

Civil Engineering
Environmental Engineering
Municipal Engineering
Land Surveying



Project Management
Construction Support
Landscape Architectu
SWPPP Services

5A

May 20, 2015

RECEIVED

Martha Librock
Town Clerk
Town of Aurora
300 Gleed Avenue
East Aurora, NY 14052

MAY 21 2015

TOWN OF AURORA
TOWN CLERKS OFFICE

Re: Revised Sketch Plan
Aurora Mills Cluster Subdivision
Mill Road, (T) Aurora

Dear Ms. Librock,

In response to comments received in a letter from the Town of Aurora, dated May 13th, additional information is being provided with respect to the proposed Aurora Mills Cluster Subdivision Project.

The additional information provided is as follows:

- The Cluster Subdivision Plan has been revised to include an itemized acreage breakdown for the proposed road right-of-way, private roads, hot box enclosure, sanitary sewer pump station and downstream forcemain, trail and storm water management ponds. As shown on the attached plan, after accounting for these site features, as well as steep slope areas, creek corridor, site wetlands and individual lot development, approximately 52.0+/- acres will remain open green space or 64% of the available developable area.
- Part I of the SEQR Long Form has been completed and is attached for review.
- The site includes 2.66+/- acres of Federally Jurisdictional Wetlands, as determined by the Army Corp of Engineers (ACOE), in letter dated August 10, 2010. Under the proposed Cluster Subdivision Plan, 0.02 acres of disturbance to the jurisdictional wetlands is proposed. An application for Nationwide Permit, to allow disturbance of the 0.02 acres of jurisdictional wetland, has been submitted and is under review by the ACOE.
- The Cluster Subdivision Plan now reflects the site topographic data.

Twelve (12) sets of the revised Cluster Subdivision Plan, SEQR Long Form and ACOE Jurisdiction Determination are included for your review and distribution.

At this time we are requesting placement of the project on the May 26th Town Board meeting agenda for further discussion.

Continued

Revised Sketch Plan
Aurora Mills Cluster Subdivision
May 20, 2015
Page 2 of 2

Please contact me with any comments or questions.

Very truly yours,

A handwritten signature in cursive script that reads "Patricia Bittar".

Patricia Bittar
Sr. Project Manager

Cc: Gary Eckis
Bill Schutt / 15012



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

6A

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)
 - 2nd Option to revisit lease with option to build out & occupy space @ 13.73/sq ft
 - Building permits; electrical
 - Coff, if Vendor's is not on file
 - Certificate of Occupancy

3 months
Agenda

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)



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

PLAN

Project Plan link;

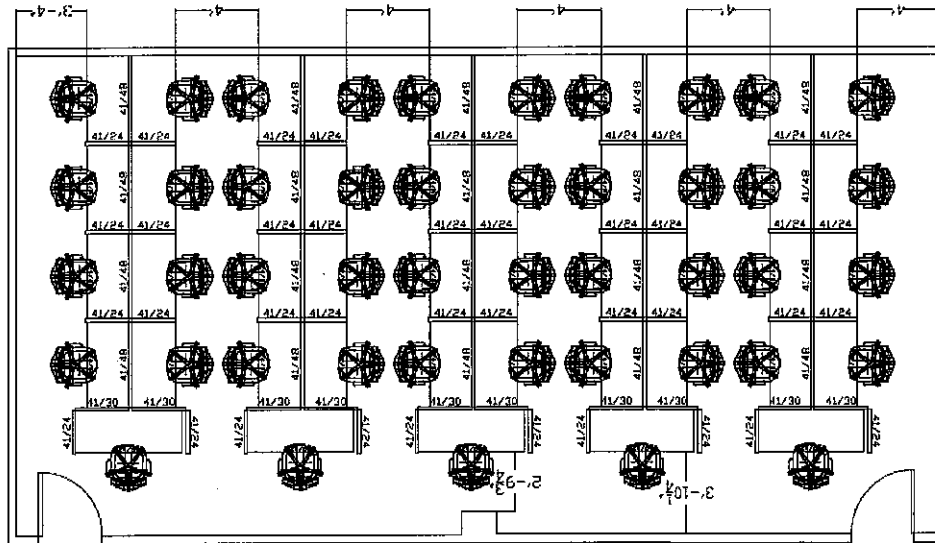
The occupancy date: TBD

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

6B

LEASE AGREEMENT

AGREEMENT made this ____ day of _____, 2015, by and between

TOWN OF AURORA,
A Municipal Corporation
300 Gleed Avenue
East Aurora, New York 14052

hereinafter referred to as the "Lessor", and

KENNETH MARTH

hereinafter referred to as the "Lessee".

WHEREAS, the Lessee desires to lease ____ square feet in the warehouse located at 300 Gleed Avenue, East Aurora, New York, for the purpose of storage, and

WHEREAS, the Lessor is willing to lease portions of 300 Gleed Avenue subject to the terms and conditions set forth herein,

NOW, THEREFORE, the parties agree as follows:

1. **PREMISES:** The Lessor hereby leases to the Lessee ____ square feet of space within the warehouse at 300 Gleed Avenue, East Aurora, New York. The Lessee shall use and occupy the leased premises for the purpose of storage.
2. **TERM:** The term of the lease shall be for one (1) year commencing on April 1, 2015 and terminating on March 31, 2016, or unless sooner terminated in accordance with the provisions of this Agreement. The Lessee may extend this Lease, upon the same terms for an additional period of one (1) year. The Lessee shall exercise the option to extend by giving written notice to the Lessor not less

than ninety (90) days prior to the then-existing term. The rent shall be adjusted in accordance with Paragraph 3 herein. The extension of this Lease is subject to any affirmation of the Lessor as required by law.

3. RENT: During the term hereof, the Lessee hereby covenants and agrees to pay the Lessor, as rent for the use and occupancy of the leased premises, the sum of THREE THOUSAND SIX HUNDRED AND 00/100 DOLLARS (\$3,600.00) to be paid in equal monthly installments of \$300.00. The annual rent, with equal monthly installments shall be increased on the anniversary date of the Lease then in existence at a rate of 2% effective as of the 1st day of the year of continuation.

