

Application # _____

Application For Temporary Use Permit

Neil and Barb Chur Equestrian Park, Soccer Field and/or Polo Field At Knox Farm State Park

Submit applications to:
Town of Aurora Parks and Recreation
575 Oakwood Ave
East Aurora, NY 14052
Telephone (716) 652-8866 Fax: (716) 652-5646

ALL REQUESTS MUST BE MADE NO LESS THAN 30 DAYS IN ADVANCE OF EVENT/USE.

**PLEASE NOTE THAT THE PERMIT CANNOT BE ACCEPTED FOR BOARD APPROVAL
WITHOUT THE FULL COMPLETION OF THIS DOCUMENT.**

1. Name of organization: Lancaster Depew Soccer Club
2. Individual responsible for this request: Michael Russ
3. Address: 4723 S. Ayers Rd.
4. Telephone number: 716-545-7276
5. Fax: _____
6. Email: mrusshome@yahoo.com
7. Date(s) of event: 7-24 to 7-26 2006
8. Hours of use including set up/take down: Start 7/20 10AM End 7/30 8PM
9. Description of the event or use:
Annual soccer tournament held for local and neighboring areas
10. Specific area(s) request. Please attach a map of the area.
 - a. Soccer fields X
 - b. Polo Field _____
 - c. Equestrian Park _____
 - d. Other _____
 - i. Describe _____
11. Specific equipment to be brought into the park (porta-johns, tents, etc.)

12. Needs: Water _____ Electric _____
13. Estimated attendance: 1200-1500
 - a. Will participants be crossing Knox Road? No
 - b. Will participants be attending via bus? No

PLEASE NOTE: Based on the estimated attendance of the event, a meeting with the Town Supervisor, Dir. of Recreation and Aquatics, the Highway Superintendent, and Chief of Police may be scheduled at the discretion of the Aurora Town Board to discuss a plan for proper traffic control and parking.

14. Will food or drinks be served?

a. If yes, please describe

Yes

we plan to hire food trucks/vendors as we did in 2025

15. Will there be sound amplification, music, or a band(s)?

No

a. If yes, please describe

16. Other services requested, please describe:

No

a. NYS Park Police*

i. *Applicant is responsible for contacting the East Aurora Police Department if the event involves the Village or Town streets.

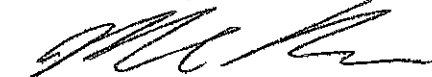
b. Parks Department:

17. Do you intend to use the main part of Knox Farm State Park between Buffalo Rd, Willardshire Rd., and Knox Rd.? No

a. If yes, you must request a permit from NYS Parks and Recreation. Contact their office at 716-549-1802.

Provide drawings that describe location, size, and text of all proposed signs for this event to the Town of Aurora Building Department, 575 Oakwood Ave. Approved signs may be erected 30 days prior to the event and must be removed immediately after.

I make this application and agree to abide by the Guidelines for Use of Barb and Neil Chur Equestrian Park, Soccer Fields, and/or Polo Field



Signature of Applicant

12/30/2025

Date

General Fees (Cash/Card)		
	Fee	Paid
Application	\$25/\$25.78	X
Permit	\$15/\$15.47	
Security Deposit*	\$250	

*Subject to change dependent on anticipated damage.

Additional Services (Cash/Card)				
Service	Per hour	# of Employees	# of Hours	Total
Crossing Guards	\$30/\$30.93			
Parking Attendant	\$30/\$30.93			
Total Additional Services				

(Invoiced after event or adjustments to security deposit return.)

Per Day Event Specific Fees (Cash/Card)					
Item	Fee	NP or TR	NP & TR	# of Days	Total
1-100 Attendants	\$150/\$154.65	\$135/\$139.19	\$120/\$123.72		
101-750 Attendants	\$300/\$309.30	\$270/\$278.37	\$240/\$247.44		
750+ Attendants	\$500/\$515.50	\$450/\$463.95	\$400/\$412.40		
Garbage Service	TBD	TBD	TBD		
NP- Non- Profit	TR- Town Resident	Total Event Fee			

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



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

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

Indemnification Agreement

Neil and Barb Chur Equestrian Park, Soccer Field and/or Polo Field

To the fullest extent permitted by law, I/We shall indemnify and hold harmless the Town of Aurora and its employees from and against claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from performance of our work under this contract, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property, including the loss of use resulting there from but only to the extent caused in whole or in part by negligent acts or omissions of our organization, anyone directly or indirectly employed by us or for anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to otherwise exist as to a party or person described in this paragraph.

Authorized Applicant or Officer

State of New York)
County of Erie)

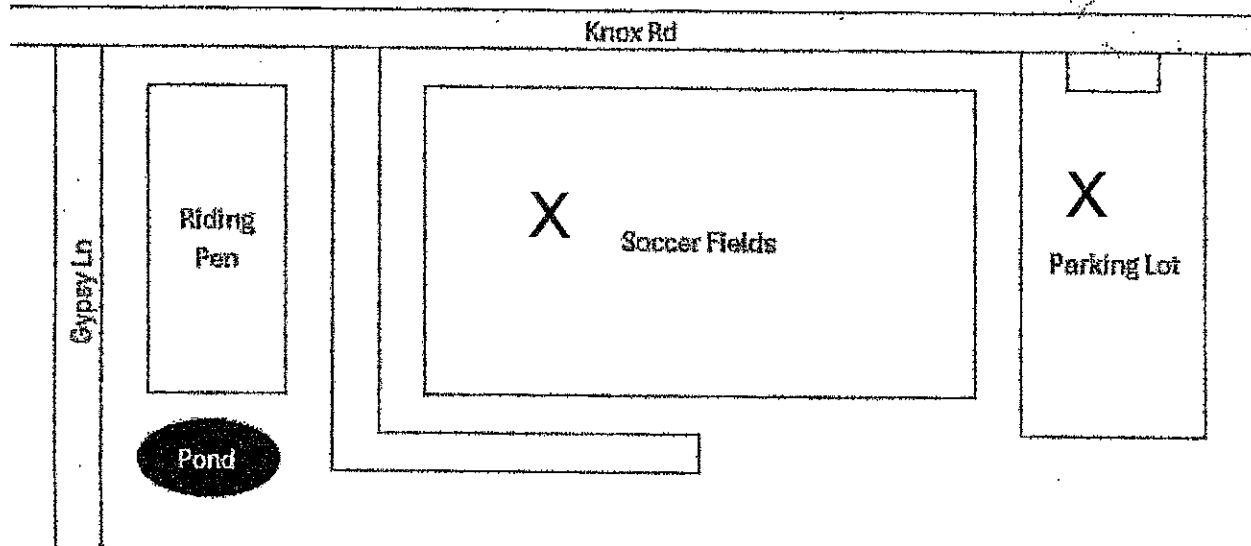
Subscribed and sworn to before me this 22nd day of December, 2025

Notary Public

Qualified in Erie County, New York
My commission expires: Aug 4, 2028

Jayne DeTine
Notary Public-State of New York
No. 01DE6191023
Qualified in Erie County
My Comm. Expires August 04, 2028

Knox Map



Please mark the areas of the park you intend to use for your event. Please describe any additional information below that may be needed.

Please describe how your event will handle parking and traffic (if your event will be crossing the road) for your event.

The event will not be crossing the road and cars will be coming and going through the course of the event.

Is there any additional information you believe the Town Board will need to know for you to host this event?

This event has been held for several years and we expect it to run as it has been in the past.

Official Use Only

Event: _____

Attachments Submitted

- ☒ Indemnification Agreement
☒ Certificate of Insurance
☒ Map with area(s) requested to be used indicated
☒ Parking and Traffic plan
☒ Copy of application for sign permit, if applicable. (Upon application approval copy of approved sign permit must be filed with the Town Clerk NO LATER THAN 5 days prior to scheduled event.)
_____ Copy of this application to NYS Parks and Recreation c/o Evangola State Park

Application ☒ **Recommended** or _____ **Not recommended**
by the Recreation Department.

Action by Aurora Town Board

The Aurora Town Board, upon review of the application request # _____ submitted by
_____ (organization or individual) took the following action with or
without conditions (as applicable) noted below:

Approved: _____
Supervisor's Signature

Date: _____

Denied: _____
Supervisor's Signature

Date: _____

Conditions:

- _____ Police Department Approval
_____ Highway Department Approval
_____ Building Department Approval
_____ Requesting organization shall attach a completed **Certificate of Insurance** with minimum limits to include public liability coverage with limits of \$1,000,000 each occurrence; property damage insurance with limits of \$1,000,000 each occurrence. Policy shall be endorsed to include the Town of Aurora as an additional name insured
_____ Requesting organization or individual shall submit an **Indemnification Agreement** signed by authorized applicant or officer of company and duly notarized.
_____ Approval of parking and traffic plan
☒ Arsenal Soccer Contacted – No Conflicts. Date: 12/17
_____ Other



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/29/2025

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

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

PRODUCER LIC #40558248 Player's Health Cover USA Inc. Lifetime Work Edina 200 Southdale Center Edina MN 55435		CONTACT NAME: PHONE (A/C, No, Ext): 612-345-9683 FAX (A/C, No): E-MAIL: certificates@playershealth.com ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: Everest National Insurance Company NAIC#: 10120 INSURER B: HDI Global Specialty SE 16131 INSURER C: Great American Insurance Company 16691 INSURER D: INSURER E: INSURER F:
INSURED New York State West Youth Soccer Association PO Box 1014 Webster NY 14580		

COVERAGES

CERTIFICATE NUMBER: 255195

REVISION NUMBER: 1

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO: JECT ☐ LOC ☒ OTHER: PER EVENT	Y	GCN0012812-251	9/1/2025	9/1/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 300,000 MED EXP (Any one person) \$ EXCLUDED PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COM/POP AGG \$ 1,000,000 PARTICIPANT LEGAL LIAB \$ 1,000,000
	☐ AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY		GCN0012812-251	9/1/2025	9/1/2026	COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000 BODILY INJURY (Per person) \$ PROPERTY DAMAGE (Per accident) \$
B	☐ UMBRELLA LIAB ☒ OCCUR ☒ EXCESS LIAB CLAIMS-MADE ☒ DED RETENTION \$ 0		25QS1303	9/1/2025	9/1/2026	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY (ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) (If yes, describe under DESCRIPTION OF OPERATIONS below)	Y/N N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
C	Participant Accident Medical		BSR-E428842-04	9/1/2025	9/1/2026	PER INJURY LIMIT \$ 100,000

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

Certificate issued for sanctioned activities of the state soccer association.

