

NOTICE OF PUBLIC HEARING

PLEASE TAKE NOTICE, that a public hearing will be held by the Town Board of the Town of Aurora on the 28th day of September, 2026 at 6:30 PM at the Aurora Municipal Center, 575 Oakwood Avenue, East Aurora, New York, at which hearing parties and interested citizens shall have an opportunity to be heard on the adoption of a Local Law of the Town of Aurora for the year 2026, to provide the Town Board with the authority to override the tax levy limit established in General Municipal Law Section 30c.

All interested parties are entitled to be heard upon the said proposed Local Law at such public hearing. Copies of said proposed Local Law are available for review at the offices of the Town Clerk during normal business hours or on the Town website www.townofaurorany.gov.

By Order of the Town Board of the Town of Aurora.
Jeanne Viger
Town Clerk
Town of Aurora

TOWN OF AURORA
LOCAL LAW INTRO 10 - 2026
LOCAL LAW ____ - 2026

A LOCAL LAW, TO AMEND LOCAL LAW 1-1990 KNOWN AS “THE CODES OF THE TOWN OF AURORA”, ADOPTED BY THE TOWN BOARD OF THE TOWN OF AURORA ON JANUARY 22, 1990, TO PROVIDE THE TOWN BOARD WITH THE AUTHORITY TO OVERRIDE THE TAX LEVY LIMIT ESTABLISHED IN GENERAL MUNICIPAL LAW SECTION 3-c.

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

SECTION 1. LEGISLATIVE INTENT

It is the intent of this Local Law to allow the Town of Aurora to adopt a budget for the fiscal year commencing January 1, 2027 that requires a real property tax levy in excess of “the tax levy limit” as defined by General Municipal Law Section 3-c.

SECTION 2. AUTHORITY

This Local Law is adopted pursuant to Subdivision 5 of the General Municipal Law Section 3-c, which expressly authorizes a local government’s governing body to override the property tax cap for the coming fiscal year by the adoption of a Local Law approved by a vote of sixty percent (60%) of said governing body.

SECTION 3. TAX LEVY LIMIT OVERRIDE

The Town Board of the Town of Aurora, County of Erie, is hereby authorized to adopt a budget for the fiscal year commencing January 1, 2027 that requires a property tax levy in excess of the amount otherwise prescribed in General Municipal Law Section 3-c.

SECTION 4. SEVERABILITY

If a Court determines that any clause, sentence, paragraph, subdivision, or part of this Local Law or the application thereof to any person, firm or corporation, or circumstance is invalid or unconstitutional, the Court's order or judgment shall not affect, impair or invalidate the remainder of this Local Law, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, or part of this Local Law or in its application to the person, individual, firm or corporation or circumstance, directly involved in the controversy in which such judgment or order shall be rendered.

SECTION 5. EFFECTIVE DATE

This Local Law shall take effect immediately upon filing with the New York Secretary of State.

6B

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: August 26, 2026

The Code working group has been diligently reviewing our Town Code and implementing the Comprehensive Plan goals. Attached are the first two sections, Chapter 95 Site Plan and Chapter 116 Article III Special Use Permit, of the Town Code that have been reviewed for conformance to the Comprehensive Plan of 2025. We intend to provide the Town Board with completed sections, once the review of each is finalized.

Typically, the Town Board refers the proposed code changes to the Planning Board for review and recommendation after which it is placed on a Town Board work session to discuss the particulars. Once satisfied, the Town Board would vote to have the Town Attorney prepare a resolution, schedule a public hearing, complete SEQR, and vote on adoption.

These code changes are an Unlisted action for purposes of SEQR.

liz

ARTICLE III Special Use Permit

§ 116-41. General.

Certain uses in the Aurora Town Code require a special use permit to be issued by the Aurora Town Board. No such uses shall be established, and no building permit therefor shall be issued, until such special use permit is granted as set forth in this chapter. All such uses are hereby declared to possess characteristics of such unique and special forms that each specific use shall be considered as an individual case. A special use permit shall be deemed to authorize only one special use.

§ 116-42. Applications, plans and fees.

- A. Application for special use permit review and approval shall be made, in writing, on the appropriate forms provided by the Town and shall be filed with the Town Clerk. In certain circumstances, an application for special use permit review and approval shall be made in tandem with application to the Town Board for site plan review and approval for the proposed project. The applicant will first appear before the Town Board for review of the application. The Town Board may take one of the following actions:
 - (1) Take no action.
 - (2) Request that the applicant modify the application and resubmit.
 - (3) Request that the applicant submit an application for site plan review to be made in tandem with the application for a special use permit.
 - (4) Refer the application(s) for review to, and recommendation by, the Planning Board.
 - (5) Take action without review by the Planning Board.
- B. Each application shall be subject to the same information submission requirements and shall follow the review and approval process as outlined in this section.

§ 116-43. Procedures.

- A. After review by the Town Board and if forwarded to the Planning Board, the Town Planning Board shall review the application for special use permit based on the criteria and considerations listed below.
 - (1) Should the applicant, based on the findings of the Board, fail to meet any one of the criteria or requirements listed below, either because of the basic nature and design of the project or the lack of appropriate mitigating measures, the request for approval of the special use permit shall be recommended for denial.
 - (2) Should the applicant, based upon the findings of the Planning Board, meet all of the criteria or requirements listed below, either because of the basic nature and design of the project or the inclusion of appropriate mitigating measures, then the request for approval of a special use permit shall/ may be recommended for approval.
 - (3) The Town Planning Board may also recommend approval of an application for a special use permit subject to appropriate measures that will ensure compliance with the

criteria and requirements listed below.

(4) A review and approval of the project's site plan, by the Planning Board and Town Board, as described in Chapter 95, Site Plan Review may also be required.

- B. The Town Board shall review the findings of the Town Planning Board and all of the plans and documents filed as part of the application. Based upon its review of the record, the Town Board may act to approve, approve with modification or deny the applicant's request for a special use permit. Failure to comply with the conditions of the special use permit shall be considered a violation of this chapter and shall result in the application of the appropriate penalties and/or fines as outlined in § 116-95 and the possible revocation of permits.

§ 116-44. Standards.

The Town Board may issue a special use permit only upon a finding that each and all of the following conditions are met:

- A. Uses permitted will be in general harmony with and promote the general purposes and intent of the most recent Comprehensive Plan of the Town, the most recent Open Space Plan and the Zoning Ordinance.
- B. Impact on district. The location and size of the use, the nature and intensity of the operations involved in or conducted in connection with it, the size of the site in relation to it, and the location of the site with respect to streets giving access to it shall be such that it will be in harmony with the appropriate and orderly development of the district in which it is located.
- C. Adjacent properties. The location, nature and height of buildings, walls and fences and the nature and extent of the landscaping of the site shall be such that the use will not hinder or discourage the appropriate development and use of adjacent land and buildings.
- D. Impacts on neighboring properties. Operation in connection with the special use shall not cause more severe impacts to nearby properties by reason of noise, fumes, odors, vibrations, flashing lights or other operational characteristics than would the operations of any permitted use not requiring a special use permit.
- E. Impact on surrounding properties. The nature, duration, and intensity of the operations which are involved in connection with the proposed use will be in harmony with nearby uses and will not alter the essential character of the neighborhood or be detrimental to the residents thereof. The proposed special use provides sufficient landscaping and/or other forms of buffering to protect surrounding land uses.
- F. Traffic. The use shall not cause undue traffic congestion or create a traffic hazard.
- G. Parking. Parking areas shall be of adequate size for the particular use, properly located and suitably screened from adjoining residential uses, and the entrance and exit drives shall be laid out so as to achieve maximum safety.
- H. Services. The use shall be appropriately located with respect to transportation facilities, water supply, fire and police protection, waste disposal and similar facilities.
- I. SEQRA. All requirements of SEQRA shall be met.
- J. Special uses shall also be subject to any and all applicable local, state or federal laws, codes,

rules or regulations.

