



Town of Aurora
Department of Parks & Recreation

575 Oakwood Avenue
East Aurora, New York 14052

6F-1-3

recreation
www.aurorarec.com

To: Town Board
From: Chris Musshafen
Date: 12/15/2025
Re: Recreation Rate Chart 2026

Approval is requested to approve the attached Recreation Rate Chart and Summer Bonuses and Rate Increases.
This rate chart and bonus outline was used to build the Recreation Department's budget and discussed at the Department Head Budget Meeting.

2026 Pay Rates

As of 1/1/2026

Seasonal Employees

NYS minimum Wage \$16 per hour (from \$15.50 in 2025)

Employees will receive their annual \$0.25 raise at the beginning of the second payroll in May.

Position/Year	1	2	3	4	5	6
*Rec Attendants, Sports, Program Ass., etc. Soph then Jr.	\$ 16.50	\$ 16.75				
Day Camp (HS), Tennis (HS)	\$ 17.00	\$ 17.25	\$ 17.50	\$ 17.75	\$ 18.00	\$ 18.25
STAR, Theater	\$ 17.00	\$ 17.25	\$ 17.50	\$ 17.75	\$ 18.00	\$ 18.25
Day Camp Counselors (College), Excl. Little (College), STAR (College), Track (College), Tennis (College)	\$ 17.00	\$ 17.25	\$ 17.50	\$ 17.75	\$ 18.00	\$ 18.25
Day Camp Program Coordinators	Hamlin West Falls	\$ 18.50 \$ 20.00	\$ 18.75 \$ 20.25	\$ 19.00 \$ 20.50	\$ 19.25 \$ 20.75	\$ 19.50 \$ 21.25
Exclusively Little Teacher	\$ 18.25	\$ 18.50	\$ 18.75	\$ 19.00	\$ 19.25	\$ 19.50
Swim Lesson Coordinator, Facility Manager	\$ 19.25	\$ 19.50	\$ 19.75	\$ 20.00	\$ 20.25	\$ 20.50
Head Lifeguard, Adult Supervisors, Head Tennis Coach	\$ 18.50	\$ 18.75	\$ 19.00	\$ 19.25	\$ 19.50	\$ 19.75
Certified Water Safety Instructors (Only when teaching)	\$ 19.00	\$ 19.25	\$ 19.50	\$ 19.75	\$ 20.00	\$ 20.25
Lifeguards	\$ 17.25	\$ 17.50	\$ 17.75	\$ 18.00	\$ 18.25	\$ 18.50
EAST Coach	\$ 20.50	\$ 20.75	\$ 21.00	\$ 21.25	\$ 21.50	\$ 21.75

*Grade level is based on what grade they would be after the summer. Ex. We hire a freshman in April 2025 for a recreation attendant position over the summer. That current freshman would get paid at a sophomore rate because they would be a sophomore after the summer.

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Recreation Summer Employee Bonus 2026

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Occupation	Bonus	Hours/wk	WK/Season	Total Hrs	bonus/hr	Max Staff	M:
Facility Manager	\$ 600.00	40	11	440	\$ 1.36	1	\$ 600.00
Swim Lesson Coordinator	\$ 300.00	15	6	90	\$ 3.33	1	\$ 300.00
Camp Coordinator	\$ 400.00	35	7	245	\$ 1.63	2	\$ 800.00
Camp Counselor	\$ 300.00	35	7	245	\$ 1.22	8	\$ 2,400.00
Sports	\$ 150.00	20	7	140	\$ 1.07	4	\$ 600.00
Theatre	\$ 75.00	7.5	4	30	\$ 2.50	2	\$ 150.00
Exclusively Little	\$ 150.00	12	4	48	\$ 3.13	2	\$ 300.00
Tennis Instructor	\$ 150.00	15	6	90	\$ 1.67	2	\$ 300.00
WSI	Works:	2 sessions	3 sessions				
		\$ 200.00	\$ 300.00	7 \$ 2,100.00			
Lifeguard (\$1.00/ Contracted Hour)	Guards	Pool Hrs/Wk	Weeks	Total Hrs	bonus/hr		
	24	435	11	4785	\$ 1.00	\$ 4,785.00	
Total=							\$ 12,335.00

Guard Example:	Tom	Hours/wk	Weeks	Total Hrs	bonus/hr		
	1	20	11	220	\$ 1.00	Max \$ 220.00	

- > Employee must have obtained all required certifications by May 31, 2026 and they must be valid until August 7, 2026 for pool staff and June 29, 2026 until August 8, 2026 for park staff.
- > FM, Head Guards, and Lifeguards must have worked within 5 of their contracted hours per week from June 29, 2026 until August 7, 2026.
- > Day Camp, Sports, and Theater Staff must have worked their entire program season (first day of program until last day of program).
- > The employee must have attended all mandatory orientations, trainings, in-services, meetings, etc. during the regular season and pre/post season.
- > The employee must show up for all of their shifts (entire length of shift), or find shift coverage for the shifts they are unable to attend. This is for all request-off types. If the department must find the coverage, or there is no coverage, the employee does not qualify for the bonus.
- > The employee must have had no disciplinary action for the entire season. This includes, but is not limited to, verbal, written, final, or investigation.
- > The employee must have completed the sexual harassment training prior to the beginning of the season.
- > Employees 18 years of age and older must have completed the background check release form prior to the start of the season. Employees turning 18 years of age during the season must complete the background check release form
- > Employees contracted for less than 5 hours per week are not eligible for a bonus.

