



Windham Professionals, Inc.  
300 Gleed Ave. East Aurora, NY  
Architecture Plan – NY Office Space G  
Additional Workstations  
05/06/2015

WS-1

**Town of Aurora**

- Board Proposal approval – **meeting schedule 5/11/2015**
- Lease Addendum
  - 1st Option Month to Month Lease as storage \$450/monthly (utilizing as storage and holding space)
  - 2<sup>nd</sup> Option to revisit lease with option to build out & occupy space @ 13.73/sq ft
    - Building permits; electrical
    - CofI, if Vendor's is not on file
    - Certificate of Occupancy

**Option 2 – Build-out to occupy space**

**Information Technology/Infrastructure:**

- Desktop equipment additional

**Building Infrastructure:**

- **Construction;**
  - Entrance(s)
    - (2) - Outer entrance doors; Change Door's to open outward
- **Low Voltage;** extend;
  - 40 call center stations and 5 manager stations
  - Display monitor (collect dashboard metric)
- **Electrical;**
  - 40 call center stations and 5 manager stations – power poles
  - Display monitor (Collection dashboard metric), outlet
- **Paint**
  - Patch & paint – dove white & accent wall
- **Flooring**
  - Carpeting needed, worn and discolored

**Building Security, New space G:**

- WPI Secure space, 2 doorways - fob key entry, door security & entrance camera

**Furniture & Fixtures:**

- Display TV monitor, video conferencing (Conference room)
- 45 Chairs (40 collector & 5 managers)



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PLAN

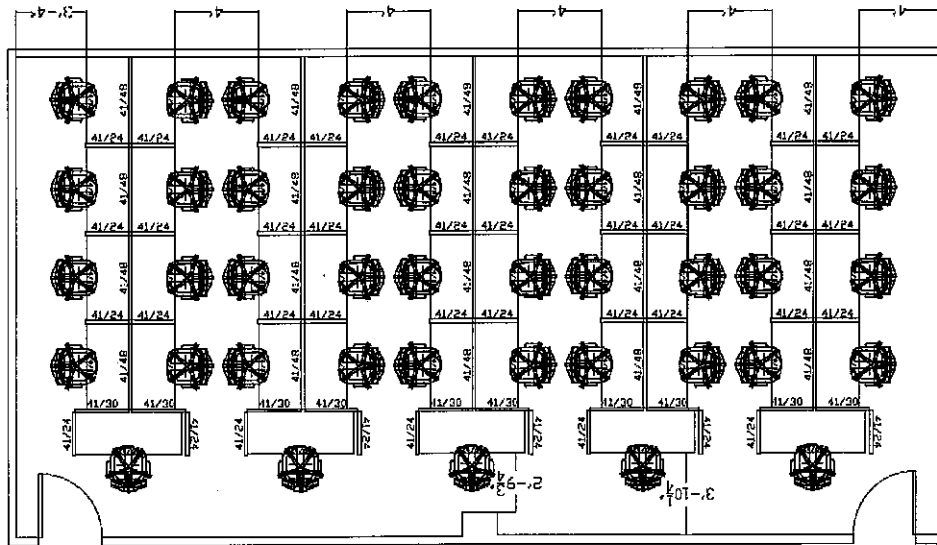
Project Plan link:

The occupancy date: TBD

Architect Design

New space G; Town of Aurora, 861 sq ft  
Suite = 41'L X 21'W,

In option one I maxed out the space with 4'-0" walkways between the stations. This would allow 40 call center stations and 5 manager stations.



Justification

Increase in staffing; pending client decision on number of placements

WPI Design approval:

- Review design; gain approval Jim Dunn, Chuck Harper, Meave O'Maraha & Eddie Sheehan



**Town of Aurora  
Department of Parks & Recreation**

300 Gleed Avenue  
East Aurora, New York 14052

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CS-2

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To: Town Board  
From: Chris Musshafen  
Date: 4/21/15  
Re: Facebook Page

Approval is requested for the Recreation Department to create a Facebook page. The page will be maintained primarily by Dawn DiFilippo and Elaine Schiltz. We will use the page to advertise our programs, notifications on changes in our programs, and any other pertinent information.

WS-3

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**From:** Rick Dean  
**Sent:** Thursday, May 14, 2015 12:40 PM  
**To:**  
**Subject:** Close Office for County Electronic Deed Seminar  
**Attachments:** DEEDS-Electronic-Class.pdf

I spoke with Jim Bach regarding closing the office on June 22<sup>nd</sup>, for all staff to attend a class sponsored by the Erie County Real Property Office on the "Electronic Distribution of Deeds & Property Transfers". This method of distribution will take effect for all municipalities on July 1<sup>st</sup> 2015. (flyer attached).

