

Heather Giambra, Esq.
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Lewiston, NY 14092



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The Law Office of Heather Giambra

Management-Side Labor & Employment Law
Guiding Employers through Complex Workplace Challenges

May 23, 2026

ATTORNEY-CLIENT PRIVILEGED
CONFIDENTIAL

Hon. Charles Snyder, Town Supervisor
Ms. Kathleen Moffat, Assistant to Town Supervisor
Town of Aurora
575 Oakwood Ave.
East Aurora, NY 14052
kmoffat@townofaurora.com

Re: Engagement of Legal Services

Dear Charles and Kathleen:

Thank you for selecting The Law Office of Heather Giambra (the “Firm”) to represent you. This letter confirms the terms and conditions of our engagement and is intended to comply with New York’s requirements for written letters of engagement.

Scope of Representation

You have engaged the Firm to represent you in connection with the following matter(s):

- General Labor and Employment Advice and Counsel and Compliance;
- Collective Bargaining; and
- Grievance and Arbitration Proceedings (the “Matter(s)”).

Our representation is limited to the Matter(s) described above. We are not representing you in any other matter unless we agree to do so in writing.

Attorneys and Staffing

All legal services will be provided by Heather Giambra, unless otherwise agreed. The Firm may utilize paralegals and administrative support staff as needed.

Fees and Billing

Our legal services will be billed as follows:

- Hourly Rate for Heather Giambra: \$275.00 per hour
- Hourly Rate for Law Clerks: \$200.00 per hour
- Hourly Rate for Paralegals: \$120.00 per hour
- Billing increments: 1/10th of an hour

Rates are subject to periodic adjustment upon reasonable notice.

The Firm will assign work to other personnel at a lower billing rate consistent with our standards of assuring that capable personnel are performing the services.

The Firm will bill you on a monthly basis. Invoices will describe the services performed, time expended, and expenses incurred. Payment is due within thirty (30) days of the invoice date. The Firm reserves the right to decline to continue providing services to clients who do not pay within those guidelines without making mutually acceptable arrangements for delayed payments. Further, interest of 1% per month (12% annually) will accrue on account balances that remain outstanding forty-five (45) days after billing. If you have questions about your invoice, please call me directly at 716-572-9307.

Expenses/Disbursements

We may incur various expenses/disbursements in providing services. You agree to pay all such expenses and to reimburse us for all disbursements that we pay on your behalf. As is usually the case, disbursement charges may not be current at the time of each monthly billing and will be billed upon the Firm's receipt of the invoice. We reserve the right to forward bills for any expense/disbursement incurred on your behalf in excess of Two Hundred Fifty Dollars (\$250.00) directly to you and you agree to make prompt payment directly to the originator of these bills. Expenses that may be incurred include, but are not necessarily limited to, filing fees, service fees, postage/delivery fees, arbitrator fees, transcription fees, travel and similar expenses.

Advance Retainer /Trust Account

The Firm does not require an advance retainer for this engagement. Legal fees will be billed after services are performed. Accordingly, no funds will be held in a trust or escrow account unless otherwise agreed in writing.

Client Responsibilities

You agree to:

- Provide complete and accurate information in a timely manner;
- Cooperate in the Firm's representation;
- Timely review and respond to communications; and
- Provide the firm with updated contact information (name, address, telephone, email) when such information changes.

Communication

The Firm will keep you reasonably informed about the status of your Matter(s) and will respond to your inquiries in a timely manner. You are encouraged to contact the Firm with any questions or concerns.

Confidentiality

The Firm will maintain the confidentiality of your information and will not disclose your information to anyone except as may be required by law, consistent with the Firm's professional responsibilities.

Use of Technology and Artificial Intelligence

In the course of providing legal services, the Firm may utilize technology-assisted tools, including secure artificial intelligence (“AI”) applications, to assist with tasks such as legal research, document organization, drafting, data analysis, and administrative functions. Any such tools will be used under attorney supervision and in a manner consistent with the Firm’s professional obligations, including the duty to maintain client confidentiality and exercise independent professional judgment. The Firm will take reasonable steps to protect confidential and privileged information when utilizing such technology.