4. IMPROVEMENTS AND ALTERATIONS: The Lessee shall make no material alterations, additions, or installations to fixtures or improvements to, in, or on the leased space without the prior written consent of the Lessor. Such alterations shall inure to the benefit of the Lessor upon the termination of this Lease Agreement. All alterations and improvements made by the Lessee to the premises which are so attached that they cannot be removed without material injury to the demised premises shall become the property of the Lessor upon installation. Any alterations to the premises undertaken by the Lessee without the express consent of the Lessor shall be a breach of this Lease and, at the option of the Lessor, shall cause a termination of this Lease. Any signs of the Lessee must be approved by the Lessor. All approved signs will be at the sole expense of the Lessee including the cost of any permits and licenses required for the erection and maintenance of signs as permitted by law. The Lessee shall be solely responsible for securing telephone-related services to the premises, and for the ongoing maintenance and service costs of same.

5. SECURITY SYSTEM: The Lessor may maintain, install and keep in the facility a security system of whatsoever nature as determined by the Lessor. The Lessee shall abide and comply with such security system. Except in the cast of an emergency, Lessor will abide by the security requirements of the Lessee, which

may include, but are not limited to, signing in and wearing a visitor badge. The Lessor will provide and program the FOBs necessary for building access through the security system. The fee for new and replacement FOBs, for any reason other than defect of the FOB itself, shall be provided at a fee of \$5 per FOB. A bill to the Lessee will be provided and is to be paid with the rent the following month.

6. CONDITION OF PREMISES: The Lessee agrees to accept the leased premises in such existing condition and state of repair as the same at the time of commencement of this lease. Notwithstanding the foregoing, Lessor warrants that the leased premises will be in a condition suitable for the operation of a commercial business office as of the lease commencement date.
7. MAINTENANCE AND REPAIR: The Lessee acknowledges that the premises are in good and safe condition. The Lessor shall be responsible for all maintenance and repair, including structural repairs; repairs to plumbing, heating, electrical and lighting systems; snow removal; and repairs and maintenance of common areas except where damage is caused by the Lessee, its employees or agents, in which event such damage shall be properly repaired by the Lessee. The Lessee is responsible for daily cleaning of spaces leased.
8. UTILITIES: The Lessor shall provide heating, plumbing, electricity, and water as is routine and customary for the proposed use of premises.
9. INSPECTION: The Lessor shall have the right, but not the obligation, to inspect the premises at any time.
10. INSURANCE: During the term of this lease, the Lessee, at its sole expense and for the mutual benefit of the Lessor and Lessee, shall carry and maintain comprehensive general premises liability insurance and such other or additional insurance as the lessor may reasonably request, all such insurance to be secured and maintained with insurers admitted in the State of New York and otherwise

reasonably acceptable to the Lessor. The insurance shall have a limit of not less than \$1,000,000 for any one accident or occurrence, and so-called "umbrella" or "excess" coverage therefor to the limit of not less than \$1,000,000. On the commencement date, the Lessee shall furnish to the Lessor copies or certificates of the policies together with proof of payment of the premium, and shall upon the expiration of the term of any such policy, similarly furnish to the Lessor a copy or certificate of each such renewal policy together with proof of payment of the premium therefor. Such policy shall list the Lessor as an additional insured. The policy and each renewal thereof shall provide that it may not be canceled by the insurer without ten (10) days prior written notice to the Lessor and to the Lessee. During the term of this Lease, the Lessee shall, at its expense, maintain casualty and contents insurance for all contents, equipment, and other personal property of the Lessee located on the leased premises.

11. LESSOR'S REMEDIES: Upon the occurrence of an event of default under this Lease by the Lessee, the Lessor shall be entitled, at the Lessor's option, to undertake the following:
- A. To reenter and take exclusive possession of the premises.
 - B. To collect immediately the present value of the unpaid rent reserved for the entire term, or to collect each installment of rent as it becomes due.
 - C. To continue this Lease in force or to terminate it at any time.
 - D. To relet the premises for any period on Lessee's account and at Lessee's expense, including real estate commissions actually paid, and to apply the proceeds received during the balance of the term to the Lessee's continuing obligations under this Lease.
 - E. To take custody of all personal property on the premises and to dispose of the personal property and to apply the proceeds from any sale of that

property to the Lessee's obligations under this Lease.

- F. To recover from the Lessee the damages for breach hereof prescribed by law.
- G. To restore the premises to the same condition as received by the Lessee, or to alter the premises to make them suitable for reletting, all at the Lessee's expense.
- H. To enforce by suit or otherwise all obligations of the Lessee under this Lease and to recover from the Lessee all remedies now or later allowed by law.

Any act that the Lessor is entitled to do in the exercise of the Lessor's rights upon an event of default may be done at a time and in a manner deemed reasonable by the Lessor in the Lessor's sole discretion, and the Lessee irrevocably authorizes the Lessor to act in all things done on the Lessee's account.

- 12. LESSOR'S RIGHT TO PERFORM FOR LESSEE: If the Lessee fails to perform any obligation under this Lease, the Lessor shall be entitled to make reasonable expenditures to cause proper performance on the Lessee's behalf and at the Lessee's expense, and the Lessee promises to reimburse the Lessor for any expenditures within ten (10) days after written notice from the Lessor requesting reimbursement, and failure of the Lessee to make the reimbursement shall be deemed to be a default, the same as a failure to pay an installment of rent when due. All obligations of the Lessee to pay money are payable without abatement, deduction, or offset of any kind.

- 13. DEFAULT: Each of the following shall be an event of default under this Lease:

- A. If the Lessee fails to make any payment required by the provisions of this Lease, within five (5) days of when otherwise due.

