

Town of Aurora
Warrant Report

Unposted Batch Totals

Fund	Fund Description	Invoice Batch	Purchase Cards	Total
Unposted Batch Grand Totals		\$0.00	\$0.00	\$0.00

Posted Batch Totals

Fund	Fund Description	Invoice Batch		Purchase Cards		Total
		Paid	Unpaid	Paid	Unpaid	Total
A00	GENERAL FUND	\$55,567.38	\$0.00	\$11,598.62	\$0.00	\$67,166.00
B00	PART TOWN FUND	\$63.14	\$0.00	\$0.00	\$0.00	\$63.14
DA0	HIGHWAY TOWN WIDE FUND	\$1,073.17	\$0.00	\$0.00	\$0.00	\$1,073.17
DB0	HIGHWAY PART TOWN FUND	\$30,322.02	\$0.00	\$985.96	\$0.00	\$31,307.98
H70	VILLAGE BRIDGE REPAIRS	\$56,104.33	\$0.00	\$0.00	\$0.00	\$56,104.33
L30	CONSOLIDATED LIGHTING DIST.	\$41.79	\$0.00	\$796.63	\$0.00	\$838.42
L40	CONSOLIDATED LIGHTING DIST.	\$27.04	\$0.00	\$592.28	\$0.00	\$619.32
SG0	GARBAGE & RESOURCE RECOV. DIST	\$0.00	\$0.00	\$71,221.87	\$0.00	\$71,221.87
TA0	TRUST AND AGENCY	\$878.81	\$0.00	\$0.00	\$0.00	\$878.81
W60	SW6 - WATER DISTRICT 6	\$13,474.00	\$0.00	\$0.00	\$0.00	\$13,474.00
WK0	WATER DISTRICT 6 EXT 1	\$9,101.00	\$0.00	\$0.00	\$0.00	\$9,101.00
WO0	WATER DISTRICT 6 EXT 2	\$2,195.00	\$0.00	\$0.00	\$0.00	\$2,195.00
WP0	WATER IMPROVEMENT AREA #5	\$3,395.00	\$0.00	\$0.00	\$0.00	\$3,395.00
ZP0	PRIVATE WATER SYSTEM	\$0.00	\$0.00	\$22.89	\$0.00	\$22.89
Posted Batch Grand Totals		\$172,242.68	\$0.00	\$85,218.25	\$0.00	\$257,460.93

3

SUPERVISOR
Charles D. Snyder
(716) 652-7590
ssnyder@townofaurora.com



townc

5A-1

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

To: Aurora Town Board

From: Martha Libroek, Town Clerk

Date: June 9, 2025

Re: Azar Design Co. (formerly Foit-Albert) Payment – Brooklea Drive

Please consider approval of payment no. 3 to Azar Design Co. in the amount of \$8,133.66 for professional services rendered from April 26, 2025 through May 30, 2025 for the Brooklea Drive bridge replacement project.

Funds will be disbursed from H7 5120.210.



**FORMERLY
FOIT-ALBERT ASSOCIATES**

**RE: Brooklea Drive over Tannery Brook
PIN 5765.46**

Progress Report No. 3: April 26, 2025 through May 30, 2025

Achievements

- Completed Survey and commence Mapping
- Continued environmental research
- Completed hydraulic analysis
- Begin design on mapping
- Continue DAD research

Scheduled Statement

- The project is on schedule

Budget Statement

- On Budget.

Planned For Next Month

- Advance the environmental research
- Continue DAD sections and finalize preliminary design

Items Required

- Nothing at this time.

Very truly yours,

Gerard J. Sentz, P.E.
Vice President
Foit-Albert Associates

**FEDERAL AID PROJECT
SPONSOR CONSULTANT REIMBURSEMENT REQUEST**

FIN 421LL (05/12)

PAYEE ID: 16-1210859 (FEDERAL ID)	NYS Comptroller's Contract No.	Est. No. 3
Work Period (this est.) FROM 4/26/25 TO 5/30/25		
Payee Name: Azar Design Co., Formerly Foit-Albert Assoc 295 Main Street, Suite 200 Buffalo New York 14203	Current Completion Date MIR Date <u> </u> / <u> </u> / <u> </u> (completed by SPONSOR)	
	Original Contract Amount	\$316,500.00
	Current Contract Amount (includes thru approved S.A. NO.) RRDA NO. (if applicable)	\$316,500.00

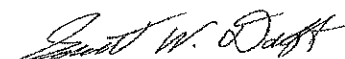
	Consultant Prepares	Sponsor use only
1. Total work reported on previous estimates	\$28,423.08	
2. Work reported on this estimate	\$8,133.66	
3. Total work reported to date (must equal page 2)	\$36,556.74	
4. Adjustments (Sponsor use only)		
Reason _____		
5. Retainage thru current estimate	\$0.00	
6. Total work reported less retainage	\$36,556.74	
7. Previous payments	\$28,423.08	
8. Payment requested or processed	\$8,133.66	

CERTIFICATION BY CONSULTANT

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

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

June 5, 2025 0
(DATE)


(SIGNATURE)

CERTIFICATION BY SPONSOR

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

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

(DATE)

(SIGNATURE)

SUPERVISOR
Charles D. Snyder
(716) 652-7590
ssnyder@townofaurora.com



townclerk

5A-2

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

To: Aurora Town Board

From: Martha Librocks, Town Clerk

Date: June 9, 2025

Re: Azar Design Co. (formerly Foit-Albert) Payment – Shearer Ave.

Please consider approval of payment no. 4 to Azar Design Co. in the amount of \$34,311.82 for professional services rendered from April 26 to May 30, 2025 for the Shearer Ave. bridge replacement project.

Funds will be disbursed from H7 5120.210.



**FORMERLY
FOIT-ALBERT ASSOCIATES**

**RE: Shearer Ave over Tannery Brook
PIN 5765.54**

Progress Report No. 4: April 26, 2025 through May 30, 2025

Achievements

- Continued environmental research
- Continued alignment layout
- Continued authoring DAD

Scheduled Statement

- . The project should meet the schedule.

Budget Statement

- On Budget.

Planned For Next Month

- . Continue the DAD sections

Items Required

- Nothing at this time.

Very truly yours,

Gerard J. Sentz, P.E.
Vice President
Foit-Albert Associates

**FEDERAL AID PROJECT
SPONSOR CONSULTANT REIMBURSEMENT REQUEST**

FIN 421LL (05/12)

PAYEE ID: 16-1210859 (FEDERAL ID)	NYS Comptroller's Contract No.	Est. No. 4
Work Period (this est.) FROM 4/26/25 TO 5/30/25		
Payee Name: Azar Design Co., Formerly Foit-Albert Assoc 295 Main Street, Suite 200 Buffalo New York 14203	Current Completion Date MIR Date <u> / / </u> (completed by SPONSOR)	
Original Contract Amount		\$251,392.59
Current Contract Amount		\$251,392.59
(includes thru approved S.A. NO.)		
RRDA NO. (if applicable)		

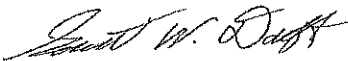
	Consultant Prepares	Sponsor use only
1. Total work reported on previous estimates	\$42,501.96	
2. Work reported on this estimate	\$34,311.82	
3. Total work reported to date (must equal page 2)	\$76,813.78	
4. Adjustments (Sponsor use only)		
Reason _____		
5. Retainage thru current estimate	\$0.00	
6. Total work reported less retainage	\$76,813.78	
7. Previous payments	\$42,501.96	
8. Payment requested or processed	\$34,311.82	

CERTIFICATION BY CONSULTANT

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

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

June 6, 2025 0
(DATE)


(SIGNATURE)

CERTIFICATION BY SPONSOR

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

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

(DATE)

(SIGNATURE)

SUPERVISOR
Charles D. Snyder
(716) 652-7590
ssnyder@townofaurora.com



Ma
(
townclerk@

5A-3

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

To: Aurora Town Board

From: Martha Librock, Town Clerk

Date: June 9, 2025

Re: Azar Design Co. (formerly Foit-Albert) Payment – Cornwall Rd.

Please consider approval of payment no. 6 to Azar Design Co. in the amount of \$13,658.85 for professional services rendered from April 26 through May 30, 2025 for the Cornwall Road culvert replacement project.

Funds will be disbursed from H7 5120.210.



**FORMERLY
FOIT-ALBERT ASSOCIATES**

**RE: Cornwall Rd over Cazenovia Creek
PIN 5765.55**

Progress Report No. 6: April 26, 2025 through May 30, 2025

Achievements

- Continued the environmental research
- Continued the preliminary design layout
- Continued authoring DAD

Scheduled Statement

- . The project is on schedule

Budget Statement

- On Budget.

Planned For Next Month

- . Continue the DAD sections

Items Required

- Nothing at this time.

