

December 29, 2014  
Town of Albion Year-End Meeting

Agenda:

1. Call Meeting to Order
2. Pledge of Allegiance
3. Exit Message
4. FYI – Remind Residents to sign attendance sheet
5. Roll Call
6. Public Comment
7. Motion to approve agenda
8. Resolution to approve the vouchers
9. Resolution to authorize the year-end transfers
10. Motion to approve the health care bills in the amount of \$7,438.67
11. Resolution to approve Attorney retainer agreement for 2015.
12. ARC Contract – Cleaning of the Town hall
13. Motion to approve Denise Cornick training at a cost of \$1,424.92
14. Resolution for a part time Court Clerk
15. Resolution to approve bookkeeping services with Baldwin Business as per contract.
16. FYI: BAN renewal WD #1 - \$109,750.00.
17. Motion to schedule Organizational meeting on January 5, 2015 at 7:00 pm?
18. Swearing in of the Justices at the Organizational meeting?
19. Executive Session

29-Dec-14

Town of Albion Year End Meeting

Please sign in:

1. _____	28. _____
2. _____	29. _____
3. _____	30. _____
4. _____	31. _____
5. _____	32. _____
6. _____	33. _____
7. _____	34. _____
8. _____	35. _____
9. _____	36. _____
10. _____	37. _____
11. _____	38. _____
12. _____	39. _____
13. _____	40. _____
14. _____	41. _____
15. _____	42. _____
16. _____	43. _____
17. _____	44. _____
18. _____	45. _____
19. _____	46. _____
20. _____	47. _____
21. _____	48. _____
22. _____	49. _____
23. _____	50. _____
24. _____	51. _____
25. _____	52. _____
26. _____	53. _____
27. _____	54. _____

December 29, 2014

Town of Albion Year-End meeting held in the Town hall, 3665 Clarendon Rd.

Meeting called to order at 6:00 pm.

Pledge of Allegiance was said and the exit message was given.

Present were Councilperson Daniel Poprawski, Councilperson Richard Remley, Supervisor Matthew Passarell, Councilperson Jake Olles and Councilperson Todd Sargent.

Supervisor Matthew Passarell: I need a motion to approve the agenda.

**Motion was made by Councilperson Daniel Poprawski and was seconded by Councilperson Richard Remley to approve the agenda with the addition of Falls Railroad letter and the Fire Contract. Motion carried by the following vote:**

<b>Councilperson Daniel Poprawski, aye</b>	<b>Councilperson Richard Remley, aye</b>
<b>Supervisor Matthew Passarell, aye</b>	<b>Councilperson Jake Olles, aye</b>
<b>Councilperson Todd Sargent, aye</b>	

Supervisor Matthew Passarell: I need a resolution approving the vouchers.

<b>Resolution #80</b>	<b>Payment of Claims</b>
<b>Whereas, the following are against the Town:</b>	
<b>General A &amp; B #'s – 400 – 430</b>	<b>\$ 42,082.73</b>
<b>Highway DA &amp; DB #'s – 193 – 200</b>	<b>\$ 14,600.13</b>
<b>Water Districts #'s – 77 – 78</b>	<b>\$ 2,633.38</b>
<b>Sewer District #19</b>	<b>\$ 32.62</b>
<b>For a grand total of</b>	<b>\$ 59,348.86</b>

**Motion was made by Councilperson Jake Olles and was seconded by Councilperson Daniel Poprawski to approve payment of the above listed claims. Resolution duly adopted by the following vote:**

<b>Councilperson Daniel Poprawski, aye</b>	<b>Councilperson Richard Remley, aye</b>
<b>Supervisor Matthew Passarell, aye</b>	<b>Councilperson Jake Olles, aye</b>
<b>Councilperson Todd Sargent, aye</b>	

Supervisor Matthew Passarell: I need a resolution for the year end transfers.

**Resolution #81                      Year – End Transfers**  
**The transfers as submitted by Baldwin Business Services in their entirety are hereby filed with and made a part of these minutes.**

**Motion was made by Councilperson Richard Remley and was seconded by Councilperson Jake Olles authorizing the transfers. Resolution duly adopted by the following vote:**

<b>Councilperson Daniel Poprawski, aye</b>	<b>Councilperson Richard Remley, aye</b>
<b>Supervisor Matthew Passarell, aye</b>	<b>Councilperson Jake Olles, aye</b>
<b>Councilperson Todd Sargent, aye</b>	

Supervisor Matthew Passarell: I need a motion to approve the health care bills.

**Motion was made by Councilperson Daniel Poprawski and was seconded by Councilperson Richard Remley authorizing the payment prior to abstract of the Univera and CSEA health care bills in the amount of \$7,438.67. Motion carried by the following vote:**

December 29, 2014

Councilperson Daniel Poprawski, aye  
Supervisor Matthew Passarell, aye  
Councilperson Todd Sargent, aye

Councilperson Richard Remley, aye  
Councilperson Jake Olles, aye

Supervisor Matthew Passarell: I need a resolution for the Attorney agreement.

**Resolution #82 Attorney Retainer Agreement**

The agreement in its entirety is hereby filed with and made a part of these minutes.

Motion was made by Councilperson Daniel Poprawski and was seconded by Councilperson Richard Remley authorizing the adoption of this agreement. Resolution duly adopted by the following vote:

Councilperson Daniel Poprawski, aye	Councilperson Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, aye
Councilperson Todd Sargent, aye	

Supervisor Matthew Passarell: I need a resolution for the ARC Contract.

**Resolution #83                      ARC Contract – Cleaning of the Town hall.**

The Contract in its entirety is hereby filed with and made a part of these minutes.

