIEW AND BACKGROUND

The Town of Aurora (“**Aurora**” or “**Town**”) is located in the County of Erie with a total population (including the Village of East Aurora) of almost 14,000. The heart of Aurora is the Village of East Aurora (the “**Village**”), which is the commercial center for Aurora and the surrounding area<sup>1</sup>. The land in Aurora surrounding the Village primarily houses denser residential districts, with some commercial areas that support the Village. Aurora also has several hamlets, including the Hamlet of West Falls, which is a distinct community in the Southwestern part of Aurora. West Falls was recently awarded a NY Forward grant for downtown revitalization and is poised to return as a second commercial area within Aurora<sup>2</sup>. South Wales is another denser residential area with the main street of the hamlet located just outside the Southeastern part of Aurora in the Town of Wales. Although there are other, smaller hamlets (e.g., Jewettville, Griffins Mills), the remaining parts of the town are primarily rural residential.

Aurora includes many beautiful natural areas and parks, such as Knox Farm State Park, Emery Park (Erie County), Major’s Park (Aurora), Owen’s Falls (WNY Land Conservancy) JP Nicely Park (Aurora), Veteran’s Park of West Falls (Aurora), and the Mill Road Overlook (Aurora). Aurora is a Bronze-level Climate Smart Community and maintains an active Climate Smart Community Task Force and Open Space Committee working to preserve and protect Aurora’s environment and open spaces. Aurora is a Right-to-Farm community.

Aurora has never formally enacted a comprehensive plan, although it has used the non-enacted Regional Comprehensive Plan developed in the early 2000s as a guide<sup>3</sup>.

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<sup>1</sup> Note that the Village of East Aurora will NOT be included in this comprehensive plan.

<sup>2</sup> The grant application is available here:

[https://www.townofaurora.com/files/7916/9625/3209/West\\_Falls\\_New\\_York\\_Forward\\_2023\\_Grant\\_Application.pdf](https://www.townofaurora.com/files/7916/9625/3209/West_Falls_New_York_Forward_2023_Grant_Application.pdf).

<sup>3</sup> Available at: <https://regional-institute.buffalo.edu/wp-content/uploads/sites/155/2021/07/RegionalComprehensivePlan.pdf>.



Aurora therefore primarily retains the zoning first implemented several decades ago with major updates introduced in the 2010s. More recently, the Aurora Town Board further updated residential and commercial zones to prevent uncontrolled residential growth and to preserve the nature of its commercial districts (including an overlay for the Hamlet of West Falls).

The Town Board recognizes the importance of a well-crafted framework for guiding Aurora's future growth and development over the next 10 to 20 years and was awarded funding from the County of Erie to develop a comprehensive plan for these purposes.

## **2. SCOPE OF WORK**

The Comprehensive Plan is to provide a blueprint for the development, preservation and enhancement of:

- Residential, commercial and industrial neighborhoods;
- Public facilities, including parks and recreational areas;
- Infrastructure and transportation;
- Natural areas, water, and open spaces;
- Housing, including diversity of housing;
- Energy;
- Disaster preparedness, including a climate vulnerability assessment.

This plan, with a year 2035-2045 horizon, will incorporate visions, ideas, and foresight and provide recommendations and an implementation plan. Note that, although this document does not include the area of the Village of East Aurora, this study must consider certain trends and activities within the Village of East Aurora in order to properly develop the plan. Additionally, the study should consider the external pressures from surrounding areas. The Town Board and the Town's departments will participate in the preparation of the Comprehensive Plan. The consultant shall confer with the Town Board and departments in developing plans for the out-years.

### **a. FINAL PRODUCTS TO BE PRODUCED**

1. Comprehensive Plan, including topical items, supporting maps and other graphics. Text and maps shall be provided in a digital format compatible with the Town GIS system. The Comprehensive Plan should include an executive summary not to exceed five pages, a vision statement, goals and objectives, findings and recommendations, an implementation matrix, sustainability elements, and a climate vulnerability assessment.
2. SEQR materials necessary to approve the Comprehensive Plan.

### **b. PROPOSED WORK PLAN**

The following is a general outline of the stages required to complete the Comprehensive Plan. The expectation is for the project team to provide periodic updates to the Town Board throughout the entire project. The Town Board will appoint a number of community members, town employees, etc., to form an Advisory Committee to work with the project team.



**i. TASK 1: Project Initiation (Month 1)**

Kick-off the project and secure information on existing plans, recognized issues and ideas for the future. Map, describe and analyze current existing conditions as a base for looking to the future.

