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TOWN OF AURORA
Aurora Municipal Center
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June 22, 2026

Erie County - Environment & Planning
Attn: Mr. Tyler Hamilton, Sr. Environmental Compliance Specialist
95 Franklin Street (Room 1079)
Buffalo, NY 14202

Subject: Letter of Commitment - Plate to Field Project Partnership

Dear Mr. Hamilton:

On behalf of the Town of Aurora, I am pleased to confirm our commitment to partner with Erie County on the Plate to Field project, funded through the New York State Department of Environmental Conservation's Climate Smart Communities program.

The Town of Aurora recognizes the importance of reducing food waste, promoting composting, and advancing sustainability efforts within our community. By working with Erie County, we are committed to implementing a residential food scrap drop-off program and supporting community outreach and education to ensure its success. Specifically, the Town, in conjunction with the Village of East Aurora, agrees to:

- Designate a municipal project contact to coordinate with Erie County staff.
- Identify and host at least one residential food scrap drop-off site within the municipality.
- Coordinate transportation of collected food scraps to a designated recycling facility or work with Erie County to identify alternatives.
- Assist in planning and hosting at least one community education event to raise awareness about food waste reduction and composting.
- Support data collection efforts by providing site photos, usage metrics, and feedback to Erie County.

We look forward to collaborating with Erie County and our residents to make this program a success and to contribute meaningfully to New York State's climate goals.

Sincerely,

DISPATCHER

Rev. 11/01
Erie County
D068
Comp.
JG IV
DJW/a

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for receiving transportation requests from Senior Citizens and applying such requests to Driver's schedules from various Agencies and Townships throughout Erie County, including the City of Buffalo. The incumbent is responsible for knowing the location of the various Villages and Townships in Erie County, including the main roads, Hospitals, Medical Facilities and Shopping areas. Work is performed under the supervision of a higher-ranking employee. Does related work as required.

TYPICAL WORK ACTIVITIES:

Operates communications equipment in dispatching and directing the units of a multi-vehicle transportation system;
Schedules Driver's breaks and lunch periods in order to provide the most efficient and timely service with the personnel and equipment available;
Receives telephone calls from Senior Citizens, Department Agencies, Clinics, Doctor's Office etc., and relays messages to mobile units or appropriate personnel;
Maintains required records of transportation and client information, such as names, addresses, driver and vehicle assignments, mileage, number of trips, etc.;
May be required to drive a Department vehicle in occasional times of personnel shortages or during emergency situations.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the procedures and terminology of operating telephone and two-way radio equipment;
Working knowledge and a familiarity of the geographic make up of Erie County;
Ability to speak good English and enunciate clearly in a calm, well modulated voice;
Ability to follow oral and written instructions;
Good judgment;
Dependability;
Courtesy;
Good hearing;
Physically capable of performing the essential functions of the position with or without reasonable accommodation.

MINIMUM QUALIFICATIONS:

- A) Graduation from high school or possession of a high school equivalency diploma and one (1) year of multi vehicle dispatching experience in the operation of a two way radio or a telephone communication center; or:

Continued.....

DISPATCHER

D068

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MINIMUM QUALIFICATIONS: continued.....

- B) Completion of elementary school and four (4) years of experience as indicated in (A); or:
- C) An equivalent combination of training and experience as defined by the limits of (A), and (B).

SPECIAL REQUIREMENT:

Possession of a valid New York State Driver's License.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full time experience requirements.

PRINCIPAL DISPATCHER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for transportation policy development support for community partners as well as facilitating transportation coordination with partnering municipalities. Supervision is exercised over a small subordinate staff of Dispatchers and/or other lower level personnel. Work is performed under the supervision of a higher-ranking employee. Does related work as required.

TYPICAL WORK ACTIVITIES:

Coordinates with community based organization for needs and schedules transportation as such utilizing radio, phone and email;

Responsible for the efficient operation and oversight of a county-wide, multi-vehicle transportation system for the elderly;

Responds to customer service and community organization concerns or requests for services in a timely manner;

Utilizes electronic database system for the scheduling and tracking of vehicle usage;

Provides monthly report updates to supervision on transportation usage and routing;

Supervision is exercised over a small subordinate staff of Dispatchers and/or other lower level personnel; work is performed under the supervision of a higher-ranking employee;

Does related work as required;

May be required to drive a van in an emergency situation or personnel shortage as determined by an administrative employee of higher rank.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the operational methods and procedures of a multi-vehicle transportation system; thorough knowledge of the operation of radio communications equipment; working knowledge of and familiarity with the geographic make-up of Erie County; ability to communicate effectively over the telephone and two-way radio equipment; ability to organize and supervise the work of others; ability to troubleshoot and resolve problems; ability to maintain records and reports; ability to follow oral and written instructions; ability to operate a standard desktop computer; sound professional judgment; dependability; initiative; courtesy; capable of performing the essential functions of the position with or without reasonable accommodation.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience in the operation and dispatch of a multi-vehicle transportation system; including one (1) year of supervisory experience.

SPECIAL REQUIREMENT:

Possession of a valid New York State Driver's License.

Note: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

Rev. 1/91
Erie County

COMMUNITY SERVICE AIDE

K109
Labor
Hourly
Seasonal
KWS/dw

DISTINGUISHING FEATURES OF THE CLASS: The work involves personal contact with senior citizens in the community as well as assistance in maintaining office records. Work is performed under the direct supervision of a higher-ranking employee. Does related work as required.

TYPICAL WORK ACTIVITIES:

Makes direct personal or phone contact with older persons in the community;
Completes applications for benefits on behalf of elderly clients;
May represent client at various agencies to obtain benefits on behalf of client;
Explains benefits and services available to the elderly clients and their families;
Maintains accurate documentation of client contact and other work activity;
Arranges and schedules meetings as well as present programs;
May perform tasks such as filing, record keeping and photocopying;
Assists clients in obtaining required substantiation for applying for benefits;
Transports necessary equipment, materials and supplies to various sites throughout the County;
Operates the Complimentary Card camera equipment;
Prepares reports as required by the various programs;
May operate office equipment as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to communicate with the elderly; ability to read and write; ability to understand and carry out directions; ability to learn new skills and techniques; initiative and resourcefulness; honesty; tact; courtesy; community acceptability; pleasing manner; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Ability to read and write the English language and one (1) year of experience in community activities and/or planning.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements

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