- B. If the Lessee fails within thirty (30) days after written notice to correct any breach or default of other covenants, terms, or conditions of this Lease.
 - C. If the Lessee vacates, abandons, or surrenders the premises prior to the end of the term.
 - D. If all or substantially all of Lessee's assets are placed in the hands of a Receiver or Trustee, and that receivership or trusteeship continues for a period of thirty (30) days, or if the Lessee makes an assignment for the benefit of creditors or is adjudicated a bankrupt, or if the Lessee institutes any proceedings under any state or federal bankruptcy act by which the Lessee seeks to be adjudicated a bankrupt or seeks to be discharged of debts, or if any voluntary proceeding is filed against the Lessee under any bankruptcy laws, and the Lessee consents or acquiesces by pleading or default.
14. HOLDOVER: This Lease shall terminate without further notice at the expiration of the term. If the Lessee remains in possession of the premises or any part thereof after the expiration of the term hereof without the express written consent of the Lessor, such occupancy shall be a tenancy from month-to-month at a monthly rental equal to one hundred fifty percent (150%) of the monthly rental provided for above, and upon all the terms hereof applicable to a month-to-month tenancy.
15. ENTRY AND ACCESS: The Lessor reserves the right to enter the premises at reasonable times to carry out any building management or business purpose in or about the premises, without any abatement of rent.
16. DESTRUCTION OF PREMISES: If the building or premises are destroyed or

partially destroyed by fire or other casualty so as to be rendered unfit for occupancy and not repairable within sixty (60) days from the happening of said injury, then this Agreement shall terminate at the written option of either the Lessee or the Town as of the day of such injury or destruction. The Lessee shall advise the Town as soon as practicable of any such damage.

17. INDEMNIFICATION: The Lessee shall indemnify and hold harmless the Lessor against and from (a) any and all liability, fines, suits, claims, demands, and actions, costs and reasonable expenses of any kind or nature, or by anyone whomsoever, due to or arising out of a default in observing, violation, or nonperforming of any term, covenant or condition of this lease on the part of the Lessee to be observed and performed; (b) any damage to person or property occasioned by the Lessee's use and occupancy of the demised premises or to any use or occupancy which the Lessee may permit or suffer to be made of the leased premises; or (c) any injury to person or persons, including death, resulting at any time thereof, occurring in or about the leased premises. The Lessee's liability under this section shall be reduced by the net proceeds actually collected on any insurance effected by the Lessee on the risks in question for the Lessor's benefit.

18. OWNER OF RECORD: The Lessor represents and warrants that it is the lawful owner of the leased premises, free from all liens and encumbrances, except an agreement with the prior owner in regard to pending litigation. In the event the Lessor sells, assigns or otherwise transfers the premises, Lessor warrants that this Lease, including all duties and obligations of Lessor and the rights and commitments of the Lessee, shall be assigned and transferred in full to such subsequent owner of the premises.

19. STATUTORY COMPLIANCE: Both parties shall perform in accordance with all applicable federal, state, and local laws, rules and regulations, including without limitation any applicable provisions of the Labor Law of the State of New York.

All statutory provisions applicable to this Agreement are hereby incorporated by reference.

20. COVENANT AGAINST LIENS: If because of any act or omission of the Lessee, a Mechanic's Lien or other lien, charge or order for the payment of money is filed against any of the property, the Lessee, shall, at its expense, cause the lien or liens to be discharged of record or bonded within ninety (90) days after receipt of written notice from the Lessor of their filing. If the Lessee fails to cause the liens to be discharged of record or bonded within the required ninety (90) day period, the Lessor may cause the liens to be discharged. All payments by the Lessor to have the liens discharged shall constitute additional basic rent payable to it by the Lessee.
21. ASSIGNMENT: The Lessee shall not assign, transfer, convey, sublet, or otherwise dispose of this Agreement or any of its rights, titles, or interest therein, or the power to execute this Agreement, without the prior written consent of the Lessor.
22. NOTICES: All notices given under this Lease shall be given by mailing the notice, postage prepaid, by certified mail, return receipt requested, to the Lessee at the premises or any other address set forth adjacent to the Lessee's signature below and to the Lessor at the address set forth adjacent to the Lessor's signature below, or to any other place designated in writing by the parties.
23. ATTORNEY FEES: In any action or proceeding by either party to enforce this Lease or any provision of this Lease, the prevailing party shall be entitled to recover reasonable attorney fees and all other costs incurred.
24. LEGAL EFFECT: All obligations of the Lessee are expressly made conditions of this Lease, any breach of which shall, at the option of the Lessor, terminate this Lease.

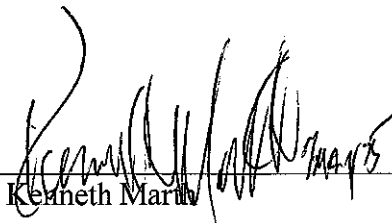
25. TITLES: The titles or headings to sections shall have no effect on interpretation of provisions.
26. TIME OF THE ESSENCE: Time is of the essence in the performance of Lessee's obligations under this Lease.
27. GOVERNING LAW: This Agreement shall be governed by the laws of the State of New York and the venue of any action shall be the Courts of the State of New York.
28. AMENDMENTS: No waiver, modification, or amendment of this Agreement or any part thereof shall be valid unless in writing and duly executed by the parties hereto. A waiver of any breach hereof shall not prevent a forfeiture for any succeeding breach.
29. ENTIRE AGREEMENT: This Agreement contains the sole and entire Agreement between the parties relating to the services provided hereunder, and shall supersede any and all other agreements between the parties. Any other statements or representations made by either party are void and have no force or effect.
30. BINDING AGREEMENT: This Agreement shall be binding upon the parties, their successors, heirs, and assigns.

