

December 11, 2017
Town of Albion Regular Board 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 the agenda
8. Motion to approve the minutes of the November 2nd, 13th and 30th meetings.
9. Resolution to approve the vouchers
10. Reappoint Joyce Winkelmann to Planning Board 1/1/2018 - 12/31/2022.
11. Reappoint Leonard Standish to Zoning Board 1/1/2018 - 12/31/2022.
12. BAN WD#1 - \$71500.00 – Five Star Bank – 2.75 %
13. Cleaning Services Contract for 2018.
14. Resolution to approve audit of the Town Clerk, Tax Collector and Court Clerk by the Bonadio Group – Option 1 – Full Audit - \$4500.00 or Option 2- Comptroller Checklist - \$1800.00
15. Attorney retainer agreement for 2018.
16. Due From – Due To's
17. Year End Transfers
18. Year – End Meeting – December 28, 2017 – 4:00 pm
19. Organizational Meeting – January 4, 2018 – 7:00 pm
20. Regular Town Board Meeting – January 8, 2018 – 7:00 pm
21. Executive Session

November 2, 2017

Town of Albion Town Board second Public hearing on the 2018 Preliminary budget in the Town hall, 3665 Clarendon Rd.

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

Present were Councilperson Darlene Benton, Councilperson Richard Remley, Supervisor Matthew Passarell, Councilperson Jake Olles and Councilperson Arnold Allen.

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

Motion was made by Councilperson Richard Remley and was seconded by Councilperson Jake Olles approving the agenda as presented. Motion carried by the following vote:

**Councilperson Darlene Benton, aye
Supervisor Matthew Passarell, aye
Councilperson Arnold Allen, aye**

**Councilperson Richard Remley, aye
Councilperson Jake Olles, aye**

Supervisor Matthew Passarell: I need a motion to open the public hearing on the 2018 Preliminary budget.

Motion was made by Councilperson Darlene Benotn and was seconded by Councilperson Richard Remley to open the public hearing on the 2018 Preliminary budget at 7:03 pm. Motion carried by the following vote:

**Councilperson Darlene Benton, aye
Supervisor Matthew Passarell, aye
Councilperson Arnold Allen, aye**

**Councilperson Richard Remley, aye
Councilperson Jake Olles, aye**

Supervisor Matthew Passarell: We will now discuss the budget.

The Board and those in attendance reviewed the 2018 Preliminary budget.

Supervisor Matthew Passarell: I need a motion close the public hearing.

Motion was made by Councilperson Jake Olles and was seconded by Councilperson Arnold Allen to close the public hearing on the 2018 Preliminary budget at 7:14 pm. Motion carried by the following vote:

**Councilperson Darlene Benton, aye
Supervisor Matthew Passarell, aye
Councilperson Arnold Allen, aye**

**Councilperson Richard Remley, aye
Councilperson Jake Olles, aye**

Supervisor Matthew Passarell: I need a resolution adopting the 2018 Budget.

Resolution #87

2018 Adopted Budget

Whereas, the Albion Town Board adopted the 2018 Tentative budget as the 2018 Preliminary budget on October 2, 2017 and called for a public hearing on October 23, 2017 at 7:00 pm.

Whereas, the 2018 preliminary budget was modified prior to the first public hearing with a date and time stamp of October 23, 2017 at 3:08 pm..

Whereas, the Albion Town Board was obligated to call for a second public hearing due to the 2018 preliminary budget being modified prior to the first public hearing.

Now therefore be it resolved, that the Albion Town Board adopts the 2018 preliminary as modified on October 23, 2017 at 3:08 pm as the 2018 Adopted budget. Resolution duly adopted by the following vote:

**Councilperson Darlene Benton, aye
Supervisor Matthew Passarell, aye
Councilperson Arnold Allen, aye**

**Councilperson Richard Remley, aye
Councilperson Jake Olles, aye**

Supervisor Matthew Passarell: I need a motion to close.