Conflicts of Interest

This engagement is subject to the Firm’s ongoing obligation to avoid conflicts of interest. If a conflict arises, the Firm may be required to withdraw, subject to applicable ethical rules.

Termination of Representation

You may terminate the Firm’s representation at any time. The Firm may withdraw from representation at any time as permitted or required by its professional responsibilities and, where applicable, the court.

Upon termination for any reason, you remain responsible for payment of fees and expenses incurred through the date of termination.

File Retention

At the conclusion of the Matter(s) we will close our file and return to you any original documentation and property you provided. Upon receipt of a written request from you, we will also return to you other documents and materials prepared as part of the representation. We exclude from this our internal memoranda and records, attorney notes, drafts not intended for external distribution, and similar lawyer working materials. We may also elect to retain a copy of other portions of the file at our expense. The Firm will retain in accordance with our records retention program any files relating to your representation, that you do not ask to have returned, for approximately three (3) years. The Firm will destroy the file after that period of time unless you instruct me in writing now, to return the file to you rather than destroy it.

No Guarantee of Outcome

While the Firm will endeavor to represent you diligently and competently, no particular outcome has been promised or guaranteed.

Entire Agreement

This letter constitutes the entire agreement regarding this engagement and may be modified only in writing.

We greatly appreciate your confidence and are looking forward to having you among our clients. We know that our reputation has been built upon and continues to depend upon the timeliness, efficiency and effectiveness of the work we have done for others and now will be doing for you.

Please acknowledge your understanding and agreement regarding the terms of our engagement as described in this letter by signing this letter in the space provided below and returning it to me.

We appreciate the opportunity to represent you.

Sincerely,

s/ *Heather Giambra*

Heather Giambra, Esq.

AGREED AND ACCEPTED:

Client Name: _____

Signature: _____

Print Name: _____

Date: _____

6C

**State of New York
FTA Section 5310 Program**

LEASE AND SERVICE AGREEMENT
FOR CAPITAL EQUIPMENT

THIS AGREEMENT made this day of APRIL 1, 2026,
by and between

County of Erie d/b/a Department for the Aging,

with offices at

95 Franklin St, 13th floor, Buffalo, NY 14202

hereinafter referred to as "Contractor" and

Town of Aurora

with offices at

575 Oakwood Ave, East Aurora, NY 14052

hereinafter referred to as "Carrier".

W I T N E S S E T H:

WHEREAS, Section 5310 of Chapter 53, Title 49, U.S. Code provides for capital grants to private nonprofit corporations for the purpose of assisting them in providing transportation services meeting the special needs of elderly individuals and/or individuals with disabilities for whom mass transportation services are unavailable, insufficient or inappropriate; and

WHEREAS, the Federal Transit Administration has an established policy of encouraging the use of Section 5310 Program vehicles by private for profit operators; and

WHEREAS, the Contractor is a grantee/subrecipient for certain Capital Equipment or facilities under said federal program pursuant to an approved Project Application and a written Agreement with the State; and

WHEREAS, the Carrier is not a public body engaged in the provision of mass transportation service for the general public; and

WHEREAS, the Contractor has agreed to lease said Capital Equipment to the Carrier for the purpose of providing certain transportation service to elderly individuals and/or individuals with disabilities pursuant to said Project Application and Agreement with the State,

NOW, THEREFORE, in consideration of the mutual covenants herein set forth, the Contractor and the Carrier agree as follows:

1. Definitions. As used in this Agreement:

"Department" means the Department of Transportation of the State of New York.

"State" means the State of New York.

"FTA" means the Federal Transit Administration of the United States Department of Transportation.

"Project Application" means the federal Section 5310 capital application(s) submitted by the Contractor to, and as approved by, the Department and FTA for certain Capital Equipment described in Appendix C of this Agreement, including all project supporting information submitted therewith.

"Capital Equipment" means the vehicles obtained by the Contractor through the federal Section 5310 program administered by the State through the Department, said equipment to be that described in Appendix C.

"Service Period" means the period of time set forth in Appendix C of this Agreement.

"Transportation Service" means the authorized passenger transportation services to be provided by the Carrier during the Service Period, as described in Appendix C of this Agreement.