Certificate Holder is Additional Insured as required by written agreement per policy endorsement ECG 20 600 05 09. General liability policy contains sexual abuse and molestation limits of \$1,000,000 per occurrence/\$2,000,000 aggregate. This certificate is issued on behalf of: Lancaster-Depew Soccer Club LDSC Soccer Tournament

CERTIFICATE HOLDER

CANCELLATION

Town of Aurora 575 Oakwood Avenue East Aurora NY 14052	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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**THIS ENDORSEMENT CHANGES THE COVERAGE PART. PLEASE READ IT
CAREFULLY.**

**ADDITIONAL INSURED – AUTOMATIC STATUS WHEN
REQUIRED IN A WRITTEN AGREEMENT WITH YOU**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

- A. Section II – Who Is An Insured** is amended to include as an additional insured any person or organization with whom you have a written agreement that such person or organization be added as an additional insured on your Coverage Part. Such person or organization is an additional insured only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" but only to the extent caused, in whole or in part, by:
1. Your acts or omissions; or
 2. The acts or omissions of those acting on your behalf;
in the performance of your operations for an additional insured.
- B.** The insurance afforded to an additional insured shall only include the insurance required by the terms of the written agreement and shall not be broader than the coverage provided within the terms of the Coverage Part.
- C.** The Limits of Insurance afforded to an additional insured shall be the lesser of the following:
1. The Limits of Insurance required by the written agreement between the parties; or
 2. The Limits of Insurance provided by this Coverage Part.
- D.** With respect to the insurance afforded to an additional insured, this insurance does not apply to "bodily injury", "property damage" or "personal and advertising injury" arising out of any act or omission of an additional insured or any of its employees.

POLICY NUMBER: GCN0012812-251

COMMERCIAL GENERAL LIABILITY
ECG 24 522 04 02

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Person or Organization:

ANY PERSON OR ORGANIZATION FOR WHOM THE NAMED INSURED HAS
AGREED BY WRITTEN CONTRACT TO FURNISH THIS WAIVER.

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

The TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US Condition (Section IV – COMMERCIAL GENERAL LIABILITY CONDITIONS) is amended by the addition of the following:

We waive any right of recovery we may have against the person or organization shown in the Schedule above because of payments we make for injury or damage arising out of your operations or "your work" done under a written agreement that requires you to waive your rights of recovery. The written agreement must be made prior to the date of the "occurrence". This waiver applies only to the person or organization shown in the Schedule above.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**AMENDMENT – OTHER INSURANCE
(PRIMARY NONCONTRIBUTORY)**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

A. Paragraph a. Primary Insurance of 4. Other Insurance of SECTION IV COMMERCIAL GENERAL LIABILITY CONDITIONS is replaced by the following:

a. Primary Insurance

This insurance is primary except when b. below applies. If this insurance is primary, our obligations are not affected unless any of the other insurance is also primary. Then, we will share with all that other insurance by the method described in c. below, except that we will not seek contribution from any party with whom you have agreed in a written contract or agreement that this insurance will be primary and noncontributory, if the written contract or agreement was made prior to the subject "occurrence" or offense.

Application # _____

Application For Temporary Use Permit

Neil and Barb Chur Equestrian Park, Soccer Field and/or Polo Field
At Knox Farm State Park

Submit applications to:
Town of Aurora Parks and Recreation
575 Oakwood Ave
East Aurora, NY 14052
Telephone (716) 652-8866 Fax: (716) 652-5646

ALL REQUESTS MUST BE MADE NO LESS THAN 30 DAYS IN ADVANCE OF EVENT/USE.

**PLEASE NOTE THAT THE PERMIT CANNOT BE ACCEPTED FOR BOARD APPROVAL
WITHOUT THE FULL COMPLETION OF THIS DOCUMENT.**

1. Name of organization: Boredad Music Festival
2. Individual responsible for this request: Jennifer Brazil
3. Address: 657 persons St
East Aurora, NY 14052
4. Telephone number: 415-871-3253
5. Fax: _____
6. Email: Jennibrazil@gmail.com
7. Date(s) of event: ~~September 11th-13th~~ OR September 18th-20th, 2024
8. Hours of use including set up/take down: Start 8am End 12pm midnite
9. Description of the event or use:
parking for Boredad festival
10. Specific area(s) request. Please attach a map of the area.
 - a. Soccer fields X
 - b. Polo Field X
 - c. Equestrian Park X
 - d. Other _____
 - i. Describe _____
11. Specific equipment to be brought into the park (porta-johns, tents, etc.)
portapotties, light towers
12. Needs: Water _____ Electric _____
13. Estimated attendance: 2500 + cars
 - a. Will participants be crossing Knox Road? yes
 - b. Will participants be attending via bus? no

PLEASE NOTE: Based on the estimated attendance of the event, a meeting with the Town Supervisor, Dir. of Recreation and Aquatics, the Highway Superintendent, and Chief of Police may be scheduled at the discretion of the Aurora Town Board to discuss a plan for proper traffic control and parking.

14. Will food or drinks be served?

a. If yes, please describe

No
-not in the parking area

15. Will there be sound amplification, music, or a band(s)? No

a. If yes, please describe

16. Other services requested, please describe:

a. NYS Park Police* -Coordinated directly

i. *Applicant is responsible for contacting the East Aurora Police Department if the event involves the Village or Town streets. -yes

b. Parks Department:

17. Do you intend to use the main part of Knox Farm State Park between Buffalo Rd, Willardshire Rd., and Knox Rd.? yes

a. If yes, you must request a permit from NYS Parks and Recreation. Contact their office at 716-549-1802. -

Provide drawings that describe location, size, and text of all proposed signs for this event to the Town of Aurora Building Department, 575 Oakwood Ave. Approved signs may be erected 30 days prior to the event and must be removed immediately after.

I make this application and agree to abide by the Guidelines for Use of Barb and Neil Chur Equestrian Park, Soccer Fields, and/or Polo Field.

Jennifer Bell
Signature of Applicant

10/22/26
Date

General Fees (Cash/Card)		
	Fee	Paid
Application	\$25/\$25.78	
Permit	\$15/\$15.47	
Security Deposit*	\$250	

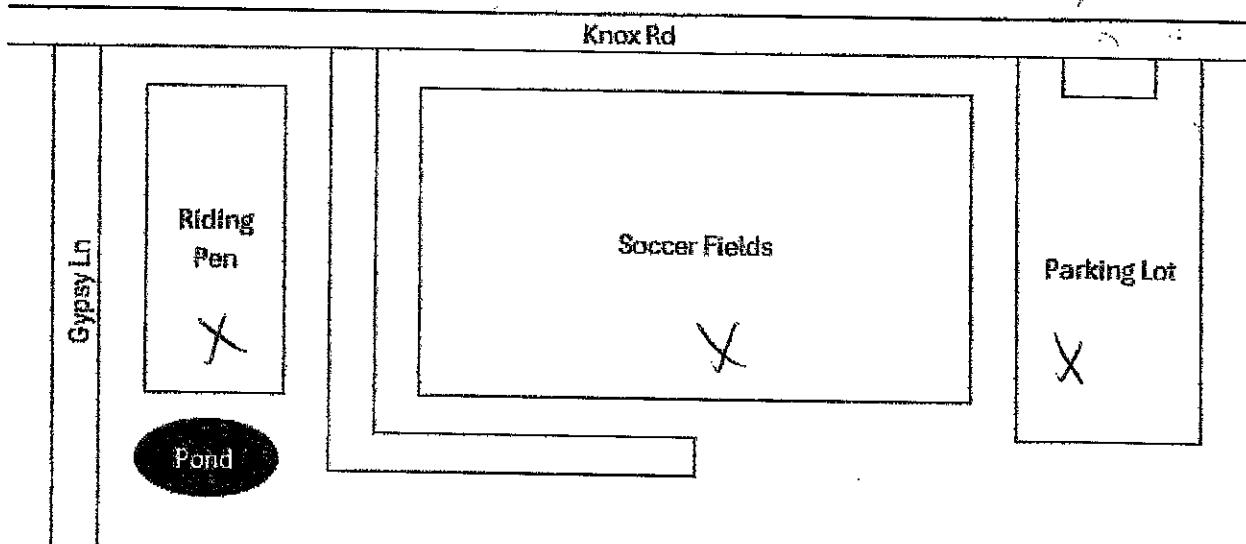
Additional Services (Cash/Card)				
Service	Per hour	# of Employees	# of Hours	Total
Crossing Guards	\$30/\$30.93	—	—	—
Parking Attendant	\$30/\$30.93	—	—	—
Total Additional Services				—

*Subject to change dependent on anticipated damage.