K. Additional standards or requirements that the Town Board may reasonably request.

- (1) The proposed use must not destroy or adversely impact significant historic and/or cultural resource sites.

§ 116-45. Recording of special use permit.

- A. Upon issuance of a special use permit, a copy of the permit form and a certified copy of the resolution shall be delivered to the applicant, who shall, with 30 days of such delivery, return the completed form to the Town Clerk for official signature. The special use permit so granted by the Town Board shall be recorded, or a memorandum of such permit signed by a Town official shall be recorded, by the applicant, in the office of the Clerk of the County of Erie. Such documents shall be in a form acceptable for filing and shall make reference to the liber and page of the deed granting ownership of the affected premises to the current owner.
- B. Proof of such filing shall be received by the Town of Aurora Town Clerk.
 - (1) A certificate of occupancy to the applicant will not be issued until proof of filing is received.
 - (2) Failure to provide proof of filing within 10 days thereafter shall render void the special use permit so granted.

§ 116-46. Review of special use permit.

Upon reasonable notice to the applicant, the Code Enforcement Officer or his designee has the authority to conduct a site visit. The purpose of said site visit is to ensure that the use is being operated in accordance with this chapter and the conditions specified by the Town Board. If the Code Enforcement Officer or his designee determines that a violation of this chapter or of the special use permit conditions exists, the revocation procedures of § 116-49 of this chapter shall be invoked. Refusal to allow an inspection shall be considered grounds for revocation.

§ 116-47. Expansion of special use permit.

The nature, duration and intensity of the operations which are involved in or conducted in connection with any use for which a special use permit has been granted shall not be increased or expanded without the approval of the Town Board. Any expansion of a previously approved special use permit shall be treated as a new application.

§ 116-48. Expiration of special use permit.

- A. A special use permit shall expire if meaningful construction has not been commenced within one year, and has not been completed within two years, of final special permit approval or, if no construction is involved, if the use has not been commenced within one year of final special use permit approval.
- B. Said permit shall expire if the special use, once begun, ceases operation, for any reason, for more than six consecutive months. For seasonal uses, the use will be considered ceased if there is no operation for at least 12 consecutive months.
- C. Said permit shall expire if the ownership of the property changes (if the applicant was the

owner), or if the tenant (if the applicant was the tenant) is no longer a tenant of the property.

§ 116-49. Revocation of special use permit.

- A. A use authorized by special permit may be revoked by the Town Board if it is found and determined that there has been a material failure of compliance with any one of the terms, conditions, limitations or requirements imposed by said permit. The Town Board shall hold a public hearing to consider whether or not the special use permit grantee has violated the terms and conditions of said special use permit. Said public hearing shall be held only after the permit grantee has been notified, as hereinafter described, by the Code Enforcement Officer. Notice of the violations and of the date, place and time of the public hearing shall be mailed to the special permit grantee by certified mail, return receipt requested, directed to the last known address of the permit grantee.
- B. At least 10 days before said public hearing, a legal notice of said hearing shall be published in a newspaper of general circulation in the Town.

§ 116-50. Existing violations.

No application for a Town Board special use permit shall be accepted for a property where there is an existing violation of any code of the Town of Aurora. This will be enforced by the Code Enforcement Officer.

Chapter 95

SITE PLAN REVIEW

§ 95-1.	Intent.	§ 95-5.	Waiver of review process.
§ 95-2.	Applicability; exceptions.	§ 95-6.	Decision; notice and filing.
§ 95-3.	Review procedures.	§ 95-7.	Effective date.
§ 95-4.	Submission requirements.		

[HISTORY: Adopted by the Town Board of the Town of Aurora 1-11-1999.¹ Amended 4-13-2026, and X-X-2026

GENERAL REFERENCES

Conservation Advisory Council — See Ch. 5.

Sewers — See Ch. 93.

Planning Board — See Ch. 23.

Stormwater management — See Ch. 96.

Building permits — See Ch. 474.

Streets and sidewalks — See Ch. 97.

Electrical inspections — See Ch. 59.

Subdivision of land — See Ch. 99.

Fire prevention and building construction — See Ch. 65.

Water — See Ch. 113.

Flood damage prevention — See Ch. 68.

Zoning — See Ch. 116.

Ponds — See Ch. 87.

§ 95-1. Intent.

The intent of 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 misunderstandings in the interpretation of intended land uses set forth in current zoning restrictions.²

1. Editor's Note: This resolution was originally adopted as Ch. 98 but was renumbered to maintain the alphabetical order of the Code.

2. Editor's Note: See Chapter 116, Zoning.

- 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 upon 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) 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.
 - (3) Construction for the purposes of accessibility.

§ 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, which may be waived by the Planning Board.

- 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 a site plan review.
- F. The Planning Board shall act on such an application and notify the Town Board and applicant, in writing, of its action, which shall be to recommend either the acceptance or rejection of an 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 45 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 seal and signature of a licensed architect, landscape architect, professional engineer or land surveyor, if deemed necessary by the Code Enforcement Officer.
- 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 or 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:
 - [1] Adjacent and nearby land uses, both public and private.
 - [2] Existing and proposed traffic patterns.
 - [3] Existing and projected water supply, sewage disposal and similar service capabilities.
 - [4] 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,³ 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

ARTICLE III Special Use Permit

§ 116-41. General.

Certain uses in the Aurora Town Code require a special use permit to be issued by the Aurora Town Board. No such uses shall be established, and no building permit therefor shall be issued, until such special use permit is granted as set forth in this chapter. All such uses are hereby declared to possess characteristics of such unique and special forms that each specific use shall be considered as an individual case. A special use permit shall be deemed to authorize only one special use.

§ 116-42. Applications, plans and fees.

- A. Application for special use permit review and approval shall be made, in writing, on the appropriate forms provided by the Town and shall be filed with the Town Clerk. In certain circumstances, an application for special use permit review and approval shall be made in tandem with application to the Town Board for site plan review and approval for the proposed project. The applicant will first appear before the Town Board for review of the application. The Town Board may take one of the following actions:
 - (1) Take no action.
 - (2) Request that the applicant modify the application and resubmit.
 - (3) Request that the applicant submit an application for site plan review to be made in tandem with the application for a special use permit.
 - (4) Refer the application(s) for review to, and recommendation by, the Planning Board.
 - (5) Take action without review by the Planning Board.
- B. Each application shall be subject to the same information submission requirements and shall follow the review and approval process as outlined in this section.

§ 116-43. Procedures.

- A. After review by the Town Board and if forwarded to the Planning Board, the Town Planning Board shall review the application for special use permit based on the criteria and considerations listed below.
 - (1) Should the applicant, based on the findings of the Board, fail to meet any one of the criteria or requirements listed below, either because of the basic nature and design of the project or the lack of appropriate mitigating measures, the request for approval of the special use permit shall be recommended for denial.
 - (2) Should the applicant, based upon the findings of the Planning Board, meet all of the criteria or requirements listed below, either because of the basic nature and design of the project or the inclusion of appropriate mitigating measures, then the request for approval of a special use permit shall/ may be recommended for approval.
 - (3) The Town Planning Board may also recommend approval of an application for a special use permit subject to appropriate measures that will ensure compliance with the

criteria and requirements listed below.

(4) A review and approval of the project's site plan, by the Planning Board and Town Board, as described in Chapter 95, Site Plan Review may also be required.

- B. The Town Board shall review the findings of the Town Planning Board and all of the plans and documents filed as part of the application. Based upon its review of the record, the Town Board may act to approve, approve with modification or deny the applicant's request for a special use permit. Failure to comply with the conditions of the special use permit shall be considered a violation of this chapter and shall result in the application of the appropriate penalties and/or fines as outlined in § 116-95 and the possible revocation of permits.

§ 116-44. Standards.

