

**ALEXANDER TOWN BOARD MINUTES
ALEXANDER TOWN HALL
May 26, 2026
REGULAR MEETING**

PRESENT:

TOWN SUPERVISOR: Joan Parrish
TOWN BOARD: Laura Schmieder, Eric Wagner, Ronald Merrill
TOWN CLERK: Shannon Bartholomew
HIGHWAY SUPT: Brian Farnsworth
GUESTS: Teresa Thorley, David Miller
ABSENT: Jerry Krupka

Supervisor Joan Parrish called the meeting to order at 9:00 A.M. with the Pledge of Allegiance and a moment of silence for our first responders, our military serving around the world and Our Veterans.

COMMUNICATIONS: Letter from Resident regarding a safety sign
Article from Resident regarding Traffic Ticket Disputes

OLD BUSINESS:

WD No. 6: no update at this time

WD No. 7: no update at this

WD No. 8 : no update at this time

NEW BUSINESS:

RESOLUTION 72: APPROVED PROPOSAL OF SERVICES AGREEMENT BETWEEN THE TOWN OF ALEXANDER AND MUNICIPAL SOLUTIONS FOR PHASE 1 OF WATER DISTRICT #7 CBDG GRANT APPLICATION

On motion by Councilperson Wagner and seconded by Councilperson Merrill and carried, The Town Board approves the Proposal of Services Agreement between the Town of Alexander and Municipal Solutions Incorporated for Community Development Block Grant Application for Water District #7-Phase 1 Project 4– Yes Parrish, Wagner, Schmieder, Merrill, 0 – No Absent : Krupka

Dear Supervisor Miller:

May 7, 2026 Municipal Solutions, Inc. is submitting this amendment to our original contract dated June 6, 2025 in connection with the Town of Alexander's Water District No. 7- Phase I project for your consideration and approval. This amendment adds the submission of a second Community Development Block Grant application to our current contract scope. Grant Applications 1) Submission of NYS grant application for Community Development Block Grant (CDBG). The submission of an application for Community Development Block Grant will be billed at an hourly rate of \$168 with a minimum fee of \$5,900. The total fee for this contract based on the current project scope is not to exceed \$61,900 over a 24 month period. This includes prior work for the development of the project. If this timeframe is exceeded, or the estimated total fee is exhausted due to unanticipated changes in project plans, scope, or timeline, we reserve the right to amend this agreement through project completion. Invoices will be submitted periodically. Payment is due within 45 days of the invoice date. 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, Theresa K. Smith, CEO

Alexander, T. / D. Miller - 2 - May 7, 2026 Town of Alexander, New York Amendment No. 1 to Contract Dated June 6, 2025 Water District No. 7 – Phase 1 Project Accepted by:

Signature: *Joan Parrish*

Name/Title: Supervisor

Date: May 26, 2026

APPENDIX A TOWN OF ALEXANDER, NEW YORK Amendment No. 1 to Contract Dated June 6, 2025 Water District No. 7 – Phase 1 Project

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. Alexander, T. / D. Miller A-2 May 7, 2026 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 City of Batavia, villages of Alexander and Corfu, and the towns of Batavia, Bennington, Bethany, Darien, Pembroke, and Stafford. Municipal Solutions, Inc. is not aware of any material conflicts of interest that this relationship would bring to our fiduciary responsibility to the Village as of the date of this Agreement. If Municipal Solutions, Inc. becomes aware of any conflict of interest 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. Alexander, T. / D. Miller A-3 May 7, 2026

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) 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. #40 04-2026 Rev. https://municipalsolution.sharepoint.com/sites/Masters/Shared Documents/General/Contracts - All Clients/Client Contracts/Alexander, T/Contracts/Water District No. 7/WD 7 - Ph 1/Word Versions/2026.05.07 Fee Schedule Amendment No 1_WD #7 - Ph 1_CDBG_Alexander T.docx