(Invoiced after event or adjustments to security deposit return.)

Per Day Event Specific Fees (Cash/Card)					
Item	Fee	NP or TR	NP & TR	# of Days	Total
1-100 Attendants	\$150/\$154.65	\$135/\$139.19	\$120/\$123.72		
101-750 Attendants	\$300/\$309.30	\$270/\$278.37	\$240/\$247.44		
750+ Attendants	\$500/\$515.50	\$450/\$463.95	\$400/\$412.40	3	
Garbage Service	TBD	TBD	TBD		
NP- Non- Profit	TR- Town Resident	Total Event Fee			

Knox Map



Please mark the areas of the park you intend to use for your event. Please describe any additional information below that may be needed.

We will be using the area for parking for attendees to Bordenad Music Festival. Staffing will be provided - Portas + light towers provided

Please describe how your event will handle parking and traffic (if your event will be crossing the road) for your event.

parking plan is submitted —

Is there any additional information you believe the Town Board will need to know for you to host this event?

We have successfully used this space for the last 7 years and are grateful for the support.

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



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

TOWN OF AURORA

575 Oakwood Ave., East Aurora, NY 14052
www.townofaurora.com

Indemnification Agreement

Neil and Barb Chur Equestrian Park, Soccer Field and/or Polo Field

To the fullest extent permitted by law, I/We shall indemnify and hold harmless the Town of Aurora and its employees from and against claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from performance of our work under this contract, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property, including the loss of use resulting there from but only to the extent caused in whole or in part by negligent acts or omissions of our organization, anyone directly or indirectly employed by us or for anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to otherwise exist as to a party or person described in this paragraph.

Jennifer Brazill Jennifer Brazill
Authorized Applicant or Officer

State of New York)
County of Erie)

Subscribed and sworn to before me this 22nd day of October, 2025

Karin L. Dojnik
Notary Public

KARIN L. DOJNIK
Notary Public, State of New York
Reg. # 01DO6445148
Qualified in Erie County
Commission Expires December 12, 2026

Qualified in Erie County, New York
My commission expires: 12/12/2026

Official Use Only

Event: _____

Attachments Submitted

- ☒ Indemnification Agreement
☐ Certificate of Insurance
☒ Map with area(s) requested to be used indicated
☒ Parking and Traffic plan
☒ Copy of application for sign permit, if applicable. (Upon application approval copy of approved sign permit must be filed with the Town Clerk NO LATER THAN 5 days prior to scheduled event.)
☒ Copy of this application to NYS Parks and Recreation c/o Evangola State Park

Application ☒ Recommended or ☐ Not recommended
by the Recreation Department.

Action by Aurora Town Board

The Aurora Town Board, upon review of the application request # _____ submitted by _____ (organization or individual) took the following action with or without conditions (as applicable) noted below:

Approved: _____
Supervisor's Signature

Date: _____

Denied: _____
Supervisor's Signature

Date: _____

Conditions:

- ☐ Police Department Approval
☐ Highway Department Approval
☐ Building Department Approval
☐ Requesting organization shall attach a completed **Certificate of Insurance** with minimum limits to include public liability coverage with limits of \$1,000,000 each occurrence; property damage insurance with limits of \$1,000,000 each occurrence. Policy shall be endorsed to include the Town of Aurora as an additional name insured
☐ Requesting organization or individual shall submit an **Indemnification Agreement** signed by authorized applicant or officer of company and duly notarized.
☐ Approval of parking and traffic plan
☒ Arsenal Soccer Contacted - No Conflicts. Date: 12/17/25
☐ Other



Borderland Festival

September 11th-13th 2026 OR September 18th-20th, 2026

Traffic and Parking Management Plan

As part of the overall Borderland Festival operations plans, the event will ensure the efficient movement of traffic (pedestrians, cars, cycles, etc) on the roadway network within Knox Farm State Park and the roadways leading to the park. To facilitate this and to manage the traffic impact (vehicles and pedestrians) generated by the planned festival at Knox Farm State Park, a Traffic and Parking Management Plan has been produced.

Background

This plan anticipates that 5,000 people, in 100 cars, will be traveling to the event on Friday, Saturday and Sunday. Visitors will be traveling mostly from the North, east and west on highways and local roads. Visitors coming from I 90 have been routed around the Village of East Aurora to lessen the traffic impact on the Village roadways and minimize congestion within the Village. The 2026 plan has been submitted to and will be reviewed by the Town of Aurora and East Aurora Police Department. The intent of the plan is to minimize traffic congestion, provide sufficient facilities and signage to maintain safety and cope appropriately with the traffic that will be generated.

Traffic and Parking Management Plan

1. The Event and the Organizers

- 1.1. The organization chart will be submitted not less than 10 days prior to the event to the Town Supervisor and the East Aurora Police Department with contact information for key personnel for the Traffic Management Team if requested.
- 1.2. The event will be held at Knox Farm State Park on **TBD** rain or shine.
- 1.3. Maps of the area and the park are attached
- 1.4. Timing of the event is as follows: Friday 1pm-11pm
Saturday, 10:00am-11pm Sunday, 10:00am-9:00pm.
- 1.5. Set-up at Parking lots will begin on **TBD** ..Tear down in the Parking areas will be completed by the following Tuesday of the festival.

2. Planning

- 2.1. We are working with the Highway Superintendent, David Gunner with have parking plans to accommodate all parking needs.
- 2.2. To minimize the predicted traffic volumes, steps will be taken to partner with ride-share services. Golf cart transport will be available for handicapped guests, and bicycle racks will be available at the entrance of the event.
- 2.3. Peak car volume will be expected Friday 4-8pm, Saturday and Sunday, 11am-2pm and end of event for egress.
- 2.4. Parking requirements are estimated to be less than 2000 total vehicles in total.
- 2.5. Route plan will be highly advertised on all marketing materials, socials and website.
- 2.6. Ticketing box office will be located inside the pathway off Knox Rd with advanced sales as in the past years.
- 2.7 Overflow parking or rain weather parking will be designated in the field directly across from the Equestrian Park on Knox Road on Knox Farm State Park. Festival will coordinate with outside shuttles if necessary for inclement weather.

3. Public Transport Strategy

- 3.1. Ride Share will be located off Buffalo Road entrance by the Red Barns and coordinated with Knox Farm State Park staff and Borderland Team.
- 3.2. Handicapped parking with golf cart transport from soccer parking lot only.
- 3.3. Specific vehicle routes are set-up (below)
- 3.4 If festival coordinates with outside shuttle bus services all pick up and drop off will be discussed with EAPD and Highway Superintendent to ensure safety.

4. Emergency Access

4.1. An ambulance will be onsite all day, all operating days. Ingress and egress will be through the Main Wrought Iron gates off Buffalo Rd. This entrance will be used strictly for vendors and musicians, and will be well marked with a security guard at that gate. This entrance is Not to be used for Borderland Festival visitors but will be used for festival vendors and musicians who need access during the event. An additional ambulance will arrive at 2pm.

4.2 All emergency communication is planned and coordinated with East Aurora Police Department and New York State Police and East Aurora Fire Department.

5. Parking Shuttle and Share Drop – Off/Pick Up

5.1. General admission and VIP parking will be located at soccer fields and polo grounds off Knox Road.

5.2. Parkdale Elementary School is designated for Saturday and Sunday for staff and volunteer parking only - 6am to midnight.

5.3. Drop off for shuttle buses, Ride Share and cars will be clearly marked on Buffalo Road/Seneca Street with a DOT message board and signage.

5.4. Golf cart shuttle for handicapped will be marked at Knox Rd near driveway entrance and loop all day all three days.

6. Traffic

6.1. 'No Parking' signage on both sides of Knox Rd. Gypsy Lane and Buffalo Rd. All signage will be increased from previous years with clear and marked festival signs and directional signs. Directional signs will be placed at the traffic circle off Main Street and up Buffalo Rd all the way to Willardshire Rd.. Borderland Team will rent (3) DOT signs/boards to be placed at the corner of Knox and Willardshire as well as the corner of Buffalo Rd. and Bowen Rd. with appropriate directions.

6.2. Crossing and traffic guards will be situated where pedestrians are entering the festival on Knox Rd. at the driveway heading to the stables at Knox Park where the box office is located.

3. Knox Road is to be divided into two distinct lanes with Vehicle traffic on the south side and pedestrian/bike traffic on the north beginning west of the main event entrance on Knox Road to the water barricades. Traffic leaving the VIP lot will be directed to the south lane heading west until just past the main event entrance.

4. Water barricades or removable blockades will be placed by Town of Aurora on Knox Road west of Woodside Road (west of the driveway to 148 Knox) to block thru traffic no later than 12pm on Friday, September . Barricades will remain in place until all traffic from the event parking lot is completely cleared. All traffic will exit to the west on Knox going toward Gypsy and Willardshire. No traffic from the event will be allowed to travel down Knox toward the traffic circle. The time to move the barriers will be coordinated with the *East Aurora Police Department* and Highway Superintendent based on egress flow.

5. Knox Road will be closed from the Village line to Gypsy Lane through Erie County permitting during

event times . Only traffic coming to or from the event parking area will be allowed .

6. A "Local Traffic Only" sign will be placed at the east end of Knox Road (at Grey Street) by 9am on Friday September 12th, and removed TBD after the water barricades are removed.
7. Festival Team will coordinate with Chief of Police and EAPD on police presence and placement of vehicles where needed.
8. Festival Parking Team will have quick service to patrons with tablets and card swipe abilities to funnel cars off the road into the parking area. As well as pre-paid parking will be available on the website.