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Wage Rate Increases effective 1/1/2026:

<u>Name</u>	<u>Civil Service Title</u>	<u>Current Rate</u>	<u>New Rate</u>
Andres, Alexis	Lifeguard RPT/EAST Coach	\$20.50	\$21.00
Aubrecht, Johannes	Lifeguard PT	\$17.25	\$17.75
Aures, Kathryn	Rec. Attendant PT	\$18.35	\$18.10
Barone, Scarlett	Rec. Attendant PT	\$18.50	\$19.00
Berger, Matthew	Rec. Attendant PT	\$16.50	\$17.00
Bennett, Elijah	Rec. Attendant PT	\$16.25	\$16.75
Biggs, Oliver	Rec. Attendant RPT	\$19.00	\$19.50
Boersch, Owen	Rec. Attendant PT	\$16.75	\$17.25
Brinker, Anna	Lifeguard PT	\$17.00	\$17.25
Brinker, Mary	Lifeguard PT/East Coach	\$20.00	\$20.50
Carney, Deaglan	Rec. Attendant PT	\$16.75	\$17.25
Cassidy, Colin	Rec. Attendant PT	\$16.75	\$17.25
Chuddy, Aiden	Rec. Attendant PT	\$16.50	\$17.00
Collins, Ivan	Rec. Attendant PT	\$16.75	\$17.25
Cosgrove, Charlotte	Rec. Attendant PT	\$16.00	\$16.50
Davidson, Anna	Lifeguard RPT/EAST Coach	\$22.50	\$23.00
Dixon, Alissa	Rec. Attendant RPT	\$19.75	\$20.25
Donnarummo, Luke	Lifeguard PT/East Coach	\$19.75	\$20.25
Felton, Tess	Lifeguard PT/East Coach	\$21.75	\$22.25
Ferrera, Matthew	Rec. Attendant PT	\$17.00	\$17.50
Ferreira, Adelle	Lifeguard PT/WSI	\$17.25/18.75	\$17.75/19.25
Fowler, Tessa	Lifeguard PT	\$17.00	\$17.50
Fraser, Shane	Rec. Attendant PT	\$16.75	\$17.25
George, Elaine	Rec. Attendant PT	\$17.75	\$18.25

Gipe, Carter	Lifeguard PT	\$16.75	\$17.25
Giagalione, Zoe	Rec. Attendant PT	\$16.50	\$17.00
Giallanza, Laura	Rec. Attendant PT	\$16.50	\$17.00
Grubka, Addison	Lifeguard PT	\$17.25	\$17.75
Hulme, Paul	Lifeguard PT	\$17.00	\$17.50
Jetty, Abigail	Lifeguard PT	\$17.00	\$17.50
Kasubowski, Cassie	Lifeguard PT	\$17.50	\$18.00
Keohane, Taylor	Lifeguard PT	\$16.75	\$17.25
Krieger, Luke	Lifeguard PT	\$16.75	\$17.25
Kunz, Hailey	Rec. Attendant PT	\$16.00	\$16.50
Lucyshyn, Kira	Lifeguard PT	\$17.25	\$17.75
Marshall, Elliott	Lifeguard PT	\$17.50	\$18.00
Merrick, Emmett	Lifeguard PT	\$17.00	\$17.50
Montgomery, Nick	Rec. Attendant PT	\$17.75	\$18.25
Mruzik, Lillian	Lifeguard RPT	\$18.75	\$19.25
Nagy, Parker	Lifeguard PT	\$17.25	\$17.75
O'Leary, Emilia	Rec. Attendant PT	\$16.50	\$17.00
Osucha, Elizabeth	Lifeguard PT/EAST Coach	\$19.50	\$20.50
Patterson, Gianna	Lifeguard PT	\$17.00	\$17.50
Phillips, Katie	Lifeguard PT	\$16.75	\$17.25
Pietrantone, Owen	Lifeguard PT	\$16.75	\$17.25
Pratt, Samantha	Lifeguard PT/EAST Coach	\$20.25	\$20.75
Randall, Eddie	Lifeguard RPT	\$18.75	\$19.25
Roorbach, Nathan	Rec. Attendant PT	\$16.75	\$17.25
Sexton, Amelia	Rec. Attendant RPT	\$17.25	\$17.75
Stanz, Sarah	Rec. Attendant PT	\$16.75	\$17.25

Strzelec, Olivia	Lifeguard PT	\$17.00	\$17.50
Szmanski, Mason	Lifeguard PT	\$16.75	\$17.25
Thompson, Jamie	Rec. Attendant RPT	\$17.75	\$18.25
Tresmond, Jada	Rec. Attendant PT	\$16.75	\$17.25
Tunkey, Mila	Lifeguard PT	\$17.00	\$17.50
Valentine, Megan	Lifeguard PT	\$17.50	\$18.00
Valentine, Weston	Lifeguard PT	\$17.75	\$18.25
Valentine, Weston	WSI	\$19.25	\$19.75
Valentine, Weston	Head Lifeguard	\$18.00	\$18.50
Vanderbosch, Madelyn	Rec. Attendant PT	\$16.75	\$17.25
Wiedeman, Damian	Rec. Attendant PT	\$16.25	\$16.50
Wilber, Gregory	Lifeguard PT/WSI	\$17.50/19.00	\$18.00/19.50
Winfield, Jacob	Lifeguard PT	\$17.50	\$18.00
Winfield, Jacob	WSI	\$19.00	\$19.50
Winfield, Jacob	Head Lifeguard	\$18.00	\$18.50
Zagrobelny, Erin	Lifeguard PT/WSI	\$17.25/18.75	\$17.75/19.25
Ziegler, Ben	Rec. Attendant PT	\$16.25	\$16.75

PT=part time RPT=regular part time WSI - water safety instructor

66-1

SHARED MUNICIPAL SERVICES AGREEMENT

Dog Control Services

THIS AGREEMENT is effective as of January 1, 2026 ("Effective Date") and is entered into by and between Town of Holland, with offices located at 47 Pearl Street, Holland, New York 14080 (hereinafter referred to as "Holland") and the Town of Aurora ("Aurora") with offices located at 575 Oakwood Avenue, East Aurora, New York 14052.

WHEREAS, Holland is in need of dog control services for the Town of Holland to manage Holland's approximately 464 licensed dogs, as well as unlicensed dogs at large; and

WHEREAS, Aurora is willing and able to provide such dog control services on behalf of the Town of Holland with respect to dog control services.