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

TOWN OF AURORA

By _____

James J. Bach, Supervisor


Kenneth Martin

6C

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 22nd, 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 1st 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

Tax Parcel Mapping:

Visual Representations of Legal Descriptions and So Much More

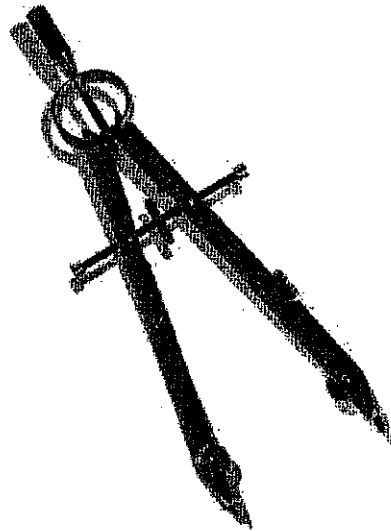
Cheektowaga Senior Center

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

6E

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



TOWN CLERK
Martha L. Librock
(716) 652-3280
townclerk@townofaurora.com

TOWN OF AURORA
Southside Municipal Center
300 Glead Avenue, East Aurora, NY 14052
www.townofaurora.com

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(716) 652-0011

DIR. OF RECREATION
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chris@townofaurora.com

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TOWN JUSTICE
Douglas W. Marky
Jeffrey P. Markello

HISTORIAN
Robert L. Goller
(716) 652-7944
historian@townofaurora.com

FAX: (716) 652-3507
NYS Relay Number:
1(800) 662-1220

May 19, 2015
To: The Town of Aurora Board

Please approve Joseph Vucic, of 121 Hamlin Ave, East Aurora to work as a seasonal parks worker. His hourly rate will be \$10 an hour and he will be starting on June 1, 2015.

LABORER PT SEASONAL

Thank you,

David Gunner
Highway Superintendent

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



town

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TOWN OF AURORA

Southside Municipal Center
300 Gleed Avenue, East Aurora, NY 14052
www.townofaurora.com

TOWN COUNCIL MEMBERS

May 18, 2015

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Jeffrey P. Markello

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(716) 652-7944
historian@townofaurora.com

FAX: (716) 652-3507

To: Town Board Members

I respectfully request the Town Board to authorize the highway department to change their work hours to 6:00AM-4:30PM Monday thru Thursday. This will be effective June 1, 2015 until September 4, 2015. The week of June 29, 2015 will be worked the normal working hours of 7:00AM-3:30PM because of the July 4 holiday.

Parks, Water, Buildings, and Dog Control departments will all remain under the normal work hours.

Sincerely,

A handwritten signature in black ink, appearing to read "D. M. Gunner".

David M. Gunner
Superintendent of Highways



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

300 Glead Avenue
East Aurora, New York 14052

recreati

GG

www.aurorarec.com

To: Town Board
From: Chris Musshafen
Date: 5/18/15
Re: Employee Title Change

Approval is requested to change the titles and pay rates of Cameron Campbell and Margaret Zagrobelny. Cameron's new title will be Facility Manager with a rate of \$10.50/hr and Margaret's will be Swim Lesson Supervisor with a rate of \$10.50/hr. These new pay rates were approved in December 2014. I feel that Cameron's leadership and experience at the Community Pool will be an asset in managing the facility. Margaret's extensive experience in swimming and teaching aquatics places her as the top candidate to oversee our summer swim lessons.

Civil Service Title =
Lifeguard PT
Seasonal

Remain the Same

Both are actual - new
pay rates

2015 Personnel Recommendations – Pool/EAST

<u>Community Pool</u>	<u>Address</u>	<u>Position</u>	<u>Old Rate</u>	<u>New Rate</u>
Cameron Campbell	1266 Sweet Rd, EA	Facility Manager	\$9.05	\$10.50
Maragret Zagobelny	230 North Willow, EA	Swim Lesson Supervisor	\$9.00	\$10.50



Town of Aurora
Department of Parks & Recreation

300 Glead Avenue
East Aurora, New York 14052

recr

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To: Town Board
From: Chris Musshafen
Date: 4/22/15
Re:

Approval is requested to hire tennis assistants as presented. The rates are based on the approved 2015 rate chart. In 2015 the minimum wage increased from \$8.00 to \$8.75 per hour. Program costs were raised to offset the rate increase.

Civil Service Titles =
Recreation Attendants
PT Seasonal

TOWN OF AURORA DEPARTMENT OF PARKS & RECREATION

2015 PERSONNEL RECOMMENDATIONS - DAYCAMP/SPORTS/SPECIAL PROGRAMS

RECREATION ATTENDANTS	ADDRESS	TITLE	#	Years	2014	2015
John Hasselback	85 Center Ridge EA	Tennis Assistant	1 st	YR	New	\$8.85
Teya Lucyshyn	1 Canterbury Lane EA	Tennis Assistant	1 st	YR	New	\$8.75

I am recommending John as a tennis instructor for our summer tennis program. John was a member of the East Aurora High School tennis team and continues to play in college. I believe with his experience he will be an asset to the summer program.

I am recommending Teya as a tennis instructor for our summer tennis program, Teya is a member of the East Aurora tennis team and has experience working with children teaching dance. I think she will also be an asset to the summer tennis program.

Application # _____

Permit Fee	\$15.	<input checked="" type="checkbox"/>	_____
Security Deposit	\$200.	<input type="checkbox"/>	_____
Per Day Event Fee	\$200.	<input type="checkbox"/>	_____

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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
300 Glead 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.

- Name of Organization: Up and over Dog Sports
- Individual Responsible for this request: Mike Wolff + Lynn Bradlerick
- Address: 1816 Olean Rd
South Wales NY 14139
- Telephone number: 716-655-0862 - 716-510-0858 *
- Fax: 716-655-0862
- Email Address: upandoverdogsports@roadrunner.com
- Date(s) of event: July 31 - Aug 2
- Hours of use including set up/take down: Start 7 (am/pm) End 7 am(pm)
- Description of the event or use:
Dog Agility trial

- Specific area(s) requested, map attached
 Soccer
 Polo Field
 Equestrian Park
 Other: _____
- Specific equipment to be brought in to park (porta johns, tents, etc.) Porta Johns, Tents, agility equipment, snow fence tied to split rail fence
- Need: Water Electric
- Estimated attendance: 60

14. Will food or drinks be served? Yes If yes, describe: Free Snacks For Worker Volunteers + Food vendor to provide Lunch sales

15. Will there be sound amplification or music or a band(s)? NO If yes, describe:

16. Other services requested (describe): Rv camping over night (No Hookups)
use of water spigot + electricity

____ Police _____
____ Parks and Recreation Department _____

17. Do you intend to use the main part of Knox Farm State Park between Buffalo Rd, Williardshire Rd and Knox Rd? NO If yes, you must request a permit from NYS Parks and Recreation. Contact their office at 716-549-1802.

