

WS-1/6A

## Town of Aurora Investment Policy-DRAFT 12.19.2017

### I. SCOPE

This investment policy applies to all moneys and other financial resources available for deposit and investment by the Town of Aurora on its own behalf or on behalf of any other entity or individual.

### II. OBJECTIVES

The primary objectives of the local government's investment activities are, in priority order:

- To conform with all applicable federal, State and other legal requirements (legality);
- To adequately safeguard principal (safety);
- To provide sufficient liquidity to meet all operating requirements (liquidity) and
- To obtain a reasonable rate of return (yield).

### III. DELEGATION OF AUTHORITY

The governing board's responsibility for administration of the investment program is delegated to the Town Supervisor, who shall establish written procedures for the operation of the investment program consistent with these investment policies. Such procedures shall include internal controls to provide a satisfactory level of accountability based upon records incorporating the description and amounts of investments, the fund(s) for which they are held, the place(s) where kept, and other relevant information, including dates of sale or other dispositions and amounts realized. In addition, the internal control procedures shall describe the responsibilities and levels of authority for key individuals involved in the investment program.

### IV. PRUDENCE

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Town of Aurora to govern effectively.

Investments shall be made with prudence, diligence, skill, judgment and care, under circumstances then prevailing, which knowledgeable and prudent persons acting in like capacity would use, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions.

### V. DIVERSIFICATION

It is the policy of the Town of Aurora to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

The governing board shall establish appropriate limits for the amount of investments which can be made with each financial institution or dealer, and shall evaluate this listing at least annually.

## VI. INTERNAL CONTROLS

It is the policy of the Town of Aurora for all moneys collected by any officer or employee of the government to transfer those funds to the Town of Aurora within \_\_\_\_\_ days of deposit, or within the time period specified in law, whichever is shorter.

The Town Supervisor is responsible for establishing and maintaining internal control procedures to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization, properly recorded, and managed in compliance with applicable laws and regulations.

## VII. DESIGNATION OF DEPOSITARIES

The banks and trust companies that are authorized for the deposit of moneys, and the maximum amount which may be kept on deposit at any time, are:

JP Morgan Chase Bank	_____
Bank of America	_____
Bank of Holland	_____
Key Bank	_____
Citizens Bank	_____
Manufacturers & Traders Trust Company	_____
Five Star	_____

## VIII. SECURING DEPOSITS AND INVESTMENTS

All deposits and investments at a bank or trust company, including all demand deposits, certificates of deposit and special time deposits (hereinafter, collectively, "deposits") made by officers of the Town of Aurora that are in excess of the amount insured under the provisions of the Federal Deposit Insurance Act, including pursuant to a Deposit Placement Program in accordance with law, shall be secured by:

***(Local governments should select the method of collateralization they plan to utilize and omit other options from their adopted policy)***

1. A pledge of "eligible securities" with an aggregate "market value" (as provided by the GML Section 10) that is at least equal to the aggregate amount of deposits by the officers. See Schedule A of this policy for a listing of "eligible securities."
2. A pledge of a pro rata portion of a pool of eligible securities, having in the aggregate a market value at least equal to the aggregate amount of deposits from all such officers within the State at the bank or trust company.
3. An "eligible surety bond" payable to the government for an amount at least equal to 100 percent of the aggregate amount of deposits and the agreed-upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims-paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations. The governing board shall approve the terms and conditions of the surety bond.

4. An "eligible letter of credit," payable to the Town of Aurora as security for the payment of 140 percent of the aggregate amount of deposits and the agreed-upon interest, if any. An "eligible letter of credit" shall be an irrevocable letter of credit issued in favor of the Town of Aurora, for a term not to exceed 90 days, by a qualified bank (other than the bank where the secured money is deposited). A qualified bank is either one whose commercial paper and other unsecured short-term debt obligations (or, in the case of a bank which is the principal subsidiary of a holding company, whose holding company's commercial paper and other unsecured short-term debt obligations) are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization, or one that is in compliance with applicable federal minimum risk-based capital requirements.
5. An "irrevocable letter of credit" issued in favor of the Town of Aurora by a federal home loan bank whose commercial paper and other unsecured short-term debt obligations are rated in the highest rating category by at least one nationally recognized statistical rating organization, as security for the payment of 100 percent of the aggregate amount of deposits and the agreed-upon interest, if any.

#### IX. COLLATERALIZATION AND SAFEKEEPING

Eligible securities used for collateralizing deposits made by officers of the Town of Aurora shall be held by (the depository or a third party) bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities (or the pro rata portion of a pool of eligible securities) are being pledged to secure such deposits together with agreed-upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon a default. It shall also provide the conditions under which the securities (or pro rata portion of a pool of eligible securities) held may be sold, presented for payment, substituted or released and the events of default which will enable the local government to exercise its rights against the pledged securities.

In the event that the pledged securities are not registered or inscribed in the name of the Town of Aurora, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Town of Aurora or the custodial bank or trust company. Whenever eligible securities delivered to the custodial bank or trust company are transferred by entries on the books of a federal reserve bank or other book-entry system operated by a federally regulated entity without physical delivery of the evidence of the obligations, then the records of the custodial bank or trust company shall be required to show, at all times, the interest of the local government in the securities (or the pro rata portion of a pool of eligible securities) as set forth in the security agreement.

The custodial agreement shall provide that pledged securities (or the pro rata portion of a pool of eligible securities) will be held by the custodial bank or trust company as agent of, and custodian for, the Town of Aurora, will be kept separate and apart from the general assets of the custodial bank or trust company and will not be commingled with or become part of the backing of any other deposit or other bank liability. The agreement shall also describe how the custodian shall confirm the receipt, substitution or release of the collateral and it shall provide for the frequency of revaluation of collateral by the custodial bank or

trust company and for the substitution of collateral when a change in the rating of a security causes ineligibility. The security and custodial agreements shall also include all other provisions necessary to provide the Town of Aurora with a perfected security interest in the eligible securities and to otherwise secure the local government's interest in the collateral, and may contain other provisions that the governing board deems necessary.

#### X. PERMITTED INVESTMENTS

***NOTE: This list is for purposes of illustration only. Governing boards, in the exercise of their prudent discretion, must determine which types of investments, authorized by law, to include as permitted investments. Note that the list below does not include all types of investments authorized by law.***

As provided by General Municipal Law Section 11, the Town Board of the Town of Aurora authorizes the Town Supervisor to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposit accounts in, or certificates of deposit issued by, a bank or trust company located and authorized to do business in the State of New York;
- Through a Deposit Placement Program, certificates of deposit in one or more "banking institutions", as defined in Banking Law Section 9-r;
- Obligations of the United States of America;
- Obligations guaranteed by agencies of the United States of America, where the payment of principal and interest are guaranteed by the United States of America;
- Obligations of the State of New York;
- With the approval of the State Comptroller, obligations issued pursuant to Local Finance Law Section 24.00 or 25.00 (i.e., Tax Anticipation Notes and Revenue Anticipation Notes) by any municipality, school district or district corporation in the State of New York other than the Town of Aurora; and
- Obligations of the Town of Aurora, but only with moneys in a reserve fund established pursuant to General Municipal Law Section 6-c, 6-d, 6-e, 6-f, 6-g, 6-h, 6-j, 6-k, 6-l, 6-m, or 6-n.