APPENDIX B MUNICIPAL SOLUTIONS, INC. FEE SCHEDULE – 2026

Bond	
Anticipation Notes	Revenue Anticipation Notes
Tax Anticipation Notes	Under \$500,000 (NOS only) \$1,600 (+ \$500 if no prior issue within 3 years)
\$500,000 – 999,999 (NOS only)	\$2,200 (+ \$500 if no prior issue within 3 years)
\$1,000,000 or more (No OS)	\$2,500 (+ \$500 if no prior issue within 3 years)
\$1,000,000 or more with OS	Base fee of \$4,625 (+ \$500 if no prior OS within 3 years) Plus \$175 per million (rounded up to next million)
Serial Bonds	Under \$1,000,000 (NOS) \$3,650 (+ \$500 if no prior issue within 3 years)
Under \$1,000,000 (No	

OS, w/ Statement of Financial and Operating Information) \$4,700 (+ \$500 if no prior OS within 3 years) With OS (any amount) Base fee \$8,650 (+ \$500 if no prior OS within 3 years) \$1,000,000 - \$1,999,999 Plus \$500 \$2,000,000 and above Additional \$250 per million (rounded up to next million) Grant Application Community Development Block Grant (CDBG) Preparation of a Full Application \$168 / hour (minimum of \$5,900) Hourly Rate * \$168 * Please note that if the project ceases for any reason, an invoice for any work completed will be due at the current hourly rate plus expenses. Expenses include mileage at the IRS prevailing rate and Official Statement printing / electronic filings / USPS fees.

**PROPOSAL OF SERVICES AGREEMENT
BETWEEN THE TOWN OF ALEXANDER AND MUNICIPAL SOLUTIONS, INCORPORATED
COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION
WATER DISTRICT NO. 7 – PHASE 1 PROJECT**

WHEREAS, the Town of Alexander is planning to submit an application to the New York State Office of Community Renewal (OCR) for a Community Development Block Grant (CDBG) under the Housing and Urban Development to request funding to assist low and moderate income households for the Water District No. 7 Phase 1 Project; and

WHEREAS, Municipal Solutions, Incorporated submitted a proposal to prepare the CDBG application at a minimum cost of five thousand, nine hundred dollars (\$5,900.00) (proposal attached).

NOW, THEREFORE, BE IT RESOLVED, by the Town Board of the Town of Alexander, that the proposed Services Agreement by and between the Town of Alexander and Municipal Solutions, Incorporated to prepare and file a CDBG grant application for the Water District No. 7 Phase 1 Project, a copy of which is annexed hereto and made a part of the Town Board Minutes, is hereby approved, and the Town Supervisor is hereby authorized and directed to sign this Agreement on behalf of the Town of Alexander.

Offered by: Councilperson Wagner

Second by: Councilperson Merrill

Ayes: 4

RESOLUTION 73: APPROVED PROPOSAL OF SERVICES AGREEMENT BETWEEN THE TOWN OF ALEXANDER AND MUNICIPAL SOLUTIONS FOR PHASE 2 & 3 OF WATER DISTRICT #7 CBDG GRANT APPLICATION

On motion by Councilperson Wagner and seconded by Councilperson Merrill and carried, The Town Board approves the Proposal of Services Agreement between the Town of Alexander and Municipal Solutions Incorporated for Community Development Block Grant Application for Water District #7-Phases 2& 3 Project

4– Yes Parrish, Wagner, Schmieder, Merrill,

0 – No

Absent : Krupka

Dear Supervisor Miller:

Municipal Solutions, Inc. is submitting this proposal in connection with the Town of Alexander's Water District No. 7 – Phase 2 & 3 project for your consideration and approval. 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. II. III. Note Borrowing Scope of Services Preparation of an Application through RDApply Fiscal Services IV. Conflicts of Interest and Other Required Disclosures V. Miscellaneous I. Note Borrowing Scope of Services The following items will be completed under this portion of the contract, if appropriate, and as required under current State and Federal regulations: 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. 2) Prepare and convert Notice of Sale, financial information, and/or Preliminary Official Statement files for upload to Municipal Solutions' website and electronic transfer to underwriters. Post results to website after the sale. 3) Conduct the Note sale and make recommendation on the acceptance of the bids. 4) Prepare, convert, and arrange for distribution of the Final Official Statement, if prepared. 5) Coordinate closing arrangements with the purchaser and other appropriate officials. II. Preparation of an Application through RDApply The following items will be completed under this portion of the contract: 1) Preparation and submission of an application for funding to the USDA Rural Development ("RD") through RD Apply. III. Fiscal Services The following items will be completed under this portion of the contract, if appropriate and as requested: 1) Work with the engineer to establish a monthly cash flow for the term of the project. 2) Prepare a schedule of deadline dates to ensure contractors are paid monthly per contract documents. 3) Complete monthly paperwork to report progress and/or draw funds from funding agencies. 4) Assist in the preparation of information, development of an operating budget and cash flow that may be used for public or internal discussions in connection with the project or presentation to investors. 5) Attend construction or other meetings, as required. 6) Advise the Town on required principal and interest payments at budget time. 7) Complete a time-frame calendar for all items to be completed in connection with an anticipated borrowing. 8) Prepare various maturity schedules for Town officials to determine repayment of anticipated borrowed funds for planning purposes. 9) Coordinate board adoption of the bond resolution and other legal documents that may be required. 10) Compliance with IRS, MSRB and

SEC regulations, reviews, and updates. 11) Application to secure CUSIP numbers for borrowings, as required. 12) Convert financial documents into useable formats for processing, if necessary. 13) Assist the designated Minority Business Officers in monitoring and reporting regarding monthly and quarterly reports, utilization plans, good faith effort, and waivers and any other project related reports required by the funding agency. 14) Advise Town of additional funding opportunities that may arise for project. A separate contract will be submitted for the preparation of any funding applications not included in this contract. 15) Provide other financial consulting services as may be requested by the Town. Fiscal Services will be billed at the current hourly rate plus reimbursable expenses (see Appendix B). If there are project related or non-specific project services requested outside of the intended scope under this contract, an invoice for any work completed will be billed as general financial services at the current hourly rate plus expenses. The fees may be adjusted annually based on the U.S. Bureau of Labor and Statistics Consumer Price Index-All Urban Consumers. Invoices will be submitted periodically. Payment is due within 45 days of the invoice date. 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. West Municipal Solutions, Inc. operate with a core value of honesty and integrity in all aspects of our business. We pride ourselves on 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 Upon acceptance of this proposal, please execute and return one copy to our LeRoy office located at 62 Main Street, LeRoy, New York 14482 following the next Board meeting. The terms set forth above are subject to change if we do not receive a signed contract within 30 days. This contract will remain in effect until terminated by either party. You have the right to terminate this contract 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, Theresa K. Smith, CEO

Town of Alexander, New York Contract Dated May 7, 2026 Water District No. 7 – Phase 2 & 3 Project Accepted by:

Signature: *Jean Parrish*

Name/Title: Supervisor

Date: May 26, 2026

APPENDIX A TOWN OF ALEXANDER, NEW YORK Contract Dated May 7, 2026 Water District No. 7 – Phase 2 & 3 Project

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 City of Batavia, villages of Alexander and Corfu, and the towns of Batavia, Bennington, Bethany, Darien, Pembroke, and Stafford. Municipal Solutions, Inc. is not aware of any material conflicts of interest that this relationship would bring to our fiduciary responsibility to the Village as of the date of this Agreement. If Municipal Solutions, Inc. becomes aware of any conflict of interest 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.

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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) 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 – 2026

Bond Anticipation Notes

Revenue Anticipation Notes	Tax Anticipation Notes	Under \$500,000 (NOS only)	\$500,000 – 999,999 (NOS only)	\$1,000,000 or more (No OS)	\$1,000,000 or more with OS
Serial Bonds	Under \$1,000,000 (NOS)	Under \$1,000,000 (No OS, w/ Statement of Financial and Operating Information)	With OS (any amount)	\$1,000,000 - \$1,999,999	\$2,000,000 and above
Preparation of an Application through RD	Apply Hourly Rate * \$1,600	\$2,200	\$2,500 (+ \$500 if no prior issue within 3 years)	(+ \$500 if no prior issue within 3 years)	(+ \$500 if no prior OS within 3 years)
Base fee of \$4,625	(+ \$500 if no prior OS within 3 years)	Plus \$175 per million (rounded up to next million)	\$3,650	\$4,700	Base fee \$8,650
Plus \$500	(+ \$500 if no prior issue within 3 years)	(+ \$500 if no prior OS within 3 years)	(+ \$500 if no prior OS within 3 years)	Additional \$250 per million (rounded up to next million)	\$168 / hour (minimum of \$5,800)
\$168 * Please note that if the project ceases for any reason, an invoice for any work completed will be due at the current hourly rate plus expenses.	Expenses	Expenses include mileage at the IRS prevailing rate and Official Statement printing / electronic filings / USPS fees.			