Motion was made by Councilperson Daniel Poprawski and was seconded by Councilperson Richard Remley authorizing the adoption of this Contract. Resolution duly adopted by the following vote:

Councilperson Daniel Poprawski, aye	Councilperson Richard Remley, aye
Supervisor Matthew Passarell, aye	
Councilperson Todd Sargent, aye	

Supervisor Matthew Passarell: I need a motion to approve Denise's schooling.

Motion was made by Councilperson Richard Remley and seconded by Councilperson Jake Olles approving schooling for Denise Cornick, Court Clerk, in the amount of \$1,424.92. Motion carried by the following vote:

Councilperson Daniel Poprawski, aye	Councilperson Richard Remley, aye
Supervisor Matthew Passarell, aye	
Councilperson Todd Sargent, aye	

Supervisor Matthew Passarell: I need a resolution for Baldwin Business Services.

**Resolution #84                      Contract for Bookkeeping and Payroll Services**

Baldwin Business Services would provide the following services for the fiscal year ending 12/31/15.

1. Provide Fund Accounting which will:
  - a.) Maintain separate account balances for each fund and special district, which will show current activity and end of month balance.
  - b.) Prove cash balances to bank statements
  - c.) Show inter-fund receivables and payables.
- 2 Review monthly warrant-sheets for appropriate coding. Prepare checks for payment. Pay town vouchers and contracts as instructed by the Town Board.
3. Allocate all cash receipts to appropriate accounts. Verify amounts for Tax Collection.
4. Provide all payroll services.
5. Certify payroll with County.
6. Provide monthly accounting reports. Reports will be available for your meeting each month.
7. Reconcile all bank accounts monthly.

8. Our firm will prepare budget worksheets, meet with the supervisor as needed to prepare the tentative budget for submission, meet with the town board if needed to create the preliminary budget. We will produce the hard copy of the final budget.

9. Our firm will also prepare the Annual Report for the Town of Albion.

10. I will make myself available on an as needed basis for fiscal review in the second, third and fourth quarters of each of the contract years.

11. Baldwin Business Services will assume any payroll penalties for non-compliance to Federal and State laws when town follows instructions provided to them by our firm in a timely manner.

The Town of Albion will pay Baldwin Business Services a fee of fourteen thousand five hundred dollars (\$14,500.00) for these services, plus \$340 per water district and \$900 for the sewer district, in addition to a monthly fee of \$250 for payroll services.

Motion was made by Councilperson Jake Olles and was seconded by Councilperson Daniel Poprawski authorizing the Supervisor to execute the contract. Resolution duly adopted by the following vote:

Councilperson Daniel Poprawski, aye

Councilperson Richard Remley, nay

Supervisor Matthew Passarelli, nay

Councilperson Jake Olles, aye

Councilperson Todd Sargent, aye

Supervisor Matthew Passarelli: I need a motion for the Organizational meeting.

Motion was made by Councilperson Todd Sargent and was seconded by Councilperson Jake Olles authorizing the organizational meeting to be held on January 6, 2015 at 7:00 pm in the Town hall. Motion carried by the following vote:

Councilperson Daniel Poprawski, aye

Councilperson Richard Remley, aye

Supervisor Matthew Passarelli, aye

Councilperson Jake Olles, aye

Councilperson Todd Sargent, aye

Supervisor Matthew Passarelli: I need a motion to send a letter to Falls Railroad.

Motion was made by Councilperson Richard Remley and was seconded by Councilperson Todd Sargent authorizing a letter be sent to Falls Railroad to recoup the \$2,000.00 that is owed to the Town. Motion carried by the following vote:

Councilperson Daniel Poprawski, aye

Councilperson Richard Remley, aye

Supervisor Matthew Passarelli, aye

Councilperson Jake Olles, aye

Councilperson Todd Sargent, aye

Supervisor Matthew Passarelli: I need a motion to send an invoice to the Village.

Motion was made by Councilperson Jake Olles and was seconded by Councilperson Richard Remley to send an invoice to the Village of Albion for the over charge of the Fire District Contract for the 2013 and 2014 years in the amount of \$3,960.56. Motion carried by the following vote:

Councilperson Daniel Poprawski, aye

Councilperson Richard Remley, aye

Supervisor Matthew Passarelli, aye

Councilperson Jake Olles, aye

Councilperson Todd Sargent, aye

Supervisor Matthew Passarelli: I need a motion to close.

Motion was made by Councilperson Todd Sargent and seconded by Councilperson Daniel Poprawski to close the meeting at 6:24 pm. Motion carried by the following vote:

Councilperson Daniel Poprawski, aye

Councilperson Richard Remley, aye

December 29, 2014

Supervisor Matthew Passarelli, aye  
Councilperson Todd Sargent, aye

Councilperson Jake Olles, aye

## TOWN OF ALBION

PLEASE MAKE THE FOLLOWING TRANSFERS AT YOUR 12/29/14 MEETING:

### GENERAL FUND - TOWNWIDE

<i>Transfer From:</i>	A1420.4	Attorney Contr.	\$	693.00
	A1620.4	Buildings Contr.	\$	10,149.00
		<b>TOTAL:</b>	<u>\$</u>	<u>10,842.00</u>

<i>Transfer To:</i>	A1010.4	Town Board Contr.	\$	1,250.00
	A1330.4	Tax Collector Contr.	\$	344.00
	A1450.4	Election Contr.	\$	746.00
	A3310.4	Traffic Control Contr.	\$	443.00
	A3510.4A	Dog Control Contr. - County	\$	481.00
	A9030.8	Employee Benefits, Soc. Sec.	\$	84.00
	A9050.8	Unemployment Insurance	\$	156.00
	A9060.8	Hospital/ Medical Insurance	\$	7,288.00
	A9060.8A	Medical Reimb Mgmt Fee	\$	50.00
		<b>TOTAL:</b>	<u>\$</u>	<u>10,842.00</u>