"Commissioner" means the Commissioner of Transportation of the State of New York or his/her duly authorized representatives.

2. Purpose of Agreement. The purpose of this Agreement is to provide for the lease of the Capital Equipment to the Carrier and the rendering of certain Transportation Service by the Carrier utilizing said Capital Equipment, and to state the terms, conditions and mutual understandings of the parties governing said lease, and the operation and maintenance of the Capital Equipment.

3. Documents Forming the Agreement. This Agreement consists of this document and the following listed attachments:

Appendix A -- Standard Clauses for NYS Contracts
Appendix B -- Federal Government Required Clauses (FTA)
Appendix C -- Scope of Work and Financial Reimbursement
Appendix D -- Contractor's Authorizing Document
Appendix E -- Disposition of Equipment

This Agreement also consists of the following documents, which are incorporated by reference:

(a) Contractor's approved FTA Section 5310 Project Application submitted to the Department;
(b) Agreement(s) Between Contractor and the State (State Contract No.(s)).

4. Title to Capital Equipment. Title to the Capital Equipment shall remain in the name of the Contractor, subject to the restrictions on use and disposition as set forth in this Agreement.

5. Use of Capital Equipment. (a) The Carrier agrees that the Capital Equipment leased from the Contractor in accordance with this Agreement will be used solely for the provision of passenger transportation service as described in Appendix C of this Agreement.

(b) Any unauthorized use of said Capital Equipment that is not in accordance with the Transportation Service as described herein shall be cause for termination of this Agreement by the Contractor or the Department. Use of the Capital Equipment to provide charter or sightseeing transportation service is permitted to the extent such use is consistent with the conditions specified in the Contractor's approved Section 5310 Project Application, except as otherwise provided in Appendix C. Use of the Capital Equipment to provide freight or emergency medical transportation is strictly prohibited.

(c) The Carrier shall submit to the Contractor such information or reports as the Contractor may from time to time request in connection with the use of the Capital Equipment. The Carrier shall immediately notify the Contractor and the Department in all cases where any of the Capital Equipment is used in a manner substantially different from that required by this Agreement.

(d) The Capital Equipment may not, at any time, be used exclusively for the personal transportation or private purposes of the employees, agents, representatives, clients or associates of the Contractor or the Carrier. Violation of this restriction shall be considered cause for the immediate termination of this Agreement by the Department or the Contractor.

6. Maintenance of Equipment. The Carrier agrees to keep the Capital Equipment in a safe and clean condition and in good working order, and to garage or store the equipment in a secure manner. The Carrier agrees to properly maintain the equipment according to the procedures described in the manufacturer's service manual and to generally accepted bus industry practices for such equipment.

Besides this normal maintenance, the equipment should be regularly inspected by trained maintenance personnel and any problems uncovered through this inspection corrected in a reasonable time. Components of equipment should be tested regularly and kept in good working order.

In addition, the Carrier agrees to comply with such other reasonable maintenance or other conditions relating to the safe and acceptable operation of the Capital Equipment, as the Contractor may require.

7. Disposition of Equipment. Upon completion of the Service Period or upon termination of this Agreement, the Capital Equipment shall be returned to the Contractor for disposition in accordance with Appendix E of this Agreement.

8. Contracts of the Carrier. The Carrier shall not execute any contract, amendment thereto or change order, or obligate itself in any manner with any successor carrier or other subcontractor with respect to the use or operation of the Capital Equipment under this Agreement without the prior written concurrence of the Contractor and the Department. The Contractor and the Department shall require the inclusion therein of such terms and conditions as they may deem necessary or desirable to effectuate the purpose of this Agreement as a pre-requisite to their approval. Such terms and conditions

shall include provision for compliance with all applicable rules, regulations and project supporting requirements of Section 5310 of Chapter 53, Title 49, U.S. Code as the latter are specified in the contractor's Project Application.

9. Termination or Suspension. (a) The parties to this Agreement may agree to terminate this Agreement at any time, according to mutually agreed upon terms and conditions which have been forwarded in writing to the Department for advance approval. Such terms and conditions shall include appropriate provision by the Contractor for the continuation of the Transportation Service to elderly individuals and/or individuals with disabilities as required in the Project application. Upon approval by the Department of such terms and conditions, this Agreement shall be terminated.