There will be no cost to the Town. I will post a notice to the Town's website & post a notice on the office door, including a sheet for anyone to sign, so we may contact them on Tuesday am.

Jim asked that I refer this request for the next work session.

Thank You.  
Rick

**Richard L. Dean, Assessor**  
**Town of Aurora**  
office: (716) 652-0011  
email: [rdean@TownofAurora.com](mailto:rdean@TownofAurora.com)

# *Tax Parcel Mapping:*

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**Visual Representations of Legal Descriptions and So Much More**

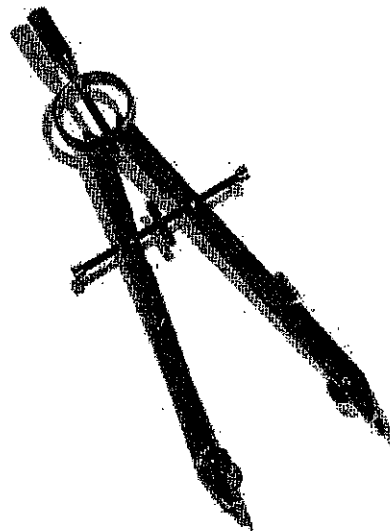
**Cheektowaga Senior Center**

**3349 Broadway, Cheektowaga, NY 14227**

**Banquet Room**

**Monday June 22, 2015**

**Registration 8:30 AM, Class begins 9:00**



## **Topics**

- 1. Deeds, Property Descriptions and you**
- 2. Tax Mapping Procedures**
- 3. The new E-Distribution System**

## **Refreshments:**

**Breakfast: \$5**

**Lunch: Provided by the Erie County Assessor's Association**

**Real Property Tax Services of Erie County, NY**

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WS-4

### Cold War Veterans Exemption - 2015

SWIS	JURISDICTION	Adopted Cold War	Adopted %	Level	# of Exempt's	# of parcels	Alt Vets Level (mandatory offer)
140000	Erie Co	YES	15%	12000/40000			18000/30000/60000
140200	C. Buffalo	YES	15%	18000/60000	253	94,662	36000/60000/120000
140900	C. Lackawanna						
141600	C. Tonawanda	YES	15%	12000/40000	87	6,437	21000/35000/70000
142089	T. Alden	NO	-	-	-	-	27000/45000/90000
142289	T. Amherst	YES	10%	16000/80000	268	43,856	18000/30000/60000
142489	T. Aurora	???	???	???	potential 42	6,631	18000/30000/60000
142600	T. Boston	YES	10%	8000/40000	44	3,750	18000/30000/60000
142800	T. Brant	YES	10%	8000/40000	6	1,480	18000/30000/60000
143089	T. Cheektowaga	YES	15%	12000/40000			???
143200	T. Clarence	YES	15%	12000/40000	96	12,913	27000/45000/90000
143400	T. Colden	YES	15%	12000/40000	30	1,927	18000/30000/60000
143689	T. Collins	NO	-	-	-	-	18000/30000/60000
143889	T. Concord	YES	15%	12000/40000	37	4,224	18000/30000/60000
144000	T. Eden	YES	15%	12000/40000	43	3,647	18000/30000/60000
144200	T. Elma	YES	15%	12000/40000	60	5,713	18000/30000/60000
144489	T. Evans	YES	10%	8000/40000	91	9,559	12000/20000/40000
144600	T. Grand Island	NO	-	-	-	-	12000/20000/40000
144889	T. Hamburg	NO	-	-	-	-	12000/20000/40000
145000	T. Holland	YES	10%	8000/40000	18	1,913	15000/25000/50000
145289	T. Lancaster	YES	15%	12000/40000			18000/30000/60000
145400	T. Marilla	YES	15%	12000/40000	12	2,320	18000/30000/60000
145689	T. Newstead	YES	15%	12000/40000	40	4,535	18000/30000/60000
145889	T. North Collins	YES	10%	8000/40000	20	2,174	18000/30000/60000
146089	T. Orchard Park	NO	-	-	-	-	18000/30000/60000
146200	T. Sardinia	NO	-	-	-	-	15000/25000/50000
146489	T. Tonawanda	YES	15%	12000/40000			18000/30000/60000
146600	T. Wales	YES	10%	8000/40000	25	1,553	36000/60000/120000
146800	T. West Seneca						

**Rick Dean**

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**From:** Rick Dean  
**Sent:** Tuesday, April 28, 2015 12:48 PM  
**To:** rdean@townofaurora.com  
**Subject:** Cold War Veterans Exemption

Fellow Assessors,

The Aurora Town Board is currently looking at adopting the "Cold War Veterans" exemption. As follow-up to my Vets presentation & discussion with the Board, regarding the various Vets exemption types, as well as Cold War specifics (% , levels, etc), the Town Board inquired as to what other Towns have done.