### HIGHWAY FUND - TOWNWIDE

<i>Transfer From:</i>	DA5130.2	Machinery Equipment	\$	10,000.00
	DA5130.4	Machinery Contr.	\$	5,138.00
		<b>TOTAL:</b>	<u>\$</u>	<u>15,138.00</u>

<i>Transfer To:</i>	DA5130.1	Machinery Services	\$	4,810.00
	DA5142.1	Snow Removal Town Services	\$	300.00
	DA5142.4	Snow Removal Town Contr.	\$	1,293.00
	DA5148.1	Snow Removal Other Gov't Svc.	\$	200.00
	DA5148.4	Snow Removal Other Gov't Contr.	\$	5,848.00
	DA9060.8	Hospital/ Medical Insurance	\$	2,562.00
	DA9060.8	Medical Reimb.	\$	125.00
		<b>TOTAL:</b>	<u>\$</u>	<u>15,138.00</u>

### HIGHWAY FUND - OUTSIDE VILLAGE

<i>Transfer From:</i>	DB5110.4	General Repairs Contractual	\$	2,127.00
	DB3501	CHIPS	\$	13,560.00
		<b>TOTAL:</b>	<u>\$</u>	<u>15,687.00</u>

<i>Transfer To:</i>	DB5110.1	General Repairs Services	\$	2,729.00
	DB5110.4A	Ditch Maintenance	\$	500.00
	DB5112.2	CHIPS	\$	9,171.00
	DB9060.8	Hospital/ Medical Insurance	\$	2,562.00
	DB9060.8A	Medical Reimb.	\$	125.00
	DB9089.8	Clothing Allowance - MN	\$	200.00
	DB9089.8	Clothing Allowance - SD	\$	200.00
	DB9089.8	Clothing Allowance - GN	\$	200.00
		<b>TOTAL:</b>	<u>\$</u>	<u>15,687.00</u>

### SPECIAL DISTRICTS

<i>Transfer From:</i>		Unanticipated Revenue		
	SF1-UB	Unexpended Balance	\$	1,531.00
		<b>TOTAL:</b>	<u>\$</u>	<u>1,531.00</u>

<i>Transfer To:</i>	SF1-3410.4	Albion Fire District	\$	1,531.00
		<b>TOTAL:</b>	<u>\$</u>	<u>1,531.00</u>

### WATER DISTRICT #1

<i>Transfer From:</i>	SW8340.2	Trans. & Dist. Water Equipment	\$	3,160.00
		<b>Unanticipated Revenue</b>		
	SW2140	Metered Sales	\$	6,350.00
	SW2700	Meter Rent & Assessment	\$	763.00
	SWUB	Unexpended Balance	\$	5,931.00
		<b>TOTAL:</b>	<u>\$</u>	<u>16,204.00</u>

<i>Transfer To:</i>	SW8320.4	Source of Supply Contr.	\$	16,204.00
		<b>TOTAL:</b>	<u>\$</u>	<u>16,204.00</u>



### WATER DISTRICT #2

<i>Transfer From:</i>	SW1990.4	Contingency	\$	335.00
	SW8320.4	Transmission & Distr Contr.	\$	350.00
		<b>Unanticipated Revenue</b>		
	SWUB	Unexpended Balance	\$	1,540.00
		<b>TOTAL:</b>	\$	<u><u>2,225.00</u></u>

<i>Transfer To:</i>	SW1320.4	Independent Auditing	\$	335.00
	SW8320.4	Source of Supply Contr.	\$	1,890.00
		<b>TOTAL:</b>	\$	<u><u>2,225.00</u></u>

### WATER DISTRICT #3

<i>Transfer From:</i>	SW8320.4	Source of Supply Contr.	\$	1,694.00
		<b>TOTAL:</b>	\$	<u><u>1,694.00</u></u>

<i>Transfer To:</i>	SW8310.4	Admin Personal Contr.	\$	12.00
	SW8340.1	Transmission & Distr Svc	\$	767.00
	SW8340.4	Transmission & Distr Contr.	\$	873.00
	SW9030.8	Social Security	\$	42.00
		<b>TOTAL:</b>	\$	<u><u>1,694.00</u></u>

### WATER DISTRICT #4

<i>Transfer From:</i>	SW1320.4	Independent Auditing	\$	340.00
	SW8310.4	Admin Contractual	\$	340.00
	SW8340.2	Transmission & Distr Equip	\$	2,500.00
		<b>Unanticipated Revenue</b>		
	SW2140	Metered Sales	\$	1,500.00
	SW2140	Relevied Water	\$	2,285.00
	SW2144	Water Connection	\$	2,576.00
	SW2148	Interest & Penalties	\$	369.00
		<b>TOTAL:</b>	\$	<u><u>9,910.00</u></u>

<i>Transfer To:</i>	SW8320.4	Source of Supply Contr.	\$	7,756.00
	SW8340.4	Transmission & Distr Contr.	\$	2,154.00
		<b>TOTAL:</b>	\$	<u><u>9,910.00</u></u>

**WATER DISTRICT #5**

<i>Transfer From:</i>	SW8340.2	Transmission & Distr Equip.	\$	845.00
			<b>TOTAL:</b>	<u><u>\$ 845.00</u></u>

<i>Transfer To:</i>	SW8310.4	Admin Contractual	\$	133.00
	SW8340.4	Transmission & Distr Contr.	\$	712.00
			<b>TOTAL:</b>	<u><u>\$ 845.00</u></u>