(b) If the Carrier, before completion, discontinues the Transportation Service pursuant to this Agreement or if, for any reason, the commencement, prosecution or timely completion of these services by the Carrier is rendered improbable, impossible or illegal, the Contractor, by written notice to the Carrier and the Department, may terminate any or all of the Contractor's obligations under this Agreement or may suspend any or all of its obligations under this Agreement until the event or condition resulting in such suspension has ceased or been corrected.

(c) Upon receipt of any such notice of termination or suspension, the Carrier shall promptly carry out the actions required by such notice which may include any or all of the following: (1) termination or suspension of the use of Capital Equipment and such other action as the Contractor deems necessary; (2) furnishing a status report on the physical condition of the Capital Equipment; and (3) furnishing an estimate of the fair market value of the leased Capital Equipment.

10. Records and Documentation. The Carrier shall retain all data, reports, records, logs and other materials and information relating to activities covered by this Agreement for a period of (3) years following the termination date of the Service Period under this Agreement and shall make the same available to the Commissioner, the State Comptroller, the United States Secretary of Transportation and the Comptroller General of the United States, or their authorized representatives, for audit, inspection and copying, upon request.

11. Grant Responsibilities of the Carrier. The Carrier agrees to comply with the terms and conditions contained in the Contractor's approved Section 5310 Project Application and its Agreement with the State, and with all applicable rules, regulations and project supporting information and assurances of Section 5310 of Chapter 53, Title 49, U.S. Code. The Carrier agrees to accomplish and provide, all necessary actions, reports and other documentation as required by the Department for the Section 5310 program, or for the coordinated public transportation service, including but not limited to quarterly reports, insurance records, vehicle inspections, etc. The Carrier agrees to provide the annual certification of insurance described in Section 14 of this Agreement. Also, the Carrier shall submit to the Contractor copies of any documents or reports that are forwarded by the Carrier to the Department that pertain to the use of the Capital Equipment or this Agreement.

12. Approval by Department. This Agreement shall not be effective unless approved in writing by the Department.

13. Carrier Authorization under Federal, State and Local Law. In the event that any approval, permit, action, proceeding or authorization is required by applicable law, ordinance, rule or regulation to enable the Carrier to enter into this Agreement, or to undertake the Transportation Service, or to observe, assume, or carry out any of the provisions of this Agreement, the Carrier will initiate and complete such action as is so required.

14. Carrier Liability. The Carrier will be responsible for all damage to life and property due to activities of the Carrier, his subcontractors, agents or employees in connection with the utilization of the Capital Equipment leased from the Contractor pursuant to this Agreement. The Carrier shall indemnify and hold harmless the Contractor and the State and their employees from any and all claims, actions, suits, proceedings, costs, expenses, judgments, damages and liabilities, including reasonable attorneys' fees, arising out of or resulting from acts or omissions of the Carrier, its contractors, subcontractors, agents or employees, relating to the utilization of the Capital Equipment.

15. Insurance. (a) During the entire term of this Agreement, the Carrier shall maintain insurance covering each vehicle provided to the Carrier, with an insurance company or companies authorized and qualified to do such business in the State of New York, of the Types and at least in the amounts set forth below:

Coverage	Amounts
Bodily Injury Liability Protection	A. \$100,000 per person B. \$300,000 per occurrence for 1-12 seating capacity \$500,000 per occurrence for over 12 seating capacity
Property Damage Liability Protection	\$50,000 per occurrence
Combined Single Limit	\$1,000,000 per occurrence
Basic No-Fault Benefits (Personal injury protection)	Statutory
Uninsured Motorist Insurance	Statutory

(b) During the entire term of this Agreement, the Carrier shall EITHER:

1. Maintain Physical Damage insurance covering each vehicle provided to the Carrier, with an insurance company or companies authorized and qualified to do such business in the State of New York as follows:

Coverage	Limits	Maximum Deductible
Collision	Actual Cash Value	\$1,000
Comprehensive	Actual Cash Value	\$1,000