~~9. Festival Parking Staff will be increased and Town of Aurora employees will be on site during peak hours.~~ *CM per Charles Snyder 1/7/26*

7. Communication with Patrons and Town

- 7.1. On-site to off-site = two way radios between all Parking Staff with access to Police numbers and channels as well as State/Park Police.
- 7.2. Local resident/businesses – will be made aware of the impact traffic will have on their establishment or homes. Borderland Team will have clear outreach and communication to local neighborhoods.
- 7.3. Customers - website on tickets with route and parking instructions. All ticket holders will be emailed clear parking and traffic information prior to the event. Borderland will print all parking and traffic information in the East Aurora Advertiser the week of the festival. All information will be clear and messaged on social media and the festival website.

8. Risk Assessments

- 8.1. Security: Paid professional security team, bag check
- 8.2. Health emergency: On-site ambulance, designated trauma space, easy egress for emergency vehicles through main gate on Buffalo Rd.
- 8.3. Parking: Organizer will arrange for towing if weather conditions create soft grounds
- 8.4. Lightning: In case of lightning, visitors will be evacuated (with microphone on stage) from fields to vehicles and covered sheltered areas.
- 8.5. Traffic congestion: East Aurora Police Department will assist with congested intersections
- 8.6 Blockages: *Organizer will work with the East Aurora Police Department for towing service to remove any vehicle blocking roadways, ingress/egress, vehicle accidents*
- 8.7. The Department of Health is on notice and permit will be issued

9. Insurance

- 9.1. Public liability insurance will be secured and Town of Aurora will be added as an additional insured

9.2 Festival signed Indemnification Statement with the Town of Aurora.

Routes:

From the North or west:

From Interstate 90 take exit 54, Route 400. Exit on Transit Rd south, then make the first left at the signal onto Seneca St. Drive 4.5 miles. Turn right on Willardshire Rd. Turn left on Knox Rd. Follow signs for parking.

Follow Rt. 16 north to 20A. Turn left on 20A(west) to traffic circle. Bear right and travel Buffalo Road to Willardshire. Left on Willardshire and left on Knox. Follow signs for parking.

From the East

Follow 20A west through the Village of East Aurora to the traffic circle. Bear right and travel Buffalo Road to Willardshire. Left on Willardshire and left on Knox. Follow signs for parking.

Reviewed by:

East Aurora Police Department

Date

Town of Aurora

Date

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

C



Ref: 11207908

December 19, 2025

Martha Librock, Town Clerk
Town of Aurora
575 Oakwood Avenue
East Aurora, New York 14052

Proposal for Stormwater Pollution Prevention Plan Review – Proposed Golf Barn, 600 Olean Road

Dear Ms. Librock:

GHD Consulting Services Inc. (GHD) is pleased to submit this proposal to assist the Town of Aurora (Town) during the review of the Stormwater Pollution Prevention Plan (SWPPP) for the above referenced project located at 600 Olean Road, Town of Aurora, New York.

1. Scope of Services

GHD will review the SWPPP to assure that it adequately meets all regulations and requirements as outlined in Chapter 96 (Stormwater Management) of the Town Code, the State Pollutant Discharge Elimination System (SPDES) General Permit for Stormwater Discharges from Construction Activities, Permit No. GP-0-25-001, and the NYS Stormwater Management Design Manual, latest revision.

Upon completion of our review, GHD will provide the Town with the SWPPP review checklist and a written recommendation to approve or a summary of comments to be addressed by the applicant prior to approval. If there are comments, GHD will conduct up to one follow-up review of responses and provide a final recommendation to approve. Any additional reviews are considered outside of the scope of this proposal.

2. Schedule and Fee

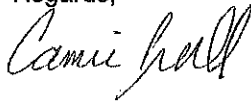
GHD is prepared to begin work immediately upon receipt of written authorization.

We propose to complete the above scope of services for a not-to-exceed fee of \$1,000. The Town will be invoiced monthly based on the actual hours of work completed in the previous month. Please note that per Chapter 96 of the Town Code, the Town should be compensated by the developer for this fee.

Should this proposal meet with your approval, please sign the attached Amendment/Change Form and return an electronic copy to us for our files.

Thank you for the opportunity to present this proposal. Please do not hesitate to contact me if you have any questions.

Regards,

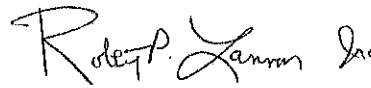


Camie Jarrell, PE
Project Manager

+1 716 362-8879
camie.jarrell@ghd.com

CLJ/las

Attachment



Robert P. Lannon Jr., PE
Project Director

+1 716 362-8806
robert.lannon@ghd.com

Attachment 1

Amendment/Change Form



Q1403 Amendment/Change Form

This Amendment/Change is effective this ____ day of _____, 20____, (the "Effective Date") between GHD Consulting Services Inc. (hereinafter "GHD") and Town of Aurora (hereinafter "Client"). In consideration of the mutual promises set forth herein, GHD and Client agree to modify the project details for the Original Agreement between GHD and Client referenced herein.

Project details			
Project name:	Town of Aurora Engineering Services	Project number:	11207908
Effective date of original agreement:	January 1, 2025	Project Manager:	Camie Jarrell
Description of proposed change:			
Proposed golf barn project SWPPP Review – GHD to provide review of the Stormwater Pollution Prevention Plan for a proposed single-family residence at 600 Olean Road, Aurora NY. The SWPPP will be reviewed for compliance with engineering standards and state regulations associated with the SPDES Permit for Stormwater Discharges from Construction Activities. GHD's deliverable will be a review letter and recommendation. Please see GHD Proposal Dated December 19, 2025.			
Current budgeted effort:	\$ 16,000	Current completion date:	December 31, 2025
This change (variation):	\$ 1,000		
Revised budgeted effort total:	\$ 17,000	Revised completion date:	December 31, 2025

In witness whereof, GHD and Client have caused this Agreement to be executed by their duly authorized representatives as of the Effective Date.

GHD

GHD Consulting Services Inc.

Robert P. Lannon, Jr., PE

Project Director

December 19, 2025

Client

Charles D. Snyder

Town Supervisor

Date:

D

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: December 17, 2025

I respectfully request approval to roll over 12 hours of vacation for Richard Miga and 24 hours of vacation for myself. These hours will be used in January 2026. This is due to the increased workflow, trying to balance both completing the day-to-day work and using comp and vacation time.

Please contact my office with any questions.

Liz Cassidy

Liz Cassidy balance = 24
Rich Miga balance = 20

E

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: December 30, 2025

Attached are the most recent code updates. I respectfully request the Town Board refer these codes to the Planning Board for review and recommendation.

Thank you.

Liz Cassidy

Solar Energy Systems Chapter 95A

95A-4C: Utility-scale solar energy systems are only permitted in C-1, C-2, and C-3 zoning districts.

95A-5E: Utility-scale solar energy systems and all solar energy systems over 25 kw shall be subject to all provisions of this chapter and permitted only in the approved districts (C-1, C-2, and C-3) zoning districts. These systems shall require a special use permit, site plan approval from the Town Board and a building permit from the Town of Aurora Building Department.

95A-6C(5): The total surface area of a non-utility-scale solar energy system on a lot situated in an Agriculture (A) and Commercial (C1, C2, and C3) District shall not exceed 5% of the total square footage of the entire lot.

95A-6C(6): The total surface area of a utility-scale solar energy system on a lot which is greater than two acres situated in Commercial (C1, C2, and C3) District shall not exceed 10% of the total square footage of the entire lot.

95A-8B(2): As regulated for accessory structures in the Commercial (C1, C2, and C3) uses in Chapter 116 of the Town Code.

Subdivision of Land and ODA Chapter 99

Add 99-6B: Prior to submittal of an application, a preliminary meeting with the developer, property owner, Town Supervisor, Superintendent of Highways, and Code Enforcement Officer is required to discuss the proposed subdivision. This meeting will review the basic site design concept and advise the developer as to potential problems or concerns and will assist the developer in determining the information required to begin the process. [move all subsequent sections down one]

99-31A(5): Front Yard Setback

- A. 200 feet from the boundary line parallel to the street right-of-way
- B. No accessory building/structure shall be erected in the front yard.

Zoning Chapter 116

116-4 Building, Height of: The vertical distance measured from the average elevation of the proposed finished grade at the front of the building to the highest point of the roof for flat roofs, to the deck line of mansard roofs and to the mean height between eaves and ridge for gable, shed, hip and gambrel roofs.

Delete 116-8.5D(3)

Delete 116-8.5E(3)

Delete 116-8.6E(3)

Ponds Chapter 87

87-2A: A building permit pursuant to this chapter must be issued prior to construction, at a fee set by the Town Board by resolution.

87-2A(3): Pond site plan approval shall be by the Town Code Enforcement Officer.

Sewers Chapter 93

93-1 Superintendent: The Superintendent of Highways of the Town of Aurora.

Alarm Systems Chapter 35

35-1 Title. This chapter of the Aurora Town Code shall be known as the "Town of Aurora Alarm Code."

35-2 Purpose. The purpose of this chapter is to protect and promote the health, safety and general welfare of the residents of the Town of Aurora by reducing the number of false alarms, via proprietary alarm systems of fire, intrusion, holdup, emergency medical systems or other emergencies which contribute to ineffective utilization of police and fire and emergency response agencies. Such emergency responses are susceptible to high accident rates, interfere with genuine emergencies (responses) and produce unnecessary alarm noise to the surrounding community.