November 2, 2017

Motion was made by Councilperson Richard Remley and was seconded by Councilperson Jake Olles to close the meeting at 7:16 pm. Motion carried by the following vote:

Councilperson Darlene Benton, aye

Supervisor Matthew Passarell, aye

Councilperson Arnold Allen, aye

Councilperson Richard Remley, aye

Councilperson Jake Olles, aye

November 13, 2017

Albion Town Board regular meeting held in the Town hall, 3665 Clarendon Rd.

Meeting called to order at 7:00 pm.

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

Present were Councilperson Darlene Benton, Councilperson Richard Remley, Supervisor Matthew Passarell and Councilperson Arnold Allen. Absent was Councilperson Jake Olles.

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

Motion was made by Councilperson Richard Remley and was seconded by Councilperson Darlene Benton approving the agenda with the deletion of executive session. Motion carried by the following vote:

Councilperson Darlene Benton, aye	Councilperson Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, absent
Councilperson Arnold Allen, aye	

Supervisor Matthew Passarell: Kathy Kogut is here tonight to do a presentation on the Town hall study.

Kathy Kogut from LaBella associates presented the Board and those in attendance with four design options and cost estimates for each one. She also explained about possible funding sources for the project. The Board and those in attendance were able to ask questions and voice any concerns they had.

Supervisor Matthew Passarell: I need a motion to accept the proposal from LaBellas for the grant application process.

Resolution #88 Proposal for Services – Town Facilities Improvement

Motion was made by Councilperson Arnold Allen and was seconded by Councilperson Richard Remley authorizing the acceptance and execution by Supervisor Matthew Passarell of the proposal from LaBella Associates to prepare an application for submission to Rural Development for a Community Facilities Grant and/or loan in an amount not to exceed \$2000.00. Said proposal in its entirety is hereby filed with and made a part of these minutes.

Resolution duly adopted by the following vote:

Councilperson Darlene Benton, aye	Councilperson Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, absent
Councilperson Arnold Allen, aye	

Supervisor Matthew Passarell: I need a resolution for the SEQR process.

Resolution #89 Proposal for Services – Town Facilities Improvement – SEQR Process

Motion was made by Councilperson Darlene Benton and was seconded by Councilperson Arnold Allen authorizing the acceptance and execution by Supervisor Matthew Passarell of the proposal from LaBella Associates to prepare the SEQR documents for the Town hall improvements in an amount not to exceed \$2000.00. Said proposal in its entirety is hereby filed with and made a part of these minutes. Resolution duly adopted by the following vote:

Councilperson Darlene Benton, aye	Councilperson Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, absent
Councilperson Arnold Allen, aye	

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

November 13, 2017

Motion was made by Councilperson Richard Remley and was seconded by Councilperson Arnold Allen approving the minutes of the October 2nd and 23rd meetings as published and submitted. Motion carried by the following vote:

Councilperson Darlene Benton, aye	Councilperson Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, absent
Councilperson Arnold Allen, aye	

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

Resolution #90 Payment of Claims

Whereas, the following are against the Town:

General A & B #'s – 329 - 379	\$ 28,753.73
Highway DA & DB #'s – 164 - 188	\$ 17,628.51
Water Districts #'s – 64 - 77	\$ 48,496.53
Sewer District 1 #'s – 18 - 21	\$ 9,510.43
Sewer District #2 - #2	\$ 842.26
For a grand total of	\$105,231.46

Motion was made by Councilperson Richard Remley and was seconded by Councilperson Darlene Benton authorizing the payment of the above listed claims. Resolution duly adopted by the following vote:

Councilperson Darlene Benton, aye	Councilperson Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, absent
Councilperson Arnold Allen, aye	

Supervisor Matthew Passarell: I need a resolution for the managed services contract.