NOW THEREFORE, the parties hereto, in consideration of the covenants herein contained do hereby agree as follows:

1. TERM:

The term of this Agreement shall begin on the Effective Date and shall remain in effect for one (1) year. Thereafter, this Agreement shall automatically renew for additional one-year renewal terms unless either party provides the other with written notice of non-renewal at least ninety (90) days prior to the end of the then-current term.

2. SCOPE OF SERVICES:

Aurora shall:

a. Aurora shall provide qualified personnel to promptly respond to and enforce provisions of Article 7 of the Agriculture and Markets Law of the State of New York and ordinances of Holland pertaining to dogs, which are reported to Aurora and which are occurring within the boundaries of Town of Holland. Such Services will include, without limitation, the seizure, removal, and shelter of any animal found to be the subject of a violation of the above-referenced law. For dog control services needed after Working Hours, Holland shall contact the Erie County Sheriff's Department.

b. Arrange for the pickup of dogs found at large, and for the transportation of such dogs to Aurora's dog shelter by a dog control officer.

c. Ensure that each such dog that is transported to Aurora's dog shelter is accompanied by a form approved by the New York State Department of Agriculture and Markets entitled "Seizing Officer's Report of Seizure and Disposition of any Dog".

d. The redemption period will commence from the date of delivery of the dog to the dog shelter by a duly appointed dog control officer.

e. Enforce New York State and local laws concerning dogs.

3. FEE & PAYMENT:

a. The compensation for Aurora rendering of the Services shall be Fifteen Thousand Dollars (\$15,000.00) per year. Payment under this Agreement shall be made no later than thirty (30) days from the Effective Date of this Agreement, and each anniversary thereafter.

b. In addition to the fee listed above, Aurora will collect directly from Holland residents all applicable impound and kennel fees including, without limitation, \$40.00 per night for the kennel fee plus a \$75.00 impoundment fee.

4. INDEPENDENT CONTRACTOR STATUS:

a. It is intended by both Aurora and Holland that Aurora's status be that of an independent Aurora, and that nothing in this Agreement be construed to create an employer/employee relationship between Aurora and Holland.

b. Holland agrees not to withhold from the payments provided for services rendered by any State or Federal income tax, unemployment insurance, worker's compensation, disability insurance or social security insurance (FICA).

5. INSURANCE:

Aurora shall maintain, at its expense, throughout the term of this Agreement, general liability insurance covering the acts performed by Aurora under this Agreement in the amount of \$1,000,000 per incident and \$3,000,000 aggregate.

6. INDEMNIFICATION:

Holland shall defend, indemnify and hold harmless Aurora, its officers, employees, trustees and contractors from and against any and all claims, liabilities, damages, losses, costs and expenses (including reasonable attorneys' fees) arising out of or relating to Aurora's provision of the Services herein.

7. TERMINATION:

a. This Agreement may be terminated by either party at any time for any reason upon the at least ten (10) calendar days prior written notice.

b. Upon termination, Aurora shall immediately submit to Holland all required documentation for services rendered up to the date of termination before a final reimbursement for services rendered can occur.

c. Upon termination, Aurora shall immediately deliver to Holland all records, reports, case files and any other documents which may be in their possession as a result of their services under this Agreement.

8. LICENSES AND PERMITS:

a. Aurora represents it, or its employees shall have all licenses or permits required for its services or work under this Agreement, prior to the commencement of services or work.

b. Holland residents may obtain dog licenses from the Town of Holland's Clerk's Office.

9. ENTIRE AGREEMENT:

The terms of this Agreement, including any attachments, amendments, addendums or appendixes attached hereto, constitute the entire understanding and agreement of the parties and cancels and supersedes all prior negotiations, representations, understandings or agreements, whether written or oral, with respect to the subject matter of this Agreement. No waiver, alterations Modifications of and provisions of this Agreement shall be binding unless in writing and signed by the duly authorized representative of the parties sought to be bound.

[Signature page follows.]

IN WITNESS WHEREOF, this Agreement has been duly executed and signed by:

TOWN OF HOLLAND

By: _____
Geoffrey W. Hack
Supervisor

TOWN OF AURORA

By: _____
Charles D. Snyder
Supervisor

6G-2

SHARED MUNICIPAL SERVICES AGREEMENT

Dog Control Services

THIS AGREEMENT is effective as of January 1, 2026 ("Effective Date") and is entered into by and between Town of Sardinia, with offices located at 12320 Savage Road, Sardinia, New York 14134 (hereinafter referred to as "Sardinia") and the Town of Aurora ("Aurora") with offices located at 575 Oakwood Avenue, East Aurora, New York 14052.

WHEREAS, Sardinia is in need of dog control services for the Town of Sardinia to manage Sardinia's approximately 291 licensed dogs, as well as unlicensed dogs at large; and

WHEREAS, Aurora is willing and able to provide such dog control services on behalf of the Town of Sardinia with respect to dog control services.

NOW THEREFORE, the parties hereto, in consideration of the covenants herein contained do hereby agree as follows:

1. TERM:

The term of this Agreement shall begin on the Effective Date and shall remain in effect for one (1) year. Thereafter, this Agreement shall automatically renew for additional one-year renewal terms unless either party provides the other with written notice of non-renewal at least ninety (90) days prior to the end of the then-current term.

2. SCOPE OF SERVICES:

Aurora shall:

a. Aurora shall provide qualified personnel to promptly respond to and enforce provisions of Article 7 of the Agriculture and Markets Law of the State of New York and ordinances of Sardinia pertaining to dogs, which are reported to Aurora and which are occurring within the boundaries of Town of Sardinia (the "Services"). Such Services will include, without limitation, the seizure, removal, and shelter of any animal found to be the subject of a violation of the above-referenced law. For dog control services needed after working hours, Sardinia shall contact the Erie County Sheriff's Department.

b. Arrange for the pickup of dogs found at large, and for the transportation of such dogs to Aurora's dog shelter by a dog control officer.

c. Ensure that each such dog that is transported to Aurora's dog shelter is accompanied by a form approved by the New York State Department of Agriculture and Markets entitled "Seizing Officer's Report of Seizure and Disposition of any Dog".

d. The redemption period will commence from the date of delivery of the dog to the dog shelter by a duly appointed dog control officer.