PROPOSAL OF SERVICES AGREEMENT

**BETWEEN THE TOWN OF ALEXANDER AND MUNICIPAL SOLUTION, INCORPORATED
USDA RURAL DEVELOPMENT APPLICATION AND ASSOCIATED WORK
WATER DISTRICT NO. 7 – PHASE 2 AND 3 PROJECT**

WHEREAS, the Town of Alexander is planning to submit a grant application to USDA Rural Development application for the Water District No. 7 Phase 2 and 3 Projects; and

WHEREAS, Municipal Solutions, Incorporated submitted a proposal to prepare the grant funding application at a minimum cost of five thousand, eight hundred dollars (\$5,800.00) along with other ancillary work if funding is secured (proposal attached).

NOW, THEREFORE, BE IT RESOLVED, by the Town Board of the Town of Alexander, that the proposed Services Agreement by and between the Town of Alexander and Municipal Solutions, Incorporated to prepare and file a USDA Rural Development funding application for the Water District No. 7 Phase 2 and 3 Projects, a copy of which is annexed hereto and made a part of the Town Board Minutes, is hereby approved, and the Town Supervisor is hereby authorized and directed to sign this Agreement on behalf of the Town of Alexander.

Offered by: Councilperson Wagner

Second by: Councilperson Merrill

Ayes: 4

RESOLUTION 74: ADOPTION OF CASH MANAGEMENT FOR CLERK FEES AND TAX COLLECTION POLICY

On motion by Councilperson Wagner and seconded by Councilperson Schmieder and carried, The Town Board adopts the Town Clerk Office Procedures for Cash Management for Clerk Fees and the Tax Collection policy

4– Yes Parrish, Wagner, Schmieder, Merrill,

0 – No

Absent : Krupka

Town Clerk Office Procedures

- 1) Implemented receipt books with carbon copies. Receipts are numbered in the book. All receipts books are then filled in the clerk's end of year box.
- 2) BAS System to track ALL payments. 2 daily reports are printed each day, even if no cash has been received for the day. One copy stays with the deposit, and one copy stays in monthly folder. Once clerk prepares the deposit for the bank, both copies are filed together along with the Daily Cash Reporting Log and filed monthly.
- 3) Clerk goes to the bank 2-3 times per week or once \$250.00 has been received.
- 4) Created Sign off sheets for documents to be destroyed that require multiple signatures. Clerk to take zoom classes on records retentions to stay updated on all storage requirements.
- 5) New tracking sheet has been implemented for tracking tickets. Transfer station tickets are now embossed to prevent duplicate tickets from being printed. All tickets not signed out for use are to be in a locked cabinet.
- 6) New Clerk is maintaining a check register that is balanced on or around the 1st of each month. Monthly clerk report and check are given to the supervisor for review. Once Supervisor has reviewed the report, a receipt will be issued. Reports are filled monthly and then stored in clerk end of year box.
- 7) This document of procedures will be the basis for the Town Clerk/Tax Collector Policy that the Town Board will adopt once reviewed.
- 8) The Town Board will look at the collections trend from year to year to see if it makes sense, or what could have changed to make the trend different.
- 9) The Clerk will monitor the building permit applications and the Town Board will reconcile this with the report given to the Board monthly from the Code Enforcement Office.
- 10) Clerk created a Tax Binder for all documentation to be kept, including deposits, checks written to Supervisor and County Treasurer, all credit cards transactions, bank deposit slips, warrant and any communications sent to residents.
- 11) All deposit will be made within 24 hours of receipt
- 12) Tax Collector is to maintain a bank register and reconcile at the end of each month. A monthly report is to be presented to the board and Town Supervisor.
- 13) Tax Collector will keep all envelopes for bills received around the end of the month, especially if a letter needs to be sent to the resident for payment of penalties.
- 14) The Town Board reviews all tax collection records at their monthly meeting to see if there are any questions and to identify any corrective action.
- 15) All Tax Collections are reconciled monthly. Binder is to be updated weekly for review by Supervisor
- 16) All checks to the County will be submitted by the 15th of each month.
- 17) The current tax collection program does not have system generated report to support the amounts the Town Clerk remits to the Town. The Supervisor will track the amounts paid with receipts generated after payment is made.
- 18) The Town Board reviews all tax collection records once the season is completed. This involved looking at all deposit records, bank reconciliations, monthly tax collection reports to the Board, and report of tax penalties collected.
- 19) Several areas identified in the report had already been implemented prior to our meeting with the Office of the State Comptroller officials.