The Town Board may issue a special use permit only upon a finding that each and all of the following conditions are met:

- A. Uses permitted will be in general harmony with and promote the general purposes and intent of the most recent Comprehensive Plan of the Town, the most recent Open Space Plan and the Zoning Ordinance.
- B. Impact on district. The location and size of the use, the nature and intensity of the operations involved in or conducted in connection with it, the size of the site in relation to it, and the location of the site with respect to streets giving access to it shall be such that it will be in harmony with the appropriate and orderly development of the district in which it is located.
- C. Adjacent properties. The location, nature and height of buildings, walls and fences and the nature and extent of the landscaping of the site shall be such that the use will not hinder or discourage the appropriate development and use of adjacent land and buildings.
- D. Impacts on neighboring properties. Operation in connection with the special use shall not cause more severe impacts to nearby properties by reason of noise, fumes, odors, vibrations, flashing lights or other operational characteristics than would the operations of any permitted use not requiring a special use permit.
- E. Impact on surrounding properties. The nature, duration, and intensity of the operations which are involved in connection with the proposed use will be in harmony with nearby uses and will not alter the essential character of the neighborhood or be detrimental to the residents thereof. The proposed special use provides sufficient landscaping and/or other forms of buffering to protect surrounding land uses.
- F. Traffic. The use shall not cause undue traffic congestion or create a traffic hazard.
- G. Parking. Parking areas shall be of adequate size for the particular use, properly located and suitably screened from adjoining residential uses, and the entrance and exit drives shall be laid out so as to achieve maximum safety.
- H. Services. The use shall be appropriately located with respect to transportation facilities, water supply, fire and police protection, waste disposal and similar facilities.
- I. SEQRA. All requirements of SEQRA shall be met.
- J. Special uses shall also be subject to any and all applicable local, state or federal laws, codes,

rules or regulations.

K. Additional standards or requirements that the Town Board may reasonably request.

- (1) The proposed use must not destroy or adversely impact significant historic and/or cultural resource sites.

§ 116-45. Recording of special use permit.

A. Upon issuance of a special use permit, a copy of the permit form and a certified copy of the resolution shall be delivered to the applicant, who shall, with 30 days of such delivery, return the completed form to the Town Clerk for official signature. The special use permit so granted by the Town Board shall be recorded, or a memorandum of such permit signed by a Town official shall be recorded, by the applicant, in the office of the Clerk of the County of Erie. Such documents shall be in a form acceptable for filing and shall make reference to the liber and page of the deed granting ownership of the affected premises to the current owner.

B. Proof of such filing shall be received by the Town of Aurora Town Clerk.

- (1) A certificate of occupancy to the applicant will not be issued until proof of filing is received.
- (2) Failure to provide proof of filing within 10 days thereafter shall render void the special use permit so granted.

§ 116-46. Review of special use permit.

Upon reasonable notice to the applicant, the Code Enforcement Officer or his designee has the authority to conduct a site visit. The purpose of said site visit is to ensure that the use is being operated in accordance with this chapter and the conditions specified by the Town Board. If the Code Enforcement Officer or his designee determines that a violation of this chapter or of the special use permit conditions exists, the revocation procedures of § 116-49 of this chapter shall be invoked. Refusal to allow an inspection shall be considered grounds for revocation.

§ 116-47. Expansion of special use permit.

The nature, duration and intensity of the operations which are involved in or conducted in connection with any use for which a special use permit has been granted shall not be increased or expanded without the approval of the Town Board. Any expansion of a previously approved special use permit shall be treated as a new application.

§ 116-48. Expiration of special use permit.

- A. A special use permit shall expire if meaningful construction has not been commenced within one year, and has not been completed within two years, of final special permit approval or, if no construction is involved, if the use has not been commenced within one year of final special use permit approval.
- B. Said permit shall expire if the special use, once begun, ceases operation, for any reason, for more than six consecutive months. For seasonal uses, the use will be considered ceased if there is no operation for at least 12 consecutive months.
- C. Said permit shall expire if the ownership of the property changes (if the applicant was the

owner), or if the tenant (if the applicant was the tenant) is no longer a tenant of the property.

§ 116-49. Revocation of special use permit.

- A. A use authorized by special permit may be revoked by the Town Board if it is found and determined that there has been a material failure of compliance with any one of the terms, conditions, limitations or requirements imposed by said permit. The Town Board shall hold a public hearing to consider whether or not the special use permit grantee has violated the terms and conditions of said special use permit. Said public hearing shall be held only after the permit grantee has been notified, as hereinafter described, by the Code Enforcement Officer. Notice of the violations and of the date, place and time of the public hearing shall be mailed to the special permit grantee by certified mail, return receipt requested, directed to the last known address of the permit grantee.
- B. At least 10 days before said public hearing, a legal notice of said hearing shall be published in a newspaper of general circulation in the Town.

§ 116-50. Existing violations.

No application for a Town Board special use permit shall be accepted for a property where there is an existing violation of any code of the Town of Aurora. This will be enforced by the Code Enforcement Officer.

Chapter 95

SITE PLAN REVIEW

§ 95-1.	Intent.	§ 95-5.	Waiver of review process.
§ 95-2.	Applicability; exceptions.	§ 95-6.	Decision; notice and filing.
§ 95-3.	Review procedures.	§ 95-7.	Effective date.
§ 95-4.	Submission requirements.		

[HISTORY: Adopted by the Town Board of the Town of Aurora 1-11-1999.¹ Amended 4-13-2026, and X-X-2026

GENERAL REFERENCES

Conservation Advisory Council — See Ch. 5.	Sewers — See Ch. 93.
Planning Board — See Ch. 23.	Stormwater management — See Ch. 96.
Building permits — See Ch. 474.	Streets and sidewalks — See Ch. 97.
Electrical inspections — See Ch. 59.	Subdivision of land — See Ch. 99.
Fire prevention and building construction — See Ch. 65.	Water — See Ch. 113.
Flood damage prevention — See Ch. 68.	Zoning — See Ch. 116.
Ponds — See Ch. 87.	

§ 95-1. Intent.

The intent of 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 misunderstandings in the interpretation of intended land uses set forth in current zoning restrictions.²

1. Editor's Note: This resolution was originally adopted as Ch. 98 but was renumbered to maintain the alphabetical order of the Code.

2. Editor's Note: See Chapter 116, Zoning.

- 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 upon 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) 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.
 - (3) Construction for the purposes of accessibility.

§ 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, which may be waived by the Planning Board.

- 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 a site plan review.
- F. The Planning Board shall act on such an application and notify the Town Board and applicant, in writing, of its action, which shall be to recommend either the acceptance or rejection of an 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 45 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 seal and signature of a licensed architect, landscape architect, professional engineer or land surveyor, if deemed necessary by the Code Enforcement Officer.
- 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 or 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:
 - [1] Adjacent and nearby land uses, both public and private.
 - [2] Existing and proposed traffic patterns.
 - [3] Existing and projected water supply, sewage disposal and similar service capabilities.
 - [4] 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,³ 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 § 96 of the Code.
- (7) Other: any other information or materials which 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. [Amended 12-10-2007 by L.L. No. 6-2007]

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.



Town of Orchard Park

6C

Office of the Town Clerk

S 4295 South Buffalo Street • Orchard Park, NY 14127-2688

O: (716) 662-6410 • E: OPTownClerk@OrchardParkNY.gov • W: OrchardParkNY.gov

William C. Even, Town Clerk

September 1, 2026

Mr. Stephen R. Pigeon, Assessor
Town of East Aurora
575 Oakwood Ave.
East Aurora, NY 14052

Re: Delinquent Out Of District Water Customers for District #15

Dear Mr. Pigeon:

Please have the following delinquent water customers added to the County of Erie Tax Rolls for the year 2027.