- e. Enforce New York State and local laws concerning dogs.

3. FEE & PAYMENT:

a. The compensation for Aurora's rendering of the Services shall be Ten Thousand Dollars (\$10,000.00) per year.. Payment under this Agreement shall be made no later than thirty (30) days from the Effective Date of this Agreement, and each anniversary hereafter.

b. In addition to the fee listed above, Aurora will collect directly from Sardinia residents all applicable impound and kennel fees including, without limitation, \$40.00 per night for the kennel fee plus a \$75.00 impoundment fee.

4. INDEPENDENT CONTRACTOR STATUS:

a. It is intended by both Aurora and Sardinia that Aurora's status be that of an independent Aurora, and that nothing in this Agreement be construed to create an employer/employee relationship between Aurora and Sardinia.

b. Sardinia agrees not to withhold from the payments provided for services rendered by any State or Federal income tax, unemployment insurance, worker's compensation, disability insurance or social security insurance (FICA).

5. INSURANCE:

Aurora shall maintain, at its expense, throughout the term of this Agreement, general liability insurance covering the acts performed by Aurora under this Agreement in the amount of \$1,000,000 per incident and \$3,000,000 aggregate.

6. INDEMNIFICATION:

Sardinia shall defend, indemnify and hold harmless Aurora, its officers, employees, trustees and contractors from and against any and all claims, liabilities, damages, losses, costs and expenses (including reasonable attorneys' fees) arising out of or relating to Aurora's provision of the Services herein.

7. TERMINATION:

a. This Agreement may be terminated by either party at any time for any reason upon the at least ten (10) calendar days prior written notice.

b. Upon termination, Aurora shall immediately submit to Sardinia all required documentation for Services rendered up to the date of termination before a final reimbursement for Services rendered can occur.

c. Upon termination, Aurora shall immediately deliver to Sardinia all records, reports, case files and any other documents which may be in their possession as a result of their Services under this Agreement.

8. LICENSES AND PERMITS:

a. Aurora represents it, or its employees shall have all licenses or permits required for its services or work under this Agreement, prior to the commencement of services or work.

b. Sardinia residents may obtain dog licenses from the Town of Sardinia's Clerk's Office.

9. ENTIRE AGREEMENT:

The terms of this Agreement, including any attachments, amendments, addendums or appendixes attached hereto, constitute the entire understanding and agreement of the parties and cancels and supersedes all prior negotiations, representations, understandings or agreements, whether written or oral, with respect to the subject matter of this Agreement. No waiver, alterations Modifications of and provisions of this Agreement shall be binding unless in writing and signed by the duly authorized representative of the parties sought to be bound.

IN WITNESS WHEREOF, this Agreement has been duly executed and signed by:

TOWN OF SARDINIA

By: _____
Beverly Gambino
Supervisor

TOWN OF AURORA

By: _____
Charles D. Snyder
Supervisor

Charles Snyder

GH —

From: Randy Taylor <scio167@gmail.com>
Sent: Friday, December 12, 2025 12:19 PM
To: Supervisor
Subject: Emergency Management

Mr. Snyder,

I am officially retiring from my position as an Assistant Emergency Manager effective immediately. Assisting Mark Hartley, the Town and Village in this role for the past several years has been rewarding.

Sincerely,

Randy Taylor

Charles Snyder

From: Mark Hartley <fdinstny1@gmail.com>
Sent: Friday, October 24, 2025 4:12 PM
To: Charles Snyder
Subject: Re: Emergency Management
Attachments: image001.jpg

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DYCHKOWSKY J

To the Town Board and the Town Supervisor I wish to have Dan Dyeh appointed to the Town Emergency Management Office as a deputy Coordinator to replace David Thomason and Randolph Taylor as they have retired from the position of Deputy Coordinators. Dan has a large background in Emergency Management and would serve the Town and Village proudly. Respectfully submitted, Mark Hartley, Coordinator, Town of Aurora.

43 N. WILLOW ST. E.A.

Charles Snyder

GI

From: Mark Hartley <fdinstny1@gmail.com>
Sent: Friday, October 24, 2025 4:12 PM
To: Charles Snyder
Subject: Re: Emergency Management
Attachments: image001.jpg

DYCHKOWSKY J

To the Town Board and the Town Supervisor I wish to have Dan Dyeh appointed to the Town Emergency Management Office as a deputy Coordinator to replace David Thomason and Randolph Taylor as they have retired from the position of Deputy Coordinators. Dan has a large background in Emergency Management and would serve the Town and Village proudly. Respectfully submitted, Mark Hartley, Coordinator, Town of Aurora.

43 N. WILLOW ST. E.A.

On Fri, Oct 24, 2025, 10:01 AM Charles Snyder <csnyder@townofaurora.com> wrote:

Good morning Mark

When you have a moment, could you send me a short email saying you recommend Dan D.

Is this to take Dave Thomason or Randy Taylor place or in addition to?

Call me if you like

Chuck

Charles D. Snyder

Town Supervisor

575 Oakwood Avenue

East Aurora, NY 14052

(716)652-7590

Emailer
Mark Hartley
12/4 11:08
RE Randy Taylor
& Dave
Thomason



65

Motion to extend all current Board and Committee appointments to the January 12, 2026 Organizational meeting.

6K↓

Motion to appoint Jeanne Viger as Registrar for the term 1/1/2026 through 12/31/2028.

6L↓

Motion to appoint Jeanne Viger as Water Clerk for the term 1/1/26 through 12/31/2026.

Charles Snyder

6M

From: Jeanne ✓
Sent: Wednesday, December 17, 2025 8:55 PM
To: Charles Snyder
Cc: Luke Wochensky
Subject: Deputy Clerk Appointments

Hello Chuck,

I'm requesting that these three Deputy Clerks be added to the 12/22/25 Town Board Agenda for appointment so they can begin work on January 2:

FT Deputy 1 - Kit (Mary) Pitkin @ 22.75/hr

FT Deputy 2 - Stephanie Meyer @ 22.75/hr

PT Deputy 3 - Janis Colarusso @ 20.00/hr

REVISED

I'd also like to request the Board's approval for an out-of-town residency waiver for Janis Colarusso, a resident of Orchard Park. Janis is a retired Town Clerk who served her community for 16 years and later was elected Orchard Park Town Supervisor. She would bring valuable experience to the Clerk's Office during the transition period and the two tax seasons.