Resolution #91 Managed Services Contract

The contract with Marchese Computers Products to provide managed IT services for the year 2018 in its entirety is hereby filed with and made a part of these minutes. Motion was made by Councilperson Richard Remley and was seconded by Councilperson Arnold Allen authorizing the execution of the contract by Supervisor Matthew Passarell. Resolution duly adopted by the following vote:

Councilperson Darlene Benton, aye	Councilperson Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, absent
Councilperson Arnold Allen, aye	

Supervisor Matthew Passarell: I need a motion for the national grid bills.

Motion was made by Councilperson Darlene Benton and was seconded by Councilperson Richard Remley authorizing the electronic receipt of all national grid bills for the Town of Albion. Motion carried by the following vote:

Councilperson Darlene Benton, aye	Councilperson Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, absent
Councilperson Arnold Allen, aye	

Supervisor Matthew Passarell: I need a motion to allow Kevin Sheehan to attend training.

Motion was made by Councilperson Darlene Benton and was seconded by Councilperson Arnold Allen authorizing the attendance of Kevin Sheehan at the Genesee Finger Lakes Regional Planning Council training on November 17, 2017 at a cost of \$75.00. Motion carried by the following vote:

Councilperson Darlene Benton, aye	Councilperson Richard Remley, aye
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November 13, 2017

Supervisor Matthew Passarell, aye
Councilperson Arnold Allen, aye

Councilperson Jake Olles, absent

Supervisor Matthew Passarell: I need a motion calling for a workshop session on November 30.

Motion was made by Councilperson Darlene Benton and was seconded by Councilperson Richard Remley to schedule a workshop session on November 30, 2017 at 7:00 pm for the review and discussion on the Town hall design options. Motion carried by the following vote:

Councilperson Darlene Benton, aye
Supervisor Matthew Passarell, aye
Councilperson Arnold Allen, aye

Councilperson Richard Remley, aye
Councilperson Jake Olles, absent

Supervisor Matthew Passarell: I need a motion to close.

Motion was made by Councilperson Richard Remley and was seconded by Councilperson Arnold Allen to close the meeting at 7:43 pm. Motion carried by the following vote:

Councilperson Darlene Benton, aye
Supervisor Matthew Passarell, aye
Councilperson Arnold Allen, aye

Councilperson Richard Remley, aye
Councilperson Jake Olles, absent

November 30, 2017

Town of Albion Town Board workshop meeting held in the Town hall, 3665 Clarendon Rd.

Meeting called to order at 7:00 pm.

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

Present were Councilperson Richard Remley, Supervisor Matthew Passarell, Councilperson Jake Olles and Councilperson Arnold Allen. Absent was Councilperson Darlene Benton.

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

Motion was made by Councilperson Jake Olles and was seconded by Councilperson Richard Remley approving the agenda as presented. Motion carried by the following vote:

Councilperson Darlene Benton, absent	Councilperson Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, aye
Councilperson Arnold Allen, aye	

Supervisor Matthew Passarell: We will now discuss the building study.

The Board asked questions and voiced their opinion on the building study on how to proceed. Kathy Kogut and Kathy Dear from Labella Associates answered questions on the design options and funding.

Supervisor Matthew Passarell: I need a motion to close.

Motion was made by Councilperson Jake Olles and was seconded by Councilperson Richard Remley to close the meeting at 7:28 pm. Motion carried by the following vote:

Councilperson Darlene Benton, absent	Councilperson Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, aye
Councilperson Arnold Allen, aye	

SAVE Time Cleaning Services
C/O Michelle Chalker
4939 Upper Holley Rd.
Holley, NY 14470
savetimecleaningsvs@rochester.rr.com
(585) 721-3899

Town of Albion Town Hall

3665 Clarendon Road

Albion, NY 14411

C/O Dan Strong (585) 520-0039 codes@townofalbion.com

Sarah Basinait- Clerk at townclerk@townofalbion.com

Bid Proposal of Cleaner/Custodian Service: On Call – Non Employee

SAVE Time Cleaning Services submits a bid of \$65.00 per service visit (x2) weekly, for a total of \$130.00 weekly.