35-3 Definitions. For the purpose of this chapter, the following words and phrases shall have the meanings respectively ascribed to them by this section:

Alarm System: a device or an assembly of equipment which is designed to detect smoke, abnormal rise in temperature, fire, water flow, medical emergency or an entry into or exit from a building, structure or facility or a holdup alarm and, by reason thereof, emits an audible response intended to alert persons outside of the premises and/or transmit a signal or message to an emergency agency, either directly or through a private or commercial relay facility.

Automatic dialer: a device that automatically dials and relays a prerecorded message to an emergency agency or to a commercial relay facility.

Emergency Agency: The Police Department or Fire Department, Central Fire Alarm Office, Emergency Medical Services (EMS), or other emergency dispatch center.

False Alarm: An activation of an alarm system where either an emergency situation does not exist or the activator does not have a reasonable basis to believe that an emergency situation does exist.

35-4 Existing alarm systems. The owners and lessees of premises having existing alarm system shall comply with §35-5 and §35-6 of this chapter within 90 days of the effective date described in §35-14.

35-5 Automatic cutoff system.

- A. No person shall install or maintain an external alarm system which does not contain an operational automatic cutoff system which turns off the external audible alarm once activated after a period not to exceed 10 minutes.
- B. An automatic dialer connected directly to an emergency agency shall automatically disconnect and/or terminate its message after the message has been transmitted a maximum of two times. Notwithstanding the foregoing, however, the total transmission time of all messages shall not exceed five minutes.

35-6 Direct communication to emergency agency. There shall be no automatic alarm system with direct communication to any type of an emergency agency without prior written authorization from the emergency agency where the alarm terminates.

35-7 Charges for false alarms. An owner or lessee of real property to which an emergency agency responds as a result of a false alarm shall pay a fee for each such response in each calendar year as follows:

- A. Police Department response.
 - 1. First false alarm response: no charge.
 - 2. Second false alarm response: \$50.
 - 3. Third or more false alarm responses: \$100 each.
- B. Fire Department response.
 - 1. First false alarm response: no charge.
 - 2. Second false alarm response: \$50.
 - 3. Third or more false alarm responses: \$100 each.
- C. EMS response.
 - 1. First false alarm response: no charge.
 - 2. Second false alarm response: \$50.
 - 3. Third or more false alarm responses: \$100 each.

35-8 Notice of excessive use: The owner or lessee of real property which received an emergency response by reason of a false alarm shall be notified, in writing, by means of first-class mail, of all false alarms, including police alarms, fire alarms, and/or EMS alarms, in a calendar year. The letter shall inform the owner or lessee of the times and types of emergency responses provided to the address location and, where applicable, contain a copy of the Alarm Code and notify the owner or lessee of any charges due pursuant to §35-7 of this chapter.

35-9 Administrative review: The Chief of Police whose jurisdiction is the Town of Aurora, or his designee, and/or the Code Enforcement Officer of the Town of Aurora, or his designee, shall establish a policy and procedure whereby an owner of real property or lessee thereof on which an alarm system has been installed and who has been notified of a false alarm may present evidence as to why any such alarm should not be classified as a false alarm. The Chief of Police, or his designee, and/or the Code Enforcement Officer, or his designee, shall designate one or more members of their departments, which may include themselves, not to exceed three in total, to receive such evidence and make recommendations and findings of fact concerning such classification. The Chief of Police, or his designee, and/or the Code Enforcement Officer, or his designee, shall make the final determination concerning a classification, which determination shall be reviewable only pursuant to procedures under Article 78 of the New York Civil Practice Law and Rules. To challenge the classification of an alarm as a false alarm, the real property owner or lessee thereof shall, in writing, notify the Chief of Police and/or the Code Enforcement Officer within 10 days after receipt of notice of the alarm, which will be presumed to have been received three days after mailing pursuant to §35-8 of this chapter. The failure to give such timely notice shall be deemed a waiver of the right to review any such determination.

35-10 Payment of charges. Charges for false alarms shall be paid to the Town Clerk of the Town of Aurora at the Aurora Municipal Center, within 30 days of the mailing date of any notice provided pursuant to §35-8 of this chapter.

35-11 Failure to remit charges. Failure of a real property owner or lessee of property on which an alarm system is installed to pay any false alarm charges, as defined in §35-7 of this chapter, within 30 days of the mailing date of a notice of the amount due provided pursuant to §35-8 of this chapter shall be deemed a violation of this chapter and may result in said real property owner or lessee, as the case may be, being served with a summons.

35-12 Enforcement. The Chief of Police shall enforce this chapter for alarm systems which detect intrusions or holdup alarms at a building, structure or facility. The Code Enforcement Officer shall enforce this chapter for alarm systems which detect smoke, fire, water flow or abnormal rate of rise in temperature or emergency medical systems. If both Police Department and Fire Department alarms are activated, the Code Enforcement Officer will enforce this chapter.

35-13 Penalties for offenses. Any person or persons, association or corporation committing an offense against this chapter or any section or provision thereof is guilty of a violation punishable by a fine not exceeding \$250 or imprisonment for a period not exceeding 15 days for each such offense, or by both such fine and imprisonment.

35-14 Effective date. This chapter shall become effective on the latter of the first day of March 1994 or its proper filing with the Secretary of State of New York in a manner consistent with §27 of the New York Municipal Home Rule Law.

Site Plan Chapter 95

95-1 Intent: The intent of a site plan review is as follows:

- A. To evaluate the intended building design in its arrangement to and its suitability to natural site conditions and the compatibility with surrounding land uses.
- B. To permit the Town of Aurora to analyze development proposals in terms of their impacts on local growth and the need for facilities and services.
- C. To protect and provide for the public health, safety and general welfare of the Town.
- D. To conform with current zoning, the Official Map, and Comprehensive Plan, if any, now or in the future.
- E. To protect the value of land throughout the Municipality, to encourage orderly and beneficial development upon the land, and to minimize misunderstanding in the interpretation of intended land uses set forth in current zoning restrictions.
- F. To prevent the pollution of air and water, to assure the adequacy of proper drainage methods, and to safeguard the natural water table through responsible sewage removal/treatment.
- G. To provide for the preservation of open spaces through the most efficient design and layout of buildings, including but not limited to the use of cluster development of buildings on a parcel of land.

95-2 Applicability; exceptions.

- A. All applications for building permits shall be accompanied by a site plan as approved by the Town Board, based on the review and recommendations of the Town Planning Board and, if appropriate, the Town's Engineer, Highway Superintendent and/or Code Enforcement Officer and upon the opinions and concerns brought up at a required public hearing(s), if any.
- B. An approved site plan need not accompany an application for a building permit to construct any of the following:
 - 1. A one-family or two-family dwelling and its permitted accessory uses or structures.
 - 2. A commercial improvement, either in the form of an addition to an existing structure or the construction of a new structure, which upon completion, will be less than 2,500 square feet. Notwithstanding this exception, if an applicant, during any three-year period, has engaged in a series of small improvements on his, her, or its property which, in the opinion of the Code Enforcement Officer, are intended to circumvent the requirements for a site plan review, Code Enforcement Officer may, in his or her reasonable judgement view all of those improvements in the aggregate in determining whether or not any such improvement or improvements would be excluded from the requirement of a site plan because of the amount of improved square footage involved.
 - 3. Improvements on agricultural properties or farms within the Town of Aurora which would either not otherwise be subject to the issuance of a building permit or which are located in the rear of existing improvements, provided that such improvements are located on a parcel of land of 10 acres or more.
 - 4. Construction for the purposes of accessibility.
- C. Notwithstanding any other provision contained in this §95-2, a site plan review will be required for any commercial improvement constructed on a property which immediately adjoins or is directly across the street from or is within 500' of a property which is zoned residential by the Town

95-3 Review Procedures

- A. Upon applying for a building permit which requires a site plan review, the Code Enforcement Officer will advise the applicant of the specific materials which need to be submitted to the Planning Board and/or Town Board for review. This step is designed to save the applicant from possible future delays. The Code Enforcement Officer will review the basic site design concept and advise the applicant as to potential problems and concerns and will assist the applicant in determining the information needed to begin a preliminary site plan review. In order to accomplish these objectives, the applicant shall provide sketches of the proposed development, together with an area map showing the location of the site in relation to neighboring points of interest.
- B. At this time, the Town's designated state environmental quality review (SEQR) officer will decide if an environmental review is necessary.
- C. All materials needed for a site plan review will be filed with the Code Enforcement Officer, together with a completed site plan review application to be developed by and obtained from the Code Enforcement Officer. A nonrefundable fee, the exact amount of which will be

established from time to time by resolution by the Town Board, shall be paid at that time to the Town Clerk. Thereafter, the Code Enforcement Officer will distribute the application to the Town Board for referral to the Planning Board, as well as to any other individuals, agencies or bodies that may be appropriate for their review, report and recommendation.