OR

2. Maintain as a demand deposit in a bank, trust company or industrial bank chartered to conduct business in the State of New York, an amount of money at all times equal to the five year straight line depreciated cost of each vehicle provided to the Carrier. The Carrier shall certify annually to the Contractor and the Department that such an account is being maintained, the name and location of the bank, trust company or industrial bank where maintained, the total amount in such account, and the vehicles covered thereby. None of the funds required to be maintained in any such account by this Agreement shall be withdrawn from such account or expended without written approval thereof by the Department first having been obtained by the Carrier. The Department shall not authorize any such withdrawal or expenditure except in cases where the funds to be withdrawn and expended are to be applied toward the repair or replacement of the vehicles covered thereby under this provision, and the Department may impose additional requirements to assure such use.

Annual certification of coverage's under 1. and/or 2. above shall be sent to the Contractor and the Department.

16. Inspection. During the term of this Agreement, the Carrier shall permit, and require its subcontractors to permit, the Chief Executive Officer of the Contractor, the Commissioner, the State Comptroller, the Secretary of the United States Department of Transportation and the Comptroller General of the United States, or their authorized representatives, to inspect the condition of the Capital Equipment and the operation of said Capital Equipment in Transportation Service and to inspect all data, records and accounts maintained by the Carrier that are required pursuant to this Agreement, at any time during the normal business hours of the Carrier.

17. Term of Agreement. The term of this Agreement shall be the entire Service Period specified in Appendix C of this Agreement, with the provisions of Section 10 of this Agreement remaining in effect as specified therein.

In witness whereof, the Contractor and the Carrier have executed this Agreement by and through their respective authorized representatives, effective the day and year first above written:

FOR THE CONTRACTOR:

BY RANDALL HOAK

SIGNATURE _____

TITLE COMMISSIONER

DATE

FOR THE CARRIER:

BY CHARLES D. SNYDER

SIGNATURE _____

TITLE TOWN SUPERVISOR

DATE

APPENDIX C

Scope of Work and Financial Reimbursement

Capital Equipment: The Contractor agrees to lease the following Capital Equipment to the Carrier for the Service Period of this Agreement (description of equipment):

2025 Ford Transit Van - (6 ambulatory/1 wheelchair)

VIN 1FDAX2X89SKB07056

Transportation Service: The Carrier agrees to provide the passenger transportation service for elderly individuals and/or individuals with disabilities described in the Contractor's approved Project Application(s), according to the terms and conditions specified therein, for the Service Period of this Agreement. During those periods when the Capital Equipment or a portion thereof is not needed for said service to elderly and/or disabled individuals, it may be used to provide passenger transportation service to other elderly and/or disabled individuals in a frequency approved by the Contractor.

The Carrier shall notify the Contractor and the Department in writing of any substantial proposed change(s) in the Transportation Service prior to any such change(s). For this purpose, the term "service" shall include, but not be limited to schedules, operating hours, routes, timetables, marketing, equipment, fares and passenger terminals and facilities.

In addition to the restrictions on the use of the Capital Equipment stated in Section 5 of this Agreement, the Carrier shall not use the Capital Equipment in charter bus service in competition with any private bus operator outside the area within which the Carrier provides the Transportation Service.

The Carrier shall keep a record of each instance of charter use of the Capital Equipment, and the vehicle-miles incurred by the Capital Equipment for each such instance, and submit a report detailing these instances to the Contractor and the Department on a quarterly basis, for any calendar quarter during which such instances have occurred.

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Financial Reimbursement: The Contractor agrees to lease the Capital Equipment described herein to the Carrier for the Service Period described above. The Carrier agrees to pay the Contractor a fee for the use of each item of Capital Equipment according to the following schedule:

For a total of \$ 0 per year, to be paid in monthly installments of \$ 0 .

Amendment Provision: Should one or more vehicles of the Capital Equipment become unsafe or in an otherwise unusable condition for the Transportation Service, or qualify for retirement, before the end of the Service Period, the Contractor and the Carrier may amend this Agreement to account for such conditions and to adjust the monthly fee, subject to the written approval of said Amendment by the Department.