**WATER DISTRICT #6**

<i>Transfer From:</i>	SW1320.4	Independent Auditing	\$	142.00
	SW8310.4	Admin Contractual	\$	296.00
	SW8330.4	Purification	\$	168.00
		<b>Unanticipated Revenue</b>		
	SW2144	<b>Water Connection</b>	\$	60.00
	SW2148	Interest & Penalties	\$	117.00
	SW2700	Meter Rent & Assessment	\$	148.00
			<b>TOTAL:</b>	<u><u>\$ 931.00</u></u>

<i>Transfer To:</i>	SW8320.4	Source of Supply Contr.	\$	449.00
	SW8340.1	Transmission & Distr Svc	\$	131.00
	SW8340.4	Transmission & Distr Contr.	\$	351.00
			<b>TOTAL:</b>	<u><u>\$ 931.00</u></u>

**WATER DISTRICT #7**

<i>Transfer From:</i>	SW1990.4	Contingency	\$	786.00
	SW8330.4	Purification	\$	142.00
	SW8340.1	Transmission & Distr Svc	\$	500.00
	SW8340.4	Transmission & Distr Contr.	\$	374.00
		<b>Unanticipated Revenue</b>		
	SW2140	Out of District User	\$	118.00
			<b>TOTAL:</b>	<u><u>\$ 1,920.00</u></u>

<i>Transfer To:</i>	SW8320.4	Source of Supply Contr.	\$	1,920.00
			<b>TOTAL:</b>	<u><u>\$ 1,920.00</u></u>

**WATER DISTRICT #8 - (#5 Ext #1)**

<i>Transfer From:</i>	SW8330.4	Purification	\$	179.00
	SW8340.1	Transmission & Distr Svc	\$	500.00
		<b>Unanticipated Revenue</b>		
	SW2140	Out of District User	\$	1,000.00
	SW2144	Water Connection	\$	705.00
		<b>TOTAL:</b>	<u>\$</u>	<u>2,384.00</u>

<i>Transfer To:</i>	SW8320.4	Source of Supply Contr	\$	2,384.00
		<b>TOTAL:</b>	<u>\$</u>	<u>2,384.00</u>

**WATER DISTRICT #9**

<i>Transfer From:</i>	SW8340.1	Transmission & Distr Svc	\$	200.00
		<b>Unanticipated Revenue</b>		
	SW2144	Water Connection	\$	280.00
	SWUB	Unexpended Balance	\$	453.00
		<b>TOTAL:</b>	<u>\$</u>	<u>933.00</u>

<i>Transfer To:</i>	SW8320.4	Source of Supply Contr	\$	933.00
		<b>TOTAL:</b>	<u>\$</u>	<u>933.00</u>

**GRANT ACCOUNT- WATER #9**

<i>Transfer From:</i>		<b>Unanticipated Revenue</b>		
	SW4991	Rural Dev Grants	\$	9,094.00
		<b>TOTAL:</b>	<u>\$</u>	<u>9,094.00</u>

<i>Transfer To:</i>	SW8310.4	Admin Contractual	\$	9,094.00
		<b>TOTAL:</b>	<u>\$</u>	<u>9,094.00</u>

GRANT ACCOUNT- AMSA

*Transfer From:*

**Unanticipated Revenue**

AMSA Grant

\$ 19,911.00

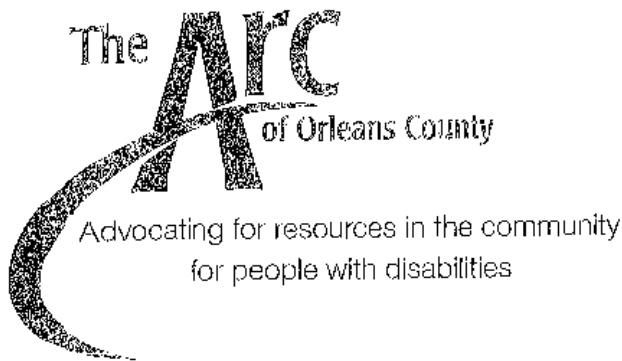
**TOTAL:** \$ 19,911.00

*Transfer To:*

AMSA Grant

\$ 19,911.00

**TOTAL:** \$ 19,911.00



Carcer  
Ventures

243 South Main Street  
Suite 271  
Albion, NY 14411

November 25, 2014

Dear William T. B. Hall:

Due to the 7% raise of the minimum wage, and the increasing cost of supplies, we have found it necessary to make a small increase in the cost of our services. Your company will now be charged \$ 361.63 per month. This represents a 5% increase of your yearly cost in price. This increase will take effect on **January 1, 2015**. A new month to month contract is also enclosed for your signature and can be returned in the SASE.

We look forward to serving your professional cleaning needs for years to come. Please do not hesitate to contact me at (585) 589-0305 ext. 4325 if you have any questions or need further clarification of our changes. Again, thank you for your business.

Thank you,

Melissa Cotter  
Employment Services Coordinator  
585-589-0305 x4325

(585) 589-0305



(585) 589-6323 Fax



TO: MATTHEW PASSARELL, TOWN SUPERVISOR  
BOARD MEMBERS

FROM: DENISE CORNICK, COURT CLERK

DATE: DECEMBER 15, 2014

RE: PERMISSION TO ATTEND 2015 TRAINING SCHOOL AND  
ANNUAL MEETING ON FEBRUARY 15-18, 2015.

I AM ASKING PERMISSION TO ATTEND THE ABOVE TRAINING.

PLEASE SEE ATTACHED INFORMATION REGARDING ROOM RESERVATION  
AND REGISTRATION FEE.

A BREAKDOWN OF COST IS AS FOLLOWS:

HOTEL STAY	3 NIGHTS	\$ 705.00
REGISTRATION FEE		\$ 100.00
MILEAGE	$720.22 \times .565 =$	\$ 406.92
FOOD	$3 \times 71.00 =$	\$ 213.00
		-----
		\$ 1424.92

I JUST WANTED TO ASK PERMISSION PRIOR TO THE MEETING SCHEDULE  
FOR FEBRUARY, DUE TO THE TIME FRAME FOR RESERVATION AND  
REGISTRATION.