- D. Upon receiving the information required on the site plan submittal checklist (which is to be attached to the site plan review application) and a complete set of plans, drawings, maps, surveys and other materials deemed reasonably necessary and appropriate, the Planning Board will review and make an initial assessment of materials and notify the applicant of any additional materials needed to complete the site plan review. If variations from the submission requirements are to be granted, they will be mutually agreed upon by the applicant and the Planning Board at this initial consultation. This will be the preliminary stage of the site plan review.
- E. To further aid in determining public opinion and concerns, an optional public hearing may, but need not be, scheduled by the Planning Board within 45 days of receipt of a completed application for site plan review.
- F. The Planning Board shall act on such an application and notify the Town Board an applicant, in writing, of its action, which shall be to recommend either the acceptance or rejection of an application or the conditional acceptance of any application or the acceptance of an application conditioned upon certain changes in the proposed project or development.
- G. Final site plan approval or disapproval will be given by the Town Board following its receipt of a written recommendation by the Planning Board to approve, disapprove, or approve with modification an applicant's site plan review application. Such a written recommendation shall be made by the Planning Board within 60 days of any public hearing held by the Planning Board or the submission of a completed site plan review application to the Planning Board.
- H. Any time limits set forth herein may be extended by mutual consent of the Planning Board and/or Town Board and the applicant to allow all interested parties to comment upon or modify any pending proposal. Notwithstanding the above, if the Town Board determines that it is in the best interest of the Town to expedite the review and approval or disapproval of a pending application, subject to the provisions of this chapter, the Town Board may notify the Planning Board of this determination, in which event the Planning Board will make a written recommendation to the Town Board to either accept a pending application without change, to accept a pending application subject to certain changes, conditions or modifications or to reject a pending application within 60 days of the date of the Town Board's written request.
- I. Within 45 days of receiving a recommendation from the Planning Board, and to further aid in determining public opinion and concerns, the Town Board shall schedule a public hearing.
- J. Within 45 days of, the public hearing, the Town Board shall approve, disapprove or approve with modifications an applicant's final site plan. In the event that the Town Board rules that the site plan does not comply with Town standards or regulations or is unacceptable to the Town Board for any other reason, then the record of such determination shall be delivered to the applicant, including a separate statement setting forth, in as much detail as needed

for the applicant to understand the basis for such determination, the criteria used by the Town Board and others in the determination of disapproval.

- K. Upon approval by the Town Board, a complete final site plan review package will be sent to the Code Enforcement Officer after which a building permit will be issued to the applicant if he, she, or it complies with all other applicable rules and regulations.
- L. All costs incurred by the Planning Board and/or Town Board or other individuals involved in the site plan review for consultation fees or other expenses in connection with the review procedure shall be charged to and paid by the applicant, in the Town's discretion either before or after they are incurred.

95-4 Submission requirements.

- A. The site plan submittal checklist will assist in providing the Town's Planning Board with a basis for reaching a final decision regarding the recommendation of a final site plan to the Town Board for approval, disapproval or approval with modifications. An applicant's proposed site plan and all supporting data will be submitted by and bear the official and signature of a licensed architect, landscape architect, professional engineer or land surveyor.
- B. Site plan components, as allowed or required by state law, which will, to the extent deemed appropriate, be considered by the Town Board, Planning Board and others as part of an analysis of an applicant's site plan will include the following: legal data, impact on the environs, natural features, existing man-made features, proposed development, impact on stormwater pollution and other information or materials. If a stormwater pollution prevention plan (SWPPP) is submitted pursuant to §95-4B(6) of this chapter, such SWPPP shall be considered by the Town Board, Planning Board and others as part of an analysis of an applicant's site plan, and the site plan and SWPPP shall not be approved unless they comply with the performance and design criteria and standards in Chapter 96, Stormwater Management, of the Code.
 - 1. Legal data
 - a. The name, address, email and phone number of the applicant and authorization of the owner if different from the applicant; the name and address of the owner(s) of record, if different from the applicant; and the name, address, email and phone number of the person or firm preparing the site plan and any related maps or sketches.
 - b. Ownership intentions of the applicant others, such as future options, rights-of-way etc.
 - c. Current zoning classification of the property, including exact zoning boundary if in more than one district.
 - d. Property boundary lines plotted to scale by a licensed surveyor, including distances, angles, North arrow, scale and date.
 - e. The locations, widths, elevations, and names of existing and proposed adjacent streets.

- f. A description of all existing deed restrictions or covenants applying to the property.
 - g. The identification and record of the application and approval status of all necessary state and county permits as part of the final stage of any applicant's site plan review.
- 2. Impact of proposal on environs:
 - a. Relationship to:
 - i. Adjacent and nearby land uses, both public and private.
 - ii. Existing and proposed traffic patterns.
 - iii. Existing and projected water supply, sewage disposal and similar service capabilities
 - iv. The community's ability to provide adequate recreation, education and fire protection.
 - b. Visual compatibility with surroundings.
 - c. Effect on air and water quality standards applicable to commercial site plans.
 - d. Effect on energy consumption and conservation.
 - e. Whether the designated lead agency deems the proposal to be significant pursuant to the State Environmental Quality Review Act, in which event a draft environmental impact statement, followed by an environmental impact statement, will be required and reviewed.
- 3. Natural features:
 - a. Geological features, such as depth to bedrock and the locations of rock outcrops.
 - b. Topographical features, including a map showing existing contour intervals of no more than five feet. Two-foot contour intervals will be required if the topography is relatively flat. Areas of steep slopes should be delineated as necessary.
 - c. Soil characteristics, such as load-bearing capacity and drainage capacity.
 - d. Hydrologic features, which should include drainage and natural runoff patterns, flood zones, noted wetlands, vegetative cover and average depth to groundwater.
- 4. Existing development and infrastructure:
 - a. The location and dimensions of major buildings and structures.
 - b. The location and width of roads, private drive and paths, including site access.
 - c. The location, size and flow direction of sewers, water supply lines, and culverts; all utilities to be identified.
 - d. Other existing developments adjacent to the site, including setback and lot line dimensions.
- 5. Proposed development:
 - a. The intended use of the completed project.
 - b. A grading and drainage plan.

- c. Site placement of buildings, accessory structures, fences, parking lots, sidewalks, storage tanks, waste-disposal units, etc.
 - d. The location and size of water and sewer lines and appurtenances.
 - e. The location, size and design of all outdoor lighting facilities, public-address systems and outdoor signs, including those posted on buildings.
 - f. A general landscaping plan and planting schedule, including buffer zones and green space.
 - g. An estimated project schedule and phasing plan (final site plan).
 - h. A performance bond, if determined to be appropriate, with the amount, completion schedule, public improvements covered and inspection and bond approval.
6. Impact on stormwater pollution:
- a. A stormwater pollution prevention plan (SWPPP), if required for the proposed development under Chapter 96, Stormwater Management, of the Code.
 - b. The recommendation of the Stormwater Management Officer to approve, approve with modifications, or disapprove the SWPPP pursuant to Chapter 96 of the Code.
7. Other: any other information or materials with the Town Board, Planning Board, Town's Engineer, Highway Superintendent and/or Code Enforcement Officer deems reasonably necessary and/or appropriate to complete a meaningful site plan review in connection with the applicant's proposed improvements or development project.

95-5 Waiver of review process. The Town Board may waive the applicability of all or any portion of the site plan review process to a particular applicant or project if it determines that such review is not in the interest of public health, safety or general welfare or is inappropriate to a particular site plan or project, except that the requirements of §95-4B(6) of this chapter shall not be waived.

95-6 Decision; notice and filing

- A. Prior to reaching a final decision on a site plan review application, the Code Enforcement Officer shall, if required, mail notice of such proposed action to the Erie County Department of Environment and Planning.
- B. The decision of the Town Board on any site plan application shall be filed in the office of the Town Clerk within five business days after such decision is rendered and a copy mailed to the applicant.

95-7 Effective date. This chapter shall take effect the 11th day of January 1999.

F



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: Aurora Town Board
FROM: Kathleen Moffat
RE: Credit Card
DATE: 01/12/26

Approval is respectfully requested to order a credit card through the Chase P-Card program for Town Clerk Jeanne Viger. Her predecessor, Martha Librock, had an authorized credit card in her name. That card has been deactivated.



67

TOWN OF AURORA

575 Oakwood Avenue, East Aurora, NY 14052

www.townofaurorany.gov

MEMO

TO: Aurora Town Board

FROM: Kathleen Moffat

RE: Budget Amendment: Highway Fuel to Other Agencies Budget Line

DATE: 1/12/26

I respectfully request approval to replace budget line DB 5110.410.1 Fuel to Other Agencies with budget line DB 5110.411 Fuel to Other Agencies and transfer the budgeted \$30,000 to the new line.

The original line caused problems with the highway software and Liz Deveso requested the change.



H

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): **Jeffrey P. Markello**

SIGNATURE: *Jeffrey P. Markello*

DATE: **December 19, 2025**

1. \$ **1,006.80** FROM: **A.1110.416** **COURT SECURITY OFFICER** **\$1,642.80** ✓
ACCT NO. ACCT TITLE CURRENT BALANCE
TO: **A.1110.415** **COURT ANNUAL SCHOOL** **(\$37.80)** ✓
ACCT NO. ACCT TITLE CURRENT BALANCE
REASON: **unforeseen expenses for 2025: training/mileage for Judge**

1. \$ FROM: ACCT NO. ACCT TITLE CURRENT BALANCE

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 #: _____

7A

Month Year Reported: --> December 2025 CLERK'S MONTHLY REPORT Page 1 of 2
Town Name: --> Town of Aurora
Prepared By: --> Martha L. Librock
Date Submitted: --> Dec, 30 2025

TO THE Supervisor:

Pursuant to Section 27, Subd. 1, of the Town Law, I hereby make the following statement of all the fees and monies received by me in connection with my office, during the month above stated, excepting only such fees and monies the application and payment of which are otherwise provided for by law.