All investment obligations shall be payable or redeemable at the option of the Town of Aurora within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable in any event at the option of the Town of Aurora within two years of the date of purchase. Time deposit accounts and certificates of deposit shall be payable within such times as the proceeds will be needed to meet expenditures for which the moneys were obtained, and shall be secured as provided in Sections VIII and IX herein.

Except as may otherwise be provided in a contract with bondholders or noteholders, any moneys of the Town of Aurora authorized to be invested may be commingled for investment purposes, provided that any investment of commingled moneys shall be payable or redeemable at the option of the Town of Aurora within such time as the proceeds shall be

needed to meet expenditures for which such moneys were obtained, or as otherwise specifically provided in General Municipal Law Section 11. The separate identity of the sources of these funds shall be maintained at all times and income received shall be credited on a pro rata basis to the fund or account from which the moneys were invested.

Any obligation that provides for the adjustment of its interest rate on set dates is deemed to be payable or redeemable on the date on which the principal amount can be recovered through demand by the holder.

#### XI. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

All financial institutions and dealers with which the Town of Aurora transacts business shall be creditworthy, and have an appropriate level of experience, capitalization, size and other factors that make the financial institution or the dealer capable and qualified to transact business with the Town of Aurora. The Town Supervisor shall evaluate the financial position and maintain a listing of proposed depositaries, trading partners, and custodians. Recent Reports of Condition and Income (call reports) shall be obtained for proposed banks, and security dealers that are not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers.

The Town of Aurora shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amounts of investments that can be made with each financial institution or dealer.

#### XII. PURCHASE OF INVESTMENTS

The Town Supervisor is authorized to contract for the purchase of investments:

1. Directly, from an authorized trading partner
2. By participation in a cooperative investment agreement with other authorized municipal corporations pursuant to Article 5-G of the General Municipal Law and in accordance with Article 3-A of the General Municipal Law.

All purchased obligations, unless registered or inscribed in the name of the local government, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the Town of Aurora by the bank or trust company.

Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law Section 10(3)(a). The agreement shall provide that securities held by the bank or trust company, as agent of, and custodian for, the Town of Aurora, will be kept separate and apart from the general assets of the custodial bank or trust company and will not be commingled with or become part of the backing of any other deposit or other bank liability. The agreement shall also describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to secure the local government's perfected interest in the securities, and the agreement may also contain other provisions that the governing board deems necessary. The security and custodial agreements shall also include all other

provisions necessary to provide the Town of Aurora with a perfected interest in the securities.

The Town Supervisor, where authorized, can direct the bank or trust company to register and hold the evidences of investments in the name of its nominee, or may deposit or authorize the bank or trust company to deposit, or arrange for the deposit of any such evidences of investments with a federal reserve bank or other book-entry transfer system operated by a federally regulated entity. The records of the bank or trust company shall show, at all times, the ownership of such evidences of investments, and they shall be, when held in the possession of the bank or trust company, at all times, kept separate from the assets of the bank or trust company. All evidences of investments delivered to a bank or trust company shall be held by the bank or trust company pursuant to a written custodial agreement as set forth in General Municipal Law Section 10(3)(a), and as described earlier in this section. When any such evidences of investments are so registered in the name of a nominee, the bank or trust company shall be absolutely liable for any loss occasioned by the acts of such nominee with respect to such evidences of investments.

### XIII. COURIER SERVICE

The Town Supervisor may, subject to the approval of the governing board by resolution, enter into a contract with a courier service for the purpose of causing the deposit of public funds with a bank or trust company. The courier service shall be required to obtain a surety bond for the full amount entrusted to the courier, payable to the Town of Aurora and executed by an insurance company authorized to do business in the State of New York, with a claims-paying ability that is rated in the highest rating category by at least two nationally recognized statistical rating organizations, to insure against any loss of public deposits entrusted to the courier service for deposit or failure to deposit the full amount entrusted to the courier service.

The Town of Aurora may agree with the depository bank or trust company that the bank or trust company will reimburse all or part of, but not more than, the actual cost incurred by the Town of Aurora in transporting items for deposit through a courier service. Any such reimbursement agreement shall apply only to a specified deposit transaction, and may be subject to such terms, conditions and limitations as the bank or trust company deems necessary to ensure sound banking practices, including, but not limited to, any terms, conditions or limitations that may be required by the Department of Financial Services or other federal or State authority.

### XIV. ANNUAL REVIEW AND AMENDMENTS

The Town of Aurora shall review this investment policy annually, and it shall have the power to amend this policy at any time.

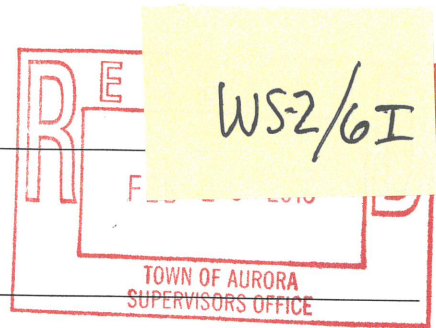
### XV. DEFINITIONS

The terms "public funds," "public deposits," "bank," "trust company," "eligible securities," "eligible surety bond," and "eligible letter of credit" shall have the same meanings as set forth in General Municipal Law Section 10.

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Municipal  
Solutions, Inc.  
Municipal Financial Advisors

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James Bach, Supervisor  
Town of Aurora  
300 Gleed Avenue  
East Aurora, New York 14052

March 25, 2018

Dear Supervisor Bach:

Municipal Solutions, Inc. is pleased to submit this two-year contract renewal in connection with the Town of Aurora's general financial services for your consideration and approval, to become effective at the expiration of our current contract.

Per the Municipal Securities Rulemaking Board's (MSRB) Rule G-42, we must have a current contract in place prior to work commencing. This contract must state fair market value rates and fees and be accepted by both the municipality and Municipal Solutions, Inc. We must, under rule G-42, show that we've acted in good faith with the issuer and to ensure the accuracy of representation in our contracts regarding the agreed upon scope and fees, whether the contract be a Preliminary Authorization to Proceed or a Full Contract.

The Securities and Exchange Commission (SEC) enforces the rules and regulations set by the MSRB. Municipal Solutions, Inc. is registered as a recognized municipal advisor with the SEC (MS ID #867-00383) and the MSRB (MS ID #K0173) as mandated by the Dodd-Frank Wall Street Reform and Consumer Protection Act (the Dodd-Frank Act).