THANKING YOU IN ADVANCE.

# 2015 Training School & Annual Meeting



February 15 - 18, 2015

## Meeting Registration Form

**ATTENDEES MUST REGISTER WITH THE ASSOCIATION OF TOWNS  
BEFORE MAKING HOTEL ACCOMMODATIONS.**

**Registration fees:** \$100 (members) / \$125 (non-members) per person prior to Jan. 26, 2015. Paper registrations postmarked between Jan. 26 and Feb. 6, 2015 will be processed at on-site registration rates: \$135 (members) / \$160 (non-members). Any registrations received in our office that are not postmarked by Feb. 6, 2015 will not be accepted, and you must register on site.

**Avoid paying on-site rates and register before Jan. 26, 2015.**

**One registration form required per each meeting attendee.**

**1 - Please print or type:** Name Denise Cornick  
Title Court Clerk Municipality Town of Albion  
County Orleans Phone 585 589-7048 Ext. 18  
E-mail address DmCormick1920@yahoo.com Fax 585 589-7718  
Address 3665 Clarendon Rd., Albion, NY 14411

**2 - Please book your own hotel reservation**

- Call 1-800-HILTONS (445-8667) to book rooms at the Hilton. Reference Hilton code "**Tow**" **OR**
- Call 1-800-325-3535 to book rooms at the Sheraton. Reference "Association of Towns."

**3 - Mail completed registration form with a check for the corresponding registration fee to:**

Association of Towns  
150 State St.  
Albany, NY 12207

**4 - Questions? Contact Executive Meeting Coordinator Patty Kebea at the Association of Towns at (518)465-7933.**

# 2015 Training School & Annual Meeting

February 15 - 18, 2015



## Hotel Room Rate Information

Please register online through our Web site: [www.nytowns.org](http://www.nytowns.org) and follow the links. If you register via mail, use the form on the following page.

**ATTENDEES MUST REGISTER WITH THE ASSOCIATION OF TOWNS BEFORE MAKING HOTEL ACCOMMODATIONS.**

We have contracted with the hotels listed below for special Training School rates. In order to keep meeting costs to a minimum, the Association has entered into a contract with the Hilton Midtown and Sheraton NYTimes Square. If you choose to make your sleeping room reservations outside of the Association's group block, such as through an Internet reservation system or with a discount coupon, the Association can suffer significant financial penalties.

HOTEL	HILTON MIDTOWN	SHERATON NYTIMES SQUARE
ADDRESS	1335 Avenue of the Americas (6th Ave. & 53rd St.)	811 7th Avenue (7th Ave. at 52nd St.)
CUT-OFF DATE	Jan. 9, 2015	Jan. 23, 2015
SINGLE	\$265	\$235 (plus \$30 for each add'l person)
DOUBLE	\$285	\$235 (plus \$30 for each add'l person)
TRIPLE	\$305	
QUAD	\$325	
EXECUTIVE/CLUB*	\$285 Single    \$325 Triple \$305 Double    \$345 Quad Based on Availability*	\$285 Single \$285 Double (plus \$30 for each add'l person)
SUITES	Singles or Doubles are available Please call 1(800) HILTONS (445-8667) for rates.	1 Bedroom - Single/Double \$575 2 Bedroom - Single/Double \$750
*Check-in for the Executive Tower Rooms at the Hilton is in the Main Lobby of the Hotel **Check-in for the Club Tower Rooms at the Sheraton is at the main check-in desk on the lobby level		

NOTE: Rooms will be automatically released after the cut-off dates and additional reservations or changes will be subject to availability.

**All reservations must be guaranteed by a major credit card. Room cancellations within 72 hours of reservation date and "no-shows" will result in a penalty of one night's room charge.**

Hotels will accept only credit cards for the one-night deposit; they will not accept personal checks or vouchers for deposits. Vouchers can be used for check out. \*\* Please Note: FOR THE HILTON ONLY, a one-night deposit will be charged to your credit card immediately upon making your reservation.

**Questions? Please contact Executive Meeting Coordinator Patty Kebea at the Association offices at 518-465-7933.**





Trip to:

**811 7th Ave**

New York, NY 10019-6002

360.11 miles / 6 hours 3 minutes

Notes

### 4 Ways to Avoid Running Out of Money During Retirement



If you have a \$500,000 portfolio, download the guide by *Forbes* columnist Ken Fisher's firm. Even if you have something else in place, this must-read guide includes research and analysis you can use right now. Don't miss it!



[Click Here to Download Your Guide!](#)