Please respond to the following questions: (feel free to respond on each underline)

Thank You,  
Rick

**Richard L. Dean, Assessor**  
**Town of Aurora**  
**Office: (716) 652-0011**  
**email: [rdean@TownofAurora.com](mailto:rdean@TownofAurora.com)**

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Town/City of \_\_\_\_\_.

Adoption of Cold War exempt (Y/N) ? \_\_\_\_\_.

If Y, at what % (10 or 15) ? \_\_\_\_\_.

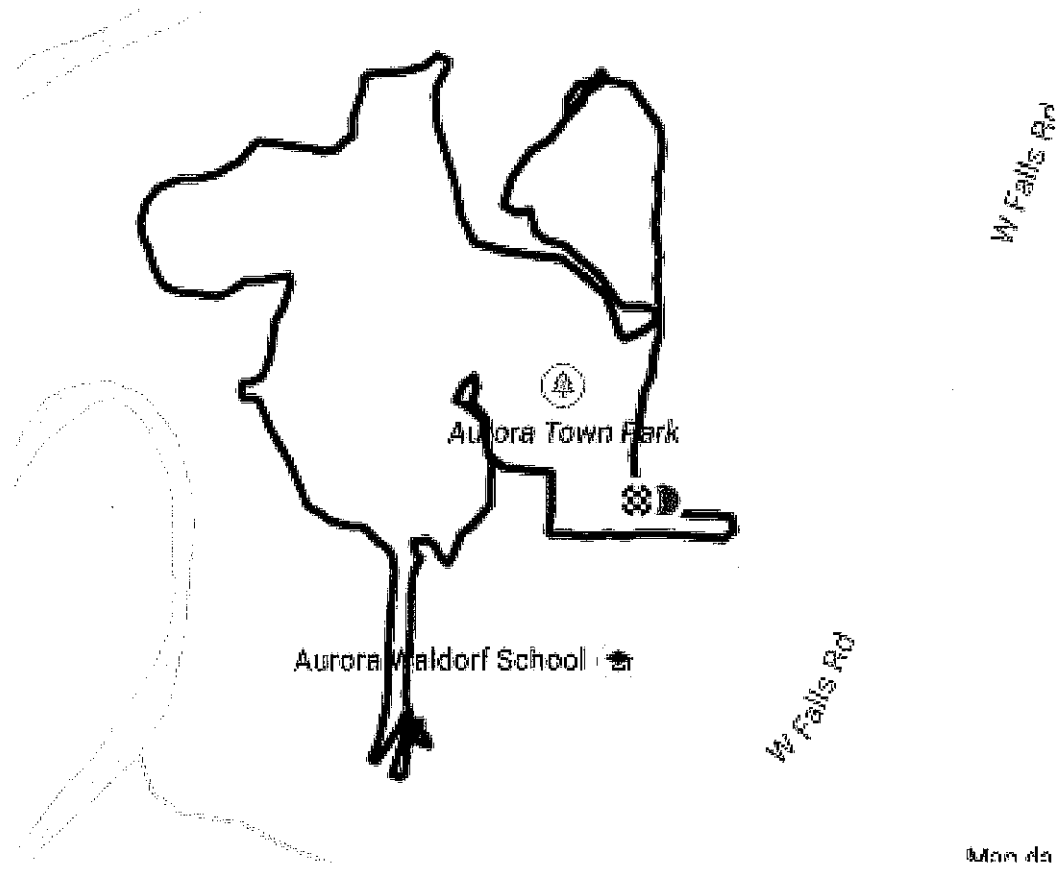
If Y, at what level (chart below) ? \_\_\_\_\_.

	Reduced maximums		Basic max.	Increased maximum					
10% Option	4000	6000	8000	10000	12000	14000	16000	18000	20000
15% Option	6000	9000	12000	15000	18000	21000	24000	27000	30000
Disability	20000	30000	40000	50000	60000	70000	80000	90000	100000

What is your ALTERNATIVE VETS Level ? (chart below) \_\_\_\_\_.