This proposal is divided into the following parts and rates can be found in the attached Appendix B:

- I. Bond Anticipation Note Borrowing Scope of Services
- II. Long-Term Serial Bond Borrowing Scope of Services
- III. General Financial Services
- IV. Conflicts of Interest and Other Required Disclosures
- V. Miscellaneous

**I. Bond Anticipation Note Borrowings Scope of Services**

The following items will be completed under this portion of the contract, if appropriate:

- 1) Prepare a Notice of Sale to be used in the advertisement of the sale and, if over \$1,000,000, prepare an Official Statement.

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*Municipal Solutions, Inc. is a Member of the National Association of Municipal Advisors*

62 Main Street, LeRoy, NY 14482 Phone: 585-768-2136 Fax: 585-768-2133  
2528 State Route 21, Canandaigua, NY 14424 Phone: 585-394-4090 Fax: 585-394-4092  
[www.municipalsolution.com](http://www.municipalsolution.com)

- 2) If necessary, apply for municipal note insurance.
- 3) Prepare and convert Notice of Sale and Preliminary Official Statement files for upload to Municipal Solutions' website and electronic transfer to underwriters. Post results to website after the sale.
- 4) Conduct the BAN sale, make recommendation on the acceptance of the bids.
- 5) Prepare, convert and arrange for distribution of the Final Official Statement.

## **II. Long-term Serial Bond Borrowing Scope of Services**

The following items will be completed under this portion of the contract, if appropriate:

- 1) Plan the optimum maturity date for the annual payment of the bonds.
- 2) Prepare an Official Statement based on information provided to Municipal Solutions by the Town bond counsel and other third parties.
- 3) Prepare a Notice of Sale to be used in the advertisement of the issue in compliance with the official compilation of codes, rules and regulations of the NYS Comptroller and the NYS Local Finance Law, and coordinate with bond counsel.
- 4) Complete the required debt statement and file with the state comptroller.
- 5) Apply for a credit rating.
- 6) Qualify the issue for municipal bond insurance.
- 7) Prepare and convert Notice of Sale and Preliminary Official Statement files for upload to Municipal Solutions' website, electronic transfer to underwriters and submission of Notice of Sale to the Bond Buyer. Post results to website after the sale.
- 8) When appropriate, qualify the issue to receive bids electronically using the IPREO electronic bidding platform. Conduct the sale and make a recommendation on the acceptance of the bids. Coordinate the closing with bond counsel, Town attorney, the successful bidder and the Depository Trust Company (if necessary).
- 9) Prepare, convert and arrange for distribution of the Final Official Statement.

## **III. General Financial Services**

General financial services that are made available to the Town include:

- 1) Attend construction or other meetings, prepare reports on financial matters of the Town, assist with project and pre-referendum planning, long range and other planning issues, as required.
- 2) Assist the Town in the preparation of financial information that may be used for public discussion or presentation to the bond rating agencies and investors.



- 3) Assist in the development of an operating budget, cash flow and operating expenses and offsetting revenue forecasts.
- 4) Complete a time-frame calendar for all items to be completed in connection with an anticipated borrowing.
- 5) Prepare various maturity schedules for Town officials to determine repayment of anticipated borrowed funds for planning purposes.
- 6) Advise on the timing, amount and maturity of an anticipated borrowing.
- 7) Coordinate board adoption of the bond resolution and other legal documents that may be required.
- 8) Assist with debt service requirements for budgeting purposes.
- 9) Application to secure CUSIP numbers for borrowings, as required.
- 10) Compliance with IRS, MSRB and SEC regulations, reviews and updates.
- 11) Provide other financial consulting services as may be requested by the Town.

General Financial Services will be billed at the current hourly rate plus reimbursable expenses (see Appendix B).

If there are services performed beyond the scope of the project, or if the project ceases for any reason, an invoice for work completed will be due at the current hourly rate plus expenses. Invoices will be submitted periodically.

#### **IV. Conflicts of Interest and Other Required Disclosures**

Rule G-42 of the Municipal Securities Rulemaking Board requires us to provide you with certain disclosures regarding conflicts of interest and other required disclosures (the "Disclosures"). Those Disclosures are attached hereto in Appendix A. We further covenant and agree to provide to the Town updated Disclosures as required by Municipal Securities Rulemaking Board Rule G-42 to the extent any arise after the date of this letter. The Disclosures, and each delivery thereof, as provided from time to time, shall be incorporated by reference as of the date thereof into this letter to the same extent as if set forth herein.

We at Municipal Solutions, Inc. operate with a core value of honesty and integrity in all aspects of our business. We pride ourselves in our competent and friendly staff and our services go above and beyond what our contracts call for. We do our very best to keep costs down and pass any savings back to our clients. If you have any concerns that are not addressed in this contract, we would be happy to discuss them with you at your convenience.

#### **V. Miscellaneous**

This contract shall be effective for a period of two (2) years from the date of issuance. Upon acceptance of this proposal, please execute both copies and return one to our LeRoy office located at 62 Main Street, LeRoy, New York 14482 at your earliest convenience. The terms set forth above are subject to

change if we do not receive a signed contract within 45 days. You have the right to terminate this engagement for any reason at any time.

We agree to promptly amend or supplement this letter to reflect any material changes or additions to the agreement evidenced by this letter.

If you should have any questions concerning this proposal, please do not hesitate to contact me. We look forward to our continued working relationship with the Town.

Sincerely,



Jeffrey R. Smith, President  
Certified Independent Professional Municipal Advisor

JRS/ams

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**Town of Aurora, New York  
Contract Dated March 25, 2018  
General Financial Services  
Accepted by:**

Signature: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX A

### TOWN OF AURORA, NEW YORK Contract Dated March 25, 2018 General Financial Services

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#### DISCLOSURE OF CONFLICTS OF INTEREST

Municipal Securities Rulemaking Board Rule G-42 requires us, as your municipal advisor, to provide written disclosure to you about material conflicts of interest.

We have determined, after exercising reasonable diligence, that we have no known material conflicts of interest that would impair our ability to provide advice to the Town in accordance with our fiduciary duty to municipal entity clients. The attached paragraphs outline areas of potential conflicts of interest we have reviewed to make this no material conflict of interest determination.

Our proposal includes compensation for municipal advisory activities to be performed that is contingent on the size or closing of any transaction as to which Municipal Solutions, Inc. is providing advice, the potential conflicts that could occur as a result of this pricing compensation are outlined below.

#### FORMS OF COMPENSATION AS POTENTIAL CONFLICTS

The forms of compensation for municipal advisors vary according to the nature of the engagement and requirements of the client, among other factors. Various forms of compensation present actual or potential conflicts of interest because they may create an incentive for an advisor to recommend one course of action over another if it is more beneficial to the advisor to do so. This document discusses various forms of compensation and the timing of payments to the advisor.

**Fixed fee** - Under a fixed fee form of compensation, the municipal advisor is paid a fixed amount established at the outset of the transaction. The amount is usually based upon an analysis by the client and the advisor of, among other things, the expected duration and complexity of the transaction and the agreed-upon scope of work that the advisor will perform. This form of compensation presents a potential conflict of interest because, if the transaction requires more work than originally contemplated, the advisor may suffer a loss. Thus, the advisor may recommend less time-consuming alternatives, or fail to do a thorough analysis of alternatives. There may be additional conflicts of interest if the municipal advisor's fee is contingent upon the successful completion of a financing, as described below.