(Provide drawings describing location, size and text of all proposed signs for this event to the Town of Aurora Building Department, 300 Glead Ave. Approved signs may be erected 30 days prior to the event and must be removed immediately after same.)

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

4/21/15
Date

Official Use Only Below this Line-----

Event: _____

Attachments submitted:

Indemnification Agreement

Certificate of Insurance

Map with area(s) requested to be used indicated

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

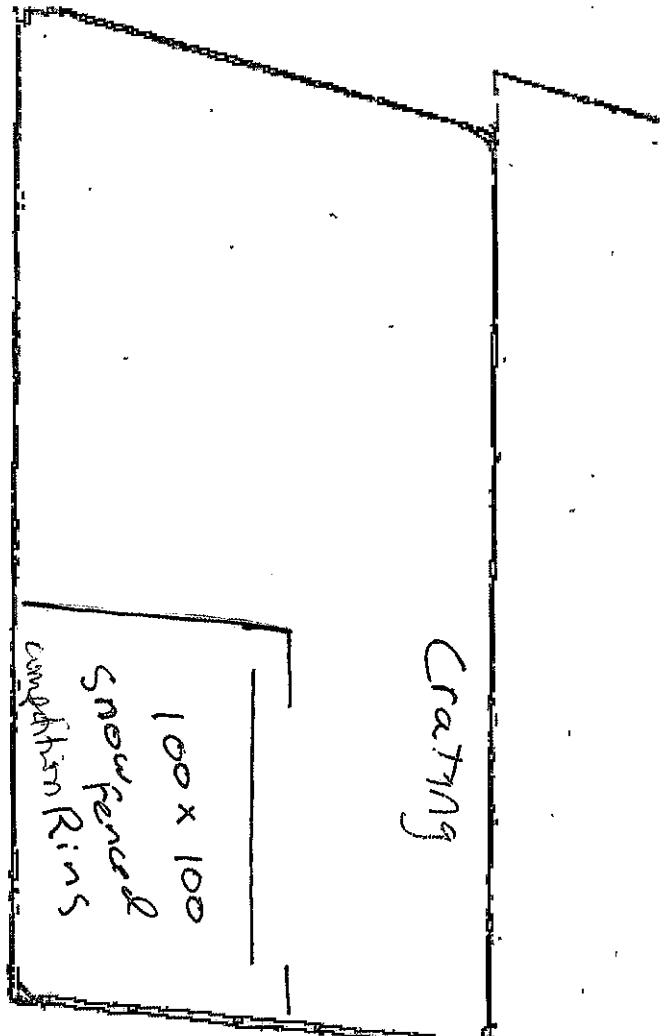
Application **Recommended** or **Not recommended**
by Department of Parks and Recreation

EQUESTRIAN CENTER

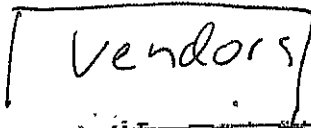
Pond

CAMPING

CAMPING



Spectators



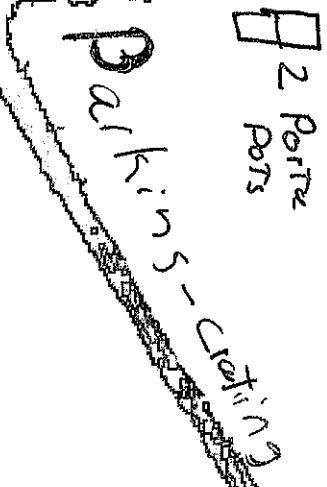
Parking

road

TO Knox Rd

Crafting

Parking -





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/16/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER MOURER-FOSTER, INC. 615 N. CAPITOL AVE. LANSING, MI 48933 DENNIS A. STOWERS	CONTACT NAME: DENNIS A. STOWERS	
	PHONE (A/C, No, Ext): 517-371-2300	FAX (A/C, No):
E-MAIL ADDRESS:		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Hartford Fire Insurance		19682
INSURED Up and Over Dog Sports Mike Wolff 1816 Olean Road South Wales, NY 14139	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY	X		81SBMPQ0319	04/24/2015	04/24/2016	EACH OCCURRENCE \$ 2,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 10,000
	<input checked="" type="checkbox"/> PROF LIAB						PERSONAL & ADV INJURY \$ 2,000,000
GEN'L AGGREGATE LIMIT APPLIES PER:							GENERAL AGGREGATE \$ 4,000,000
<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC							PRODUCTS - COM/PO/AGG \$ 4,000,000
A	AUTOMOBILE LIABILITY			81SBMPQ0319	04/24/2015	04/24/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS						PROPERTY DAMAGE (PER ACCIDENT) \$
UMBRELLA LIAB OCCUR							EACH OCCURRENCE \$
EXCESS LIAB CLAIMS-MADE							AGGREGATE \$
DED RETENTION \$							\$
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				N/A			WC STATU-TORY LIMITS OTH-ER
ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)							E.L. EACH ACCIDENT \$
If yes, describe under DESCRIPTION OF OPERATIONS below							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

The Town of Aurora is listed as additional insured with respects to Liability
Event Date: July 31 - August 2, 2015
Location: Neil and Barbara Chur Equestrian Park

CERTIFICATE HOLDER**CANCELLATION**

AURORAT Town of Aurora 300 Glead Ave East Aurora, NY 14052	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>John J. Foster</i>

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



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

TOWN OF AURORA
300 Gleed Ave., East Aurora, NY 14052
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.