- Review and familiarize the project team with the Town's current zoning, non-enacted Regional Comprehensive Plan, and other pertinent documents.
- Introduce the project team to the Town Board.
- Develop a *project management plan* outlining roles, responsibilities, project schedule with milestones, and reporting mechanisms.
- Establish a project Advisory Committee and identify key stakeholders, together with the Town Board.
- Conduct/facilitate a project kickoff meeting with the Advisory Committee.

**ii. TASK 2: Data Collection and Analysis (Months 2-4)**

- Gather and analyze existing demographic data and socioeconomic trends, land use data and regulations, and other relevant information to identify key issues and opportunities.
- Gather and analyze an inventory of environmental resources and constraints, public infrastructure, stormwater management, open space inventory, and transportation to identify key issues and opportunities.
- Meet with appropriate Town Departments and Committees/Boards, including the Town Board, Planning Board, Open Space Committee, and Climate Smart Community Task Force.
- Review and assess data from other recent plans and studies (including regional plans) and identify gaps in information.

**iii. TASK 3: Public Outreach and Engagement (Months 3-8)**

- Develop a *public outreach strategy* that would include elements such as public surveys, and meetings and workshops to engage residents and stakeholders throughout the planning process and gather input on land use and resources and establish a vision and goals and objectives for the future.
- Analyze public input to inform the Comprehensive Plan and establish desired future development and land use management priorities.

**iv. TASK 4: Develop Comprehensive Plan (Months 9-12)**

- Develop a clear vision statement for the Town of Aurora.
- Update goals and objectives based on public input and current conditions. The goals and recommendations (and other sections of the Comprehensive Plan) should incorporate the following areas:
  - o Land use and development
  - o Housing and neighborhoods
  - o Natural resources and the environment (including preservation of open spaces)
  - o Energy and climate protection
  - o Agriculture



- Parks, trails, and other recreation
- Historical resources
- Transportation
- Municipal services and infrastructure
- Community services
- Economic development
- Prepare findings and identify recommendations to support plan implementation, including potential projects and source of funding.
- Compile a draft Comprehensive Plan document for review and acceptance by the project Advisory Committee.

**v. Task 5: Plan Review and Approval (Months 13-14)**

- Incorporate feedback from the Advisory Committee to prepare a draft Comprehensive Plan document for review and acceptance by the Town Board and, thereafter, public review.
- Commence the SEQR process and 239m review and hold a public hearing to gather additional input and identify any final concerns.
- Finalize the Comprehensive Plan based on comments gathered during the public review process and submit it to the Town Board for SEQR determination and approval.

**3. ADDITIONAL INFORMATION**

- a. Periodic meetings will be held with the Advisory Committee, appointed by the Town Board to provide direction, policy decisions, guidance and approval.
- b. Periodic meetings will be held with the Town Board, including upon completion of a draft vision statement and the completion of the goals.
- c. Public participation is a vital ingredient. At least 3 public meetings should be conducted. Creative approaches to public input including meetings and social media should be considered.
- d. The plan shall endeavor to be compatible with plans for adjacent municipalities and overall Erie County regional goals.
- e. Extensive GIS information is available from the Town or Erie County for the consultant's use.
- f. Deliverables shall include electronic documents for all comprehensive plan and SEQR text and graphics (formatted for spiral binding) all in a format compatible with the Town's GIS System.
- g. Respondents are encouraged to recommend modifications to the above scope which will produce a better product.
- h. Monthly billing with narrative progress report shall be required.
- i. The consultant will be required to enter into an agreement with the Town of Aurora
- j. The maximum budget available for this work is \$50,000.

**4. SUBMISSION REQUIREMENTS**

Firms and/or teams are required to submit five paper and an electronic copy (via email to [townboard@townofaurora.com](mailto:townboard@townofaurora.com)) of materials that demonstrate the firm's capabilities and experience by no later than 4:00 pm on April 30, 2024, to the Office of the Supervisor at the address listed above.



The RFP submission shall be limited to no more than 30 double-sided pages. Your submittal should include the following information:

- Section 1. Description of Firm**
- Section 2. Qualifications and Experience**
- Section 3. Project Management Methodology**
- Section 4. Technical Approach**
- Section 5. References**
- Section 6. Cost Proposal**

The Town Board will determine the winner based on a number of factors, including cost, approach, experience, and proposed team. The town reserves the right to reject any and all submittals and to waive any informalities or irregularities in procedure.

Any questions or requests for additional information or documents will be accepted no later than April 19, 2024 to: [townboard@townofaurora.com](mailto:townboard@townofaurora.com). While we will try our best to respond individually in real time, the answers to all questions will also be sent to all known interested parties on April 22, 2024. Please send a letter of interest if you wish to receive the responses.