Please let me know if you need any further information.

Thank you,

Jeanne

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



6N
MARSHA L. LIDRICK
(716) 652-3280
townclerk@townofaurora.com

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

MEMO _____

TO: Aurora Town Board
FROM: Kathleen Moffat
RE: Budget Amendment: Building Department Comp Time Payout
DATE: 12/22/25

Upon approval of the payout of unused comp time for Elizabeth Cassidy and Rich Miga, I respectfully request approval to amend the budget to fund the payout. The amendment is as follows:

- Decrease appropriation line A 1990 Contingent Account by \$1,907
- Increase appropriation line A 3620.100 Code Enforcement Officer by \$606 (\$35.61 x 17 hours)
- Increase appropriation line A 3620.103 Assistant Code Enforcement Officer by \$1,301 (\$30.60 x 42.5 hours)

Kathleen Moffat

From: Elizabeth Cassidy
Sent: Friday, December 19, 2025 9:52 AM
To: Jennifer Calkins
Cc: Kathleen Moffat
Subject: RE: Payout of Comp

Follow Up Flag: Follow up
Flag Status: Flagged

Good morning, 42.5 
Rich has 45.5 hours of comp and I have 17 hours.
Thank you,

Elizabeth Cassidy
Town of Aurora/Village of East Aurora
Code Enforcement Officer
Office 716-652-7591
Cell 716-695-5194

From: Jennifer Calkins <jcalkins@townofaurora.com>
Sent: Thursday, December 18, 2025 10:33 AM
To: Elizabeth Cassidy <ecassidy@townofaurora.com>
Cc: Kathleen Moffat <kmoffat@townofaurora.com>
Subject: RE: Payout of Comp

Hi Liz,

Please let us know the exact number of comp hours you are requesting to be paid out for both you and Rich. We'll calculate the dollar amount for each.

Thank you!

Jennifer Calkins
Secretary to the Aurora Town Supervisor
575 Oakwood Avenue
East Aurora, New York 14052
(716) 652-7590
jcalkins@townofaurora.com



From: Charles Snyder <csnyder@townofaurora.com>
Sent: Thursday, December 18, 2025 10:30 AM

To: Jennifer Calkins <jcalkins@townofaurora.com>; Kathleen Moffat <kmoffat@townofaurora.com>
Subject: FW: Payout of Comp

Charles D. Snyder
Town Supervisor
575 Oakwood Avenue
East Aurora, NY 14052
(716)652-7590



From: Elizabeth Cassidy <ecassidy@townofaurora.com>
Sent: Wednesday, December 17, 2025 11:37 AM
To: Charles Snyder <csnyder@townofaurora.com>
Subject: Payout of Comp

Chuck,

As we discussed, in years past the Town Board has approved a payout unused Comp time and I have been able to accommodate that within my own budget lines. Due to increased inspections, the Mileage budget line is maxed out, and the remainder of the Travel and Expense budget line will be transferred to the mileage budget. There are no other lines available to pull money for a payout. Rich Miga has approximately 50 hours of unused comp time left for the year (he does have one more meeting scheduled), and I have 17 hours. This equates to approximately \$1530.00 for Rich and \$610 for me. There isn't enough time in the year to use up any more of the comp time and so a payout is requested.

I appreciate your assistance.

Elizabeth Cassidy
Town of Aurora/Village of East Aurora
Code Enforcement Officer
Office 716-652-7591
Cell 716-695-5194

7A

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

ADMINISTRATIVE:

Reports:

- We have 17,108 members registered in our recreation system.
- We had 163 activity registrations.
 - 128 total registrants (89% residents, 11% non-residents)
- We generated \$7,476 in sales.
- Credit card purchases totaled 90% (94% on-line, 6% office)
 - 2024 to 2025 comparison:
 - Total sales from 1/1/2024 – 11/30/2024 \$295,482
 - Total sales from 1/1/2025 – 11/30/2025 \$322,709

Our Recreation classroom has been getting a lot of use this month. Fiber Arts, Baby Sitting, and Yoga programs have been dominating the space. The Senior Center has also been using it for their tax education program. Also, a big thank you goes out to Donna for donating their touch screen TV. Having it for our Babysitting and CPR course presentations is great!

Meaghan has been working on coordinating Winterfest activities. Letters have gone out local businesses asking if they will be participating in activities for our community. We have also begun reaching out to restaurants for our annual Chili Challenge!

This fall we have run 2 sessions of swim lessons at the high school pool on Mondays and Wednesdays. We filled all of them! We are working on getting more lessons starting in the new year. EAST hosted its annual Kiwanis meet the first weekend of November. We had over 200 athletes compete over the course of 8 hours. Many thanks to our many volunteers for making this event happen! A huge thank you to Kiwanis for sponsoring this meet.

Submitted by: Chris Musshafen, Director of Recreation and Aquatics

7B

TOWN OF AURORA SENIOR CENTER
DIRECTOR'S REPORT
Month of November 2025

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

ADMINISTRATION:

I attended the Network in Aging annual conference on November 6th at the Iron Workers Hall in West Seneca. The keynote presentation was on AI and the Graying community. The speaker was both interesting and scary at the same time. He said within a few years the robots will handle many of our jobs but assured us our positions are safe.