Fasolino & McLean 1321 Jewett Holmwood	\$ 98.94
Adimey, Sharon 1319 Jewett Holmwood	\$ 70.21
Edwin Glass 4727 Transit Rd.	\$111.82
Mills, David 4649 Transit Rd..	\$121.88
Price, Jeffrey & Brittany	\$152.87

Mary E. Perram
Deputy Town Clerk

AURORA TOWN COURT

JEFFREY P. MARKELLO
TOWN JUSTICE



JAMES F. GRANVILLE
TOWN JUSTICE

Office of Justice Court Support
Division of Professional and Court Services
Attn: JCAP
2500 Pond View, Suite 104
Castleton-on-Hudson, NY 12033
Fax: 518-471-4807
Email: jcap@nycourts.gov

September 22, 2026

RE: 2026-2027 JCAP Application

To Whom It May Concern,

The Aurora Town Court would like to request grant funding for assistance with our records management. Currently, our files are kept in the basement in our 100+ year old building. There are very old water lines that run through the ceiling of the area where the files are located as well as exposed pipes that run along the floor. We are looking for assistance and request the grant funding to have files that require retention to be scanned, digitized and shred.

Respectfully,

Maureen Kenney
Court Clerk

571 MAIN STREET · EAST AURORA, NEW YORK 14052
PHONE: (716) 652-5275 · FAX (716) 652-4687

2026-27 JCAP Application

A. Application Information

Name of Court: Aurora Town Court, Erie County				
Type of Application: ☒ Individual ☐ Joint				
If Joint, please select the name of Joint Applicant Field:				
Contact Person:				
Salutation: Ms.	First Name: Maureen	Last Name: Kenney	Court Phone: 716-652-5275	
Title: Court Clerk		Email: mkenney@nycourts.gov		
Address Information:	Address:		City:	Zip:
Court Mailing Address:	571 Main Street		East Aurora	14052
Court Physical Address:	571 Main Street		East Aurora	14052

B. Caseload: New Case Filings for 3 Years

Year	Criminal:	Civil:	VTL:	Jury Trials:
2025:	101-150	31-50	2,001-3,000	0-30
2024:	101-150	51-100	2,001-3,000	0-30
2023:	51-100	51-100	2,001-3,000	0-30

Has your court had a security assessment performed by the OCA's Dept. Of Public Safety? ☐ No ☒ Yes

Did you receive a grant in 2025-2026 ☐ No ☒ Yes **Amount of Award** \$.00

Did you receive a grant in 2024-2025 ☐ No ☒ Yes **Amount of Award** \$7,922.00

Grant Items

Priority	Item Category	Item Name	Quantity	Price	Item Total
Total of all Items requested: \$30,000.00					
1	Other	Other	69	\$425.00	\$29,325.00
Comment: Document scanning services: document preparation, document scanning, quality control review and indexing of documents. All defined within the proposal. Standard 10" x 12" x 15" banker box size is quoted. Larger or smaller boxes will be pro-rated					
1	Other	Other	69	\$5.00	\$345.00
Comment: Secure shredding services: Confidential shredding of documents one month after deliver and with approval by customer. Standard 10" x 12" x 15" banker box size is quoted. Larger or smaller boxes will be pro-rated					
1	Other	Other	1	\$330.00	\$330.00
Comment: Transportation services: Pick-up or return delivery of boxed documents by Secure Scan employees					

Completing the process

Please mail, fax, or scan/email your Signature Page, along with required documentation to:

Division of Grants, Contracts & Procurement

Attn: JCAP

2500 Pond View, Suite 104 Castleton on Hudson, NY 12033

Fax: 518-471-4807

Email: jcap@nycourts.gov

Remember: Applications are not reviewed or considered until the required documentation and signature page are recieved.

Signature Acknowledgement

I understand that this application will not be reviewed until the signed signature page is recieved by the Division of Grants, Contracts & Procurement, along with any required documentation.

☐ Yes

QUESTIONS: If you have questions about JCAP or need assistance completing the application, please call the Division of Grants, Contracts & Procurement at 518-480-6840 or email: jcap@nycourts.gov

To: Jeanne Viger, Aurora Town Clerk
From: Jeffrey Markello and James Granville, Aurora Town Justices
Re: Application for funding from the Justice Court Assistance Program
Date: September 14, 2026

The Town Court is requesting authorization from the Town Board to apply for funding from the Justice Court Assistance Program during the upcoming grant cycle. One required component of that application is a Resolution from the Town Board authorizing the Town Court to apply for this funding.

The Division of Grants, Contracts & Procurement Unit will not accept the court's application unless the Resolution incorporates one of the following two options EXACTLY as written below:

Option # 1

"The Board of the Town of Aurora authorizes the
Aurora Town Court to apply for a JCAP grant in the
2026-27 grant cycle up to \$30,000.00."

Option # 2

"The Board of the Town Aurora authorizes the
Aurora Town Court to apply for a JCAP grant in the
2026-27 grant cycle up to \$ 30,000."

While the Resolution may include one or more "WHEREAS" clauses, it is essential that the "Be it RESOLVED" portion of the Town Board's resolution be worded exactly as one of the options indicated above (with the addition of the name of the Town inserted as shown above in both options and with the addition of the amount requested as shown above in the second option).

In addition, the Board Resolution must be certified.

The deadline for our application is Tuesday, September 22, 2026.

Thank you for your attention to this matter and for your help with the Court's application.

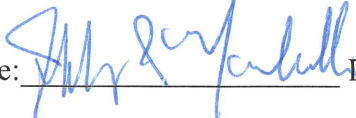
2026-27 Aurora Town Court, Erie County ID: 6929

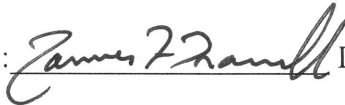
ANNUAL BUDGET: Court's itemized budget for the most recent municipal fiscal year.

AUTHORIZATION: Certified copy of the Local Resolution(s) of the Town or Village Board(s) authorizing this application. The Resolution may simply state the Town or Village authorizes the court to request up to the maximum amount available.

SUPPORTING DOCUMENTS: Estimates, Photographs, Floor Plans, etc.

JUSTICE SIGNATURE: Original signature(s) required from at least one justice (not an Associate Justice).

Hon. Jeffrey P. Markello
Name: _____ Signature:  Date: 9/6/26

Hon. James F. Granville
Name: _____ Signature:  Date: 9-2-2026

CERTIFICATION: Original signature(s) required by Town Supervisor or Village Mayor.

The following signature provides certification that: (1) any funds (and any goods or services) awarded pursuant to this application shall be used only in accordance with the provisions of Chapter 280 of the Laws of 1999 and with all rules and regulations governing the Justice Court Assistance Program; (2) any goods and/or services purchased with any Justice Court Assistance Program funds shall be obtained in accordance with acceptable procurement practices established by the governing municipality including, but not limited to, competitive bidding and procurement policies and procedures; (3) no funds awarded pursuant to this application shall be used to compensate justices or non-judicial staff or to reduce or otherwise supplant funding provided by a town or village to its justice court.