Thom Bowden for Up and Over Day Sports
Authorized Applicant or Officer

State of New York)
County of Erie)

Subscribed and sworn to before me this 22nd day of April, 2015

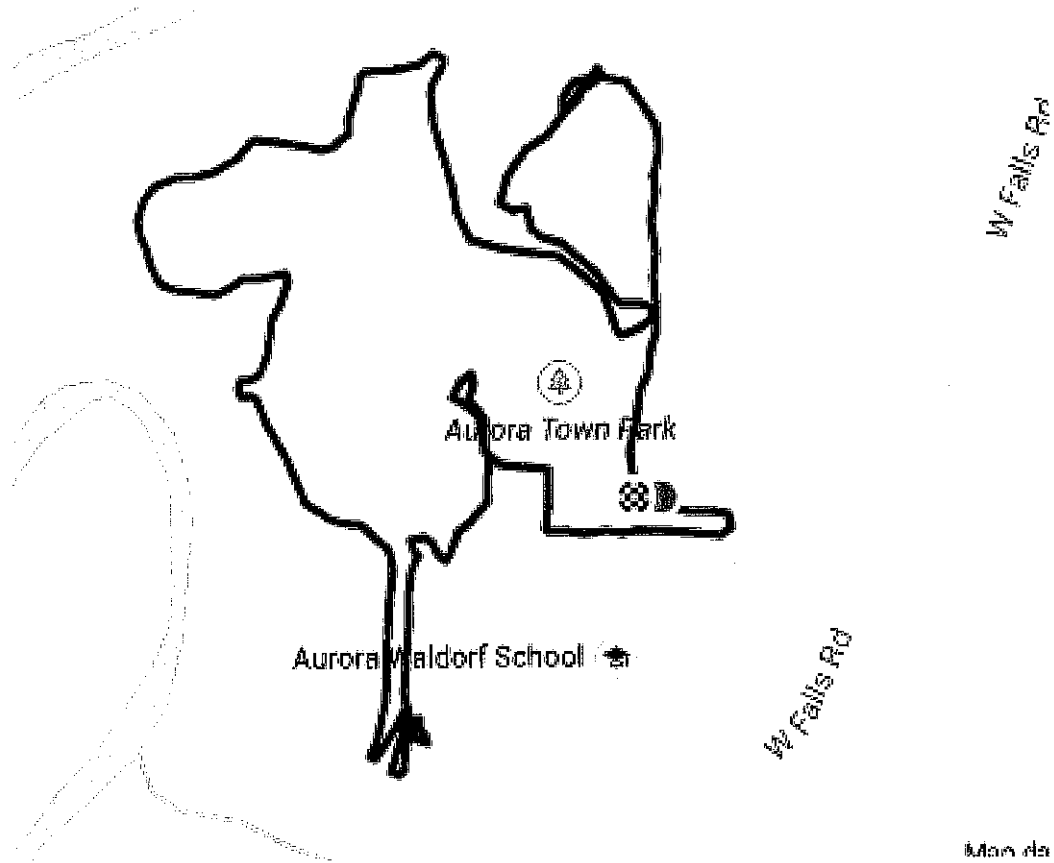
Sheryl A. Miller
Notary Public

Qualified in Erie County, New York
My commission expires: _____

SHERYL A. MILLER
Reg. #01M6128663
Notary Public, State of New York
Qualified in Erie County
Commission Expires June 13, 2017

65

Course: I am interested in having a race starting and finishing at the building and using the grass along the tree line 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.



Agenda

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

Letter of Support from Buffalo Bicycling:

John Roden has the permission and support of the Buffalo Bicycle Club to act on the behalf of the club in putting on a USA Cycling Sanctioned cyclocross bicycle race on October 4, 2015 at JP Nicely park from 10-3pm with a setup day Saturday October 3 from noon to 5. Dr. Roden is an experienced promoter and has organized over 20 events for adults and children at Sprague Brook, Chestnut Ridge, Colden Town Park, Genesee County Park and Hamburg Town Park without issues. He has my support in this effort which will benefit Ride For Recovery youth cycling program, a non-profit organization dedicated to helping at-risk youth through summer cycling camps..

Thank you,

Robert Johnson
President Buffalo Bicycling Club
(716) 783-0273
president@buffalobicycling.com

GK

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 8th day of June, 2015 at 7:00 p.m. at the Town of Aurora Town Hall located at 300 Gleed Avenue, East Aurora, New York, at which hearing parties and interested citizens shall have an opportunity to be heard on the adoption of a Local Law of the Town of Aurora for the year 2015, to consider an increase of \$4,100.00 in the compensation of the Superintendent of Highways for additional duties as imposed by the Town Board.

NOTICE IS FURTHER GIVEN that this Local Law is subject to a permissive referendum of the qualified electors of the Town of Aurora.

All interested parties are entitled to be heard upon the said proposed Local Law at such public hearing. Copies of said proposed Local Law are available for review at the offices of the Town Clerk at 300 Gleed Avenue, East Aurora, New York during normal business hours.

By Order of the Town Board of the Town of Aurora.

Dated: _____, 2015

MARTHA LIBROCK, Town Clerk
Town of Aurora

RESOLUTION TO SET A PUBLIC HEARING

WHEREAS, Local Law Intro. No. 1-2015 has been introduced to the Town Board on May 26, 2015, and

WHEREAS, such Local Law proposes an increase of \$4,100.00 in the compensation of the Superintendent of Highways for additional duties as imposed by the Town Board, and

WHEREAS, Municipal Home Rule Law Section 20(5) requires a public hearing upon five (5) days notice, and

WHEREAS, Municipal Home Rule Law Section 20(4) provides that no such local law shall be passed until it shall have then in its forum and upon the desks or table of the members at least seven (7) calendar days, exclusive of Sunday, prior to its final passage or mailed to each of them in post-paid properly addressed and secured closed envelopes or wrappers in a post box of a post office of the United States Post Office Department within the local government at least ten (10) calendar days, exclusive of Sunday, prior to its passage,

NOW, THEREFORE, BE IT

RESOLVED, that a public hearing on such Local Law shall be held on the 8th day of June, 2015 at 7:00 p.m., at the Town of Aurora Town Hall located at 300 Gleed Avenue, East Aurora, New York for the purpose of conducting a public hearing to consider proposed Local Law Intro. No. 1-2015, and be it further

RESOLVED, that the Town Clerk is hereby directed to publish a notice of said public hearing in the East Aurora Advertiser.