**Hourly fee** - Under an hourly fee form of compensation, the municipal advisor is paid an amount equal to the number of hours worked by the advisor times an agreed-upon hourly billing rate. This form of compensation presents a potential conflict of interest if the client and the advisor do not agree on a reasonable maximum amount at the outset of the engagement, because the advisor does not have a financial incentive to recommend alternatives that would result in fewer hours worked. In some cases, an hourly fee may be applied against a retainer (*e.g.*, a retainer payable

monthly), in which case it is payable whether or not a financing closes. Alternatively, it may be contingent upon the successful completion of a financing, in which case there may be additional conflicts of interest, as described below.

**Fee contingent upon the completion of a financing or other transaction** - Under a contingent fee form of compensation, payment of an advisor's fee is dependent upon the successful completion of a financing or other transaction. Although this form of compensation may be customary for the client, it presents a conflict because the advisor may have an incentive to recommend unnecessary financings or financings that are disadvantageous to the client. For example, when facts or circumstances arise that could cause the financing or other transaction to be delayed or fail to close, an advisor may have an incentive to discourage a full consideration of such facts and circumstances, or to discourage consideration of alternatives that may result in the cancellation of the financing or other transaction.

**Fee paid under a retainer agreement** - Under a retainer agreement, fees are paid to a municipal advisor periodically (*e.g.*, monthly) and are not contingent upon the completion of a financing or other transaction. Fees paid under a retainer agreement may be calculated on a fixed fee basis (*e.g.*, a fixed fee per month regardless of the number of hours worked) or an hourly basis (*e.g.*, a minimum monthly payment, with additional amounts payable if a certain number of hours worked is exceeded). A retainer agreement does not present the conflicts associated with a contingent fee arrangement (described above).

**Fee based upon principal** - Under this form of compensation, the municipal advisor's fee is based upon a percentage of the principal amount of an issue of securities (*e.g.*, bonds). This form of compensation presents a conflict of interest because the advisor may have an incentive to advise the client to increase the size of the securities issue for the purpose of increasing the advisor's compensation.

From time to time Municipal Solutions, Inc. does provide municipal advisory assistance to surrounding municipalities including, but not limited to, the Village of East Aurora and Aurora Colden Fire District. Municipal Solutions, Inc. is not aware of any material conflicts of interest that this relationship would bring to our fiduciary responsibility to the Town as of the date of this Agreement. If Municipal Solutions, Inc. becomes aware of any conflict of interest that could that could interfere with our fiduciary obligations to the Town, Municipal Solutions, Inc. will notify the Town that a conflict has been identified and we will meet with the Town to discuss the impacts of the conflict and possible methods to resolve the identified conflict areas.

### **RELIANCE ON OUTSIDE INFORMATION**

In formulating our recommendations as it comes to the issuance of municipal securities, we often have to rely on information provided by outside sources such as engineering firms, architectural firms, CPAs, attorneys, and other professional entities, as well as the municipality itself. We must rely on the expertise and professional knowledge of these entities in that the information they are providing is reasonable and correct. As part of our fiduciary duty to our clients, we will do our best to make sure this is the case. If we feel that the information provided to us is inaccurate, inconsistent or incomplete, we will ensure to tell you before providing any recommendations based on the material.

### LEGAL OR DISCIPLINARY EVENTS

Municipal Solutions, Inc. is registered as a “municipal advisor” pursuant to Section 15B of the Securities Exchange Act and rules and regulations adopted by the United States Securities and Exchange Commission (“SEC”) and the Municipal Securities Rulemaking Board (“MSRB”). As part of this registration we are required to disclose to the SEC information regarding criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations and civil litigation involving Municipal Solutions, Inc. Pursuant to MSRB Rule G-42, Municipal Solutions, Inc. is required to disclose any legal or disciplinary event that is material to the Town’s evaluation of Municipal Solutions, Inc. or the integrity of its management or advisory personnel.

We have determined that no such event exists.

Copies of Municipal Solutions, Inc. filings with the United States Securities and Exchange Commission can currently be found by accessing the SEC’s EDGAR Company Search Page which is currently available at <https://www.sec.gov/edgar/searchedgar/companysearch.html> and searching for either Municipal Solutions, Inc. or for our CIK number which is 0001612999.

The MSRB has made available on its website ([www.msrb.org](http://www.msrb.org)) a municipal advisory client brochure that describes the protections that may be provided by MSRB rules and how to file a complaint with the appropriate regulatory authority.

**APPENDIX B**

**MUNICIPAL SOLUTIONS, INC.  
FEE SCHEDULE – 2018**

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**Bond Anticipation Notes**

**Revenue Anticipation Notes**

**Tax Anticipation Notes**

Under \$500,000 (NOS only)	\$1,550	(+ \$500 if no prior issue within 3 years)
\$500,000 – 999,999 (NOS only)	\$2,100	(+ \$500 if no prior issue within 3 years)
Over \$1,000,000 (No OS)	\$2,400	(+ \$500 if no prior issue within 3 years)
\$1,000,000 or more with OS	Base fee \$4,400	(+ \$500 if no prior issue within 3 years)
	Plus \$175 per million	(rounded up to next million)

**Serial Bonds**

Under \$1,000,000 (NOS)	\$3,500	
Under \$1,000,000 (No OS, w/ Statement of Financial and Operating Information)	\$4,500	(+ \$500 if no prior issue within 3 years)
With OS (any amount)	Base fee \$8,000	(+ \$500 if no prior issue within 3 years)
\$1,000,000 - \$1,999,999	Plus \$500	
\$2,000,000 - \$5,000,000	Additional \$125 per million	(rounded up to next million)

**Hourly Rate \***

\$130

\* Please note that if the project ceases for any reason, an invoice for work completed will be due at the current hourly rate plus expenses.

**Expenses**

Expenses include copies, postage, mileage at the IRS prevailing rate, travel and, if applicable, official statement printing, website fees and any incidental costs.

Town of Aurora  
Erie County, New York

WS-3/6B

## 559 OAKWOOD AVENUE – DEMOLITION CONTRACT

### Notice to Bidders

All work will be in accordance with the Contract Drawings and Specifications and as directed by the TOWN. Separate sealed Bids will be received by the Town of Aurora until 10:00 A.M. local time on, Thursday, April 5, 2018 at the Aurora Town Clerk's office, 300 Gleed Avenue, East Aurora, New York 14052, and then at that time and place be publicly opened and read aloud.

All Bids shall be made on the forms furnished and shall be enclosed in a sealed envelope marked "559 OAKWOOD AVENUE – DEMOLITION CONTRACT" and directed to the Town of Aurora.

This project involves the demolition of an existing residential house and garage structure at 559 Oakwood Avenue in the Village of East Aurora. The site is located immediately West of the former East Aurora Fire Department facilities at the corner of Oakwood Avenue and King Street.