Signature: _____ Name: _____
☐ Town Supervisor ☐ Village Mayor (please print)

Date: _____

**REMEMBER: YOUR JCAP APPLICATION IS SUBMITTED ONLINE ONLY.
YOU MUST MAIL, FAX OR SCAN/EMAIL SIGNATURE PAGE & DOCUMENTS REQUIRED ABOVE.**



SecureScan

DOCUMENT SCANNING

Prepared For:

Aurora Town Court

SecureScan Albany
1060 Broadway
Albany, NY 12204

Prepared By:

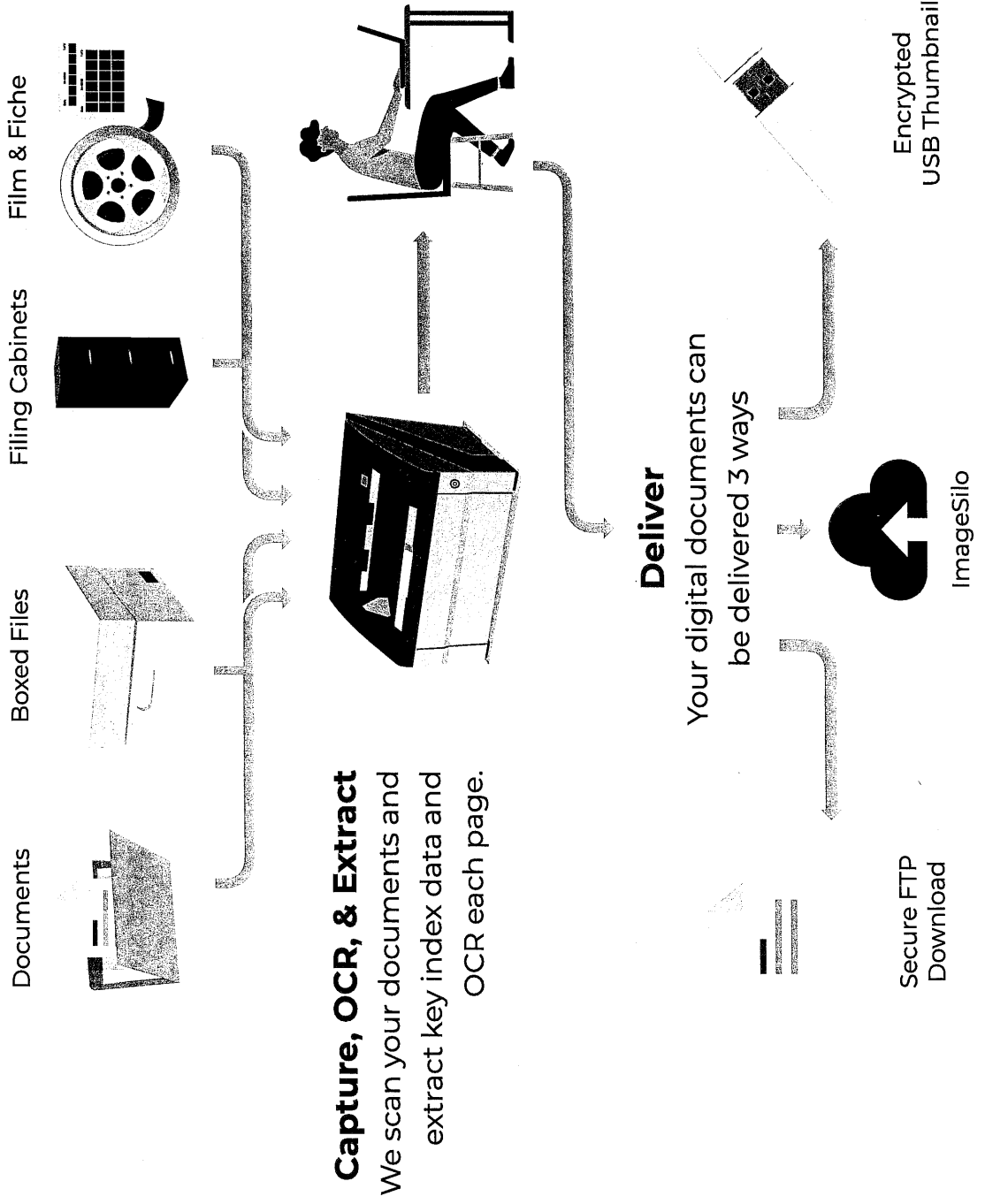
Chuck Tobin

chuck@securescan.com

(518) 935-4135

Document Scanning

We'll help you tackle your paper problems with our simple approach.



Our Detailed Process

Confidentiality:

SecureScan will sign a nondisclosure agreement/confidentiality statement, or business associate agreement in connection with this proposal as needed. SecureScan implements strict internal controls and practices to ensure the privacy and security of all customer data. We engage in a tightly controlled process, coupled with secured access to buildings and computers by employees and visitors. SecureScan complies with the provisions of the Gramm-Leach-Bliley Act, HIPAA and HITECH.

Pick-up and Chain of Custody:

SecureScan staff will conduct all pick-ups and deliveries in SecureScan owned/leased vehicles. Documents will be picked up in boxes unless otherwise agreed to on the last page of this proposal. Boxes will be counted and inventoried with the range of contents by a selected key value. Each box and its contents will be added to a chain of custody transfer form sheet that will be reviewed and signed by a representative from both parties before departure.

Preparation:

Your documents will be transported to our facility, where the box number and associated key information will be entered into our inventory control system, and tracking forms for each box will be created. Staples and paperclips are removed, paper corners are straightened, sticky notes are taped down and torn pages are repaired. After preparation, a team will be assigned and trained on your project, allowing us to maintain a consistent standard of quality throughout the project.

Emergency Records Request:

Emergency records requests can be made at any time while we are in possession of your records. You can complete the request by sending an email to stat@secretescan.com. The email address is used specifically for emergency requests and is received by multiple individuals. We request that the customer provide a minimum of two index values when the request is made so we can locate the record and respond as quickly as possible.

Delivery of Product:

Images are copied to an encrypted USB drive or added to a secure FTP site for download upon completion of work. The images will be provided in the agreed upon format and structure. Paper, folders and boxes will be returned, shredded or held for a period of one month and then returned or shredded.

ImageSilo Document Management System:

Images can be uploaded into ImageSilo, a highly secure and redundant cloud based document management system for an additional monthly fee. Image silo functionality includes the ability to search, view, print, email, and annotate documents, with eform and electronic signature add-on functionality.

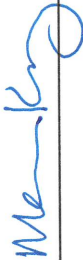
Secure Document Shredding:

After the scanning process has been completed, we can either return your documents for storage, or permanently and securely destroy your documents with our NAID® compliant document shredding service. You will be provided with a Certificate of Destruction for your records.



SecureScan Service Description	Estimated Volume	Unit Price	Estimated Total Price
Document Scanning Services: Document Preparation, Document Scanning, Quality Control Review and Indexing of Documents. All as defined within the proposal. Standard 10" x 12" x 15" banker box size is quoted. Larger or smaller boxes will be pro-rated.	69 Boxes	\$ 425.00 per box	\$ 29,325.00
Secure Shredding Services: Confidential Shredding of documents one month after delivery and with approval by customer. Standard 10"x12"x15" banker box size is quoted. Larger or smaller boxes will be pro-rated.	69 Boxes	\$ 5.00 per box	\$ 345.00
Transportation Services: Pick-up or return delivery of boxed documents by SecureScan employees.	1 Visit	\$ 330.00 per visit	\$ 330.00
Estimated Total Price			\$ 30,000.00

Pricing valid for 90 days from the date of this quotation. Prices do not include applicable sales tax. Any pages that are located within the boxes that are greater than 11" x 17" in size will be scanned on a single sheet-fed large format scanner and billed at a price of \$ 2.00 per image. All pages will be scanned in bitonal (black & white) mode, not greyscale or color. To agree to the pricing listed within this proposal, please sign/email this page or a purchase order to chuck@securescan.com


Customer Signature

Maureen Kenney

Customer Name

Date

8/31/26

The court must have an acceptable back-up of the scanned files completed on a daily basis by your Town/Village IT staff or a 3rd party IT company in order to receive approval from the OCA Office of Records Management to destroy documents after scanning. The daily Courtroom Program backup are not acceptable backups for this purpose. In addition, the party signing section 7 of the Records Management Certification for Electronic Records Form (https://ww2.nycourts.gov/sites/default/files/document/files/2022-04/ElecRecCertForm-rev2021DIGITAL_0_0.pdf) should ensure that files are being maintained in a manner that is in compliance with Policy 9 (<https://ww2.nycourts.gov/sites/default/files/document/files/2018-04/Policy9.pdf>).

6E

TOWN OF AURORA Climate Smart Community Taskforce

August 26, 2026

Town of Aurora Town Board

RE: Letter of Support — Sponsorship of a Paint Recycling Event with GreenSheen Paint

Dear Members of the Town Board:

On behalf of the Town of Aurora Climate Smart Community Taskforce, we are writing to express our unanimous support for the Town Board's authorization to sponsor a free paint recycling event in partnership with GreenSheen Paint. This letter follows a discussion of the proposed partnership at the Taskforce's regular meeting held on August 19, 2026, at which the initiative received the full and unanimous support of the members present.