Duly adopted this _____ day of _____, 2015.

TOWN OF AURORA
LOCAL LAW INTRO. NO. 1 - 2015

LOCAL LAW ___-2015

A LOCAL LAW, INCREASING THE COMPENSATION OF THE SUPERINTENDENT OF HIGHWAYS OF THE TOWN OF AURORA.

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

SECTION 1.

This Local Law is enacted pursuant to the authority of New York Town Law Section 27(1) regarding the compensation of the Superintendent of Highways, which section authorizes a Town Board to increase the compensation of the Superintendent of Highways of the Town in an amount in excess of the amount specified in the Notice of Public Hearing on the preliminary budget for not more than one (1) year by local law pursuant to the Municipal Home Rule Law.

SECTION 2.

Pursuant to New York Town Law Section 32(1), the Town Board has the authority to confer upon the Superintendent of Highways further duties as the Town Board may determine not inconsistent with law. In accordance with this provision, the Town Board determines to confer further duties in regard to the maintenance of the Community Center located at 300 Glead Avenue in the Village of East Aurora.

SECTION 3. (THIS IS "NEW" SECTION 3)

The compensation of the Superintendent of Highways of the Town of Aurora as specified in the sum of \$69,751.00 in the Notice of Public Hearing on the preliminary budget of the Town of Aurora for the year 2015, duly published pursuant to Section 108 of the Town Law of the State of New York be and the same is hereby increased in the amount of \$4100 payable bi-weekly in the amount of \$157.70. For the year 2015 this stipend will be pro-rated upon the effective date of the implementation of this Local Law.

SECTION 4.

In accordance with the provisions of Subparagraph h of Paragraph 2 of Section 24 of the Municipal Home Rule Law, this Local Law shall not become operative or effective unless and until thirty (30) days have elapsed after its adoption and no petition protesting against this Local Law signed and authenticated as required by said section has been filed with the Town Clerk of the Town of Aurora, or if such petition is so filed a proposition for the approval of this Local Law has been submitted at the next general election or a special election for that purpose pursuant to said section and received the affirmative vote of a majority of the voters voting thereon.

CLEANING SERVICE AGREEMENT

6L

THIS AGREEMENT made as of the 14th day of May, 2015, by and between Town of Aurora, 300 Glead 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 1st 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 \$1,000,000 per occurrence
and Property Damage \$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 \$1,000,000 per occurrence
And Property Damage

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

James Bach

From: Geoff Gunner <geoff.gunner@verizon.net>
Sent: Thursday, May 14, 2015 1:39 PM
To: Town Supervisor - e-mail
Subject: Data Breach liability - insurance coverage

Hi Jim,

I called Selective and they are rolling out a brand-new coverage for this next week. I will know more after Monday 5/16 which is the launch date, but the idea is to provide a reasonable amount of insurance for a pretty low price (I was told \$50,000 coverage for a \$333 premium charge).

Sincerely,

Geoff Gunner

MONTHLY REPORT FOR TOWN BOARD, TOWN OF AURORA FOR April 2015

7A

Permit Summary Audit Report By Permit Number for

4/1/15 - 4/30/15

<i>Appl.</i>	<i>Value</i>	<i>Fee Type</i>	<i>Description</i>	<i>Issued</i>	<i>Value</i>
1	437,603	\$1,620.75 0100	SINGLE FAMILY	1	437,603
1	7,500	\$54.00 0150	ADD TO RESIDENCE	1	7,500
2	152,041	\$459.90 0151	ADDITION & ALTERATION RESIDENTIAL	2	152,041
2	4,450	\$127.00 0160	ALTERATION RESIDENTIAL	2	4,450
2	48,110	\$185.20 0162	REPAIR RESIDENTIAL	2	48,110
1	14,000	\$230.00 0222	COMMERCIAL - ALTERATION	1	14,000
3	20,580	\$212.20 0300	DETACHED GARAGE	3	20,580
1	20,000	\$94.00 0310	ATTACHED GARAGE	1	20,000
1	2,700	\$66.00 0320	ADD TO GARAGE- RESIDENTIAL	1	2,700
6	43,992	\$488.00 0430	ACCESSORY BUILDING	6	43,992
1	1,134	\$50.20 0434	ACCESS STRUCT - ALTER & REPAIR	1	1,134
5	7,044	\$220.40 0435	ACCESSORY STRUCTURE	5	7,044
1	7,600	\$25.00 0486	PONDS	1	7,600
5	0	\$125.00 0493	TEMPORARY SIGN	5	0
1	0	\$10.00 0605	SPECIAL PERMIT	1	0
1	0	\$200.00 0730	RECREATION/PARK FEE	1	0
34	766,754	\$4,167.65		34	766,754

Plus Previous Total Value thru March \$1,304,379

Current Total Value to April 30, 2015 \$2,071,133

ZONING BOARD OF APPEALS:

Applications:

591 Olean Rd
 1232 Davis Rd
 275 Bowen Rd
 794 Center St review

Actions:

1232 Davis Rd
 275 Bowen Rd
 794 Center St

Adjourned:

591 Olean Rd

NOTICES SENT:

4/2	Kurk, 1288 Quaker Rd	Prop maint viol
4/9	Kelleran, 365 Linden	Prop maint viol
4/17	Broughton, 771 Center	Junkyard viol
4/27	Johnson, 18 Reed Hill	Expired permit
	Wetzl, 19 Reed Hill	Expired permit

FIRE/INTRUSION: 7

TOWN OF AURORA DOG CONTROL REPORT: April 2015

7B

PHONE CALLS RECEIVED	TOWN OF AURORA	EAPD	NYSP	TOTAL CALLS
Attack/Fighting				
Barking				
Bites	2			
Cats	1			
Damage by Dogs				
Dangerous Dogs				
Deceased Dogs				
Found Dogs				
Injured/Sick				
Licensing				
Loose/Unleashed Dogs	4		11	
Lost Dogs	6			
Miscellaneous Calls				
Mutual Aid				
MVC-Dogs/Cats				
Other Animals				
Threatening Dogs				
Welfare				
TOTAL	13		11	0
				24