Very truly yours,

Gerard J. Sentz, P.E.
Vice President
Foit-Albert Associates

**FEDERAL AID PROJECT
SPONSOR CONSULTANT REIMBURSEMENT REQUEST**

FIN 421LL (05/12)

PAYEE ID: 16-1210859 (FEDERAL ID)	NYS Comptroller's Contract No.	Est. No. 6
Work Period (this est.) FROM 4/26/25 TO 5/30/25		
Payee Name: Azar Design Co., Formerly Foit-Albert Assoc 295 Main Street, Suite 200 Buffalo New York 14203	Current Completion Date MIR Date <u> / / </u> (completed by SPONSOR)	
	Original Contract Amount	\$253,750.56
	Current Contract Amount (includes thru approved S.A. NO.) RRDA NO. (if applicable)	\$253,750.56

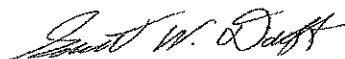
	Consultant Prepares	Sponsor use only
1. Total work reported on previous estimates	\$39,642.88	
2. Work reported on this estimate	\$13,658.85	
3. Total work reported to date (must equal page 2)	\$53,301.73	
4. Adjustments (Sponsor use only) Reason _____		
5. Retainage thru current estimate	\$0.00	
6. Total work reported less retainage	\$53,301.73	
7. Previous payments	\$39,642.88	
8. Payment requested or processed	\$13,658.85	

CERTIFICATION BY CONSULTANT

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

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

June 5, 2025 0
(DATE)


(SIGNATURE)

CERTIFICATION BY SPONSOR

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

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

(DATE)

(SIGNATURE)

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 14th day of July, 2025 at 6:30 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 Special Use Permit application from Leah Foss for a bed-and-breakfast at 1756 Hubbard Road, East Aurora, New York.

All interested parties are entitled to be heard upon the said proposal at said public hearing. Copies of the proposal is available for review at the offices of the Town Clerk during normal business hours or on the Town website www.townofaurora.com

Martha L. Libroek
Town Clerk
Town of Aurora

5B

TOWN OF AURORA

575 OAKWOOD AVENUE, EAST AURORA, NY 14052
BUILDING DEPARTMENT
(716) 652-7591

MEMO

TO: Supervisor Snyder and Town Board Members
FROM: Elizabeth Cassidy, Code Enforcement Officer
DATE: March 28, 2025

The Building Department has received a Special Use Permit application for a Bed and Breakfast at 1756 Hubbard Rd by owner, Leah Foss, as per Town Code section 116-8.B(1). The property is an existing two-family dwelling (1 bedroom apartment and 5 bedroom apartment). Ms. Foss will be enlarging the parking areas so that there are 2 spots for her apartment, and 8 spots (possibly more) for the BnB. The property is zoned RR along the road and A behind.

Town Code section 116-41A(2) states that the Town Board may take one of the following actions:

- 1-take no action
- 2-request modification and resubmission
- 3-request a site plan application (*not applicable*)
- 4-refer the application to the Planning Board for review and recommendation.

If the Board refers it to Planning Board, a public hearing should be scheduled prior to a decision on SEQR and the application. A county referral is not required for this application.

This is an Unlisted action for purposes of SEQRA.

Thank you
Liz Cassidy



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: Bed and Breakfast
Business/Project Address: 1756 Hubbard Road East Aurora NY 14052
Applicant Name: Leah Foss
Mailing Address: 1756 Hubbard Road
City East Aurora State NY ZIP 14052
Phone 716 Fax _____ Email leah mail.com
Interest In the property as owner/purchaser/developer Owner

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) Leah Foss
If a corporate, please name a responsible party/designated officer: _____
Address 1756 Hubbard Road
City East Aurora State NY ZIP 14052
Phone 716 Fax _____ Email leah fo.com

III. SPECIAL USE AND PROPERTY INFORMATION:

Property Address 1756 Hubbard Road East Aurora NY 14052
SBL# 175.00 - 2-24

Describe Special Use requested (use additional pages if needed):
Bed and Breakfast

Property size in acres 4.6 Property Frontage in feet 291.76'
Zoning District RR/A Surrounding Zoning RR/A
Current Use of Property Residential
Size of existing building(s): 3840 ^{4320 sq ft} house Size of proposed building(s) NA NA sf
Present/Prior tenant/use: Residential
Parking spaces: Existing: 6 Proposed additional spaces: 4 Total #: 10

EA Bed and Breakfast Retreat

Location: 1756 Hubbard Road, East Aurora

EA Bed and Breakfast Retreat is a charming five-bedroom property featuring 2.5 bathrooms. We are in the process of applying for permits to add one more bathroom in the hidden room my contractor found.

Our design includes two family suites, designed to ensure a worry-free experience for families and guests.

Family Suite #1: Accommodates up to four guests, featuring one queen bed and one king bed.

Family Suite #2: Accommodates up to six guests, featuring one king bed, a bunk bed, and a pull-out couch.

To enhance our guests' stay, the refrigerator will be stocked with prewashed vegetables, fresh fruit, and convenient grab-and-go items. My vision is for guests to come in and not have any worries about what to cook for breakfast.

I will be living in the one-bedroom apartment adjacent to the main house, allowing me to provide personalized service and attention to guests.

Having grown up on my family's farm in Alden, NY, I have a deep appreciation for the agriculture industry; however, my true passion lies in the realm of hospitality. With this venture, I aim to deliver the highest standard of service, which I and my dedicated staff have consistently provided at my other two homes. One is located in Darien NY and the other in Lancaster NY.

I look forward to hopefully serving the beautiful community of East Aurora.

Leah Foss
Owner

Proposed water service: _____ 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	

Peak hours: _____

Number of employees (if applicable): Full-time _____ Part-time _____ Seasonal NA

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)

Leah Foss
Signature of Applicant/Petitioner

Leah Foss
Print name of Applicant/Petitioner

State of New York; County of Erie

On the 17 day of March in the year 2025 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.

Martha Librock
Notary Public

MARTHA LIBROCK
Notary Public, State of New York
No. 0115020312
(Notary stamp) Qualified in Erie County
My Commission Expires May 31, 2026

Office Use Only:

Date received:

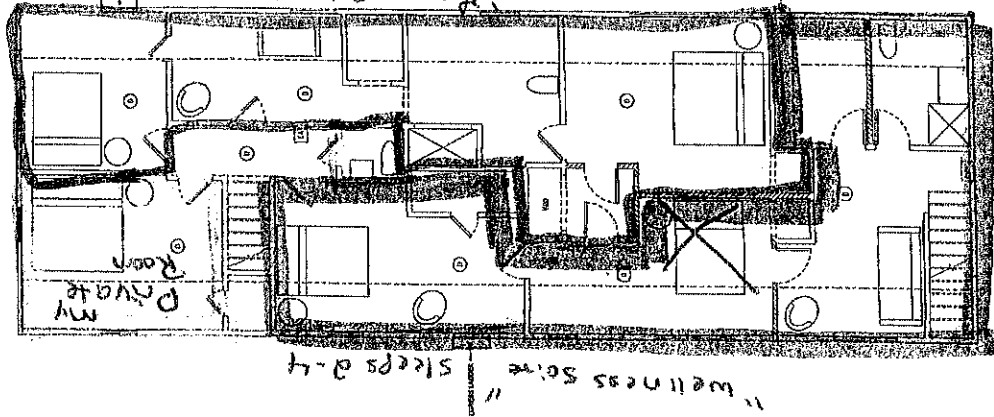
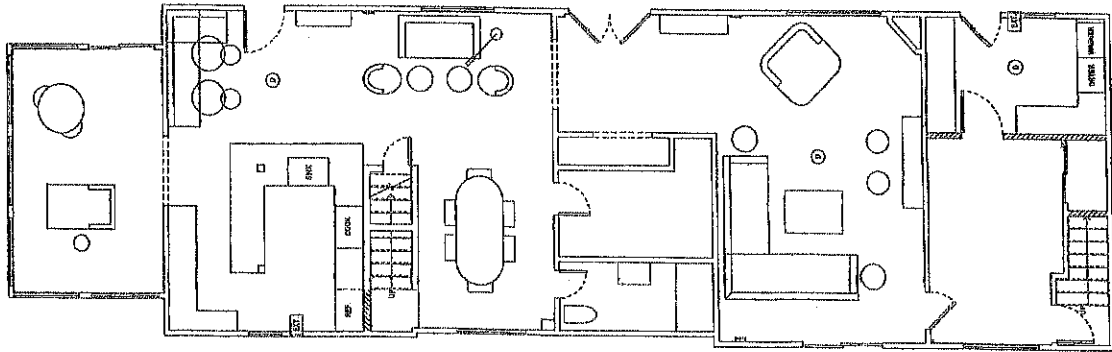
3/31/25 \$ 100 ck 495

Receipt #:

713773 NA

Application reviewed by: _____

Upper level Site Details



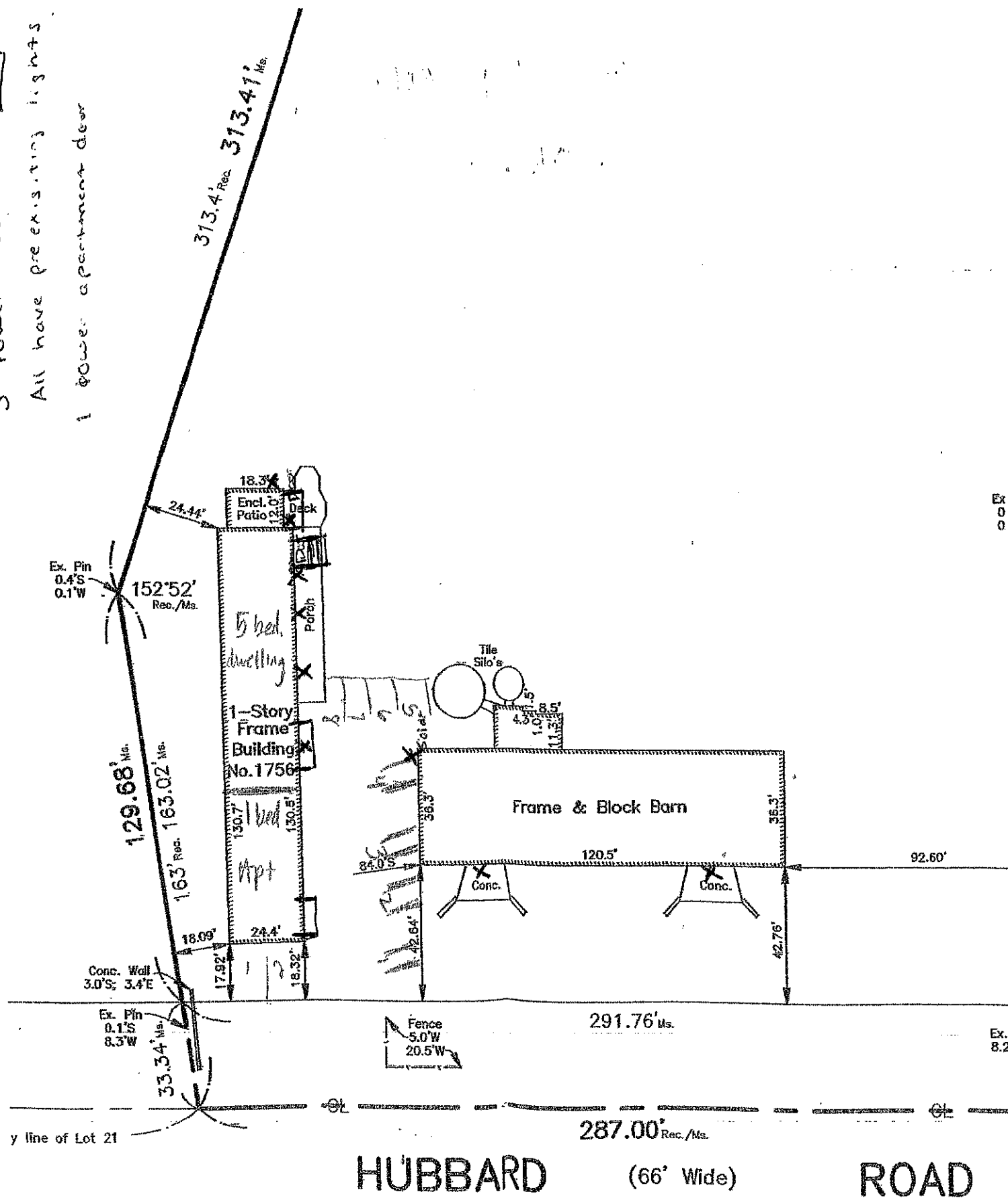
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- FREE SYSTEMS LOGGING**

- Large Suite
- Sleeps 4 to 6
- Includes shared sitting area
- Pot/Nate coffee station
- Mini Fridge
- Microwave
- Bunk bed + Kitchen
- Large shared bathroom
- Coded lock on main entrance
- Owner's Private Suite
 - will have own bathroom
 - Wellness Suite
 - sleeps 2-4
 - Queen bed
 - Possibly Pot/Nate
 - One door shared with Suite will have own entrance
 - 2 entrances

- Includes Peloton bike
- private coffee + microwave + min. fridge

3 tower units - 1
All have preexisting rights
1 tower apartment door



575 OAKWOOD AVE, EAST AURORA, NY 14052

FAX (716) 652-3507

TO: Supervisor Snyder & Town Board Members
FROM: Tim Stroth, Acting Chairman, Planning Board
DATE: June 5th, 2025

Ayes- 6 Noes- 0 Motion carried.

6A

JAMES F. GRANVILLE
Attorney at Law

405 Girard Ave.
East Aurora, NY 14052
Phone: 716-997-1438

E-mail: TrafficAttorney@MSN.com

June 11, 2025

Hon. Chuck Snyder, Supervisor
Town Clerk Martha Libroch
Town of Aurora

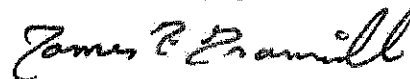
Re: Town Justice Vacancy

Dear Supervisor Snyder,
Dear Mrs. Libroch,

In anticipation of my appointment as interim Town Justice on July 5, 2025, I hereby resign my position as a member of the Aurora Town Board, effective July 4, 2025.

It has been my very great pleasure working with you and all member of the Board. I am grateful to have had the opportunity to serve the community in that capacity and to work with and learn from this experience.

Very truly yours,



James F. Granville

Cc: Hon. Joseph McCann
Hon. Luke Wochensky
Hon. Ray Wrazen

6B

SUPERVISOR
CHARLES D. SNYDER
(716) 652-7590
supervisor@townofaurora.com



MARTH
(716) 652-3280
townclerk@townofaurora.com

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

MEMO _____

TO: Aurora Town Board

FROM: Supervisor Charles D. Snyder

RE: Justice Court Appointment

DATE: 6/9/25

Please consider appointing James F. Granville to the vacant Town Justice position that resulted from the resignation of Anthony DiFilippo. This appointment will be effective July 5, 2025, through December 31, 2025 and he will be paid the current biweekly rate of \$1,520.84.



SUPERVISOR
CHARLES D. SNYDER
(716) 652-7590
supervisor@townofaurora.com

6C
1
MARTHA L. LIBROCK
(716) 652-3280
townclerk@townofaurora.com

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

MEMO _____

TO: Aurora Town Board

FROM: Kathleen Moffat

RE: Budget Amendment: Use of Fund Balance for EV Pickup Truck

DATE: 6/23/25

As you are aware, the Town purchased a 2025 Ford F150 Lightning EV Pickup truck in March of this year at a cost of \$60,787.80. The sources of funding were a \$50,000 NYSERDA grant (received in 2025), a \$5,000 NYSERDA grant (received in 2024), and proceeds from the sale of surplus equipment in 2024.

Because a portion of the funding was received in 2024, I respectfully request approval to amend the 2025 budget to account for the revenues received last year. The amendment is as follows:

- Increase appropriation line A 7110.210 Parks Equipment by \$10,787.80
- Decrease A 599 Fund Balance by \$10,787.80

SUPERVISOR
Charles D. Snyder
(716) 652-7590
csnyder@townofaurora.com



6 D
TOW
Martha
(716) 652-3200
townclerk@townofaurora.com

TOWN OF AURORA

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

TOWN COUNCIL MEMBERS

Luke Wochensky
lwochensky@townofaurora.com

James F. Granville
jgranville@townofaurora.com

Joseph M. McCann
jmccann@townofaurora.com

Raymond M. Wrazen
rwrazen@townofaurora.com

SUPT. OF HIGHWAYS
David M. Gunner
(716) 652-4050
highway@townofaurora.com

CODE ENFORCEMENT
OFFICER
Elizabeth Cassidy
(716) 652-7591
building@townofaurora.com

ASSESSOR
Stephen R. Pigeon
assessor@townofaurora.com
(716) 652-0011

DIR. OF RECREATION
Christopher Musshafen
(716) 652-8866
chris@townofaurora.com

TOWN ATTORNEY
Brigid M. Maloney

TOWN JUSTICE
Jeffrey P. Markello
Anthony DiFilippo IV

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

FAX: (716) 652-3507

May 27, 2025

To: Town Board Members

I respectfully request the Town Board authorize the purchase of a 2025 Bandit Intimidator 12XP Brush Chipper. This will be purchased from Niagara Frontier Equipment Sales Inc from the NJPA Sourcewell Contract #062117 for the price of \$54,172.40.

This will be paid for out of DB3130.217 Equipment Purchase.