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

Title: SEWING & QUILTING
Day & time: Tuesday 10-2pm
Supervisor: Terry Piper
Participants: 12 people
Title: 55 ALIVE – Defensive driving classes
Day & time: 1st Monday & Wednesday of the month – March 2026
Supervisor: Ronald Krowka
Participants: 40 people max.
Title: SCRABBLE

Day & time: Wednesdays 9:30-11:00am
 Supervisor: Dianne Bender
 Participants: 8+ people
 Title: FIBER ARTS
 Day & time: Tuesdays 1st & 3rd
 Participants: 12 people
 Title: MAHJONG
 Day & time: Mondays 2:00pm
 Supervisor: Lou Plotkin
 Participants: 12
 Title: MEXICAN DOMINOS
 Day & time: Thursdays 9:30 am
 Supervisor: Laurie Smith
 Participants: 8+
 Title: BOOK CLUB
 Day & time: 2nd Wednesday of the month
 Supervisor: Barb Dadey
 Participants: 8-10
 Title: Chess Club
 Day & time: Thursdays 10:00am
 Supervisor: Roberto Gesualdi
 Participants: 4
 Title: Wii Bowling
 Day & time: Tuesdays 12:30pm
 Supervisor: Cliff Lee
 Participants: 6
 Title: Portrait Sketching
 Day & time: Fridays
 Supervisor: Kurt Almond
 Participants: varies 4-8
 Title: Creative Painting
 Day & time: Friday 9-12noon
 Supervisor: Meg Hausauer
 Participants: 6

TRIPS

November 10 -- Seneca Niagara Casino

FUTURE TRIPS

December 2 -- Salvatore's Restaurant

December 19 -- Kleinhans Holiday Pops concert

EVENTS & OTHER ACTIVITIES

November -- The Farm Market truck sponsored by Feedmore WNY is selling produce for our seniors and all community members for a fair price.

November 26 -- Book Club -- The First Ladies by Marie Benedict

November 10 - Erie County Senior Services sponsored Trivia competition.

November 14 & 24 -- Clarity Group representative will be here 10:00 -- 11:30am

November 20 -- Erie County Social Worker, Jasmine Graves, has been assisting seniors on various topics. This has been a plus for our members and the center staff

November 20 -- The Thursday Senior Social Club Celebrated Thanksgiving

November 14 -- Fantasy Football sponsored by Erie County Senior Services

November University Express -- Batteries Everywhere 11/5, Thailand Caves 11/12, Halloween 11/18, Disney 11/19, & USS the Sullivans 11/25

NUTRITIONAL LUNCH PROGRAM

Lunches are offered daily at a donation of \$3.00. Our weekly count for the program is 365 per week. Lunch totals for the month of Nov. are 1459.

	In-house	Frozen		In-House	Frozen
Week of Nov. 3	276	127	Week of Nov.10	219	146
Week of Nov. 17	279	107	Week of Nov. 24	182	123

Submitted by: Donna Bodekor

Town of Aurora Building Department
Monthly Report - November 2025

7C

	Town	Village	Totals
Permits Issued			
Number of Permits	26	12	38
Current Month Fee Total	\$ 7,263.05	\$ 3,750.50	\$ 11,013.55
2025 Year Fee Total	\$ 96,771.79	\$ 71,987.27	\$ 168,759.06
2024 Year Fee Total	\$ 84,521.30	\$ 73,682.14	\$ 158,203.44

Inspections Completed			
Building Permit	103	97	200
Fire Safety	1	1	2
Complaint/Violation	2	4	6

Notices Sent			
Permits Expired	0	0	0
2nd Notice Permit Expired	8	2	10
Violations - expired permits	0	0	0
2nd Notice Viols - exp permits	0	0	0
Zoning Compliance Letter	1	2	3
False Alarm	10	0	10

Reviews			
Zoning Board Cases - New	7	2	9
Site Plan Applications	2	0	2
Special Use Permit Applications	0	0	0
ODA Applications	1	0	1
Rezone Applications	0	0	0

Building Permits Issued 11/01/2025-11/30/2025

\$11,013.55	\$2,411,867.00	38
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Town of Aurora/Village of East Aurora