5/13/2026

Cash Management for Clerk Fees/Tax Collection

A. Petty Cash

The Town Clerk is provided \$150 of cash to make change for customers. \$25 stays in the drawer and the rest is locked up in a lock box. At the end of each business day, the Clerk counts out the \$25 and the rest is deemed receipts for that days business. The Clerk will make a bank deposit within 3 days of \$250. Being collected. The clerk is also provided a petty cash drawer for tax collection season in the amount of \$300. At the end of tax collection, the \$300 is returned to the Supervisor.

B. Transfer Station Tickets

The Town Clerk will maintain a log of transfer station tickets by number that are in her Clerk drawer that are available for sale, and the unsold ones that will be available. At the end of the business day, the sold tickets will be recorded in the Clerk's computerized program. If the price of the tickets is changed, the Clerk will destroy all remaining tickets and record this action. A witness will also be present to verify that this is done according to NYS Record Management guidelines.

C. Dog Licenses

Dog licenses are issued and/or renewed by the Town Clerk. New dogs in the Town receive a dog tag and a renewal notice each year thereafter. All new dog licenses or renewals are then recorded in the Clerk's computerized program.

D. Building Permits

The Clerk will maintain a log of building permits that have been issues by the Code Enforcement Officer, how each permit was paid for and who paid for it. The Clerk will then enter this information into the Clerk's computerized program.

E. Reports to Supervisor and State Offices

The Clerk will prepare a written report to the Town Board monthly that will include all monies collected during the previous month. The Clerk will then write checks to each entity and include the report.

F. Miscellaneous Fees

The Clerk will record all miscellaneous fees collected, i.e. copies, certified birth, death and marriage licenses. These are recorded in the Clerk's computerized program.

G. Bank Reconciliations

The Clerk will perform bank reconciliations at the beginning of each month. Usually on the 1st or shortly thereafter. The bank records become part of the Clerk's report to the Town Board.

I. Tax Collection

A. Timeline for payments

The Town Clerk records all tax payments collected daily into the Genesee County tax collection program and notes the type of payment used. i.e. cash, check or credit card.

The Town Clerk deposits all tax monies daily into the bank.

Going forward, the Town Clerk will remit to the Supervisor tax collection monies at least once a week with supporting documentation for the amounts remitted. As our budget is divided into 4 areas, the Clerk will remit to the Supervisor a tax collection amount that will satisfy each area of the budget.

The Clerk will remit to the Genesee County Treasurer no later than the 15th of the next month once the current Town levy is satisfied.

B. Reports to the Town Board

The Town Board reviews all tax collection records each month. At the end of tax collection, the Town Board reviews all collection records, including deposit records, bank reconciliations, monthly tax collection reports to the Boar and the report of tax penalties collected.

C. Saving of Envelopes

The Clerk will keep all tax envelopes made by mail at the end of each month, to verify the postmark. This assures the Clerk that the payment was made on time. If not, the payment is sent back with a letter so as to explain that the penalty is due.

D. Bank Reconciliations

The Clerk will perform the tax account bank reconciliation at the beginning of each month. This will become part of the Clerk's monthly report to the Town Board.