Sincerely,

David M. Gunner
Superintendent of Highways



Niagara Frontier Equipment Sales, Inc.
4060 Lake Avenue
Lockport, NY 14094
USA
716-434-2000 (Phone)
716-434-5034 (Fax)
www.nfesales.com

QUOTATION

Quote #	Quote Created	Last Updated	Salesperson
182729	May 21, 2025 03:43 PM by Niagara Frontier Equipment Sales, Inc.	May 21, 2025 03:45 PM by Niagara Frontier Equipment Sales, Inc.	keith

CUSTOMER:	BILL TO:	SHIP TO:
Town of Aurora 4060 Lake Avenue Lockport, NY 14094 USA 716-434-2000 (Phone) 716-434-5034 (Fax) Karl Hetrick (Contact) karl.hetrick@nfesales.com	Niagara Frontier Equipment Sales, Inc. 4060 Lake Avenue Lockport, NY 14094 USA 716-434-2000 (Phone) 716-434-5034 (Fax) Karl Hetrick (Contact) karl.hetrick@nfesales.com	Niagara Frontier Equipment Sales, Inc. 4060 Lake Avenue Lockport, NY 14094 USA 716-434-2000 (Phone) 716-434-5034 (Fax) Karl Hetrick (Contact) karl.hetrick@nfesales.com

INTIMIDATOR 12XP (12" DRUM STYLE)

Qty	Part #	Description	Base Price
1	MODEL-12XP	Intimidator 12XP - (12" Drum Style)	\$ 35700.00

STANDARD EQUIPMENT

Qty	Part #	Description	Price
1	STANDARD	Inspection window mounted on top of belt shield (allows viewing of belt and easy way to check belt tension)	\$ 0.00
1	STANDARD	24" diameter x 18 3/4" wide chipper drum with (4) 5/8" x 5 1/2" x 9" dual edge knives	\$ 0.00
1	STANDARD	"Drum Shear Bar" spans full width of the drum mounted in the upper portion of the drum housing potentially creating a slicing action of a winch line or climber's rope	\$ 0.00
1	STANDARD	"Power slot" assists in maximizing chip velocity. The power slot also provides a place for fine material to escape that might tend to lie in the belly of the drum.	\$ 0.00
1	STANDARD	25 gallon steel fuel tank with magnetic drain plug, lockable filler cap, and aluminum sight gauge	\$ 0.00
1	STANDARD	12 gallon steel hydraulic tank with magnetic drain plug, lockable filler cap, and aluminum sight gauge	\$ 0.00
1	STANDARD	Slide box feed system (includes adjustable spring on each side) with (2) horizontal feed wheels 7 1/2" diameter x 16 3/8" wide, driven by (2) 15.9 CID hydraulic motors.	\$ 0.00
1	STANDARD	Hydraulic lift cylinder - utilizes a hydraulic cylinder to raise or provide down pressure for the top feed wheel	\$ 0.00
1	STANDARD	Bottom feed wheel clean out door (opens via spring latch pin allowing dirt and debris to fall out extending knife and component life)	\$ 0.00
1	STANDARD	360 degree HAND crank swivel discharge (height adjustable) with 12" adjustable chip deflector	\$ 0.00
1	STANDARD	Clean out and inspection door on discharge bottom	\$ 0.00
1	STANDARD	29" high x 54" wide tapered infeed hopper with 30" fold down infeed hopper tray, heavy-duty taillight covers, and spring lift assists	\$ 0.00
1	STANDARD	(2) Last chance safety pull cables	\$ 0.00
1	STANDARD	Round control bar - located around top and sides of infeed hopper with 3 control positions (forward / stop / reverse)	\$ 0.00
1	STANDARD	Wooden pusher tool with mount on infeed hopper	\$ 0.00
1	STANDARD	1/4" x 2" x 4" rectangular tubing with a 3/8" x 3" x 6" tubular tongue	\$ 0.00
1	STANDARD	Frame / Fender supports	\$ 0.00

1	STANDARD	5/16" (G70) safety chains with spring loaded latch hooks	\$ 0.00
1	STANDARD	8,000 pound capacity tongue jack with 15" of travel and foot pad	\$ 0.00
1	STANDARD	12 volt system with rubber mounted LED taillights, 6 prong replaceable coiled power cord & protected heavy-duty wiring with junction box, and LED clearance lights with reflectors.	\$ 0.00
1	STANDARD	Banded chipper drive belts (adjustable via a sliding engine system)	\$ 0.00
1	STANDARD	Pressure check kit - Gauge is NOT included	\$ 0.00
1	STANDARD	Weather resistant manual container	\$ 0.00
1	STANDARD	Engine disable plug for hood locking pin-preventing engine from operating without pin in place	\$ 0.00
1	STANDARD	(1) weatherproof machine manual (includes safety, operation and parts sections) also (1) engine and clutch manual is included if applicable	\$ 0.00
1	STANDARD	Spanish & English combination safety decals	\$ 0.00

PAINT

Qty	Part #	Description	Unit Price	Total
1	333-32273	Standard Imron Industrial Urethane Bandit Yellow	\$ 0.00	\$ 0.00

ENGINE

Qty	Part #	Description	Unit Price	Total
1	990-RC1610-182	Ford LSG-635, 3.5L, 125 horsepower GAS engine without clutch (Includes 3 year / 3,500 hour engine warranty)	\$ 18095.00	\$ 18095.00

CONTROL SYSTEM AND ENGINE INSTALLATION

Qty	Part #	Description	Unit Price	Total
1	700-6000-11	Murphy PV485 panel with reversing auto feed for Ford 125 horsepower gas engines (Includes 1,000 CCA battery with aluminum battery box) - Panel is mounted on engine shroud with lockable steel cover	\$ 2495.00	\$ 2495.00

CLUTCH

Qty	Part #	Description	Unit Price	Total
1	700-1000-12	NACD Spring Loaded Clutch	\$ 1945.00	\$ 1945.00

FEED SYSTEM

Qty	Part #	Description	Unit Price	Total
1	OPTION-915-5000-47	Spring Loaded Tool less Trap Door (not available on tandem axle units)	\$ 250.00	\$ 250.00
1	OPTION-915-5000-41	Hydraulic flow control for feed wheel rate adjustment (All-In-One Mount)	\$ 325.00	\$ 325.00

AXLE

Qty	Part #	Description	Unit Price	Total
1	990-100447	Single 7,000 pound Torflex EZ lube electric brake axle	\$ 0.00	\$ 0.00

TIRES/RIMS

Qty	Part #	Description	Unit Price	Total
1	990-1017-29	(2) ST235/80R 16" tires mounted on 8-bolt white modular rims (Tire is approximately 9.43" wide, tire capacity is 3,520 pounds each) (7,000 pound axles only)	\$ 0.00	\$ 0.00

FENDER

Qty	Part #	Description	Unit Price	Total
1	990-100415	Aluminum bolt on fenders (Approximately 1/4" thick)	\$ 0.00	\$ 0.00

HITCH

Qty	Part #	Description	Unit Price	Total
1	990-100274	2-1/2" Wallace Forge Pintle Hitch	\$ 0.00	\$ 0.00

ADD-ON OPTIONS

Battery and Battery Box

Qty	Part #	Description	Unit Price	Total
1	OPTION-626-5000-	Battery disconnect switch	\$ 375.00	\$ 375.00

Wiring

Qty	Part #	Description	Unit Price	Total
1	OPTION-905-5000-	Option 7 Prong (Flat/RV Style) to 6 prong coiled cord	\$ 45.00	\$ 45.00

CUSTOMER TOTALS

Total Unit Price:		\$ 59230.00
Customer Discount:	12.0000 %	- \$ 7107.60
Dealer Preparation/Delivery:		\$ 450.00
Customer Net Unit Price:		\$ 52572.40
Freight/Shipping:		\$ 1600.00
Customer Total:		\$ 54172.40

COMMENTS

Comment

By Niagara Frontier Equipment Sales, Inc. on 05/21/2025 03:45 PM

NJPA Sorcewell Pricing Contract #062117

SIGNATURE

The Buyer, whose name and address appears above, agrees to purchase from the Seller, whose name and address appears above, the above equipment at the prices stated and upon the terms and conditions of this agreement.

X

Signature

Date

AURORA TOWN COURT

6E

JEFFREY P. MARKELLO
TOWN JUSTICE



MEMORANDUM

TO: Aurora Town Board
FROM: Jeffrey P. Markello
DATE: 6/6/25

A handwritten signature in black ink, appearing to be "JPM", is written next to the "FROM" line of the memorandum.

RE: Request for court clerks to attend 2025 NYSAMCC conference

Approval is requested to allow Elizabeth Wilber and Maureen Kenney to attend this year's annual New York State Association Magistrate Court Clerk (NYSAMCC) conference from September 28th thru October 1st, 2025 at Desmond Hotel, 660 Albany Shaker Road, Albany, NY 12211.

Pricing is as follows:

Conference Registration Fee: \$100 per person

Package rates: Double Occupancy: \$728 per person (includes a 3-night hotel stay and all meals)

Total of \$1,6566.00 payable to NYSAMCC, Inc. (see voucher enclosed) from A1110-415 budget line.