The Contract Documents may be obtained only from the Town of Aurora Town Clerk's Office, 300 Gleed Avenue, East Aurora, New York. Copies of the Contract Documents may be examined at the Town of Aurora Town Clerk's office between the hours of 9:00 A.M. and 4:00 P.M., Monday to Friday.

Upon request, the Contract Documents will be mailed after the Town of Aurora has received a non-refundable mailing and handling charge of twenty dollars (\$20.00) per set. The Contract Documents will be mailed, and the mailing date will be considered the Bidder's date of receipt. Checks for mailing and handling charges shall be made payable to the Town of Aurora Town Clerk.

The Town of Aurora is exempt from the payment of sales and compensating use taxes of the State of New York and of cities and counties on all materials, equipment, and supplies sold to the Town of Aurora pursuant to this Contract. Also exempt from such taxes are purchases by the CONTRACTOR and his Subcontractors of materials, equipment, and supplies to be sold to the Town of Aurora pursuant to this Contract, including tangible personal property to be incorporated in any structure, building, or other real property forming part of the Project. These taxes are not to be included in the Bid.

Each bid shall be accompanied by cash, certified check, cashier's check, or bid bond in an amount not less than five percent (5%) of the amount of the bid in the form provided, and subject to the conditions provided in the Information for Bidders.

The Successful Bidder will be required to furnish a performance bond and payment bond, each in an amount equal to 100 percent (100%) of the total Contract award amount.

Each Bidder's attention is called to the General Municipal Law, which requires a Bidder's Certificate of Non-Collusion. Copies of such certifications are part of the Proposal Form, and unless completed with the Bid, will not be accepted.

The right is reserved to waive any informalities in the Bid and to reject any or all Bids.

No Bidder may withdraw his Bid within forty-five (45) calendar days after the actual date of the opening thereof.

Date: March 12, 2018

Town of Aurora

WS-4

**Martha Librock**

---

**From:** Nancy Stroh <nstroh@Stoneartmemorial.com>  
**Sent:** Tuesday, March 06, 2018 3:57 PM  
**To:** Martha Librock  
**Subject:** FW: Slant marker  
**Attachments:** IMG\_0279.jpg; ATT00001.txt

Hi Martha, we spoke the other day, and you asked me to forward you on a picture of a slant marker that a Mr. Paul Ingalls wishes to have installed at the Old Pioneer Cemetery, it measures 2 feet wide by 10" thick, and 18" tall...you will find a photo attached. It is the smallest size available, he will have a very simple design, lettered for his wife and himself. Please let me know if the board gives their approval. Thank you, Nancy The Stone Art Memorial Co.





STK 941 (3025) R/S MIDNIGHT MIST

Stone is a Natural Material  
Natural variations in color, texture and appearance are inherent in all natural stone. These variations are not defects, but rather, they are the natural beauty of the stone. We warrant that the stone is as shown in the photograph and that it is free of cracks, chips, and other defects.

STK 942 S/W/O ROSE 2000



WS-5

# **TOWN OF AURORA**

300 GLEED AVENUE, EAST AURORA, NY 14052

BUILDING DEPARTMENT  
(716) 652-7591  
FAX (716) 652-3507

## **MEMO**

TO: Jim Bach & Town Board Members  
FROM: Don Owens, Chairman, Planning Board  
DATE: March 8, 2018

=====

Chairman Don Owens stated that Alice Brown would be a voting member for the meeting.

The following action was taken at the March 7, 2018 meeting of the Planning & Conservation Board:

Jerry Thompson moved to recommend the Town Board approve the funding for the printing of the postcard mailer as presented by WNY PRISM.

Seconded by Doug Crow.

Upon a vote being taken:  
ayes – five                                  noes – none                                  Motion Carried.



# WNY PRISM

*Partnering to Protect Western New York from Invasive Species*

## Invasive Species Management: Strategies for Municipalities

Invasive species are non-native species that cause significant economic or environmental harm, or harm to human health. Public officials can play a critical role in both stopping their spread and reducing current populations.

### Why Should We Care?

Invasive species cause damage to our public lands and have an estimated cost of more than \$120 billion/year. Invasive species damage trees and interfere with outdoor recreation by blocking views and impacting citizen's ability to hike, boat, fish, and swim. Invasive species may also decrease crop yields, interfere with harvest operations, decrease property values, and have the potential to compromise the integrity of buildings and roads, resulting in repair or removal costs. Invasive species (IS) also disrupt fundamental ecosystem processes, changing how our water moves across the landscape and altering nutrient cycles.

Does your town include invasive species related goals and policies in your planning?

### Strategies

- Know what's here – survey for IS to determine presence and distribution
  - iMapInvasives: [www.nyimainvasives.org](http://www.nyimainvasives.org)
- Develop IS management plans for parks, forests, and other public areas
- Prohibit new plantings of IS and encourage the planting of native plants
  - NYS Prohibited and Regulated Species: [www.dec.ny.gov/regulations/93848.html](http://www.dec.ny.gov/regulations/93848.html)
- Create an approved species planting list for public landscaping
  - Landscape Alternatives: [www.nyis.info](http://www.nyis.info) and [www.mipn.org](http://www.mipn.org)
- Conduct prevention and management activities on town owned lands
  - Stop the Spread: [www.dec.ny.gov/animals/6986.html](http://www.dec.ny.gov/animals/6986.html)
- Use volunteers or a seasonal crew to aid in removal of invasive species
- Adopt Prevention Campaigns such as “Clean, Drain, Dry” and “Don't Move Firewood”
  - [www.protectourwaters.net](http://www.protectourwaters.net) and [www.hungrypests.com](http://www.hungrypests.com)
- Adopt Road Crew Best Management Practices
  - [www.vtinvasives.org](http://www.vtinvasives.org) (search for road crew BMP)
- Facilitate and lead public outreach and education on invasive species
- Place signs at high traffic areas such as water access sites and trailheads

**For more information, visit us at [www.wnyprism.org](http://www.wnyprism.org)!**

*WNY PRISM is a sponsored program of The Research Foundation at SUNY Buffalo State, and hosted by the Great Lakes Center. Funding is provided by the Environmental Protection Fund, through a contract with the NYS Department of Environmental Conservation.*



Photo Credits Japanese Knotweed - Purple Loosestrife - WNY PRISM, Road Phragmites - Leslie J. Mehrhoff, Bugwood, Phragmites - Malcolm Storey, discoverlife.org, Ash Damage - Steven Katovich, Bugwood.org, Emerald Ash Borer - Debbie Miller, USDA Forest Service, Bugwood, Erie Canal Hydrilla - USACE

For more information, contact Andrea Locke, WNY PRISM Coordinator  
[lockeas@buffalostate.edu](mailto:lockeas@buffalostate.edu) / (716) 878 - 4708 / [www.wnyprism.org](http://www.wnyprism.org)

## Invasive

### JAPANESE STILT-GRASS

*Microstegium vimineum*

Grass Family (Poaceae)