DISCUSSION:

FENCING AT SALT BARN

Home owner will be placing stakes where he feels the fence would be most beneficial. Home owner offered to stain the fence. Councilperson Wagner will get RFP's for wood fencing.

SPOILS POLICY

Board reviewed the Town of Boston's Spoil Policy and would like to move forward with creating a policy for the Town of Alexander. Need to create a tracking system for requests by residents.

RESOLUTION 75: MOTION TO SEND SPOILS POLICY TO DIMATTEO, ROACH & KELLY FOR REVIEW

On motion by Councilperson Wagner and seconded by Councilperson Merrill and carried, The Town Board agreed to submit the SPOILS Policy to DiMatteo, Roach and Kelly for review of wording to create the policy to be adopted by the Town of Alexander.

4- Yes Parrish, Wagner, Schmieder, Merrill, 0 - No Absent : Krupka

HIGHWAY RENOVATION UPDATE

Roof has been completed. Installation is mostly complete with doors and openers. Openers has been installed in trucks. Man doors and Windows to be installed the 2nd week of June.

HIGHWAY TRAILER UPDATE

Trailer has been ordered. Price is locked in. Broker has been acquired and will take care of paperwork to get the trailer across the border. Will take approximately 6-8 weeks. Highway Superintendent will review the budget for coding.

PROPERTY TRANSFER OF RAILROAD AVE

Per DiMatteo, Roach & Kelly law firm, everything is ready for the property transfer, will issue a closing date.

SMART METERS

Letter has been received from National Grid stating that as a Municipality, only residential properties have the option to opt Out from the Smart Meters.

SAFETY SIGN REQUEST

Received a letter from a resident requesting a Safety sign for an Autistic Child. Highway Superintendent is going to reach out to the resident. Town Board Recommends that Resident put a personal sign in their yard.

HIGHWAY UPDATE:

Dry Bridge Roadwork has been completed. Road is back open.

Need to order new truck before the 1st of the year in order to avoid new environmental requirements that will increase trucks over \$30k. Highway Superintendent Farnsworth is looking into pricing a new truck to add to the rotation. The oldest truck we have 2002 and will need to be replaced. Current pricing through Henderson is \$179, 956.00 for truck and \$13, 923 for 7 year extended warranty for a total of \$193, 879.00. Will also look into other trucking companies for pricing.

We have not received any checks from Ed Arnold Scrap Metal since sending the letter requesting all checks be mailed to the Clerks office. Highway Superintendent Farnsworth will give them a call to follow up.

3 Driveway Culverts currently need to be rebuilt by the Highway Department. Ground is still too wet for work to be completed, once dries up those projects will be completed.

Highway Superintendent Farnsworth is also doing some research through CHIPS , Senator Borello and NYS Representative Hawley’s office to seek out funding for expansion of Highway Building.

Highway Superintendent Farnsworth will be at Highway school from May 31st, 2026-June 4th, 2026 and vacation from June 25th -July 1st. Deputy Superintendent Robbins will fill in.

BOARD UPDATE:

School is gathering information about possibly switching back to them to handle payroll needs. Board is unhappy with PayChex.

CODE ENFORCEMENT:

County is looking into establishing a County Wide Code Enforcement Program. More information will be provided at a later date.

GAM

Need to establish a moratorium in regards to Data Centers and Battery Storage facilities

Payment of Bills:	Motion by: Councilperson Wagner		Second by: Councilperson Merrill
4- Yes Parrish, Wagner, Schmieder, Merrill		0- No	Absent: Krupka
General Fund A	Vouchers	149-160	\$89, 173.89
General Fund B	Vouchers	22-23	\$477.92
Highway Fund A	Vouchers	--	--
Highway Fund B	Vouchers	81-83	\$3,493.50
Capital Fund	Vouchers	--	--
T A Fund	Vouchers	--	--

Motion to adjourn at 10:03 AM made by Councilperson Wagner and seconded by Councilperson Merrill and carried. 4-0

4-Yes Parrish, Schmieder, Wagner, Merrill

No – 0 Carried

Absent: Krupka

Respectfully Submitted,

Shannon Bartholomew
Town Clerk