**TOWN OF AURORA
575 OAKWOOD AVENUE
EAST AURORA, NY 14052**

DEPARTMENT Justice Court

CLAIMANT'S NAME AND ADDRESS	NYSAMCC Inc. PO Box 31 Stillwater, NY 12170
--------------------------------------	---

DATE VOUCHER RECEIVED

A-1110-415	1656	00
TOTAL	1656	00

VENDOR'S REF. NO. _____

DATE	INVOICE NO.	QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
6/6/25	060625	2025 NYSAMCC Annual Conference Sun-Wed 9/28 - 10/1			
		Registration Fee: Elizabeth Wilber and Maureen Kenney	100	00	200 00
		Albany Desmond Hotel Package: Includes hotel accomodations and meals for Elizabeth Wilber and Maureen Kenney	728	00	1456 00
				TOTAL	1656 00

I, _____, certify that the above account in the amount of \$ _____, is true and correct; that the items, services and disbursements charged were rendered to or for the municipality on the dates stated; that no part has been paid or satisfied; that taxes, from which the municipality is exempt, are not included; and that the amount claimed is actually due.

DATE _____

SIGNATURE

TITLE

(SPACE BELOW FOR MUNICIPAL USE ONLY)

DEPARTMENTAL APPROVAL

OFFICIAL APPROVAL FOR PAYMENT

THE ABOVE SERVICES WERE RENDERED OR FURNISHED TO THE
MUNICIPALITY ON THE DATES STATED AND THE CHARGES ARE
CORRECT.

THIS CLAIM IS APPROVED AND ORDERED FROM
THE APPROPRIATE ION INDICATED ABOVE.

DATE _____

AUTHORIZED OFFICIAL

Elizabeth B. Wilber

From: NYS Association Magistrate Court Clerk
Sent: Wednesday, May 14, 2025 3:07 PM
Subject: 2025 NYSAMCC - ANNUAL CONFERENCE - DESMOND HOTEL



We are pleased to announce that registration for NYSAMCC's 45th Annual Conference is OPEN! At the conference, you will have the opportunity to meet with instructors and participate in live question/answer sessions. Attached you will find a draft of the agenda.

The conference will be held September 28th – October 1st at the Albany Desmond Hotel, 660 Albany Shaker Road, Albany, NY 12211.

Pricing is as follows:

Conference Registration Fee: \$100

Package rates: Single Occupancy: \$945.00 per person

Double Occupancy: \$728.00 per person

All attendees must register and pay the registration fee to attend the conference. No walk-ins or on-site payments will be accepted. If you wish to stay on-site you must purchase the hotel lodging package which includes a 3-night hotel stay and all meals.

Registration is being handled **ONLINE ONLY** this year. To register for the conference please visit: [NYS Association Magistrates Court Clerks Annual Conference](https://www.nysamcc.org) | or [NYSAMCC.org](https://www.nysamcc.org)

This year the site will allow you to register for the conference, select your lodging package or order commuter meals all in the same place. To simplify the process, all payments will be collected by the association. We will make your reservation with the hotel, and you will receive confirmation from them once the reservation is made.

If you choose to pay by check, please make the check payable to NYSAMCC, Inc. and mail to:

NYSAMCC, Inc.
PO Box 31
Stillwater NY 12170

If you choose to pay by credit card, follow the link online to make your payment.

The deadline to register for the conference, hotel and meals is August 15, 2025.

Did you know that we offer both full and partial scholarships to members whose municipalities are fiscally unable to pay for your attendance at the conference? You can apply for a scholarship

here: <https://www.nysamcc.com/173/Scholarship-Opportunities> The deadline to apply for a scholarship is August 1, 2025.

The Court Clerk of the Year award holds great honor for a Court Clerk. It is a public recognition, from their fellow Court Clerks, for the devotion they have shown to this profession. This is the Court Clerk who attends to the needs of both the community and other Court Clerks. This is the one in your jurisdiction who everyone knows to call for answers to questions - the one who always goes above and beyond their assigned duties. If you know a Clerk who is deserving of this award, please nominate them today! The deadline to submit a nomination is August 15, 2025.

<https://nysamcc.com/FormCenter/NYSAMCC-4/Court-Clerk-of-the-Year-Nomination-Form-51>

Have you ever considered joining the NYSAMCC Board of Directors? We have 4 director seats open this year. To be eligible for the position of director the candidate must be at least 19 years of age, have been a Court Clerk for at least three years and a member in good standing as defined in Article III of the bylaws. A Director shall be assigned to various Association committees by the President and perform such duties under the direction of the Committee Chair. A Director may also be assigned a Committee Chair. If you are interested, you can fill out a Nominations form here:

<https://nysamcc.com/171/Nominations>

The deadline to submit a nominations form is August 15, 2025.

Are your 2025 dues paid so you are an active member of the Association? If you haven't paid your dues you can fill out an application to join here: <https://www.nysamcc.com/FormCenter/NYSAMCC-4/New-York-State-Association-of-Magistrate-47>

Our basket raffle to benefit the scholarship fund will return this year! If you are willing to donate a basket, we would greatly appreciate it!

If you are having trouble registering or have any questions, please feel free to reach out to the Conference Chairs directly. Lorraine Buchal lbuchal@nycourts.gov Office phone: 518-664-6946 or Cell phone: 518-265-6051 or Jennifer L. Miller jlmiller@nycourts.gov Office phone: 518-899-6797 or Cell phone: 518-744-7691.

We look forward to seeing everyone at Conference!

Thank you.

Lorraine and Jen

Lorraine Buchal
Court Clerk
Town of Stillwater/Town of Easton
NYSAMCC Treasurer
Ph: 518-664-6946
Fax: 518-285-4331

Please be CAREFUL when clicking links or opening attachments.

6F

WHEREAS, Section 2019-a of the Uniform Justice Court Act requires every justice of a village or town to submit his records and docket to the auditing board of said village or town; and

WHEREAS, Section 2019-a of the Uniform Justice Court Act requires that Justice Court records shall be examined and audited by said auditing board or a certified public accountant.

NOW, THEREFORE BE IT RESOLVED that the audit and examination of the records of the Aurora Town Justices for the year ended December 31, 2024 was performed by the auditing firm of Drescher & Malecki LLP; and

BE IT FURTHER RESOLVED that the findings of said audit and examination were presented to the Town Board of the Town of Aurora.

TOWN OF AURORA, NEW YORK
Statement of Cash Receipts and Cash Disbursements—Town Justices
Year Ended December 31, 2024

	<u>Justice DiFilippo IV</u>	<u>Justice Markello</u>	<u>Bail</u>	<u>Total</u>
Cash balances, January 1, 2024	\$ 5,946	\$ 7,529	\$ 2,500	\$ 15,975
Cash receipts:				
Fines	128,073	135,571	-	263,644
Bail	<u>-</u>	<u>-</u>	<u>1,000</u>	<u>1,000</u>
Total cash receipts	<u>128,073</u>	<u>135,571</u>	<u>1,000</u>	<u>264,644</u>
Cash disbursements:				
Payments to Town Supervisor	124,696	133,916	-	258,612
Bail forfeitures and refunds	<u>-</u>	<u>-</u>	<u>2,500</u>	<u>2,500</u>
Total cash disbursements	<u>124,696</u>	<u>133,916</u>	<u>2,500</u>	<u>261,112</u>
Cash balances, December 31, 2024	<u>\$ 9,323</u>	<u>\$ 9,184</u>	<u>\$ 1,000</u>	<u>\$ 19,507</u>

The note to the financial statements is an integral part of this statement.



Town of Aurora
Department of Parks & Recreation

575 Oakwood Avenue
East Aurora, New York 14052

Offi
F 6H

recreation@townofaurora.com
www.aurorarec.com

To: Town Board
From: Chris Musshafen
Date: 6/18/2025
Re: Clerk Typist to Seasonal

Approval is requested to change Karen Lazickas from Clerk Typist PT to Clerk Typist PT Seasonal for ^{20 weeks} ~~5 months~~ beginning June 23rd. This change enables Karen to work more than 19.5 hours in a week allowing for better office coverage in the spring and summer. This change to seasonal complies with Erie County Personnel regulations and does not negatively impact the budget.

Furthermore, approval is requested to change Karen back to Clerk Typist PT on November 21st, 10th



Town of Aurora
Department of Parks & Recreation

575 Oakwood Avenue
East Aurora, New York 14052

Offi
F:

6I

recreation@townofaurora.com
www.aurorarec.com

To: Town Board
From: Chris Musshafen
Date: 6/18/2025
Re: Lifeguard

Approval is requested to hire Owen Pietrantone as a seasonal lifeguard. Owen has just completed the lifeguard course at the Community Pool and will be utilized as a sub and for fall programming.

<u>Name</u>	<u>Address</u>	<u>Position</u>	<u>Rate</u>
Owen Pietrantone	485 Linden Ave	Lifeguard Seasonal PT	\$16.75



Town of Aurora
Department of Parks & Recreation

575 Oakwood Avenue
East Aurora, New York 14052

Offi
F

65

recreation@townofaurora.com
www.aurorarec.com

To: Town Board
From: Chris Musshafen
Date: 6/18/2025
Re: Budget Amendment

Approval is requested to amend the below lines to represent the increase in revenue and to cover current and/or future expenses.