Annual Grass

**Flowers:** Sep–Nov

**Native Range:** Tropical Asia

**Introduction:** 1919 in Tennessee as a packing material for porcelain.

**Mid-Atlantic Range & Habitats:** Widespread throughout the region in moist forests, riparian areas and roadsides.

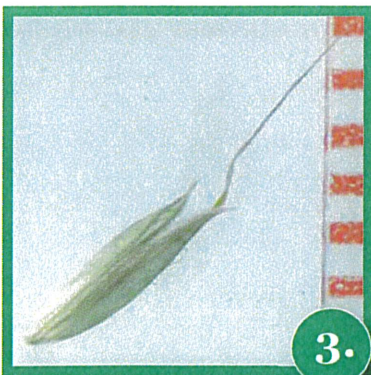
#### Ecological Impacts:

Especially invasive in shaded forests without a dense midstory, this grass forms dense, monotypic stands that exclude most other vegetation. The structural alteration of forest floor vegetation in *Microstegium* invasions may be detrimental to ground-nesting birds, and synergistic effects with deer browsing may act to prevent shrub establishment, thus maintaining degraded forest understories.



#### Quick ID:

1. Leaf	Leaf with pale shiny midrib on upper surface
2. Stem	Nodes of stems without hairy ring
3. Fruit	Fruit with awn



#### More ID Tips:

Japanese Stiltgrass and Whitegrass are both small (up to 15 dm tall), weak-stemmed grasses that sprawl along the ground, with the growing tips ascending. Whitegrass occasionally roots at the nodes. The leaves of Whitegrass are about 3–8 mm wide by 5–10 cm long with scabrous edges that give them a slightly rough feel. The leaves of stiltgrass are 5–20 mm wide by 3–8 cm long without scabrous edges. Whitegrass and Japanese Stiltgrass may be found growing together, and care must be taken to confirm the identification. The invasive generally blooms later in the fall than the native, but there is a significant period of overlap in early autumn. By mid-autumn, the stems of Whitegrass are often green or tan and are already bare of fruits, while the stems of Japanese Stiltgrass are turning bright red and the plant often has most of its fruits intact.



## TOWN OF AURORA SENIOR CENTER

101 King Street, Suite A  
East Aurora, New York 14052  
Phone: (716) 652-7934  
Fax: (716) 652-9083

6C

MEMO

TO: SUPERVISOR JAMES BACH & TOWN BOARD MEMBERS

FROM: DONNA BODEKOR, SENIOR CITIZEN RECREATION LEADER

DATE: February 28, 2018

I am asking the Town Board to accept a donation of \$100.00 from the East Aurora Art Society. The society meets evenings monthly in our building. I would like the money to be placed in our line TA 1000.900.

SUPERVISOR  
JAMES J. BACH  
(716) 652-7590  
[jbach@townofaurora.com](mailto:jbach@townofaurora.com)



6D  
ERK  
DCK  
(716) 652-3280  
[townclerk@townofaurora.com](mailto:townclerk@townofaurora.com)

**TOWN OF AURORA**  
300 Gleed Avenue, East Aurora, NY 14052  
[www.townofaurora.com](http://www.townofaurora.com)

## MEMO

---

TO: Town Board  
FROM: Kathleen Moffat  
RE: Surplus Fax Machine  
DATE: 03/06/18

Approval is respectfully requested to surplus the HP 1040 fax machine from the Recreation department, TOA inventory # 2917. The machine no longer prints incoming faxes properly and will be recycled appropriately.

# TOWN OF AURORA

300 GLEED AVENUE, EAST AURORA, NY 14052

BUILDING DEPARTMENT

CE

TO: AURORA TOWN BOARD  
FROM: William R. Kramer, Code Enforcement Officer  
DATE: March 2, 2018



REQUESTING JUSTICE COURT ACTION IN REFERENCE TO  
**Town of Aurora Code Chapter 91-4**

Theodore Hanes II  
24 Canterbury Ln  
East Aurora, NY 14052

I respectfully request approval from the Town Board to initiate Justice Court Action for failure of the above to follow garbage and large item pickup. Please see the attachments.

SUPERVISOR  
James J. Bach  
(716) 652-7590  
[jbach@townofaurora.com](mailto:jbach@townofaurora.com)



6F

TOWN CLERK  
Martha L. Libroek  
(716) 652-3280  
[townclerk@townofaurora.com](mailto:townclerk@townofaurora.com)

**TOWN OF AURORA**  
**Southside Municipal Center**  
300 Glead Avenue, East Aurora, NY 14052  
[www.townofaurora.com](http://www.townofaurora.com)

TOWN COUNCIL MEMBERS

2/28/18

Susan A. Friess  
[sfriess@townofaurora.com](mailto:sfriess@townofaurora.com)

Jeffrey T. Harris  
[jharris@townofaurora.com](mailto:jharris@townofaurora.com)

Jolene M. Jeffe  
[jjeffe@townofaurora.com](mailto:jjeffe@townofaurora.com)

Charles D. Snyder  
[csnyder@townofaurora.com](mailto:csnyder@townofaurora.com)

SUPT. OF HIGHWAYS  
David M. Gunner  
(716) 652-4050  
[highway@townofaurora.com](mailto:highway@townofaurora.com)

SUPT. OF BUILDING  
Patrick J. Blizniak  
(716) 652-7591  
[building@townofaurora.com](mailto:building@townofaurora.com)

ASSESSOR  
Richard L. Dean  
[assessor@townofaurora.com](mailto:assessor@townofaurora.com)  
(716) 652-0011

DIR. OF RECREATION  
Christopher Musshafen  
(716) 652-8866  
[chris@townofaurora.com](mailto:chris@townofaurora.com)

TOWN ATTORNEY  
Ronald P. Bennett

TOWN JUSTICE  
Douglas W. Marky  
Jeffrey P. Markello

HISTORIAN  
Robert L. Goller  
(716) 652-7944  
[historian@townofaurora.com](mailto:historian@townofaurora.com)

FAX: (716) 652-3507  
NYS Relay Number:  
1(800) 662-1220

To: Town of Aurora Board

I respectfully request that the town board approve James Webster Jr as a ~~step 1~~ full time laborer. He resides at 290 West Falls Rd, West Falls, NY and therefore fulfills the residence requirement. His initial hourly salary will be \$16.73 in accordance with the current union contract. His start date will be Monday March 19<sup>th</sup>, 2018. On that date please approve David Drosendahl to receive the shop stipend while he trains Mr. Webster in the shop.

Sincerely,

A handwritten signature in blue ink, appearing to read "David Gunner".