	Reduced maximums		Basic max.	Increased maximum					
Wartime	6000	9000	12000	15000	18000	21000	24000	27000	30000
Combat Zone	4000	6000	8000	10000	12000	14000	16000	18000	20000
Disability	20000	30000	40000	50000	60000	70000	80000	90000	100000

**Course:** I am interested in having a race starting and finishing at the building and using the grass along the treeline and the wide trails through the forest. If I can obtain permission from the adjacent school I would like to add some length using some of their property and park cars in their lot. I have approached Waldorf and have a verbal OK at present. I would like access to the building and bathrooms on race day and will set up the course on Saturday. Depending on the weather I will set the course to avoid turf damage, especially in public areas.





**Event Contact:**

John Roden  
2037 Grover Road  
West Falls, NY 14170  
716-713-4399  
John@johnroden.net

**Event Information:**

**The Zippy Wheels Fall Cyclocross Classic** will be held on **Sunday, October 4, 2015** at the JP Nicely park on Falls Road in **West Falls, New York**.

**Cyclocross** is a spectator friendly competition that consists of a one-hour +/- long event held on open trails and grass surfaces. Laps are generally about 8-10 minutes in length and include a few sections where competitors are forced to dismount and hurtle 12" barriers. This race is part of the New York State Cyclocross Series which runs from late September until mid-November, culminating in the State Championship.

**Sanctioning body:** This event is sanctioned by our national organizing body, the United States Cycling Federation. Each event is required to have certified officials, must pass a safety inspection and all riders must be licensed and sign a waiver of indemnification.

**Insurance:**

All participants are members of the sanctioning body and are required to sign waivers. Minors must provide a waiver signed by a parent. Insurance provides named insured with \$1million per occurrence with a \$3 million aggregate.

**A. Policy Coverage**

1. Participant legal liability
2. Premises-Operations liability
3. Products and completed operations
4. Personal injury liability
5. Limited worldwide liability

**Number of riders expected:** About 75

# CLEANING SERVICE AGREEMENT

WS-9

THIS AGREEMENT made as of the 14th day of May, 2015, by and between Town of Aurora, 300 Gleed Avenue, East Aurora, NY, 14052 and Clean Sweep Janitorial Services, Inc. having offices at 2985 Seneca Street, West Seneca, NY 14224. ("Contractor").

WITNESSETH:

WHEREAS, Clean Sweep Janitorial Services, Inc. provided a bid for various cleaning services;

WHEREAS, the bid was accepted by Town of Aurora for cleaning services;

and

WHEREAS, the parties enter into this Agreement to evidence and reflect the mutual rights, obligations and duties of the parties pertaining to the subject matter hereof. NOW, THEREFORE, the parties agree as follows:

## I. General Obligations.

- (a) Cleaning Specifications for Town of Aurora During the term of this Agreement, Contractor shall provide janitorial services as per the attached specifications as listed. Service takes place 5 days a week with 4 hours per day for Day Porter from 8:00 AM – 12:00 PM.

## II. Term of Agreement.

- (a) Regular Term. Unless sooner terminated pursuant to the Section, the term of this Agreement shall commence May 13, 2015 and shall expire on May 31, 2016. This is a one year contract.
- (b) Termination of Contract. Either party may terminate services upon 60 days' written notice on or before the 1<sup>st</sup> day of each month during the term of the Agreement.

III. Payment. During the term of this Agreement, Town of Aurora shall pay the Contractor, in full and monthly at terms of Net 30, at the monthly rate agreed upon in quote of \$1,517.00.

## IV. General Provision

- (a) Insurance and Waiver of Subrogation. Contractor warrants that it will carry in full force and effect during the entire agreement the following insurance coverage's and amounts:

Worker's Compensation  
(Including coverage for Occupational Disease)  
Limit of Liability

Worker's Compensation	Statutory Benefits
Employer's Liability	\$500,000 for each occurrence

Commercial General Liability  
Limit of Liability

Combined Bodily Injury and Property Damage	\$1,000,000 per occurrence \$2,000,000 in the aggregate
Contractual Liability	\$1,000,000 per occurrence \$2,000,000 in the aggregate

Comprehensive Automobile Liability  
(including coverage for hired and unowned automobiles)  
Limit of Liability

Combined Bodily Injury And Property Damage	\$1,000,000 per occurrence
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Commercial Umbrella Liability  
Limit of Liability

\$5,000,000 per occurrence  
\$5,000,000 per aggregate

IN WITNESS WHEREOF, the parties have duly executed this Agreement the day and year first above written.