APPENDIX D

Contractor Authorizing Document

Attach a copy of a notarized statement by the Chairman of the Board of Directors of the Contractor, authorizing this Agreement to be signed by the official of the Contractor stated therein.

APPENDIX E
DISPOSITION OF EQUIPMENT

This schedule sets forth the estimated useful life guideline targets for Section 5310 vehicles in New York State. To dispose of a Section 5310 vehicle you must notify the Department of Transportation in writing, providing the odometer reading, an appraisal of the current fair market value of the vehicle, and general information about the condition of the vehicle and why it can no longer be used for transportation purposes.

Vehicles meeting these standards can be disposed of only upon prior written approval from the Department in accordance with Section 9(d) of this Agreement. Failure to fully comply with this procedure by prematurely disposing of a vehicle will result in the grantee's payment of a sum equivalent to 80% of the vehicle's current fair market value as determined by the Department.

GENERAL USEFUL LIFE GUIDELINE TARGETS FOR PROJECT EQUIPMENT

Vehicle Type	Years of Service	Mileage to be Attained
12 to 25 Passenger	5	150,000
26 to 40 Passenger	7	200,000

6D



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

TOWN CLERK
JEANNE H. VIGER
(716) 652-3280
townclerk@townofaurora.com

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

MEMO _____

TO: Town Board
FROM: Kathleen Moffat
RE: Budget Line: Town Hall Landscaping
DATE: June 8, 2026

I respectfully request approval to add budget line A 1620.202 Town Hall Landscaping and transfer \$30,000 of General Fund fund balance to cover the cost of the project. The budged amendment is as follows:

- Add appropriation line A 1620.202 Town Hall Landscaping
- Decrease A 599 Fund Balance by \$30,000
- Increase A 1620.202 by \$30,000



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BUDGET TRANSFER REQUEST FORM

Please note the following guidelines:

- A shortage of **less than \$750 per line** can be satisfied with this form requesting a budget transfer(s) between lines that are **within the responsibility of a single Department Head**. These will require the **approval of the Supervisor**.
- A shortage of **\$750 or more per line** can be satisfied with this form requesting a budget transfer(s) between lines that are **within the responsibility of a single Department Head**. These will require the approval of the Town Board.
- A shortage of **any amount** can be satisfied with this form requesting a budget transfer(s) between lines which fall under the **responsibility of different Department Heads**. These will require the approval of the Town Board.
- Budget transfers must be made **PRIOR** to the expenditure.
- All budget transfers must be submitted to the **Supervisor's Office** using this form.

DEPARTMENT HEAD NAME (printed): **Jeanne Viger**

SIGNATURE: _____ DATE: **5/28/2026**

1. \$200.00	FROM: A1410.413 ACCT NO.	Town Clerk – PT Contractual ACCT TITLE	\$2,624.50 CURRENT BALANCE
	TO: A1410.405 ACCT NO.	Town Clerk – Mileage ACCT TITLE	(\$76.92) CURRENT BALANCE
	REASON: Multiple trainings consumed budget; to cover overspend		
2. \$ _____	FROM: _____ ACCT NO.	_____ ACCT TITLE	_____ CURRENT BALANCE
	TO: _____ ACCT NO.	_____ ACCT TITLE	_____ CURRENT BALANCE
	REASON: _____		
3. \$ _____	FROM: _____ ACCT NO.	_____ ACCT TITLE	_____ CURRENT BALANCE
	TO: _____ ACCT NO.	_____ ACCT TITLE	_____ CURRENT BALANCE
	REASON: _____		
4. \$ _____	FROM: _____ ACCT NO.	_____ ACCT TITLE	_____ CURRENT BALANCE
	TO: _____ ACCT NO.	_____ ACCT TITLE	_____ CURRENT BALANCE
	REASON: _____		
5. \$ _____	FROM: _____ ACCT NO.	_____ ACCT TITLE	_____ CURRENT BALANCE
	TO: _____ ACCT NO.	_____ ACCT TITLE	_____ CURRENT BALANCE
	REASON: _____		

APPROVALS:

SUPERVISOR SIGNATURE : _____

TOWN BOARD MEETING APPROVAL DATE: _____

Date: _____

Action #: _____

6F



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

TOWN CLERK
JEANNE H. VIGER
(716) 652-3280
townclerk@townofaurora.com

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

MEMO _____

TO: Town Board
FROM: Kathleen Moffat
RE: Computer Surplus
DATE: June 8, 2026

I respectfully request approval to surplus the following computers:

- Dell Optiplex 9020
 - TOA #2166
- Dell Optiplex 9020
 - TOA #2153
- Dell Optiplex 9020
 - TOA #2154

These computers were used in the Historian's office for research purposes and are 12 years old. They were replaced with refurbished 2020 computers from the Courts. The hard drives are removed and stored for future destruction and the other components will be recycled during the Highway Department's fall electronic recycling event.

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



66
TOWN CLERK
Jeanne H. Viger
(716) 652-3280
townclerk@townofaurora.com

TOWN OF AURORA

Aurora Municipal Center

575 Oakwood Avenue, East Aurora, NY 14052

www.townofaurora.ny.gov

5/21/26

TO: Town Board
RE: Request to hire part time laborer

Civil Service title:
Laborer RPT

Please approve hiring Christopher Rhoades, residing at 1475 Center St, East Aurora, NY 14052, to work as a regular part time employee for the highway and parks departments starting on or after June 9, 2026. His pay will be \$21.60/hour.

Thank you,

Elizabeth Deveso
Highway Secretary

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



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TOWN CLERK
Jeanne H. Viger
(716) 652-3280
townclerk@townofaurora.com

TOWN OF AURORA

Aurora Municipal Center
575 Oakwood Avenue, East Aurora, NY 14052
www.townofaurorany.gov
5/22/26

TO: Town Board

RE: Request to hire Christopher Cowfer as a seasonal employee

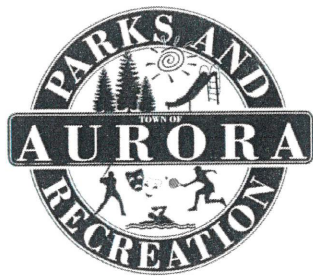
Please approve hiring Christopher Cowfer, 779 E. Main Street Apt 1, East Aurora, NY 14502. His hourly rate will be \$18/hour. He will be starting on or after June 9, 2026.

Thank you,

Elizabeth Deveso
Highway Secretary

Seasonal Laborer

6I



Town of Aurora
Department of Parks & Recreation

575 Oakwood Avenue
East Aurora, New York 14052

Office (716) 652-8866
Fax (716) 652-5646

recreation@townofaurora.com
www.aurorarec.com

To: Town Board
From: Chris Musshafen
Date: 6/3/2026
Re: Clerk Typist to Seasonal

Approval is requested to change Karen Lazickas from Clerk Typist PT to Clerk Typist PT Seasonal for 5 months beginning June 20. 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 20.

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



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TOWN CLERK
Jeanne Viger
(716) 652-3280
townclerk@townofaurora.com

TOWN OF AURORA

Aurora Municipal Center

575 Oakwood Avenue, East Aurora, NY 14052

www.townofaurora.com

TO: Town Board

FROM: Supervisor

Date: June 3, 2026

Board Members,

The Town of Aurora has been awarded \$758,000.00 as part of the NY Forward Grant. These funds will be disbursed for an all-inclusive playground with parking on Falls Road, Landscaping at the West Falls Colden Community Library and renovating Veterans Park on Davis Road and Bridge Street in West Falls.

The State has given the authority of managing the designing, estimating, bidding process, awarding bids, construction oversight, scheduling, closeout and budgeting of each phase / project to the Town of Aurora, with their oversight.

There is considerable coordination with many forms and other paperwork involved.

Please consider appointing Code Enforcement Officer Elizabeth Cassidy to be the person responsible to perform these duties starting June 8, 2026, with a stipend of \$5,000.00 total.

The stipend will be paid from the grant funds, with \$2,500.00 paid out in the first August 2026 payroll, the balance upon completion of all NY Forward projects duties.

Thank you,

A handwritten signature in black ink that reads "Charles D. Snyder".
Supervisor Charles Snyder