This proposed event directly advances the Taskforce's and the Town's shared goals of furthering environmental stewardship and responsible waste management. GreenSheen Paint's program offers meaningful, well-documented benefits that align with our community's sustainability objectives:

- Proven environmental impact: GreenSheen maintains an industry-leading 92% paint-to-paint recycling rate, ensuring that the vast majority of collected material is diverted from landfills and waterways and returned to productive use.
- Established New York State presence: GreenSheen's paint recycling platform is already succeeding in New York State, with proven partnerships in Erie, Niagara, and Rensselaer Counties, among others, demonstrating a track record of successful local collaboration.
- Zero cost to the Town: The event is offered at no cost to the Town through state paint stewardship initiatives.
- Turnkey, professionally managed operation: GreenSheen handles all labor, packaging, transportation, signage, and on-site setup, and provides a certificate of insurance for incidentals, minimizing burden and risk to the Town.
- Verified, measurable results: The Town will receive detailed post-event reporting on the amount of paint collected and recycled, allowing the Taskforce and Town Board to accurately measure progress toward our environmental goals.
- Positive resident experience: GreenSheen provides an integrated resident registration platform and comprehensive event support, ensuring the event is convenient and accessible to Aurora residents and businesses.

By hosting this event, the Town would provide residents with a safe, convenient, and free way to dispose of leftover latex paint, while diverting hazardous material from local landfills and waterways — a tangible step toward the environmental stewardship objectives shared by the Taskforce and the Town of Aurora.

The Climate Smart Community Taskforce respectfully requests that the Town Board authorize the Town to move forward as a host partner for this paint recycling event. We are glad to answer any questions and to assist in any way as this partnership moves forward.

Thank you for your consideration and for your continued commitment to environmental stewardship in the Town of Aurora.

Respectfully,

Councilmember Benjamin Garvey- Town of Aurora Climate Smart Community Taskforce Liaison

DIVISION OF MATERIALS MANAGEMENT

DEPARTMENT USE ONLY	
DEC ACTIVITY #	
DATE VALIDATED	
EXPIRATION DATE	

REGISTRATION FORM FOR A HOUSEHOLD HAZARDOUS WASTE (HHW) COLLECTION EVENT

Please read instructions (found at the end of this document) before completing this application. Attach all required information to this form and submit to the appropriate Regional Materials Management Engineer (see below). This is not a UPA permit. Operations at HHW collection events are not authorized until a registration is validated by the Department.

1. REQUEST TYPE (Check applicable box)					
☒ Initial	☐ Renewal	☐ Modification	DEC Activity Number (for renewal or modification only) _____		
2. EVENT SPONSOR INFORMATION (Identify the entity/municipality sponsoring the collection event(s))					
Name Town of Aurora	Address 575 Oakwood Ave.	City/Town East Aurora	Zip Code 14052		
Email bgarvey@townofaurora.ny.gov	Phone 716-652-7596	DEC Region 9			
3. PREFERRED CONTACT INFORMATION (Identify the person who will be managing the event(s))					
Name Ben Garvey	Email bgarvey@townofaurora.ny.gov	Phone (716) 604-8401	Recycling Coordinator	Other <u>Town Councilmember</u>	
4. COLLECTION EVENT LOCATIONS & OPERATING DAYS AND HOURS (Add additional pages if necessary)					
Address	City/Town	Zip Code	NY UTM - E Coordinate	NY UTM-N Coordinate	Event Date
1. 141 Girard Ave.	East Aurora	14052	-78.6300372	42.7717402	10/24/26
2.					
3.					
5. VENDOR OR CONTRACTOR INFORMATION (Identify the vendor hired to handle the HHW)					
Vendor/Contractor Name GreenSheen Paint	Address 1470 Rotterdam Industrial Park, Building 14, Bay 7	City/Town Rotterdam	Zip Code 12306		
Email events@greensheepaint.com	Phone 716-796-4070	Part 364 Permit # <u>4A-773</u>	Expiration Date <u>06-04-2027</u>		
6. SERVICE AREA (List all municipalities within the service area of the event(s), i.e., counties, cities, towns, villages or planning units)					
Erie county and surrounding areas					
7. SOLID WASTE HANDLED (Check applicable box)					
☐ Household Hazardous Waste		☐ CESQG (Conditionally Exempt Small Quantity Generators)		☒ Other <u>PAINT ONLY COLLECTION EVENT</u>	
8. CERTIFICATION (Must be completed by the event sponsor (registration holder). Retain a copy of this form and all applicable attachments.					
I hereby affirm under penalty of perjury that information provided on this form and attached statements and exhibits was prepared by me or under my supervision and direction and is true to the best of my knowledge and belief, and that I have the authority as _____ (title) of _____ (entity) to sign this registration form pursuant to 6 NYCRR Part 360, Section 360.15. By signing this registration form, I affirm that I have read the applicable regulations and will abide by all conditions of the registration requirements under Parts 360, 361, 362, 363, and 365, as applicable. I am aware that any false statement made herein is punishable as a Class A misdemeanor pursuant to Section 210.45 of the Penal Law.					
Printed/Typed Name			Signature		Date

OF

Kathleen Moffat

From: Woroniecki, Jennifer <Jennifer.Woroniecki@erie.gov>
Sent: Tuesday, August 25, 2026 9:51 AM
Cc: D'Orlando, Paul
Subject: Memo from Paul D'Orlando- 2027 CDBG community project process
Attachments: Citizen Forums - Municipality Alert.pdf; Sample Notice of Public Hearing.docx

Follow Up Flag: Follow up
Flag Status: Flagged

Good Morning,

Please see the attached document which explains the 2027 CDBG community project process.

You can see dates and times for community development citizen forums which will be held in September that we conduct. You will also see instructions on scheduling your community development public hearing in September or October and a sample public hearing notice to be advertised 14 days ahead of your hearing.

If you have any questions, please contact Paul D'Orlando at (716)858-2194 or Paul.D'Orlando@erie.gov

Have a great day,
Jennifer

--

Jennifer Woroniecki | Supervising Chief Account Clerk
Erie County | Environment & Planning
95 Franklin St., 1016 | Buffalo, NY 14202
P:+1(716)858-2329 | F:+1(716)858-8193
Jennifer.Woroniecki@erie.gov | <http://www.erie.gov>

SAMPLE
NOTICE OF PUBLIC HEARING

Notice to the Citizens of the

(City) (Town) (Village) of _____

A Public Hearing will be held on _____ (date) _____ at _____ (time) _____ in
_____ (location, room) _____ regarding the use of Federal Community
Development funds on the (City) (Town) (Village) of _____

_____.

The (City) (Town) (Village) of _____
is eligible for a Federal Community Development Grant under Title I of the Housing and
Community Development Act of 1974, as amended.

The purpose of the Hearing is to provide an opportunity for citizens to express
community development and housing needs and to discuss possible projects which
would benefit low- and moderate-income persons in the (City) (Town) (Village) of _____

_____.

Citizens are urged to attend this meeting to make known their views and/or written
proposals on the (City) (Town) (Village) of _____'s
selection of potential projects to be submitted for possible funding by the Federal
Community Development Grant Program.

The Hearing will also present a review of prior Community Development projects and
expenditures and a discussion of eligible activities. The meeting room is wheelchair
accessible. Those needing special arrangements should call the (City) (Town) (Village)
at _____ (phone #) _____ by (five (5) days before Public Hearing date) _____.