	Increase Line	Description	Current Budget	Current Balance	Increase By	
R	A00-2056-0000-0000	Youth Education Programs	\$20,000.00	\$31,295.00	\$11,295.00	✓
E	A00-7310-4000-0001	You Educational Vendor	\$17,000.00	(\$7,067.75)	\$11,295.00	✓
R	A00-2050-0000-0000	Golf Lessons	\$1,500.00	\$2,415.00	\$915.00	✓
E	A00-7185	Golf Vendor	\$1,500.00	(\$552.75)	\$915.00	✓



Town of Aurora
Department of Parks & Recreation

575 Oakwood Avenue
East Aurora, New York 14052

Office
Fax

recreation@

www.aurora.ny.us

6K

To: Town Board
From: Chris Musshafen
Date: 6/18/2025
Re: Rural Outreach Pool Use

Approval is requested to allow Rural Outreach to use the pool, again this year, once a week during open hours from July 7th to August 15th for \$40/day. Rural Outreach expects to have approximately 30 children accompanied by several staff members attending. The pool will already be fully staffed to accommodate members and daily patrons.

6 L

TOWN OF AURORA

575 OAKWOOD AVENUE, EAST AURORA, NY 14052
BUILDING DEPARTMENT
(716) 652-7591

MEMO

TO: Town Supervisor Snyder and Town Board
FROM: Richard Miga, Assistant Code Enforcement Officer
DATE: June 12, 2025

The Building Department has accepted a Site Plan application for 12 Old Glenwood Road (SBL # 199.01-1-18), from owner Mr. Jacob Berger of 7994 Center Road, Holland. 12 Old Glenwood Road is located in the R-3 - Residential zoning district. The owner is proposing the construction of two (2) exterior stairs from the second floor on the south and east sides of the building, and an ADA ramp and stair from a first-floor unit on the south of the building.

The proposed exterior construction is required for the means of egress of the units, and for the owner to achieve code compliance. Based on the scope of the proposed exterior alterations, and the minimal structural and site impact, it is of the opinion of the Building Department that the Town Engineer is not required for this application.

Town Code section 95-2C requires the Town Board to refer to the Site Plan application to the Planning Commission for their review and recommendation.

This is an Unlisted action for purposes of SEQR.

If you have any questions, please contact me at 652-7591.

Richard Miga

TOWN OF AURORA
SITE PLAN REVIEW APPLICATION

Date submitted: 6/11/25

Applicant name: Jacob Berger

Applicant Phone/Email: (7

Applicant address: 7994 Center Rd., Holland NY 14080

Property owner: Jacob Berger

Owner's address 7994 Center Rd., Holland NY 14080

Property address: 12 Old Glenwood Rd.

SBL # (s) 142489 199.01-1-18

Prior owner Robert Alessi

Is site adjacent to or within 500 feet of an 'R' District? Yes

=====

Proposed Project: 5 Unit Apartment Bldg., 12 Old Glenwood Rd.

Commercial Multi family X Number of dwelling units

Zone: R3 Total property Acreage: .374 Acreage covered by bldg .007

Square footage of building: 3282 Cubic footage of building:

Aggregate square footage of other buildings on property: 0.0 sf

Fees, based on number of improved acres*

**Additional professional services, including but not limited to traffic study and SEQRA review,
utilized by the Town during the review process shall be borne by the applicant*

0-1 Acres: \$250 1.01-5Acres: \$500 5.01-10 Acres: \$1,000 >10 Acres: \$1,500

Fee: \$ 250⁰⁰
Receipt: # 713252
Received by *[Signature]* 6/12/2025
Town Clerk/Deputy Clerk

SEQR action: Type I (Long EAF) Type II (Long EAF) X Unlisted (Short EAF)

Jacob Berger
12 Old Glenwood
West Falls NY 14170

1

Date: 6-11-25

To: Aurora Building dept./ Aurora planning board/ Rich Miga
575 Oakwood Ave
East Aurora NY 14052

RE: Letter of Intent – Construction of Two Exterior Decks and Stairs

To whom it may concern.

I am writing this letter to formally express my intent to construct two exterior decks, each with accompanying stairs, at my property located at 12 Old Glenwood in West Falls. This project is being initiated to provide secondary means of egress and will be completed in compliance with all applicable local building codes and regulations.

The scope of the project includes:

Construction of two separate exterior wood decks as outlined in the attached architectural drawings.

Installation of exterior staircases for each deck, designed to meet safety and accessibility standards.

Use of code-compliant materials and construction techniques to ensure structural integrity and long-term durability.

I have retained the services of a qualified professional to complete the architectural drawings, which are included with this letter for your review. These drawings have been prepared with the intent to meet all current code requirements.

Please consider this letter as part of my permit application package. I am committed to ensuring that the construction will be completed safely, legally, and to code. Should you require any additional documentation, clarification, or revisions to the plans, please don't hesitate to contact me.

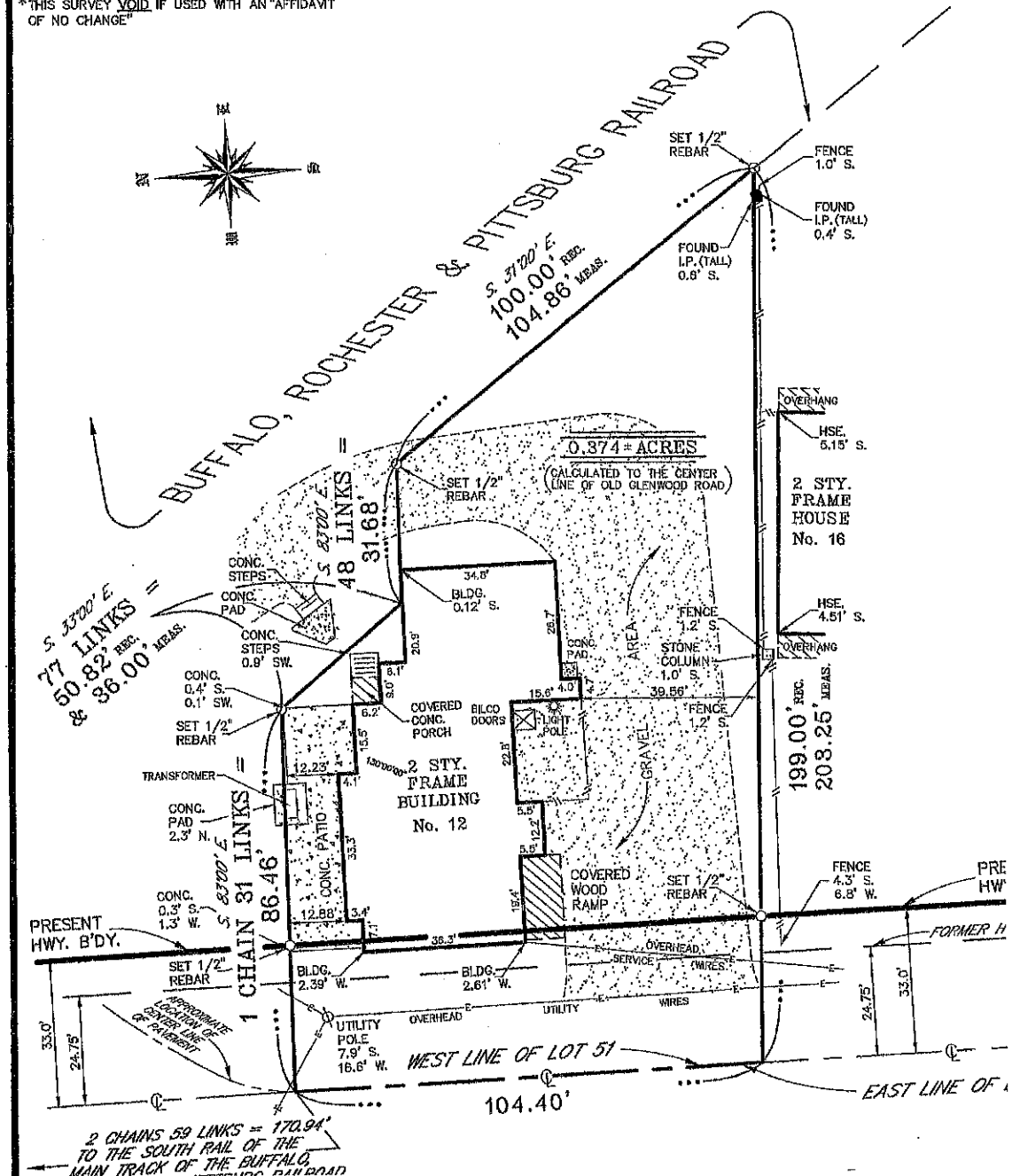
Thank you for your time and consideration. I look forward to your review and approval.

Sincerely,
Jacob Berger

UNAUTHORIZED ALTERATION OR ADDITION TO ANY
SURVEY DRAWING, DESIGN, SPECIFICATION, PLAN
OR REPORT IS A VIOLATION OF SECTION 7209,
PROVISION 2 OF THE NEW YORK STATE EDUCATION
LAW.