Services include as follows:

Restrooms; Main Hall and Break room:

1. Stock paper towel holders and T. paper, refill soap dispensers
2. Clean mirrors
3. Clean and Sanitize hand rails, toilets and Urinals (Top to Bottom, Under & In Bowl)
4. Clean and Sanitize sinks (Faucets, Counters and Bowl)
5. Empty garbage can and replace liner
6. Sweep, and Mop

Main Foyer and Hall Areas:

7. Clean and Sanitize all handles and hand rails
8. Clean and Sanitize table(s)
9. Clean and Sanitize drinking fountain
10. Clean and Sanitize sink
11. Clean and Sanitize refrigerator doors and handles
12. Clean interior windows
13. Empty garbage can and replace liner
14. Vacuum Area Rugs
15. Sweep and Mop Tile Floors

Break Room/Locker Room:

16. Clean inside and outside of microwave
17. Clean exterior of appliances (refrigerator and coffee pot)
18. Clean the tables
19. Dust tops of lockers, window edges, ceilings, corners, top of door frames, and heat runs as needed
20. Empty garbage can and replace liner
21. Vacuum Area Rugs
22. Sweep and Mop Floor

Court Room:

23. Clean and Sanitize court bench and tables
24. Straighten chair rows
25. Vacuum Floor

As Needed in All Areas Above:

1. Wash Marks and Fingerprints off of Walls
2. Wash Waste Baskets
3. Dust ceiling fans, corners, top of door frames, picture frames, and heat runs as needed

Separate billable services upon request by Town of Albion:

1. Wash interior and exterior of main building windows (weather permitting) is a separate billable service of \$50.00
2. Clean all light covers (must have spotter person present) is a separate billable service of \$2/light cover
3. Buff tiled floors throughout main building is a separate service of \$100.00
4. Strip and wax all tiled floors is a separate and billable service of \$500.00

SAVE Time Cleaning Services will provide all cleaning, and sanitizing products, tools and supplies necessary for effective and safe cleaning services. Exemption from list, SAVE Time Cleaning Services will use the vacuum, mop and bucket and mopping agent provided by Albion Town Hall.

SAVE Time Cleaning Services is not responsible for office cleaning.

All hand soap and paper products will be provided/monitored by Albion Town Hall.

All cleaning (excluding the separate billable services) will be referred to as routine cleans. All routine cleans will not be conducted during business hours.

There will be a 30 day notice of any changes by either party to this contract. Any changes by either party to this contract will be discussed between Albion Town Hall C/O Daniel Strong and SAVE Time Cleaning Services C/O Michelle Chalker, then rewritten, and signed by both parties. Changes can/will occur within 30 days or when verbally agreed upon by both parties.

There will be a 30 day written notice of termination to this contract by either party.

All services will be paid monthly per invoice, by check to SAVE Time Cleaning Services at the address provided above. If payment is not received by invoice due date, a penalty of 10% per late invoice cost, will be added to the next month's invoice.

Upon bid approval, an entry key and security code will be provided to SAVE Time Cleaning Services and will be the responsibility of Michelle Chalker.

SAVE Time Cleaning Service is insured through:

Dryden Mutual Insurance

Spencerport Insurance Agency

140 South Union Street

P.O. Box 103

Spencerport, NY 14559

(585) 352-5756

A copy of insurance will be provided upon bid acceptance or anytime upon request.

References:

8 years of service for Carlton Fire Company #1 Inc.

14341 Waterport-Carlton Rd

Albion, NY 14411

C/O Ben Diltz - President (315) 520-0475

10 years of service for Town of Kendall Town Hall

1873 Kendall Road

P.O. Box 474

Kendall, NY 14476-0474

C/O Amy Richardson-Town Clerk (585) 659-8721

12 years of service for Hamlin, Morton, Walker Fire District

Morton Fire Hall

1094 Monroe-Orleans County Line Rd.

Morton, NY 14508

C/O Jerry Clement – Commissioner (585) 260-2253

More references upon request

By signing below you are acknowledging and accepting of this bid/contract in full. If there are any questions or a request for an additional copy of this contract, please contact me at any of the addresses above or by calling (585) 721-3899.