69

TOWN OF AURORA

Aurora Municipal Center

575 Oakwood Avenue, East Aurora, NY 14052

www.townofaurorany.gov

To: Town Board

From: Martha Libroek, Assistant to the Supervisor

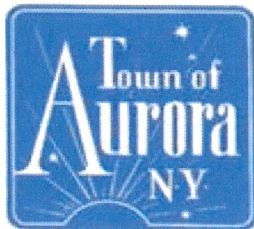
Date: August 27, 2026

Please declare a Brother 210 series printer (Town Inventory ID 2173) as surplus inventory to be recycled during the Town's electronic recycling event.

AURORA TOWN COURT

64

JEFFREY P. MARKELLO
TOWN JUSTICE



JAMES F. GRANVILLE
TOWN JUSTICE

MEMORANDUM

TO: Aurora Town Board

RE: Request to hire a part-time court officer

Please approve hiring Brian Swartz, *non-resident* resides at 282 Ridgewood Circle, Lackawanna, NY 14218, to work as a regular part-time employee for the Aurora Town Court starting on or after 9/16/26 *after orientation. His hourly wage will be \$33.85/hour (per the 2026 Budget).

Thank you,

Elizabeth Wilber
Court Clerk
Aurora Town Court

67

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: SPCA Serving Erie County
2. Individual responsible for this request: Laura Papit
3. Address: 300 Harlem Road
West Seneca, NY 14224
4. Telephone number: 716-875-7360 Ext. 230
5. Fax: _____
6. Email: laurap@yoursPCA.org
7. Date(s) of event: Saturday, September 26, 2026
8. Hours of use including set up/take down: Start 8AM End 2PM
9. Description of the event or use:
Additional parking for participants for a fundraising walk/festival taking place at the Stables at Knox Farm State Park
2 shuttle buses will run on a continuous route throughout the event from 8am - 2pm
10. Specific area(s) request. Please attach a map of the area.
 - a. Soccer fields _____
 - b. Polo Field _____
 - c. Equestrian Park _____
 - d. Other X
 - i. Describe Parking lot
11. Specific equipment to be brought into the park (porta-johns, tents, etc.)
Lawn stake signage
12. Needs: Water _____ Electric _____
13. Estimated attendance: 500
 - a. Will participants be crossing Knox Road? yes
 - b. Will participants be attending via bus? shuttle drop off/pick up

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? no
 a. If yes, please describe _____
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* _____
 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.? yes
 a. If yes, you must request a permit from NYS Parks and Recreation. Contact their office at 716-652-0786.

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**

Jane Papit
 Signature of Applicant

8/5/26
 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		
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
JEANNE VIGER
(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.

Jane Viger
Authorized Applicant or Officer

State of New York)
County of Erie)

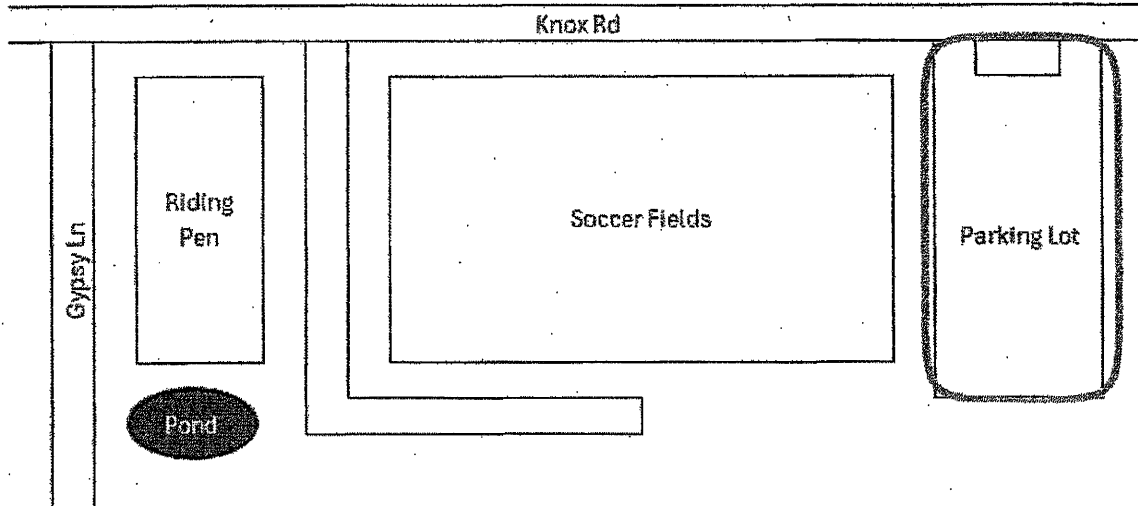
Subscribed and sworn to before me this 5 day of August, 2026

Colleen P. Lask
Notary Public

Qualified in Erie County, New York
My commission expires: 6-12-2030



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.

Parking for participants of the SPCA Serving Erie County annual fundraising walk and festival, Paws in the Park

The event is taking place at Knox Farm and a 1.5 mile route throughout the State Park

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

We will have volunteers to direct in lots to open parking spots and crossing guards to assist in crossing the road to Knox.

We will provide orange flags and yellow safety vests to be able to be seen by drivers. Participants will be directed to cross the road with the volunteer crossing guards and walk up the long driveway to the Stables that is adjacent to Knox Rd. Participants will have the option to take a shuttle bus that will drive from Knox Rd. to Buffalo Rd. and drop off at the Stables at Knox Farm State Park.

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

There will be 2 shuttles running continuously from 8:30am-1:30pm with a pause from 10am-11:15am while the walk is taking place.

The shuttles will have 3 stops: at the Knox Farm Soccer Field Parking lot, Parkdale Elementary School, and the Stables.

ACORD™

Client#: 1705755

ERIECOU7

DATE (MM/DD/YYYY)
5/19/2026

CERTIFICATE OF LIABILITY INSURANCE

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 any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
USI Insurance Services, LLC
726 Exchange St. Ste 618
Buffalo, NY 14210
855 874-0123

CONTACT
NAME: Linda A. Mayflower, ACSR, CPIA
PHONE (A/C, No, Ext): 716-314-2060 FAX (A/C, No):
E-MAIL: Linda.Mayflower@usi.com
ADDRESS:

INSURED
Erie County SPCA
300 Harlem Road
Buffalo, NY 14224

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Evanston Insurance Company		35378
INSURER B: Cincinnati Insurance Company		10677
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADOL SUBR INSR WVO	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ BI/PD Ded: 1,000 GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:	X X	3AB007691	05/15/2026	05/15/2027	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COM/PROP AGG \$2,000,000 \$
B	AUTOMOBILE LIABILITY ☒ ANY AUTO OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS NON-OWNED AUTOS ONLY		EBA0536353	05/15/2026	05/15/2027	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	UMBRELLA LIAB ☒ EXCESS LIAB DED RETENTION WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		MKLV1EUL10600	05/15/2026	05/15/2027	EACH OCCURRENCE \$4,000,000 AGGREGATE \$4,000,000 \$ PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

Operations usual to the named insured. See description below. Additional Insured/Waiver of Subrogation coverage is shown above and marked with an X apply only when such coverage is required by written contract signed by the insured prior to a loss to the extent covered by endorsement form(s):

General Liability:

MEGL0009-01 - Blanket Additional Insured

(See Attached Descriptions)

CERTIFICATE HOLDER

Town Of Aurora
575 Oakwood Ave
East Aurora, NY 14052

CANCELLATION

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

© 1988-2015 ACORD CORPORATION. All rights reserved.

ACORD 25 (2016/03) 1 of 2
#S54183470/M54181279

The ACORD name and logo are registered marks of ACORD

TAGZP

6J

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: Campos Cycling Collective
2. Individual responsible for this request: Alan Zawadzki
3. Address: 533 Maple Rd
East Aurora, NY 14052
4. Telephone number: 716-997-7744
5. Fax: _____
6. Email: Alan.Zawadzki.AZ@gmail.com
7. Date(s) of event: 10/11/2026
8. Hours of use including set up/take down: Start 8 am End 5 pm
9. Description of the event or use:
use of parking lot for Bike race parking
10. Specific area(s) request. Please attach a map of the area.
 - a. Soccer fields _____
 - b. Polo Field _____
 - c. Equestrian Park _____
 - d. Other X
 - i. Describe Soccer parking lot
11. Specific equipment to be brought into the park (porta-johns, tents, etc.)