*THIS SURVEY VOID IF USED WITH AN "AFFIDAVIT
OF NO CHANGE"

THIS SURVEY WAS PREPARED WITH
BENEFIT OF AN ABSTRACT OF TITLE
SUBJECT TO ANY STATE OF FACT
BE REVEALED BY AN EXAMINATION



GM

TOWN OF AURORA

575 OAKWOOD AVENUE, EAST AURORA, NY 14052
BUILDING DEPARTMENT
(716) 652-7591

MEMO

TO: Supervisor Snyder and Town Board Members
FROM: Elizabeth Cassidy, Code Enforcement Officer
DATE: June 16, 2025

The Building Department has received a site plan application for Quaker Rd (SBL: 175.06-3-8) as submitted by Jennifer Greene of WH Greene & Associates, Inc. This project is unique in that it encompasses three parcels, two in the Village and this one in the Town. The project is to construction an addition to the existing commercial building at 400 Quaker Rd and expand parking. The Town portion of the site plan is for reconfiguration and expansion of parking. The building addition and additional parking are on the two Village lots.

A SWPPP will be submitted to the Village of East Aurora, as the Town portion of the project is less than 1 acre. Additionally, it is my recommendation that the Village declare lead agency with respect to SEQRA as the majority of the project is in the Village. The Town will be an interested agency.

Town Code section 116-27 details the requirements for off-street parking in the Town.

This application has been forwarded to GHD for review and will be on the July Planning Board meeting as per Town Code section 95-3C. Once the Town Board has the Planning Board's recommendation, the Town Board has historically scheduled a public hearing on site plan applications. A SEQRA determination must be made prior to any decision by the Town Board.

Please contact me with any questions.

liz

UNLISTED ACTION

**TOWN OF AURORA
SITE PLAN REVIEW APPLICATION**

Date submitted: 6/11/2025

Applicant name: Jennifer Greene - WH Greene & Associates Inc.

Applicant Phone/Email: 716-805-1090 jgreene@whgreene.com

Applicant address: 400 Quaker Road, East Aurora, NY 14052

Property owner: WH Greene & Associates Inc.

Owner's address 400 Quaker Road, East Aurora, NY 14052

Property address: 400 Quaker Road, East Aurora, NY 14052

SBL # (s) 175.10-1-2, 175.06-3-8, 175.10-1-3.13

Prior owner N/A

Is site adjacent to or within 500 feet of an 'R' District? Yes

=====

Proposed Project: Proposed Office Building Addition and Parking Lot Expansion

Commercial X Multi family Number of dwelling units

Zone: C3 Total property Acreage: 3.40 Acreage covered by bldg 0.50 ac. total

Square footage of building: 10,300 sf Cubic footage of building: 154,500 sf
proposed proposed

Aggregate square footage of other buildings on property: 10,170 sf office + 2,738 sf barn =
12,908 sf existing

Fees, based on number of improved acres*

**Additional professional services, including but not limited to traffic study and SEQRA review, utilized by the Town during the review process shall be borne by the applicant*

0-1 Acres: \$250 1.01-5 Acres: \$500 5.01-10 Acres: \$1,000 >10 Acres: \$1,500

Fee: \$ 250.00 CK 6940
Receipt: # 713959

Received by [Signature] DTC
Town Clerk/Deputy Clerk

SEQOR action: Type I (Long EAF) Type II (Long EAF) X Unlisted (Short EAF)

ORCHARD PARK - EAST AURORA RD

AKA BIG TREE RD. OR N.Y. STATE ROUTE 20A (100.00' WIDE)

LANDS APPROPRIATED
FOR HIGHWAY WIDENING
MAP 121, PARCEL 136
L. 6752, P. 166

349.2' TO WEST LINE VILLAGE OF
EAST AURORA & EAST LINE LOT 39

FIND REBAR
& CAP
0.26'S,
0.10'W.

15.0' WIDE UTILITY
EASEMENT
L. 10354, P. 574
L. 10163, P. 472

NOTE: THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF
A FIELD EXAMINATION OF THE LANDS DESCRIBED
OR OF FACTS THAT MAY BE REVEALED BY AN EXAMINATION
OF SUCH.

THIS MAP VOID UNLESS STAMPED WITH NEW YORK
STATE LICENSED LAND SURVEYOR'S SEAL, NUMBER

WAY

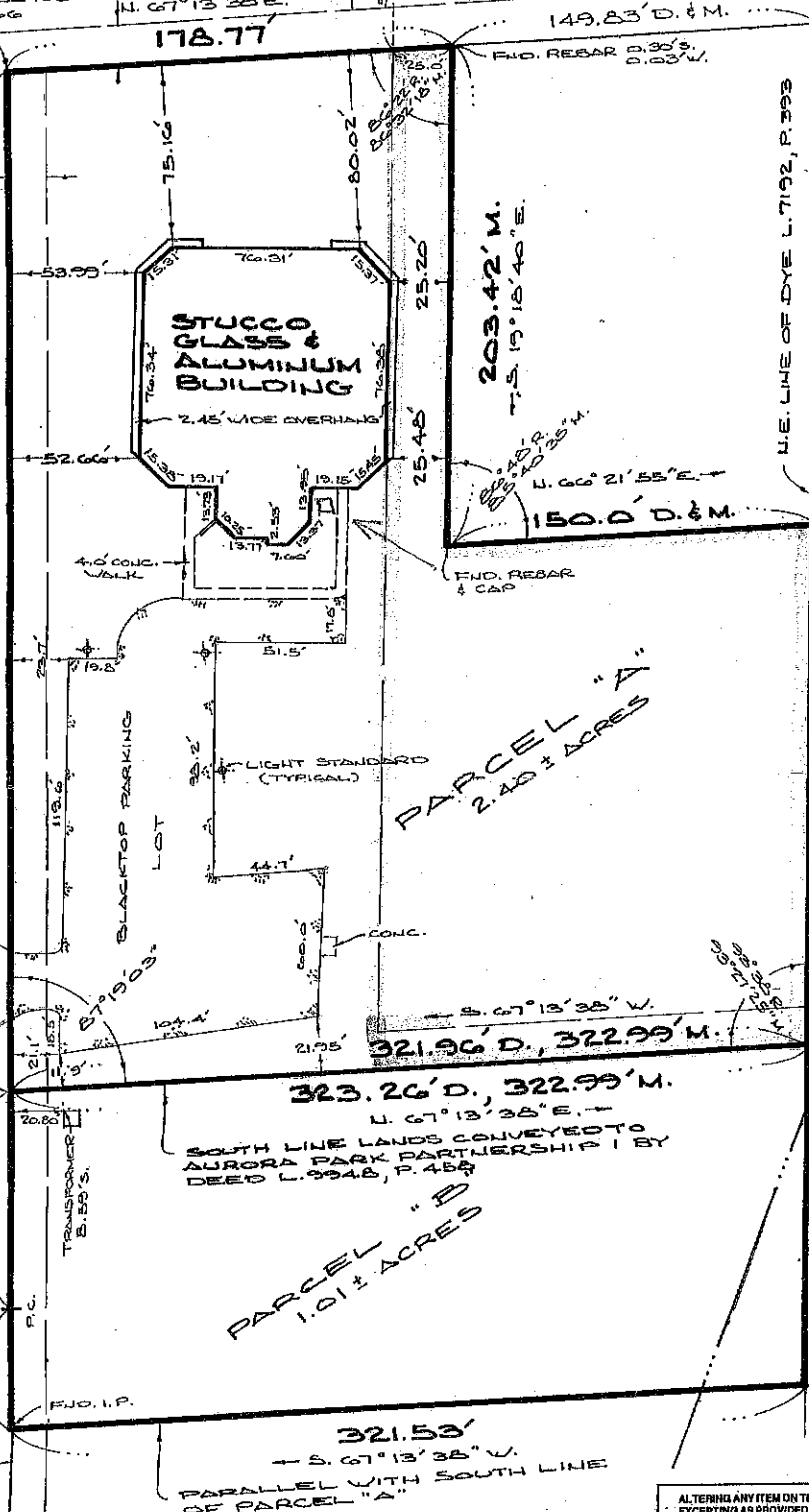
COMMERCE

N. 20° 05' 25" W. -
414.06'

N. 20° 05' 25" W. -
58.60'

R = 2033.0'

46.33'



ALTERING ANY ITEM ON THIS MAP IS IN VIOLATION OF THE LAW.
EXCEPTING AS PROVIDED IN SECTION 2206, PART 2 OF THE NEW YORK STATE EDUCATION LAW.