Please sign below and mail to Save Time Cleaning Services at above address.

Thank you for your time and consideration for this opportunity to serve you.

Signed,



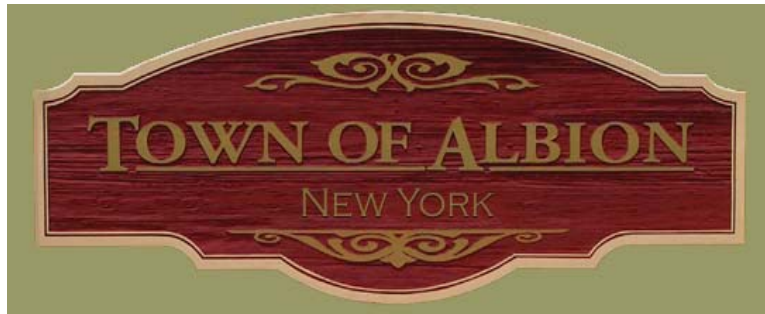
1DEC17

Michelle Chalker
Proprietor
[SAVE Time Cleaning Services](#)

Date

Representative of Albion Town Hall

Date



Town of Albion

Proposal to Provide Professional Services

November 8, 2017

Submitted to:

Mr. Matthew Passarelli
Supervisor
Town of Albion
3665 Clarendon Road
Albion, New York 14411

Submitted by:

Randall R. Shepard, Partner
Bonadio & Co., LLP
171 Sully's Trail, Suite 201
Pittsford, New York 14543
Phone: (585) 249-2873
Fax: (585) 381-3131
www.bonadio.com
rshepard@bonadio.com



Big firm capability. Small firm personality.

THE BONADIO GROUP
CPAs, Consultants & More

November 8, 2017

Mr. Matthew Passarell
Supervisor
Town of Albion
3665 Clarendon Road
Albion, New York 14411

RE: Proposal to Provide Professional Auditing Services

Dear Mr. Passarell:

It is Bonadio & Co., LLP's ("Bonadio") pleasure to submit this proposal to provide professional services to the Town of Albion ("the Town") for the year ending December 31, 2017.

We've worked with the Town for a number of years and have continually served our need with professionalism and expertise. We would love to continue work with you in the future.

- **Government audit experience.** We serve more than 100 governments across NYS including five cities, 10+ towns, 25+ counties and nearly 50 school districts. We are government experts!
- **Dedicated Government Staff.** Our government team is just that – a team of professionals exclusively dedicated to government clients. There are no tax or other competing deadlines we have to meet that could take us away from serving you.
- **Information Technology.** In today's environment, information technology is an area of constant change, regulation, and risk. Bonadio has a department consisting of nine experts from many disciplines. Not only is this included as part of our standard audit process, we can also assist the Town with anything from software implementation and policy writing, to regulatory compliance and full-blown risk assessment consulting.
- **Quality Control.** Each and every report issued by us undergoes a thorough quality review prior to issuance. You can be assured that our reports are accurate and that all professional auditing and accounting standards have been met.

171 Sully's Trail, Suite 201
Pittsford, New York 14534
p (585) 381-1000
f (585) 381-3131

www.bonadio.com

If you have any questions regarding the information contained in the proposal or on any other matter, please contact Randy Shepard at (585) 249-2873. We are available, at your convenience, to meet with you or any representatives of the Town to discuss any questions and further demonstrate our interest in serving you.

Firm and Irrevocable Offer

Bonadio & Co., LLP agrees to all of the requirements and to provide all the services as outlined in your Request for Proposal.