RSC Code	Revenue Description rpt_RT_CMR_03_2011	Item Count	Total Revenue	Town Portion	Other Disburses
100	SPORTING LICENSE REVENUE	4	84.00	4.63	79.37
200	DOG LICENSE REVENUE	142	1,809.00	1,641.00	168.00
301	MARRIAGE LICENSE	2	80.00	35.00	45.00
303	CERTIFIED MARRIAGE CERTIFICATE	1	10.00	10.00	0.00
602	DEATH CERTIFICATE	5	360.00	360.00	0.00
607	MARRIAGE - GENEALOGY	1	11.00	11.00	0.00
Report Totals:		155	2,354.00	2,061.63	292.37

REVENUES TO SUPERVISOR - CLERK FEES	420.63
REVENUES TO SUPERVISOR - DOG FEES	1,641.00
TOTAL TOWN REVENUES TO SUPERVISOR:	2,061.63

Amount paid to NYS DEC REVENUE ACCOUNTING	79.37
Amount paid to DEPT. OF AG. AND MARKETS	168.00
Amount paid to STATE HEALTH DEPARTMENT FOR MARRIAGE LICENSES	45.00
TOTAL DISBURSED TO OTHER AGENCIES:	292.37

TOTAL DISBURSED: 2,354.00

DECEMBER 30 2025 CHARLES D. SNYDER Supervisor,
State of New York, County of Erie, Town of Aurora

Martha L. Librock being duly sworn, says that she/he is the Town Clerk of the Town of Aurora that the foregoing is a full and true statement of all Fees and Monies received by her/him during the month stated, excepting only such Fees the application and payment of which are otherwise provided for by law.

Subscribed and Sworn to before me
this 30th day of December 20 26

Martha L. Librock
Town Clerk

Karin L. Dojnik
Notary Public

KARIN L. DOJNIK
Notary Public, State of New York
Reg. # 01DO6445148
Qualified in Erie County
Commission Expires December 12, 2026

7B



TOWN OF AURORA
Aurora Municipal Center
575 Oakwood Avenue, East Aurora, NY 14052

From: Martha L. Librock, Town Clerk

Monthly Statement – Water Fee Collection

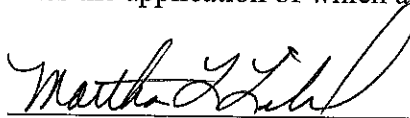
To: Charles D. Snyder, Town of Aurora Supervisor

Pursuant to Section 27 Subd. 1 of the Town Law, I hereby make the following statement of all fees and monies received by me during the month of **December, 2025** in connection with the collection of water fees, excepting only such fees the application and payment of which are otherwise provided for by law:

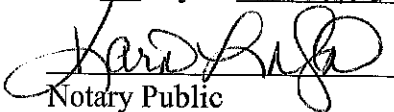
Received From	Type of Receipt	Amount
Water Billing	Water Bills	\$ 95.22
	Total Received	\$ 95.22

State of New York
County of Erie
Town of Aurora

Martha L. Librock, being duly sworn, says that she is the Town Clerk of the Town of Aurora; that the foregoing is a full and true statement of all fees and monies applicable to water fee collection received by her during the month stated excepting only such fees and monies the application of which are otherwise provided for by law.


Martha L. Librock, Town Clerk

Subscribed and Sworn to before me
this 20th day of December, 2025


Notary Public

KARIN L. DOJNIK
Notary Public, State of New York
Reg. # 01DO6445148
Qualified in Erie County
Commission Expires December 12, 2026



7C

TOWN OF AURORA
Aurora Municipal Center
575 Oakwood Avenue, East Aurora, NY 14052

From: Martha L. Librock, Town Clerk

Monthly Statement – Tax Collection

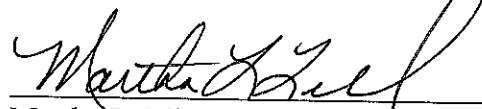
To: Charles D. Snyder, Town of Aurora Supervisor

Pursuant to Section 27 Subd. 1 of the Town Law, I hereby make the following statement of all fees and monies received by me during the month of **December, 2025** in connection with the collection of taxes, excepting only such fees the application and payment of which are otherwise provided for by law:

Received From	Type of Receipt	Amount
Taxes	Town/County tax	\$ 44,860.16
Taxes	Penalties	3,364.52
Taxes	Interest	672.88
Taxes	NOW Acct Interest	\$
Taxes		
	Total Received	\$ 48,897.56

State of New York
County of Erie
Town of Aurora

Martha L. Librock, being duly sworn, says that she is the Town Clerk of the Town of Aurora; that the foregoing is a full and true statement of all fees and monies applicable to tax collection received by her during the month stated excepting only such fees and monies the application of which are otherwise provided for by law.


Martha L. Librock, Town Clerk

Subscribed and Sworn to before me
this 30th day of December, 2025


Notary Public

KARIN L. DOJNIK
Notary Public, State of New York
Reg. # 01DO6445148
Qualified in Erie County
Commission Expires December 12, 2026

70

TOWN OF AURORA DOG CONTROL REPORT:

Dec-26

PHONE CALLS RECEIVED	TOWN OF AURORA	EAPD	SARDINIA	SHERIFF	TOTAL CALLS
Attack/Fighting					
Barking					
Bites		2			
Cats					
Damage by Dogs					
Deceased Dogs					
Found Dogs	1				
Injured/Sick					
Licensing					
Loose/Unleashed Dogs	1	1			
Lost Dogs	1				
Miscellaneous Calls		1			
Mutual Aid		1			
MVC-Dogs/Cats					
Other Animals					
Threatening Dogs					
Welfare					
TOTAL	3	5	0		8

IMPOUNDMENTS:

DATE

BREED

Town

Amount

None

Total

\$0

COURT:

0

7E

**TOWN OF AURORA SENIOR CENTER
DIRECTOR'S REPORT
Month of December 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 quarterly director's meeting at the Hamburg Senior Center on December 10th. We had a presentation from Anita Wolniewicz, program director, Supportive Services Corporation. Anita works with senior retirees assisting with employment. We also spoke about the struggles we are having with ordering kitchen supplies relating to our dishwasher.

Our members had a great Christmas and Holiday season here at the center. It is a wonderful time if loved ones are near and supportive. Many people have children far away and look for the support from friends they have made at the center. It is rewarding for our staff to see the smiling faces.

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 3:30veterans
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 Carrick
Participants:	4 people
Title:	BRIDGE
Day & time:	Wednesdays, 9:30am – 2:00pm
Supervisor:	Dave Lorcom
Participants:	24 people
Title:	SENIOR CLUB
Day & time:	Thursdays, 10:00am – 3:00pm
President:	Bev Ciskowski
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:	1 st 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

December 2 – Salvatore's Restaurant

December 19 – Kleinhans Holiday Pops concert

EVENTS & OTHER ACTIVITIES

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

December 17 -- Book Club -- Crown Hill by Christine Abt

December 8 - Erie County Senior Services sponsored Trivia competition.

December 5 & 12 – Clarity Group representative will be here 10:00 – 11:30am

December 4 – Erie County Social Worker, Danielle, has been assisting seniors on various topics. This has been a plus for our members and the center staff

December 4 – The Thursday Senior Social Club enjoyed a Christmas performance by the Immaculate Conception School Chorus.

December 11 – The Thursday Senior Social Club Celebrated Christmas with a Luncheon catered by the Polish Villa

December 18 – The Thursday Senior Social Club had a gift exchange along with Santa Claus. They had games and prizes.

December- 12 -- Fantasy Football sponsored by Erie County Senior Services

December University Express – What was the Star that Star over Bethlehem 12/10. The last class for the semester.

NUTRITIONAL LUNCH PROGRAM

Lunches are offered daily at a donation of \$3.00. Our weekly count for the program is 328 per week. Lunch totals for the month of Dec. are 1643.

	In-house	Frozen		In-House	Frozen
Week of Dec. 1	246	128	Week of Dec. 8	225	117
Week of Dec. 15	261	124	Week of Dec. 22	133	114
Week of Dec. 29	184	116			

Submitted by: Donna Bodekor

7F

Town of Aurora Building Department

Monthly Report - December 2025

	Town	Village	Totals
Permits Issued			
Number of Permits	24	9	33
Current Month Fee Total	\$ 3,885.50	\$ 1,640.49	\$ 5,525.99
2025 Year Fee Total	\$ 100,657.29	\$ 73,627.76	\$ 174,285.05
2024 Year Fee Total	\$ 91,412.92	\$ 76,242.02	\$ 167,654.94

Inspections Completed			
Building Permit	24	74	98
Fire Safety	0	5	5
Complaint/Violation	3	2	5

Notices Sent			
Permits Expired	10	2	12
2nd Notice Permit Expired	0	0	0
Violations - expired permits	9	4	13
2nd Notice Viols - exp permits	2	2	4
Zoning Compliance Letter	0	1	1
False Alarm	5	0	5

Reviews			
Zoning Board Cases - New	1	6	7
Site Plan Applications	1	0	1
Special Use Permit Applications	1	1	2
ODA Applications	1	0	1
Rezone Applications	0	0	0

Town of Aurora/Village of East Aurora

Certificate of Compliance/Occupancy Issued 12/01/2025-12/31/2025

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	164.00-2-6-23	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 F	174.00-2-35	Final Building Department Inspection	Finished	Completed	11/14/2025	Granted but outstanding matters	Aurora
2025-212	560 JEWETT HOLMWOOD F	174.00-2-35	Final Building Department Inspection	Finished	Completed	11/14/2025	Granted and fully completed	Aurora
2025-575	116 GIRDLER RD	165.10-1-13	Final Building Department Inspection	Occupied	Active	11/14/2025	Granted but outstanding matters	Aurora
2025-090	116 GIRDLER 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	Granted and fully completed	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
2025-548	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	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	11/5/2025	Granted but outstanding matters	East Aurora
2025-034	123 GREY ST	175.07-1-1-1	Temporary Certificate of Occupancy	Construction started	Active	11/14/2025	Granted and fully completed	East Aurora
2025-208	460 LINDEN AVE	175.12-3-24	Final Building Department Inspection	Finished	Completed	11/18/2025	Granted and fully completed	East Aurora
2025-116	950 MAIN ST	165.18-2-12	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