FISHER INVESTMENTS



There is a timed restriction on your route



- |  |  | Download<br>Free App            |
|--|--|---------------------------------|
|  | <b>111 W Academy St, APT. 1, Albion, NY 14411-1301</b>   |                                 |
|  | 1. Start out going <b>south</b> on <b>W Academy St</b> toward <b>Washington St</b> . <a href="#">Map</a>   | <b>0.2 Mi</b><br>0.2 Mi Total   |
|  | 2. Take the 2nd <b>left</b> onto <b>West Ave / NY-31</b> . <a href="#">Map</a><br><i>West Ave is 0.1 miles past Washington St</i><br><i>If you reach Allen Rd you've gone about 0.4 miles too far</i>  | <b>0.3 Mi</b><br>0.5 Mi Total   |
|  | 3. Take the 2nd <b>right</b> onto <b>S Main St / NY-98</b> . Continue to follow <b>NY-98</b> . <a href="#">Map</a><br><i>NY-98 is 0.1 miles past S Clinton St</i><br><i>Mobil is on the right</i><br><i>If you are on East Ave and reach S Platt St you've gone a little too far</i>                       | <b>16.7 Mi</b><br>17.2 Mi Total |
|  | 4. Turn <b>left</b> onto <b>W Main St / NY-5 / NY-63 / NY-33</b> . <a href="#">Map</a><br><i>W Main St is just past Raymond Ave</i><br><i>HESS 32447 is on the corner</i><br><i>If you are on NY-98 and reach S Main St you've gone a little too far</i>   | <b>0.3 Mi</b><br>17.5 Mi Total  |
|  | 5. Turn <b>slight right</b> onto <b>Ellicott St / NY-63</b> . Continue to follow <b>NY-63</b> . <a href="#">Map</a><br><i>NY-63 is just past Porter Ave</i><br><i>United States Postal Service is on the corner</i><br><i>If you are on Main St and reach Court St you've gone about 0.1 miles too far</i> | <b>19.5 Mi</b><br>37.0 Mi Total |
|  | 6. Turn <b>right</b> onto <b>Main St / NY-36</b> . Continue to follow <b>NY-36</b> . <a href="#">Map</a><br><i>NY-36 is 0.1 miles past Pascuzzo Ln</i><br><i>COOKS CONVENIENCE CENTER is on the corner</i>   | <b>4.0 Mi</b><br>41.1 Mi Total  |
|  | 7. Turn <b>left</b> onto <b>Main St / US-20A E / NY-39 / NY-36</b> . <a href="#">Map</a><br><i>SUNOCO is on the corner</i>   | <b>0.1 Mi</b><br>41.2 Mi Total  |
|  | 8. Take the 1st <b>right</b> onto <b>NY-36 / State Route 36</b> . Continue to follow <b>NY-36</b> . <a href="#">Map</a><br><i>If you reach Argenta Park you've gone about 0.1 miles too far</i>  | <b>8.4 Mi</b><br>49.6 Mi Total  |



- 

 9. Merge onto I-390 S / Genesee Expy S toward Corning. [Map](#)



32.8 Mi  
82.5 Mi Total
- 

 10. I-390 S / Genesee Expy S becomes NY-17 E / Southern Tier Expy E (Crossing into Pennsylvania). [Map](#)



60.2 Mi  
142.7 Mi Total
- 

 11. NY-17 E / Southern Tier Expy E becomes PA-17 E / Southern Tier Expy E (Crossing into New York). [Map](#)



1.2 Mi  
143.8 Mi Total
- 

 12. PA-17 E / Southern Tier Expy E becomes NY-17 E / Southern Tier Expy E. [Map](#)

43.2 Mi  
187.1 Mi Total
- 

 13. Keep right to take I-81 S toward Scranton (Crossing into Pennsylvania). [Map](#)

53.3 Mi  
240.4 Mi Total
- 

 14. Merge onto US-6 E / Grand Army of the Republic Hwy S toward I-84 E / Carbondale / Mt Pocono. [Map](#)


0.8 Mi  
241.1 Mi Total
- 

 15. Merge onto I-84 E / I-380 S toward I-84 E / Mt Pocono / Milford. [Map](#)



3.7 Mi  
244.9 Mi Total
- 

 16. Keep right to take I-380 S via EXIT 4 toward Mt Pocono. [Map](#)



23.6 Mi  
268.5 Mi Total
- 

 17. Merge onto I-80 E via EXIT 1B on the left toward Stroudsburg (Crossing into New Jersey). [Map](#)

62.3 Mi  
330.8 Mi Total

#### Highway Exits



 Exit 27A-B  
 Exit 28  
 Exit 35  
 Exit 37  
 Exit 38  
 Exit 42A-C  
 Exit 43



- 

 18. Keep left to take I-80 (EXPRESS) E. [Map](#)



2.0 Mi  
332.8 Mi Total
- 

 19. Merge onto I-280 E via EXIT 47A on the left toward The Oranges / Newark (Portions toll). [Map](#)



17.4 Mi  
350.1 Mi Total

#### Highway Exits


 Exit 5A  
 Exit 9  
 Exit 13  
 Exit 14

- 

 20. Merge onto I-95 N / New Jersey Tpke N via EXIT 16E toward Lincoln Tunnel (Portions toll). [Map](#)

4.2 Mi  
354.4 Mi Total
- 

 21. Keep right to take NJ-495 E via EXIT 16E toward NJ-3 / Lincoln Tunnel (Portions toll) (Crossing into New York). [Map](#)

3.6 Mi  
358.0 Mi Total
- 

 22. NJ-495 E becomes NY-495 E / Lincoln Tunnel E (Portions toll). [Map](#)

0.8 Mi  
358.8 Mi Total



23. NY-495 E / Lincoln Tunnel E becomes Dyer Ave (Portions toll). [Map](#)

0.06 Mi  
358.8 Mi Total



24. Take Dyer Ave toward 42 St / I-495 E / NY-9A (Portions toll). [Map](#)

0.09 Mi  
358.9 Mi Total



25. Turn right onto W 40th St. [Map](#)  
*If you reach W 41st St you've gone a little too far*

0.2 Mi  
359.2 Mi Total



26. Turn left onto 8th Ave. [Map](#)  
*8th Ave is 0.1 miles past 9th Ave*  
*Timed turn restriction: Mon-Fri 7:00 AM to 10:00 AM*  
*Timed turn restriction: Mon-Fri 4:00 PM to 7:00 PM*  
*If you reach 7th Ave you've gone about 0.1 miles too far*

0.7 Mi  
359.9 Mi Total



27. Turn right onto W 54th St. [Map](#)  
*W 54th St is just past W 53rd St*  
*Da Tommaso Ristorante is on the corner*  
*If you reach W 55th St you've gone a little too far*