12. Needs: Water — Electric —
13. Estimated attendance: 50
 - 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?

No

a. If yes, please describe

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*

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

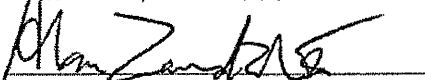
b. Parks Department:

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


Signature of Applicant

2/11/2026
Date

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

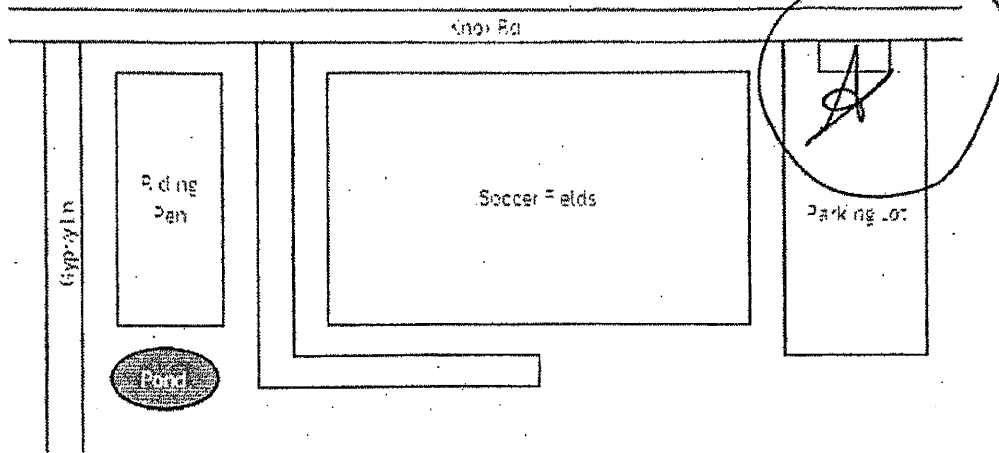
Additional Services (Cash/Card)				
Service	Per hour	# of Employees	# of Hours	Total
Crossing Guards	\$30/\$30.93			
Parking Attendant	\$30/\$30.93			
Total Additional Services				

*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		
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.

Just using a small area of the parking lot

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

Signs indicating where to cross the road safely and cones keeping people within the shoulder

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

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: _____ Date: _____
Supervisor's Signature

Denied: _____ Date: _____
Supervisor's Signature

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: 9/9/26
☐ Other

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.

Alan Zawadzki
Authorized Applicant or Officer

State of New York)
County of Erie)

Subscribed and sworn to before me this 12 day of August, 2026

Neil T Sharp
Notary Public

Qualified in Erie County, New York
My commission expires: 10/16/29



CAMPCYC-01

NLEMERE

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/1/2026

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 Fetter Agency, Inc. 8810 Main Street Williamsville, NY 14221	CONTACT NAME:	
	PHONE (A/C, No, Ext): (716) 634-5097 FAX (A/C, No): (716) 626-5057	
INSURED Campus Cycling Collective, Inc. 744 Elmwood Avenue Buffalo, NY 14222	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: US Underwriters	
	INSURER B: United States Liability	25895
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADD'L INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	☒ COMMERCIAL GENERAL LIABILITY	☒		NPP3553874E	12/1/2025	12/1/2026	EACH OCCURRENCE \$ 1,000,000	
	☐ CLAIMS-MADE ☒ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000	
							MED EXP (Any one person) \$ 5,000	
							PERSONAL & ADV INJURY \$ 1,000,000	
							GENERAL AGGREGATE \$ 2,000,000	
							PRODUCTS - COMP/OP AGG \$ 1,000,000	
B	☒ UMBRELLA LIAB ☒ EXCESS LIAB			XL1614792E	12/1/2025	12/1/2026	EACH OCCURRENCE \$ 1,000,000	
	☒ RETENTION \$ 0						AGGREGATE \$ 1,000,000	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N	N/A				PER STATUTE	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						OTH-ER	
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$	
							E.L. DISEASE - EA EMPLOYEE \$	
							E.L. DISEASE - POLICY LIMIT \$	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Town of Aurora is listed as an additional insured.

Event: Knox Farm Cyclocross
Date: 10/11/26

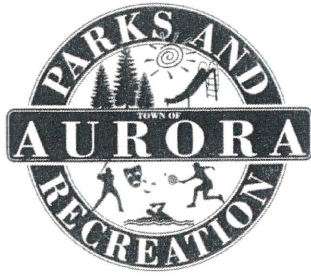
CERTIFICATE HOLDER

CANCELLATION

Town of Aurora
575 Oakwood Ave
East Aurora, NY 14052

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



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: 9/9/2026
Re: Lifeguard

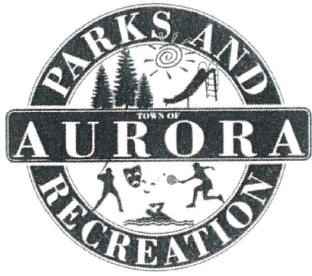
Approval is requested to hire the candidates below as EAST coaches.

Their first day will be the day they have their new hire orientation with the town and sign their paperwork.

Name	Address	Position	Civil Service	Rate
Katie Chugh	Main St., EA	EAST Coach	Lifeguard RPT	\$ 20.50
Devin Lockard	Milestrip Rd., OP	EAST Coach	Lifeguard RPT	\$ 20.50
Ivan Nietopski*	Indian Church Rd., WS.	EAST Coach	Lifeguard RPT	\$ 21.00

non-residents

*Ivan is a re-hire who has previously coached for EAST, supervised swim lessons, and was a facility manager at the Aurora Community Pool.



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: 9/9/2026
Re: Additional Wage Rates

Approval is requested to add the water safety instructor rate to the below employees beginning on 9/14/2026. This rate is only used when an employee is instructing swimming. The employees below completed their Red Cross Water Safety Instructor certification in late August. The rates are based on the board approved 2026 rate chart attached.

<u>Employee</u>	<u>Instructor Rate</u>
Tessa Folwer	\$19.00
Taylor Keohane	\$19.00
Katie Phillips	\$19.00
Olivia Strzelec	\$19.00
Owen Walker	\$19.00

6M



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): Chris Musshafen

SIGNATURE: *Chris Musshafen*

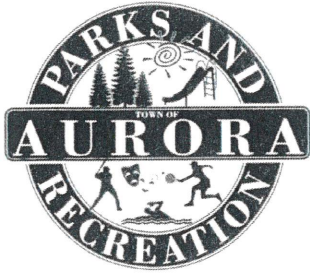
DATE: 9/10/25

1. \$ <u>2,556.00</u>	FROM: <u>A00-7140-0413-0000</u> ACCT NO.	<u>Day Camp Bus Rental</u> ACCT TITLE	<u>\$4,350.00</u> CURRENT BALANCE
	TO: <u>A00-7140-0113</u> ACCT NO.	<u>Day Camp Payroll</u> ACCT TITLE	<u>-\$2,556.00</u> CURRENT BALANCE
	REASON: <u>Additional staff hours added throughout the summer, including belay training for rock climbing field trip.</u>		
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 #: _____



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: 9/9/2026
Re: Budget Amendment

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

Increase Line	Description	Current Budget	Current Balance	Increase By
A00-2056-0000-0000	Edu Vendor Revenue	\$30,000.00	\$47,138.00	\$17,138.00
A00-7185-0400-0000	You Educational Vendor	\$25,500.00	-\$1,717.75	\$17,138.00
A00-2025-0000-0000	Community Pool Rev.	\$48,000.00	\$54,219.50	\$6,219.50
A00-7180-0426-0000	Pool Maintenance	\$24,000.00	\$3,869.69	\$6,219.50