Town of Aurora/Village of East Aurora

Building Permits Issued 12/01/2025-12/31/2025

Permit number	Permit address	Property ID	Work Category	Owner	Issued Date	Municipality	Permit Fees total	Construction Cost	Number	Notes
2025-431	1929 CENTER ST	200.00-1-45.1	Accessory structure	MICHAEL & LAUREL MONTLEONE	12/12/25 Aurora		\$156.00	\$8,500.00	1	
2025-446	372 WILLARDSHIRE RD	163.00-3-16	Accessory structure	Allison Giacomini	12/2/25 Aurora		\$452.50	\$150,000.00	1	
2025-502	1234 GROVER RD	187.00-1-48.1	Accessory structure	JASON WARKE	12/26/25 Aurora		\$70.00	\$0.00	1	
2025-516	1045 DAVIS RD	186.00-5-32.2	Signs	CORNER MARKET	12/16/25 Aurora		\$180.00	\$22,500.00	1	
2025-580	1563 UNDERHILL RD	201.01-1-19	Residential Builds	Molly Hartwig	12/5/25 Aurora		\$334.00	\$35,000.00	1	
2025-590	121 OLD GLENWOOD RD	199.01-1-54.1	Residential Builds	Charles Schneider	12/4/25 Aurora		\$466.00	\$50,000.00	1	
2025-593	22 CANTERBURY LN	164.11-1-29	Residential Builds	David Augustyniak	12/1/25 Aurora		\$110.00	\$9,250.00	1	
2025-596	1085 UNDERHILL RD	187.00-3-42.1	Other	April Rudnicki	12/8/25 Aurora		\$75.00	\$5,000.00	1	
2025-598	408 JEWETT HOLMWOOD	F174.00-2-27.1	Accessory structure	John & Jannell Connors	12/11/25 Aurora		\$98.50	\$15,000.00	1	
2025-599	1080 CENTER ST	187.00-3-29	Residential Builds	ANTHONY NESCI	12/2/25 Aurora		\$362.50	\$9,500.00	1	
2025-600	216 ROYCROFT CIR	164.16-4-26	Residential Builds	Ryan Fishback	12/5/25 Aurora		\$110.00	\$10,000.00	1	
2025-603	1889 BOIES RD	200.00-4-53	Other	Sarah McLean	12/2/25 Aurora		\$75.00	\$7,000.00	1	
2025-604	1739 DAVIS RD	199.00-1-8.1	Other	mark piffer	12/8/25 Aurora		\$75.00	\$10,000.00	1	
2025-608	570 DAVIS RD	174.00-3-10.2	Accessory structure	Shauna Pritchard	12/5/25 Aurora		\$116.00	\$0.00	1	
2025-609	273 DAVIS RD	174.03-2-13	Residential Builds	Nathan Kershner	12/4/25 Aurora		\$60.00	\$1,000.00	1	
2025-611	2100 FARRIER LANE	175.06-2-1	Other	Gary Duszynski	12/16/25 Aurora		\$75.00	\$12,311.00	1	
2025-616	1292 CENTER ST	187.00-3-18.1	Other		12/15/25 Aurora		\$75.00	\$10,000.00	1	
2025-617	1021 OLEAN RD	188.01-1-16	Residential Builds (I	AL BENEDICTO	12/11/25 Aurora		\$50.00	\$0.00	1	
2025-618	596 TANNERY RD	199.08-1-10.1	Other	Jennifer Lucas	12/15/25 Aurora		\$75.00	\$17,962.00	1	
2025-620	350 QUAKER RD	175.06-2-1	Residential Builds	Tyler Phillips	12/16/25 Aurora		\$110.00	\$7,000.00	1	
2025-624	1652 HUBBARD RD	175.04-1-22	Residential Builds	MICKI MORRIS	12/12/25 Aurora		\$570.00	\$0.00	1	
2025-626	63 KIRKWOOD DR	164.16-4-41.2	Other	BENJAMIN & RAE ANN LINDBERG	12/16/25 Aurora		\$50.00	\$12,800.00	1	
2025-628	1878 EMERY RD	201.00-1-12	Other	William Leslie	12/23/25 Aurora		\$75.00	\$9,490.00	1	
2025-630	1938 BOIES RD	200.00-4-16.2	Accessory structure	JAMES & CATHERINE INCORVAIA	12/26/25 Aurora		\$65.00	\$0.00	1	
Total Town Fees							\$3,885.50	\$402,313.00	24	
2025-436	783 CHESTNUT HILL RD	176.09-2-22	Residential Builds	STACY WIECHEC	12/16/25 East Aurora		\$539.50	\$80,000.00	1	
2025-577	139 PARKDALE AVE	164.19-4-3	Residential Builds	Myia Leblanc	12/23/25 East Aurora		\$110.00	\$29,000.00	1	
2025-584	842 EAST FILMORE AVE	165.17-4-49	Other	IRA JOHNSON	12/8/25 East Aurora		\$108.24	\$42,000.00	1	
2025-595	333 CENTER ST	175.12-1-16.1	Residential Builds	WOJTEK STARAKIEWICZ	12/5/25 East Aurora		\$224.50	\$8,700.00	1	
2025-597	72 ELMWOOD AVE	176.05-3-7	Other	NINA HEISER	12/1/25 East Aurora		\$50.00	\$10,100.00	1	
2025-605	584 OAKWOOD AVE	164.20-8-18	Other	JED RAHN	12/4/25 East Aurora		\$100.00	\$800.00	1	
2025-615	205 SOUTH GROVE ST	175.08-7-35	Residential Builds	HOLLY & ANDREW LAYER	12/10/25 East Aurora		\$291.75	\$0.00	1	
2025-627	424 LINDEN AVE	175.12-2-17	Residential Builds	Kathleen Miller	12/23/25 East Aurora		\$110.00	\$3,300.00	1	
2025-633	502 LINDEN AVE	175.12-3-18	Residential Builds	Stephen Smietana	12/23/25 East Aurora		\$106.50	\$10,000.00	1	
Total Village Fees							\$1,640.49	\$183,900.00	9	
Total Fees							\$5,525.99	\$586,213.00	33	

All Calls & Complaints

75

Summary Report by Date: 12-01-2025 through 12-31-2025, for Category: BUILDING DEPARTMENT WORK REQUI -

Caller Name/Address	Date/Phone	Notes	Closed
Building Department Work Requi			
Donna Senior Center	12-03-25	Christmas lights on Senior Center not on. Please repair. Mike I-fixed broken control.	12-08-25
Liz Highway Office	12-03-25	Please bring Christmas decorations out from storage and put up in the highway office. Kyle-1 hour	12-03-25
Mike highway garage	12-04-25	clear dirt and debris out of skid steer bay. Hans and Joe	12-05-25
Mike Parks Garage	12-04-25	Remove pallet from 1st bay in parks building and pallet from 322 bay and put on pallet pile behind dumpster. Put chipper away, move sweeper over. Put new leaf sucker in sweeper's spot. Joe and Hans	12-05-25
Mike I	12-04-25	Pull OBD leaf machine in. Remover leaves, blow out radiator, wash unit, grease and put back in leaf building. Joe and Hans	12-04-25
Donna Senior Center	12-08-25	Please put three heavy bags of garbage in dumpster.	
Liz Site One	12-08-25 ()684-0151	Pick up one pallet of Jet Blue Ice melt and put in Parks garage. Sean	12-09-25
Chuck Town Hall Parking Lot	12-08-25	Small sink hole near center drain in parking lot. Please mark off with cones. Joe and Hans filled with stone. We will patch in the spring.	12-08-25
Deb Highway parking lot	12-09-25	Please start Senior Van and pull up to the front. She is concerned doors will be frozen and she might have trouble starting it due to frigid temperatures.	12-09-25
Liz Highway Office	12-09-25	Go through electronics in old Disaster Coordinator office. Destroy old hard drives. Recycle with Sunn King.	12-23-26
Dave Highway office	12-09-25	Clean out old Disaster room.	12-17-26
Resident walk in Highway Flagpole	12-11-25	Flagpole is rusted. Please paint over it in the Spring when time allows.	
Liz Highway office	12-11-25	Please empty paper totes in office.	12-12-25
Mike highway garage	12-16-25	Repair hanging heater in 318 truck bay Mike I-replaced control module.	12-16-25

Caller Name/Address	Date/Phone	Notes	Closed
Mike Highway Barn	12-16-25	Magic solution brine pump seized.	12-17-25
Paula Town Library	12-16-25	Concerned about sidewalk snow removal. Snow has been shoveled into street and parking area sometimes. Dave spoke to employees.	12-16-25
Donna Senior Center	12-23-25	Please reattach downspout near the front door of the Senior Center. Mike I	12-22-25
Total count: Building Department Work Requi			17

All Calls & Complaints

Summary Report by Date: 12-01-2025 through 12-31-2025, for Category: PARKS - PARKS

Caller Name/Address	Date/Phone	Notes	Closed
Parks			
Meaghan Gleed	12-19-25	If we haven't already, move hockey nets and sticks from Gleed storage to Lion's shack at Hamlin Park. Jason-30 minutes Hockey nets and sticks were stored away in ball supply closet in the gym at Gleed.	12-19-26
Meaghan Knox Park	12-31-25	Tree down in the soccer field near the back fence. It's close to the garbage can on the field.	
Jason Warren Park	12-31-25	Large tree branch down near playground. Not blocking sidewalk.	
Total count: Parks		3	