0.2 Mi  
360.0 Mi Total



28. Take the 2nd right onto 7th Ave. [Map](#)  
*7th Ave is just past Broadway*  
*If you reach Avenue of the Americas you've gone about 0.1 miles too far*

0.07 Mi  
360.1 Mi Total

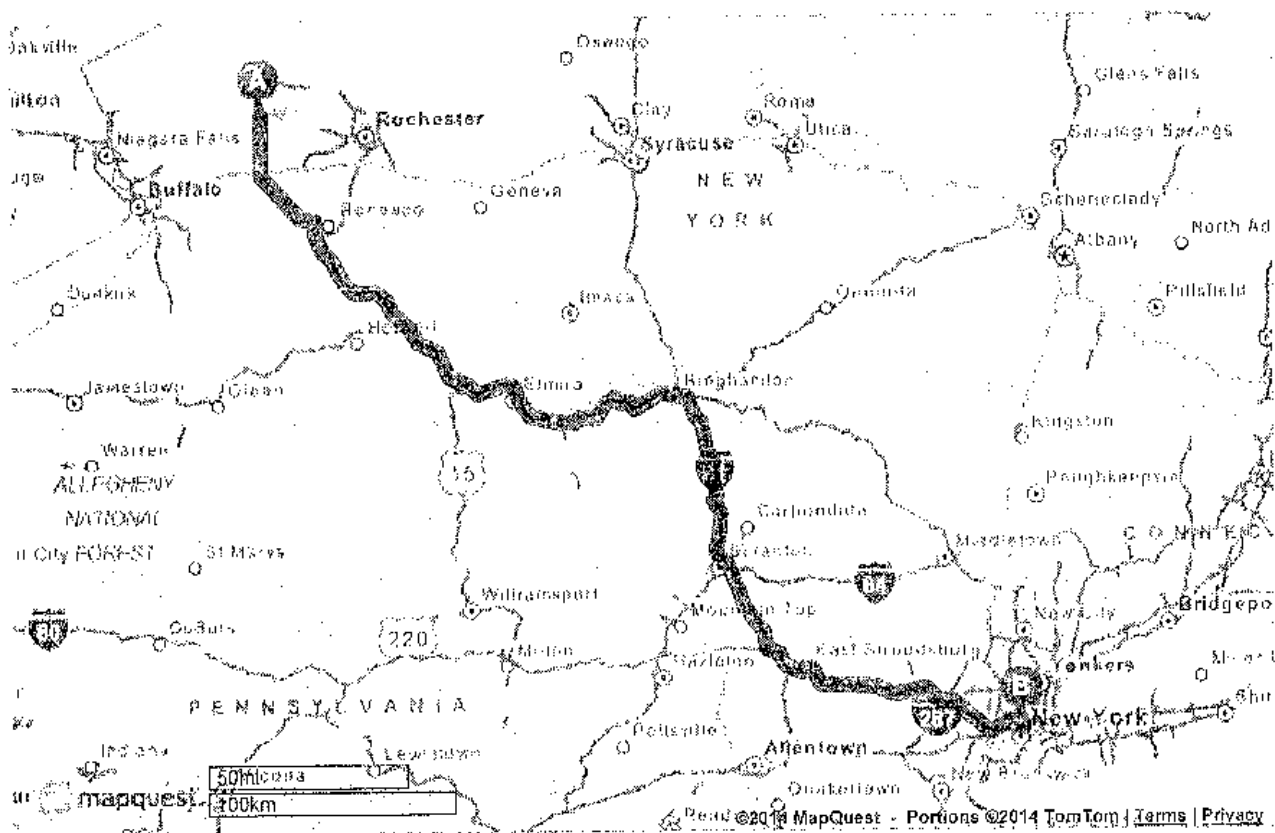


29. 811 7TH AVE is on the left. [Map](#)  
*Your destination is just past W 53rd St*  
*If you reach W 52nd St you've gone a little too far*



811 7th Ave, New York, NY 10019-6002

Total Travel Estimate: 360.11 miles - about 6 hours 3 minutes



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[Back to original](#)

U.S. General Services Administration

## Meals and Incidental Expenses ( M&IE) Breakdown

The separate amounts for breakfast, lunch and dinner listed in the chart are provided should you need to deduct any of those meals from your trip voucher. For example, if your trip includes meals that are already paid for by the government (such as through a registration fee for a conference), you will need to deduct those meals from your voucher. Refer to [Section 301-11.18 of the Federal Travel Regulation](#) for specific guidance on deducting these amounts from your per diem reimbursement claims for meals furnished to you by the government. Other organizations may have different rules that apply for their employees; please check with your organization for more assistance.

The table lists the six M&IE tiers in the lower 48 continental United States (currently ranging from \$46 to \$71). If you need to deduct a meal amount, first determine the location where you will be working while on official travel. You can look up the location-specific information at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem). The M&IE rate for your location will be one of the six tiers listed on this table. Find the corresponding amount on the first line of the table (M&IE Total) and then look below for each specific meal deduction amount.

The table also lists the portion of the M&IE rate that is provided for incidental expenses (currently \$5 for all tiers).

Total	Continental Breakfast/ Breakfast	Lunch	Dinner	IE
\$46	\$7	\$11	\$23	\$5
\$51	\$8	\$12	\$25	\$5
\$56	\$9	\$13	\$29	\$5
\$61	\$10	\$15	\$31	\$5
\$66	\$11	\$16	\$34	\$5
\$71	\$12	\$18	\$36	\$5

This table lists the amount federal employees receive for the first and last calendar day of travel. The first and last calendar day of travel is calculated at 75 percent.