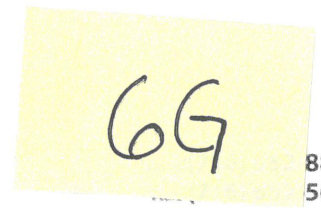
David Gunner  
Highway Superintendent





**Town of Aurora  
Department of Parks & Recreation**

300 Gleed Avenue  
East Aurora, New York 14052



8866  
5646

[recreation@townofaurora.com](mailto:recreation@townofaurora.com)  
[www.aurorarec.com](http://www.aurorarec.com)

To: Town Board  
From: Chris Musshafen  
Date: 3/7/18  
Re: Part Time Clerks

Approval is requested to change Dawn DiFilippo and Patty Monroe from Clerk Typist PT to Clerk PT Seasonal for 5 months beginning March 5<sup>th</sup>. This change enables Patty and Dawn to work more than 19 hours in a week so they can cover each other's vacation days. Changing to seasonal complies with Erie County Personnel regulations and does not impact the budget.

SUPERVISOR  
JAMES J. BACH  
(716) 652-7590  
[jbach@townofaurora.com](mailto:jbach@townofaurora.com)



MART

GH

(716) 652-8200  
[townclerk@townofaurora.com](mailto:townclerk@townofaurora.com)

**TOWN OF AURORA**  
300 Glead Avenue, East Aurora, NY 14052  
[www.townofaurora.com](http://www.townofaurora.com)

## MEMO

---

TO: Town Board  
FROM: Kathleen Moffat  
RE: Budget Amendment – W6 Water Sample Station  
DATE: 03/08/18

Approval is respectfully requested to amend the budget to cover the cost of a Water Sample Station for W6. The amendment is as follows:

- Increase expenditure line W6 8340.401 Repairs by \$1,459.00; Source of funding is fund balance.



7A

**TOWN OF AURORA**  
Southside Municipal Center  
300 Gleed Avenue, East Aurora, NY 14052

From: Martha L. Librock, Town Clerk

Monthly Statement – Tax Collection

To: James J. Bach, Town of Aurora Supervisor

Pursuant to Section 27 Subd. 1 of the Town Law, I hereby make the following statement of all fees and monies received by me during the month of Feb, 2018 in connection with the collection of taxes, excepting only such fees the application and payment of which are otherwise provided for by law:

Received From	Type of Receipt	Amount
Taxes	Town/County Taxes	\$ 11,177,089.35
Taxes	Penalties	1,462.08
Taxes	Interest	0
Taxes	NOW Acct Interest	292.35
Taxes		
	Total Received	\$ 11,178,843.78

State of New York  
County of Erie  
Town of Aurora

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

Martha L. Librock, Town Clerk

Subscribed and Sworn to before me  
this 5<sup>th</sup> day of March, 2018

Notary Public  
**SHERYL A. MILLER**  
Reg. #01MI6128663  
Notary Public, State of New York  
Qualified In Erie County  
Commission Expires June 13, 2021

Month Year Reported: ----> February 2018 CLERK'S MONTHLY REPORT  
 Town Name: -----> Town of Aurora  
 Prepared By: -----> Martha L. Librock  
 Date Submitted: -----> Mar, 01 2018

713

TO THE Supervisor:

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

RSC Code	Revenue Description rpt_RT_CM_03_2011	Item Count	Total Revenue	Town Portion	Other Disburses
100	SPORTING LICENSE REVENUE	4	40.00	2.22	37.78
200	DOG LICENSE REVENUE	224	2,804.00	2,546.00	258.00
301	MARRIAGE LICENSE	2	80.00	35.00	45.00
303	CERTIFIED MARRIAGE CERTIFICATE	6	60.00	60.00	0.00
602	DEATH CERTIFICATE	45	450.00	450.00	0.00
607	MARRIAGE - GENEALOGY	1	11.00	11.00	0.00
701	DOG CENSUS FEE	9	45.00	45.00	0.00
<b>Report Totals:</b>		251	3,490.00	3,149.22	340.78

REVENUES TO SUPERVISOR - CLERK FEES 603.22  
 REVENUES TO SUPERVISOR - DOG FEES 2,546.00  
**TOTAL TOWN REVENUES TO SUPERVISOR: 3,149.22**

Amount paid to NYS DEC REVENUE ACCOUNTING 37.78  
 Amount paid to DEPT. OF AG. AND MARKETS 258.00  
 Amount paid to STATE HEALTH DEPARTMENT FOR MARRIAGE LICENSES 45.00  
**TOTAL DISBURSED TO OTHER AGENCIES: 340.78**

**TOTAL DISBURSED: 3,490.00**

MARCH 2 20 18 JAMES J. BACH Supervisor,  
 State of New York, County of Erie, Town of Aurora

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

Subscribed and Sworn to before me this 2nd day of MARCH 20 18  
Sheryl A. Miller Notary Public

Martha L. Librock  
 Town Clerk

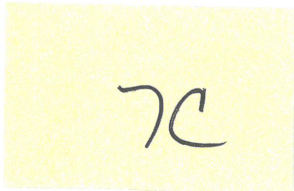
**SHERYL A. MILLER**  
 Reg. #01MI6128663  
 Notary Public, State of New York  
 Qualified in Erie County  
 Commission Expires June 13, 2021

MONTHLY REPORT FOR TOWN BOARD, TOWN OF AURORA FOR **February 2018**

**Permit Summary Audit Report By Permit Number for**

**2/1/18 - 2/28/18**

<i>Appl.</i>	<i>Value</i>	<i>Fee Type</i>	<i>Description</i>	<i>Issued</i>	<i>Value</i>
10	0	\$450.00 0095	APPLICATION FEE	10	0
1	188,595	\$977.90 0100	SINGLE FAMILY	1	188,595
1	2,000	\$85.00 0150	ADD TO RESIDENCE	1	2,000
3	13,290	\$440.15 0160	ALTERATION RESIDENTIAL	3	13,290
1	800	\$50.00 0162	REPAIR RESIDENTIAL	1	800
1	32,170	\$1,105.95 0207	ALTERATION SCHOOLS/EDUCATIONAL	1	32,170
2	11,200	\$372.00 0222	COMMERCIAL - ALTERATION	2	11,200
1	0	\$39.60 0437	SOLAR PV ENERGY SYSTEM	1	0
1	10,000	\$25.00 0486	PONDS	1	10,000
1	2,000	\$120.00 0490	SIGN	1	2,000
2	500	\$50.00 0493	TEMPORARY SIGN	2	500
1	4,000	\$50.00 0501	GENERATOR	1	4,000
1	0	\$50.00 0610	TANKS	1	0
2	0	\$491.13 0700	RENEW/REISSUE	2	0
1	0	\$200.00 0730	RECREATION/PARK FEE	1	0
<b>29</b>	<b>264,555</b>	<b>\$4,506.73</b>		<b>29</b>	<b>264,555</b>



<b>\$11,822.56</b>	<b>Current Total Fees through February 2018</b>
\$40.00	Monthly Zoning Compliance letter fees (\$40 YTD total)
\$3,472.95	Total Fees through Feb 2017

ZONING BOARD OF APPEALS:

New Hearings:  
 Req to Amend:  
 Adjourned:  
 Review:  
 Decisions:

NOTICES SENT:

Permits Expiring Soon: 5  
 Expired Permits: 3  
 2<sup>nd</sup> Notice Exp Permit: 4  
 Violations: 1  
 2<sup>nd</sup> Notice Violations: 2  
 Fire Violations: 1  
 Zoning Comp Letters: 1  
 General Letters: 2  
 False Alarm Notices: 4  
 FA 2<sup>nd</sup> Notice:  
 FA Final Notice:

JCA CASES: 1 (VEA)

TOWN OF AURORA DEPARTMENT OF PARKS & RECREATION  
**DIRECTOR'S REPORT**  
MONTH OF: JANUARY 2018

7D

**ADMINISTRATIVE:**

Reports:

- We have 11,597 members registered in our recreation system
- We had 162 individual program registrations in the month of January
- We generated \$6,594 in January sales
- Credit card purchases totaled 95% (94% on-line, 6% office)
  - 2017 to 2018 comparison:
    - Total sales from 1/1/17 – 1/31/17     \$5,943
    - Total sales from 1/1/18 – 1/31/18     \$6,594

Winterfest plans have been solidified! The events begin on February 16<sup>th</sup> and end on the 25<sup>th</sup>. This week features a large variety of activities for every age and ability that are not all weather dependent.