Certificate of Compliance/Occupancy Issued 11/01/2025-11/30/2025

Permit number	Address	Property ID	Inspection name	Workspace status	Inspection status	Visit date	Visit result	Municipality
2025-229	718 WEST FALLS RD	199.00-3-58	Final Building Department Inspection	Construction started	Active	11/3/2025	Failed	Aurora
2025-027	623 KNOX RD	164.00-2-6.2	Temporary Certificate of Occupancy	Construction started	Active	11/4/2025	Failed	Aurora
2025-572	1048 SWEET RD	187.01-1-42	Final Building Department Inspection	Finished	Completed	11/6/2025	Granted and fully completed	Aurora
2025-181	329 GROVER RD	175.09-1-17	Final Building Department Inspection	Finished	Completed	11/13/2025	Granted and fully completed	Aurora
2025-212	560 JEWETT HOLMWOOD R	174.00-2-35.1	Final Building Department Inspection	Finished	Completed	11/14/2025	Granted but outstanding matters	Aurora
2025-212	560 JEWETT HOLMWOOD R	174.00-2-35.1	Final Building Department Inspection	Finished	Completed	11/14/2025	Granted but outstanding matters	Aurora
2025-575	116 GIRDLE RD	165.10-1-13	Final Building Department Inspection	Occupied	Active	11/14/2025	Granted but outstanding matters	Aurora
2025-090	116 GIRDLE RD	165.10-1-13	Final Building Department Inspection	Finished	Completed	11/14/2025	Granted and fully completed	Aurora
2025-483	4 BALCOM DR	165.14-3-36	Final Building Department Inspection	Finished	Completed	11/17/2025	Failed	Aurora
2025-483	4 BALCOM DR	165.14-3-36	Final Building Department Inspection	Finished	Completed	11/18/2025	Granted and fully completed	Aurora
2024-489	14 CREEKSTONE DR	175.15-1-56	Final Building Department Inspection	Finished	Completed	11/19/2025	Granted and fully completed	Aurora
2025-477	1362 FALLS ROAD	1362 Falls	Final Building Department Inspection	Finished	Completed	11/19/2025	Failed	Aurora
2025-388	359 STONEYBROOK RD	163.00-1-5	Final Building Department Inspection	Finished	Completed	11/19/2025	Granted and fully completed	Aurora
2025-477	1362 FALLS ROAD	1362 Falls	Final Building Department Inspection	Finished	Completed	11/19/2025	Granted and fully completed	Aurora
2024-128	1450 OLEAN RD	188.00-4-7.2	Final Building Department Inspection	Finished	Completed	11/20/2025	Failed	Aurora
2024-548	321 GROVER RD	175.09-1-16	Final Building Department Inspection	Finished	Completed	11/20/2025	Granted and fully completed	Aurora
2025-570	140 OLD GLENWOOD RD	199.01-1-30	Final Building Department Inspection	Finished	Completed	11/24/2025	Granted and fully completed	Aurora
2024-128	1450 OLEAN RD	188.00-4-7.2	Final Building Department Inspection	Finished	Completed	11/25/2025	Granted and fully completed	Aurora
2024-007	1938 BOIES RD	200.00-4-16.2	Final Building Department Inspection	Construction started	Active	11/25/2025	Failed	Aurora
2025-163	791 LAWRENCE AVE	165.17-3-12	Temporary Certificate of Occupancy	Construction started	Active	11/4/2025	Granted but outstanding matters	East Aurora
2025-163	791 LAWRENCE AVE	165.17-3-12	Temporary Certificate of Occupancy	Construction started	Active	11/4/2025	Granted but outstanding matters	East Aurora
2025-163	791 LAWRENCE AVE	165.17-3-12	Temporary Certificate of Occupancy	Construction started	Active	11/4/2025	Granted but outstanding matters	East Aurora
2025-091	203 MAIN ST	164.19-6-9.2	Final Building Department Inspection	Construction started	Active	11/4/2025	Granted but outstanding matters	East Aurora
2025-034	123 GREY ST	175.07-1-1.11	Temporary Certificate of Occupancy	Construction started	Active	11/5/2025	Granted but outstanding matters	East Aurora
2025-208	460 LINDEN AVE	175.12-3-24	Final Building Department Inspection	Finished	Completed	11/14/2025	Granted and fully completed	East Aurora
2025-116	950 MAIN ST	165.18-2-12.1	Final Building Department Inspection	Construction started	Completed	11/18/2025	Granted and fully completed	East Aurora
2025-091	203 MAIN ST	164.19-6-9.2	Final Building Department Inspection	Construction started	Active	11/18/2025	Failed	East Aurora
2025-155	203 MAIN ST	164.19-6-9.2	Final Building Department Inspection	Construction started	Active	11/18/2025	Failed	East Aurora
2025-333	31 NORTH WILLOW ST	164.19-5-29	Final Building Department Inspection	Finished	Completed	11/18/2025	Granted and fully completed	East Aurora
2025-210	120 SOUTH WILLOW ST	175.08-1-31	Final Building Department Inspection	Finished	Completed	11/20/2025	Granted and fully completed	East Aurora
2025-560	800 MARTIN DR	165.18-1-5	Final Building Department Inspection	Construction started	Completed	11/21/2025	Granted and fully completed	East Aurora
2025-118	120 ELMWOOD AVE	176.05-3-13	Final Building Department Inspection	Finished	Completed	11/24/2025	Granted and fully completed	East Aurora
2025-100	250 QUAKER RD	175.06-1-6.2	Final Building Department Inspection	Finished	Completed	11/24/2025	Granted and fully completed	East Aurora

All Calls & Complaints

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Summary Report by Date: 11-01-2025 through 11-30-2025, for Category: BUILDING DEPARTMENT WC

Caller Name/Address	Date/Phone	Notes	Closed
Building Department Work Requi			
Liz Parks and hwy garages	11-03-25	Have eye wash stations hooked up to water lines been put in? Please make this a priority. Also replace fluids in existing station in hwy garage by shop.	
Dave Highway breakroom	11-03-25	clean up after election. Jason-2.5 hours	11-05-25
Meaghan rec department	11-04-25	The wall mounting bracket for new giant heavy monitor has arrived. Can we install it on November 12th? Installed on the wall 11/5/25. repaired dry wall.	11-17-25
Renee West Falls Library	11-07-25	Please clean bugs off ceiling lights. they have been cleaned, but there are still bugs stuck on them. 11/7 Jason started. Needs spot for higher ladder. 11/12-Jason and Kyle-2 hours total.	11-12-25
Kathleen Town Hall	11-12-25	Please have Mike I come to assist IT Nick with Senior Center access points. Nick I	11-13-25
Liz Highway Office	11-18-25	Replace any bulbs that are out. Mike and Nick Ing	11-20-25
Susan Adult Daycare	11-18-25	Take awning down and store. Tube is stored on the patio. Mike and Nick Ing	11-20-25
Mike Town Hall/Senior Center	11-19-25	Rake leaves out to street on King Street and Oakwood side. Jason-1.5 hours	11-20-25
Karen Rec Dept Town Hall	11-19-25	Please change filter in drinking fountain upstairs near the rec department. Nick and Mike Ing	11-20-25
Karin Highway dept	11-20-25	Please deliver 2 boxes of can liners to Karin at Town Hall. Jason-20 minutes	11-20-25
Liz Town Hall	11-20-25	Please pick up two cases of printer paper and bring to highway office.	12-21-25
Mike Highway Garage	11-21-25	Pleae bring more recycle totes up from back. Jason-brought 15 recycle totes.	11-24-25
Mike highway barn	11-21-25	Put saw dust in old paint cans that are to be destroyed. Jason-11/24,25,26	12-26-25

All Calls & Complaints

Summary Report by Date: 11-01-2025 through 11-30-2025, for Category: PARKS - PARKS

Caller Name/Address	Date/Phone	Notes	Closed
Parks			
Joel 8565 Falls Rd	11-01-25	Pickup tree for West Falls holiday display. Nick, Justin, Joe, Mike I	11-18-25
Mike Parks garage	11-24-25	clean and put away leaf blowers and any other equipment that we are done with for the year.	
Liz Majors Park-Hubbard Rd	11-26-25	Gaswell readings Nick	12-01-25
Total count: Parks		3	

TOWN OF AURORA DOG CONTROL REPORT:

Nov-25

7E.