Total	First & Last Day of Travel
\$46	\$34.50
\$51	\$38.25
\$56	\$42.00
\$61	\$45.75
\$66	\$49.50
\$71	\$53.25

Looking for the foreign and outside the continental United States (OCONUS) breakdown chart? Visit [FTR Appendix B](#). (Note: Appendix B breakdowns do not apply to any locations in the continental United States; use the chart listed above.)

The shortcut to this page is [www.gsa.gov/mie](http://www.gsa.gov/mie).

Last Reviewed 2014-10-15

**BALDWIN BUSINESS SERVICES  
42 NORTH STATE STREET  
PO BOX 399  
NUNDA, NY 14517-0399**

**CONTRACT FOR BOOKKEEPING AND PAYROLL SERVICES**

Baldwin Business Services would provide the following services for the fiscal year ending 12/31/15.

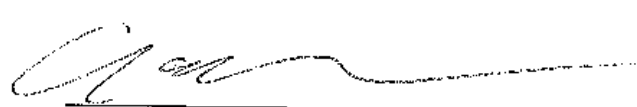
1. Provide Fund Accounting which will:
  - a.) Maintain separate account balances for each fund and special district, which will show current activity and end of month balance.
  - b.) Prove cash balances to bank statements
  - c.) Show inter-fund receivables and payables.
2. Review monthly warrant-sheets for appropriate coding. Prepare checks for payment. Pay town vouchers and contracts as instructed by the Town Board.
3. Allocate all cash receipts to appropriate accounts. Verify amounts for Tax Collection.
4. Provide all payroll services.
5. Certify payroll with County.
6. Provide monthly accounting reports. Reports will be available for your meeting each month.
7. Reconcile all bank accounts monthly.
8. Our firm will prepare budget worksheets, meet with the supervisor as needed to prepare the tentative budget for submission, meet with the town board if needed to create the preliminary budget. We will produce the hard copy of the final budget.
9. Our firm will also prepare the Annual Report for the Town of Albion.
10. I will make myself available on an as needed basis for fiscal review in the second, third and fourth quarters of each of the contract years.
11. Baldwin Business Services will assume any payroll penalties for non-compliance to Federal and State laws when town follows instructions provided to them by our firm in a timely manner.

The Town of Albion will pay Baldwin Business Services a fee of fourteen thousand five hundred dollars (\$14,500.00) for these services, plus \$340 per water district and \$900 for the sewer district, in addition to a monthly fee of \$250 for payroll services.

Signed

\_\_\_\_\_  
Thomas Baldwin

Signed

  
\_\_\_\_\_  
Matthew Passarell  
Supervisor

*James D. Bell*  
ATTORNEY AND COUNSELLOR AT LAW  
P.O. BOX 40  
62 MAIN STREET, SUITE 202  
BROOKPORT, NEW YORK 14420  
(585) 637-4876

December 29, 2014

Albion Town Board  
3665 Clarendon Road  
Albion, New York 14411

Re: Town of Albion Water District No. 1  
Orleans County, New York State  
\$109,750.00 Bond Anticipation Renewal Note of 2014

TO THE ALBION TOWN BOARD:

This communication is sent to you along with my same dated opinion letter in relationship to the above entitled matter, both transmitted to you in e-mail form only.

The other concomitant and related renewal documents are before you under separate cover as prepared by Albion Town Clerk Sarah Basinait and reviewed by me. Her diligence in pursuing this and preparing these documents for renewal prior to the end of this calendar year is commendable.

Efforts were made to engage and investigate other lending institutions for this renewal but in the end the interest rate with the Bank of Akron was competitive and also their willingness/cooperation to renew was procedurally the best path in my opinion. Five Star Bank declined to participate and, as Sarah can verbally explain, First Niagara Bank requested a more formalized communication and proposal that would have made it temporally impossible to comply with.

Please recall that I will not be at the December 29, 2014 meeting but urge the Board to go forward with this renewal on that date and prior to the end of 2014.

Sarah and I have also looked back at the original Bond Resolution dated December 14, 1998 and have come to the conclusion that, based upon the wording of same, a new written Resolution is not now needed. The execution of these documents by the Supervisor and the Town Clerk where necessary should be sufficient.

*James D. Bell*  
ATTORNEY AND COUNSELLOR AT LAW  
P.O. BOX 10  
62 MAIN STREET, SUITE 202  
BROCKPORT, NEW YORK 14420  
\_\_\_\_\_  
(585) 637-4275

December 29, 2014

Albion Town Board  
3665 Clarendon Road  
Albion, New York 14411

Re: Albion Fire District

TO THE ALBION TOWN BOARD:

I am writing to you to express my opinion concerning the December 23, 2014 e-mail sent to you from Albion Town Clerk, Sarah Basinait and in relationship to the above entitled matter.

In my opinion, the information and suggestion made by her in that e-mail is correct and should be pursued in a timely fashion prior to the end of this calendar year by the issuance of some type of invoice or bill to the Village along with an appropriate explanation letter from Supervisor Matthew Passarelli to the Mayor of the Village of Albion.

Perhaps the spread sheet should be referenced and enclosed with any such letter.

Thank you for your consideration.

Very truly yours,



JAMES D. BELL

JDB/lch  
E-Mailed Only



BALDWIN BUSINESS SERVICES  
42 NORTH STATE STREET  
PO BOX 399  
NUNDA, NY 14517-0399

CONTRACT FOR BOOKKEEPING AND PAYROLL SERVICES

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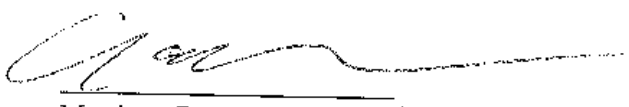
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  - b.) Prove cash balances to bank statements
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Signed

\_\_\_\_\_  
Thomas Baldwin

Signed

  
\_\_\_\_\_  
Matthew Passarell  
Supervisor