IMPOUNDMENTS:

DATE	BREED	STREET	AMOUNT
4/3/2015	Labradoodle	South St	\$25
4/7/2015	lab mix	Falls Rd	\$25
4/9/2015	Bermese	Oakwood	\$50
		TOTAL	\$100

7C

ASAP	04/20/15	D Gunner via phone	Please check air conditioner in Highway Office	PB	M Bove	Have to make sure heat is off for at least a day or heat & air will fight each other (being separate thermostats and radiant floor heat)	04/21/15
ASAP	04/21/15	M Aquino	please replace 2 emergency lights in gym across from cafeteria	PB	Dan	Replaced 2 lights in BOCES gym	04/21/15
	04/21/15	A Pokorski	install light bulbs in new training room	PB	Dan	moved 1 light and replaced bulb in 6 others lights. Connected 1 light to wall switch (Warning Elec)	04/22/15
High	04/21/15	A Pokorski	Emergency light by Windham IT office is buzzing. Would like it replaced today	PB	Dan	Replaced with new	04/22/15
	04/21/15	D Gunner	Repair gutters at Parks building. Man door by fuel pump is broken	PB			
	04/24/15	Elaine	Install lock box at concession stand (behind pool) next to equipment side door. Lock box is at Rec Dept. By 4/28	PB	M Bove		04/24/15
	04/24/15	P Monroe	Are South St tennis courts on timer and if so what are the times?	PB	M Bove	Reset timers due to power and time change. Hamlin Park lights 7-10pm, South St, 7-11pm	04/28/15
	04/24/15	Sheryl	Please fix light in men's bathroom by snack bar in Hamlin Pk	PB	M Bove	Replaced bulbs	04/27/15
Med	09/09/14	R Alessi	Review turn area of parking lot near stockade fence for speed bump to improve safety	PB	Mike & Dan	Speedbump not feasible for winter plowing. Could add stopsign inside stockade fence to be seen above turn area.	04/22/15
	04/27/15	J Bach	Have received complaints about extra doors outside new Windham HR suite. Please find out if they belong to us (& then move to storage) or Windham (and have them dispose of them).	PB			
High	04/28/15	S Harris	Need 2 large garbage cans with liners set up in Glead Auditorium. We have about 80 ppl coming. By 4/29/15	PB	Dan		04/29/15
Med	04/29/15	R Alessi	1-cut lock off stockade fence area around A/C units and secure w/new lock. 2-lower stop sign in middle of parking lot (if possible). Patrons do not seem to notice it over the top of the fence	PB			
	04/30/15	D Bodekor	Please paint both bathrooms on a rainy day	PB			
	04/30/15	D Bodekor	Please cleanup outside building - raking, etc	PB			
ASAP	04/30/15	Dawn	Door at Entrance #6 has broken closer again	PB	Dan	Replaced built in closer arm	05/01/15
ASAP	04/30/15	C Newton	Light over desk flickering	PB			
	04/30/15		Downstairs ladies room handicap stall latch broken	PB			05/01/15

2015 Buildings Requisitions

Priority Level:	Submit Date:	Person Requesting:	Description:		Job Assigned To:	Comments:	Completion Date:
ASAP	04/02/15	L Nixon	Outlet not working in school age room	PB	Dan	Reattached box to wall and put new cover on	04/02/15
High	04/03/15	H Webb	4th stall in women's room needs new latch	PB	Dan	Latch not broken, doorstop was. Replaced with new	04/06/15
	04/06/15	D Bodekor	1-Back door near library is not unlocking properly; 2-Please remove Christmas tree and store at warehouse	PB	Mike & Dan	4/7-moved tree; 4/10 took apart doors, sprayed w/lubricant; all doors working fine on arrival	04/10/15
	04/06/15	A Pokorski	Drinking faucet clogged	PB	Mike & Dan	Took drain apart and cleaned	04/08/15
	04/06/15	A Pokorski	Remove Town owned furniture from Windham	PB	Dan		04/10/15
	04/07/15	S Miller	Please deliver 1 box from Clerk's Ofc to Senior Ctr	PB	M Bove		04/10/15
	04/07/15	D Thomason	251 Quaker, light on pole nearest office out, lights on truck garage are not on in back of bldg	PB	M Bove	Lights on breaker - put in req w/NYSEG 4/14/15	04/24/15
	04/09/15	G Potzler	2nd notice - no heat in downstairs room at WF Library	PB	M Bove	Left note to turn heat up when working downstairs. Thermostat is preset for when Library is open	04/10/15
ASAP	04/10/15	J Higgins	Lights out in Billit library	PB	Dan	replaced bulbs in 2 lights	no date written
	04/10/15	R Alessi	1 - replace worn flag; 2-please leave a supply of 2-lamp ballasts, they ran out of backup	PB	M Bove	4/16-replaced flags; 4/17 dropped off ballasts	04/17/15
	04/10/15	L Nixon	Lights out in 3 year old room in DDG	PB			
	04/10/15		2 lights out in 4 yr old room in DDG	PB	Dan		04/10/15
ASAP	04/14/15	Paula @ DDG	Front gate not closing properly	PB	Dan	Hinges were sagging. Remounted brackets	04/14/15
	04/15/15	DDG	Please paint entryway railings and touch up paint from winter wear and tear	PB			
High	04/17/15	S Harris	table & chairs on stage moved to floor level (make sure enough seating for 70 ppl) could this be done before safety seminar 4/29? Need 2 long tables with 4 chairs in back by entrance	PB	Dan		04/29/15
ASAP	04/17/15	Windham	Men's urinal plugged	PB	Dan	plunged urinals and came back w/tobacco, talked with Supervisor to get plumber & will bill Windham. Called Bender, left msg "urinal not plugged"	04/22/15
	04/20/15	Elaine	Please make tables out of countertops & legs in warehouse	PB	Mike & Dan	made 2 tables	04/21/15