SURVEY OF

PART OF LOTS 31 & 39, TWP. 9, RGE. 6

LOCATION

TOWN OF AURORA & VILLAGE OF EAST AURORA

MICHAEL J. MATESIC
LICENSED LAND SURVEYOR

N.Y.S. P.L.S. 49657
74 MAGNOLIA STREET
LACKAWANNA, N.Y. 14218
PHONE (716) 822-0480

JOB NO. 02-2203

ERIE CO., NY

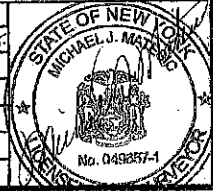
DATE 5-25-2002

SCALE 1" = 50'

RESURVEYED

6-26-02, ADDED

ANGLES / CORRECTED



Feet	Inches	Feet	Inches
0.08	- 1	0.58	- 7
0.17	- 2	0.57	- 8
0.25	- 3	0.75	- 9
0.33	- 4	0.83	- 10
0.42	- 5	0.92	- 11
0.50	- 6	1.00	- 12

285 Delaware Avenue, Suite 500
Buffalo, New York 14202
United States
www.ghd.com



Our ref: 11207908

June 17, 2025

Ms. Martha Libroek, Town Clerk
Town of Aurora
575 Oakwood Avenue
East Aurora, NY 14052

Site Plan Review – Proposed Office Addition and Parking Lot Expansion – 400 Quaker Road

Dear Ms. Libroek:

GHD has completed a review of the Site Plan application for the above-referenced property. The project consists of construction of a 10,300-sf addition to an existing office building and reconstruction of the parking lot with stormwater management, grading and utility improvements on three parcels; two located in the Village of East Aurora, and one located in the Town of Aurora.

We offer the following comments:

1. New York State Environmental Quality Review (SEQR) – The proposed project has provided the Short Environmental Assessment Form (SEAF) Part 1. We have no comments on the SEAF. This is an Unlisted Action. However, the Village will likely seek lead agency, and the Town will comment on the potential environmental impacts as an involved agency as the Town must issue approval.
2. Drawings
 - a. We recommend the Town request the applicant's plan for snow removal to ensure the site has adequate space and the stormwater practices will not be impacted by plows.
 - b. The bioretention areas appear to include a gravel diaphragm, but no detail was found to provide specifications on size and material.

If you have any questions or concerns, feel free to contact me.

Regards,

A handwritten signature in cursive script, appearing to read "Camie Jarrell".

Camie Jarrell, PE
Senior Project Engineer
716-362-8879
camie.jarrell@ghd.com

Copy to: Elizabeth Cassidy, Code Enforcement Officer

7A

TOWN OF AURORA DEPARTMENT OF PARKS & RECREATION
DIRECTOR'S REPORT
MONTH OF: MAY 2025

ADMINISTRATIVE:

Reports:

- We have 16,766 members registered in our recreation system.
- We had 236 activity registrations.
 - 181 total registrants (77% residents, 23% non-residents)
- We generated \$21,068 in sales.
- Credit card purchases totaled 61% (84% on-line, 16% office)
 - 2024 to 2025 comparison:

▪ Total sales from 1/1/2024 – 5/31/2024	\$169,406
▪ Total sales from 1/1/2025 – 5/31/2025	\$179,186

Our summer programming is scheduled to begin on June 30th, and we are pleased to report that all day camps are currently filled. This strong enrollment reflects the continued popularity and demand for our camp offerings.

However, it is worth noting that preschool swim lessons and the Exclusively Little program have not yet filled. This is unusual given past trends, and we are evaluating possible causes as well as regularly advertising opening.

Staff Training:

Staff training has continued in preparation for the upcoming season. Notably:

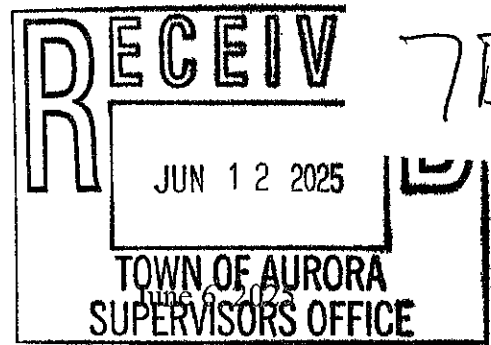
- Lifeguard recertification and new certification sessions have been completed to ensure our aquatic staff are certified and prepared.
- CPR training will be conducted on June 19th for all camp staff, reinforcing our commitment to safety and emergency preparedness.

We look forward to a successful and safe summer season and will continue to monitor program participation.

Submitted by: Chris Musshafen, Director of Recreation and Aquatics



Agriculture and Markets



Charles Snyder
Town Supervisor - Town of Aurora
575 Oakwood Ave
East Aurora, NY 14052

Enclosed is the **Dog Control Officer Inspection Report** completed on **06/05/2025**. This inspection relates to Agriculture and Markets Laws and Regulations which may be viewed on the website below.

As the report indicates, DCO services were rated "Satisfactory". Please make note of any comments listed on the report.

Dog control officer services are subject to inspection by this agency on a regular basis.

Please notify this office within 30 days of any changes in DCO services.

If you have any questions regarding this inspection, please call me.

Mary Healy
Animal Health Inspector
(716) 364-0623

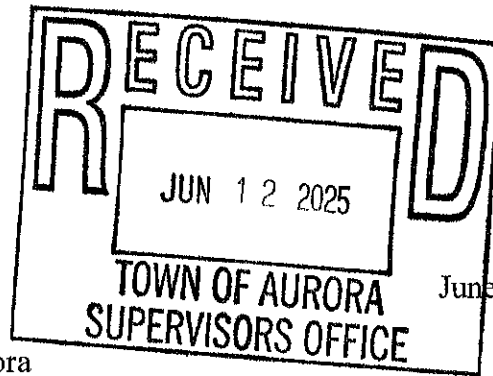
DOG CONTROL OFFICER INSPECTION REPORT - DL-89Rating: **Satisfactory365**Purpose: **Inspection**DATE/TOA: **6/5/25 9:00 am****Elizabeth Deveso
251 Quaker Road
East Aurora NY 14052**Inspector: **Mary Healy**Inspector #: **79**

These are the findings of an inspection of your facility on the date(s) indicated above:

- | | |
|--|-----|
| 1. Equipment is available for proper capture and holding | Yes |
| 2. Dogs are held and transported safely | Yes |
| 3. Equipment maintained in clean and sanitary condition | Yes |
| 4. Veterinary care is provided when necessary | Yes |
| 5. Dogs are euthanized humanely | Yes |
| 6. Complete seizure and disposition records are maintained for all seized dogs | Yes |
| 7. Dogs transferred for purposes of adoption in compliance with Article 7 | Yes |
| 8. Redemption period is observed before adoption, euthanasia or transfer | Yes |
| 9. Owners of identified dogs are properly notified | Yes |
| 10. Redeemed dogs are licensed before release | Yes |
| 11. Proper impoundment fees paid before dogs are released | Yes |



**Agriculture
and Markets**



7C

June 6, 2025

Charles Snyder
Town Supervisor - Town of Aurora
575 Oakwood Ave
East Aurora, NY 14052

Enclosed is the **Municipal Shelter Inspection Report** completed on **06/05/2025**. This inspection relates to Agriculture and Markets Laws and Regulations which may be viewed on the website below.

As the report indicates, dog shelter services were rated "Satisfactory". Please make note of any comments listed on the report.

Municipal dog shelters are subject to inspection by this agency on a regular basis.

Please notify this office within 30 days of any changes in municipal shelter services.

If you have any questions regarding this inspection, please call me.

Mary Healy
Animal Health Inspector
(716) 364-0623

MUNICIPAL SHELTER INSPECTION REPORT - DL-90Rating: **Satisfactory365**Purpose: **Inspection**DATE/TOA: **6/5/25 9:00 am****AURORA DOG SHELTER
251 QUAKER ROAD
EAST AURORA NY 14052**Inspector: **Mary Healy**Inspector #: **79**

These are the findings of an inspection of your facility on the date(s) indicated above:

- | | |
|--|----------------|
| 1. Shelter is structurally sound | Yes |
| 2. Housing area and equipment is sanitized regularly | Yes |
| 3. Repairs are done when necessary | Yes |
| 4. Dogs are handled safely | Yes |
| 5. Adequate space is available for all dogs | Yes |
| 6. Light is sufficient for observation | Yes |
| 7. Ventilation is adequate | Yes |
| 8. Drainage is adequate | Yes |
| 9. Temperature extremes are avoided | Yes |
| 10. Clean food and water is available and in ample amount | Yes |
| 11. Veterinary care is provided when necessary | Yes |
| 12. Dogs are euthanized humanely, by authorized personnel | Yes |
| 13. Complete intake and disposition records are maintained for all seized dogs | Yes |
| 14. Dogs transferred for purposes of adoption in compliance with Article 7 | Yes |
| 15. Redemption period is observed before adoption, euthanasia or transfer | Yes |
| 16. Owners of identified dogs are properly notified | Yes |
| 17. Redeemed dogs are licensed before release | Yes |
| 18. Proper impoundment fees paid before dogs are released | Yes |
| 19. Written contract or lease with municipality | Not Applicable |

Municipality owned.

Town - City - Village Information for Inspection:

TCV CODE	TCV NAME
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1403	Town of Aurora
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REMARKS:

Roger LeBlanc also present.REPRESENTATIVE PRESENT FOR INSPECTION: **Elizabeth Deveso**
TITLE: **Dog Control Officer**REVIEWED BY: **Sarah Mountain**
REVIEWED DATE: **06/06/2025**