William T. Held, Jr.  
Clean Sweep Janitorial Services, Inc.

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

James Bach, Supervisor  
Town of Aurora

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

WS-10

**Cyber Security:**  
**Internet and Acceptable Use**  
**Policy Template**

**A Non-Technical Guide**

**Essential for**  
**Business Managers**  
**Office Managers**  
**Operations Managers**

*Sample*



**Multi-State Information  
Sharing and Analysis Center**



**NYS Office of Cyber Security**

This appendix is a supplement to the *Cyber Security: Getting Started Guide*, a non-technical reference essential for business managers, office managers and operations managers. This appendix is one of many which is being produced in conjunction with the *Guide* to help those in small business and agencies to further their knowledge and awareness regarding cyber security. For more information, visit: <http://www.dhSES.ny.gov/ocs/>.

## INTRODUCTION

[Insert your organization name here] Acceptable Use Policy specifies policy for the use of information resources and information technology systems. Enforcement of this acceptable use policy is consistent with the policies and procedures of this organization.

Being informed is a shared responsibility for all users of [insert your organization name here] information systems. Being informed means, for example:

- Knowing these acceptable use policies and other related rules and policies,
- Knowing how to protect your data and data that you are responsible for,
- Knowing how to use shared resources without damaging them,
- Knowing how to keep current with software updates,
- Knowing how to report a virus warning, a hoax, or other suspicious activity, and
- Participating in training.

## POLICY

Compliance with this policy is mandatory for all employees and contractors of this organization. This policy applies to all [insert your organization name here] information, computer systems and data that is used for official [insert your organization name here] business regardless of its location.

### 1. Authorized Use

Users must not use other users' passwords, userids, or accounts, or attempt to capture or guess other users' passwords. Users are also restricted from using business equipment for personal use, without authorization from your [insert your organization name here]. Users must not hide their identity for malicious purposes or assume the identity of another user.

### 2. Privacy

User files may be subject to access by authorized employees of [insert your organization name here] during the course of official business. Accordingly, users should have no expectation of privacy and their activity may be monitored.

### 3. Restricted Access

Users must not attempt to access restricted files or portions of operating systems, security systems, or administrative systems to which they have not been given authorization. Accordingly, users must not access without authorization: electronic mail, data, or programs, or information protected under state and federal laws. Users must not release another person's *restricted information*.

### 4. Proper Use of Resources

Users should recognize that computing resources are limited and user activities may have an impact on the entire network. They must not:

- misuse email — spread email widely (chain letter) and without good purpose ("spamming") or flood an individual, group, or system with numerous or large email messages ("bombing"), or
- use streaming audio, video or real time applications such as: stock ticker, weather monitoring or Internet radio.

## **5. Protecting Information and Shared Resources**

Users must:

- Follow established procedures for protecting files, including managing passwords, using *encryption* technology, and storing back-up copies of files.
- Protect the physical and electronic integrity of equipment, networks, software, and accounts on any equipment that is used for [insert your organization name here] business in any location.
- Not visit non-business related websites.
- Not open email from unknown senders or email that seems suspicious.
- Not knowingly introducing worms or viruses or other malicious code into the system nor disable protective measures (i.e., antivirus, spyware firewalls).
- Not install unauthorized software.
- Not send restricted or confidential data over the Internet or off your locally managed network unless appropriately encrypted.
- Not connect unauthorized equipment or media, which includes but is not limited to: laptops, thumb drives, removable drives, wireless access points, PDAs, and MP3 players.

## **6. Civility**

Users must not harass other users using computer resources, or make repeated unwelcome contacts with other users. Users must not display material that is inappropriate in an office environment consistent with [insert your organization name here] policies.

## **7. Applicable Laws**

Users must obey local, state, and federal laws including laws on copyright and other intellectual property laws.

## **Glossary**

Encryption –The cryptographic transformation of data to render it unintelligible through an algorithmic process using a cryptographic key.

Restricted Information – Pertains to information which is not public information, but can be disclosed to or used by organization representatives to carry out their duties, so long as there is no legal bar to disclosure.

## **Acknowledgement**

Special thank you to Rochelle Stein and the Town of LeRoy, NY for their contribution to this paper.

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