Planning for spring and summer is underway. Our programs are being put up on the recreation website and we will be sending out fliers shortly. Also, last year's staff has been sent applications.

January was a very busy month for EAST. We competed at a 2 day meet in Eden, traveled to Webster, NY for a 2 day meet, teamed up with the Buffalo Area Aquatic Club to travel to Tennessee for 4 days, and co-hosted a swim meet in Grand Island. We also hosted a low pressure fun meet for our youngest swimmers and had a team lunch at Brickoven Pizzeria in Grand Island.

Submitted by: Chris Musshafen, Director of Recreation and Aquatics

TOWN OF AURORA DEPARTMENT OF PARKS & RECREATION  
**DIRECTOR'S REPORT**  
MONTH OF: FEBRUARY 2018

7E

**ADMINISTRATIVE:**

Reports:

- We have 11,630 members registered in our recreation system
- We had 150 individual program registrations in the month of February
- We generated \$5,767 in February sales
- Credit card purchases totaled 77% (94% on-line, 6% office)
  - 2017 to 2018 comparison:
    - Total sales from 1/1/17 – 2/28/17     \$9,893
    - Total sales from 1/1/18 – 2/28/18     \$12,361

Winterfest went off without a hitch! We had a great response from the Chili contest this year! Congratulations to Mr. Pot Pie and Wallenwein's who won the public vote and fireman's vote respectively this year. Also, there were plenty of other activities provided by our department and local entities that gave our children plenty of opportunity to be active during their school break.

Our summer programs are now posted on our website! Registration for residents begins on April 2<sup>nd</sup> and 16<sup>th</sup> for non-residents. We are currently receiving and reviewing applications for summer employment.

EAST had great attendance at 2 meets in February, one of which was a qualifier meet, with difficult time standards, used to qualify for our championship meet in Webster, NY. We also competed in our League Championship meet this past weekend and took 2<sup>nd</sup> overall!

Submitted by: Chris Musshafen, Director of Recreation and Aquatics



7F

**TOWN OF AURORA**  
Southside Municipal Center  
300 Gleed Avenue, East Aurora, NY 14052

From: Barbara A. Halt, Water Clerk

Monthly Statement – Water Fee Collection


To: James J. Bach, Town of Aurora Supervisor

Pursuant to Section 27 Subd. 1 of the Town Law, I hereby make the following statement of all fees and monies received by me during the month of Feb, 2018\_ in connection with the collection of water fees, excepting only such fees the application and payment of which are otherwise provided for by law:

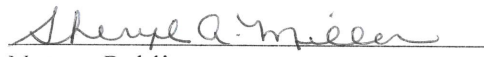
Received From	Type of Receipt	Amount
Water Billing	Water Bills	\$13,075.66
	Total Received	\$13,075.66

State of New York  
County of Erie  
Town of Aurora

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

  
Barbara A. Halt, Water Clerk

Subscribed and Sworn to before me  
this 5<sup>th</sup> day of March, 2018

  
Notary Public  
**SHERYL A. MILLER**  
Reg. #01MI6128663  
Notary Public, State of New York  
Qualified in Erie County  
Commission Expires June 13, 2021



7G

**WHO SHOULD ATTEND?**

Town and Village Boards / Clerks / Mayors / Supervisors  
Highway Departments / Code Enforcement Officers  
Planning and Zoning Board Members / Water Operators  
Justices / Court Clerks

**WHAT IS A CAP MEMBER?**

A CAP Member is a municipality from Allegany, Cattaraugus, or Chautauqua County that pays yearly dues to be a member of Southern Tier West's Community Assistance Program. A list of current CAP members can be found at [www.southerntierwst.org/html/capmembers.html](http://www.southerntierwst.org/html/capmembers.html)

**REGISTRATION COST**

\$40 CAP Member; \$50 Non-CAP Member; \$60 At the door

**HOW DO I REGISTER?**

Online: [www.southerntierwest.org](http://www.southerntierwest.org)  
Phone: 716-945-5301 x 2200  
Fax: 716-945-5550  
E-mail: [sphearsdorf@southerntierwest.org](mailto:sphearsdorf@southerntierwest.org)

**EDUCATION CREDITS**

Credits are offered at the Conference for:  
Municipal Clerks (RMC)  
Code Enforcement Officers (CEO)  
Water Operators (W)  
Planning and Zoning Board Members (PZ)  
Justices (CJE)

FOR REGISTRATION FORMS AND MORE CONFERENCE INFO, GO TO  
[WWW.SOUTHERNTIERWST.ORG](http://WWW.SOUTHERNTIERWST.ORG)

# 25th Annual Local Government Conference

Wednesday, May 9, 2018  
7:30 AM - 4:00 PM  
Houghton College

**CONFERENCE SPONSORS**

\* Allegany County Municipal Clerks and Collectors Association

**CONFERENCE EXHIBITORS**

Allegany County \* Comp Alliance \* Gernatt Asphalt Products  
LaBella Associates \* Larson Design Group  
MRB Group \* New York Municipal Insurance Reciprocal  
PERMA \* TheSatellite.Biz \* Williamson Law Book  
Young Explosives

**STW CORPORATE SPONSORS**

LaBella Associates \* TheSatellite.Biz \* Williamson Law Book

**STW CORPORATE SUPPORTERS**

Clark Patterson Lee \* Comp Alliance  
Gernatt Asphalt Products. \* Larson Design Group  
MRB Group \* New York Municipal Insurance Reciprocal \* PERMA

25th Annual Local Government Conference



Southern Tier West Regional  
Planning & Development Board  
4039 Route 219, Suite 200  
Salamanca, NY 14779



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4039 Route 219, Suite 200, Salamanca, NY 14779  
Phone: (716) 945-5301 Fax: (716) 945-5550  
Web: [www.southerntierwest.org](http://www.southerntierwest.org)

# 25th Annual Local Government Conference

Wednesday, May 9, 2018  
7:30 AM - 4:00 PM



1 Willard Avenue, Houghton, New York (800) 777-2556

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