PHONE CALLS RECEIVED	TOWN OF AURORA	EAPD	SARDINIA	SHERIFF	TOTAL CALLS
Attack/Fighting					
Barking					
Bites					
Cats	1				
Damage by Dogs					
Deceased Dogs					
Found Dogs					
Injured/Sick					
Licensing	3		2		
Loose/Unleashed Dogs	3	4	2		
Lost Dogs			1		
Miscellaneous Calls					
Mutual Aid					
MVC-Dogs/Cats					
Other Animals					
Threatening Dogs					
Welfare			1		
TOTAL	7	4	6		17

IMPOUNDMENTS:

DATE	BREED	Town	Amount
11/4/2025	Shepherd Mix	Aurora	\$25
11/15/2025	Lab Mix	Aurora	\$65
11/28/2025	Malamute	Aurora	\$65

Total	\$155
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COURT:	0
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**East Aurora / Town of Aurora
Police Department
Interdepartmental Correspondence**

To: Mayor Peter Mercurio & Village Board; Supervisor Charles Snyder & Town Board

From: Patrick Welch, Chief of Police

Date: December 12th, 2025

Re: Monthly Report – November 2025

General Information

Meetings:

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

- Erie County Police Chief's Association Monthly Meeting
- WNY Police Chief's Monthly Meeting
- Conducted ten pistol permit final interviews
- Attended the ESGR (Employer Support of Guard and Reserve Veteran's Day Ceremony
- Attended a reading of The US Constitution at a Veteran's Day event in the boardroom.
- Met with Chris Welch of Heart of Music festival on preliminary plans for the 2026 festival
- Attended the NITTEC annual fall meeting for winter weather preparedness
- Attended the Police Mental Health Coordinator quarterly meeting
- Conducted more than ten part-time public safety dispatcher interviews
- Met with representatives of the Buffalo Bills and Hallmark to plan the movie Premiere and Peppermint Rally scheduled for November 13th.



East Aurora / Town of Aurora Police Department Interdepartmental Correspondence

Special Events:

On November 13th, the EAPD provided safety and coordination for the Buffalo Bills/Hallmark movie parade and premiere at the Aurora Theatre. This event was attended by over 3000 people.

On Thanksgiving Day, the EAPD provided safety and coordination of road closures for the annual TurkeA trot.

Statistics

Activity	Village	Outside of Village	Total (YTD)
Police calls	698 (8743)	402(3993)	1260 (12429)
Fire/EMS calls			349 (4801)
Response Time	2.3 minutes	3.8 minutes	3.0
911 Calls Received			409 (3456)
Property Damage Accident	9	10	19(236)
Injury Accidents	1/0 Fatal	1/0 Fatal	2(39)/1(Fatal)
Leaving Scene Acc	3	1	4 (34)
Deer Struck PDO	1(19)	22 (98)	23 (117)
Crimes Against Persons (Harassment/Agg. Harassment Assault/Etc.	3(32)	0(13)	3(45)
Contempt of Court	0(3)	1(3)	1(6)
Crimes-Drugs	2(6)	0	2(6)



East Aurora / Town of Aurora Police Department Interdepartmental Correspondence

Crimes-Property (Larceny/Criminal Mischief, Making Graffiti)	13(78)	8(38)	21(116)
Burglary/Trespass	0(11)	2(7)	2(18)
S&R-Lic/Reg	3(44)	1(17)	4(61)
DWI	6(33)	1(14)	7(47)
Warrant Arrests	3(15)	0(2)	3(17)
Sex Crimes	0(1)	0(1)	0(2)
Reckless Endangerment	0(2)	0(0)	0(2)
Traffic Tickets	86(912)	62(366)	148(1547)
Parking Tickets	45(328)	0(0)	45(328)
Domestics	2(35)	0(21)	2(56)
9.41 MHL/22.09 PHL	2(19)	0(16)	2(35)
Extreme Risk Protection Order	0(1)	0(1)	0(2)
Car Seat Installations	0(8)	0(0)	0(8)

Training:

In the month of November, the entire department completed the annual "RISE UP Against Workplace Bullying" and "Hazard Communication: The New GHS Standards". These courses are through PERMA, the Village's risk insurance carrier.

All officers were also assigned to complete 30 daily training bulletins through Lexipol.



East Aurora / Town of Aurora Police Department Interdepartmental Correspondence

Arrests / Investigations

Outside of the arrests and reported crimes in the above chart, Officers also investigated the following of note:

- There were seven DWI arrests in the month of November. While this may be concerning that still so many people choose to drink and drive, the arrest numbers show proactive policing and a desire of all officers to keep our local roads safe.
- On November 6th, multiple unlocked vehicles were entered in the West Falls area. Property was stolen from the vehicles. One vehicle was stolen. This vehicle was unlocked with the key fob inside it.
- On November 23rd, multiple unlocked vehicles were entered in the Warren Drive area of the Village. One vehicle was stolen. This vehicle was unlocked and had the key fob inside it.

A trend across Erie County is teenage males going to suburbs in the dark of night and going through dark neighborhoods checking to see if vehicles are unlocked. When they find an unlocked vehicle larcenies from the vehicles are being committed. When they find an unlocked vehicle with the key fob in them, they often steal the car. Almost always the car is deserted somewhere in the city of Buffalo, and we are notified by Buffalo PD that they have located a stolen vehicle from East Aurora.

Miscellaneous

On November 14th Lt. Waldron and I attended a meeting of concerned West falls residents at the West Falls Fire Department. The meeting was comprised of residents concerned with recent thefts of property from inside their vehicles. Many



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

residents asked a lot of good questions. Residents were given advice on how to help prevent becoming victims. The one key thing is that we live in an opportunistic

society and that even though you may live in the "country" it is still a very good idea to lock your vehicles and bring in the keys and anything valuable when not in use. No community in Erie County has been immune from the rash of vehicle thefts. Residents were advised on what to do when they become a victim or when they discover someone in the act of a larceny. It was a very productive meeting and hopefully residents went home with peace of mind.