Very truly yours,

THE BONADIO GROUP

A handwritten signature in black ink, appearing to read "R. Shepard", with a long horizontal flourish extending to the right.

By:
Randall R. Shepard, CPA
Partner

We are proposing to provide the following services to the Town of Albion, New York (the Town).

There are two options to completing the services relating to the Town's Justice Court, Town Clerk, and Tax Collector. Option 1 includes the procedures (listed below) we normally complete for our municipalities. Option 2 includes the procedures the Town has completed in the past and consists of the completion of the annual checklist from the New York State Office of the State Comptroller. This proposal describes both options.

Option 1

We propose to apply agreed-upon procedures as indicated below on the internal controls of the Town's Justice Court, Town Clerk, and Tax Collector functions (the functions) for the year ended December 31, 2017. This engagement is solely to assist the Town in evaluating the Justice Court, Town Clerk, and Tax Collector processes based on the New York State Office of the State Comptroller guidelines. Our engagement to apply agreed-upon-procedures will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representations regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose. If, for any reason, we are unable to complete the procedures, we will describe any restrictions on the performance of the procedures in our report, or will not issue a report as a result of this engagement.

Specific steps to be taken for each department include:

Justice Court

1. Document our understanding of the internal accounting controls over the procedures for handling cash and recording transactions through discussions with the Court Clerk.
2. Obtain a judgmental sample of bank reconciliations for both Justice's bail and fine accounts and trace to supporting documentation for three months selected during the year ended December 31, 2017.
3. Obtain a judgmental sample of 10 receipts and 10 disbursements from both Justice's fine and bail accounts for the year ended December 31, 2017 and agree to supporting documentation.
4. Obtain the bail account balances of both Justices as of the year ended December 31, 2017 and trace to supporting documentation.
5. Complete the justice court checklist as prescribed by the New York State Office of the State Comptroller.

Town Clerk

1. For the cash receipts process, determine whether:
 - a. The cash receipts journal is up to date and maintained in a manner that identifies the date received, payer, purpose and that the amounts received are referenced to subsidiary receipt records.
 - b. Un-deposited cash receipts are kept safeguarded.
 - c. Duplicate deposit slips are maintained.
 - d. Deposit amounts per the bank statement agree with cash receipt amounts based on a random sample of 5 cash receipts.
 - e. Deposits are taken to the bank and recorded timely, with timely defined as no later than the third business day after \$250 has been collected, based on a random sample of 5 deposits.
2. The cash receipts journal is totaled and summarized monthly.
3. For the cash disbursements process, determine whether:
 - a. The cash disbursements journal is up to date and maintained in a manner that identifies amounts disbursed either individually or totals referenced to abstracts or payroll.
 - b. Pre-numbered check stock is used for disbursements.
 - c. Obtain a haphazard sample of 5 checks to ensure they are signed by the Town Clerk.
 - d. Cancelled checks or check images are returned with bank statements and maintained on file.
 - e. Unused checks are properly controlled (blank check stock).
 - f. Checks are recorded in the disbursements journal and are up-to-date.
4. We will obtain a sample of bank accounts to identify if they are reconciled timely, with timely defined as within 5-7 business days of receipt of the statement, or 7-10 business days of month-end, and that reconciliations are documented, reviewed and agree with accounting records.

Tax Collector

1. We will obtain the Tax Collector's settlement statement and determine whether all issues/concerns have been adequately resolved.
2. We will obtain a sample of bank accounts to identify if they are reconciled timely, with timely defined as within 5-7 business days of receipt of the statement, or 7-10 business days of month-end, and that reconciliations are documented, reviewed and agree with accounting records.

Tax Collector (Continued)

3. For the cash receipts process, determine whether:
 - a. The cash receipts journal is up to date and maintained in a manner that identifies the date received, payer, tax account number, tax amount, and interest amount.
 - b. Duplicate deposit slips are maintained.
 - c. Deposit amounts per the bank statement agree with cash receipt amounts based on a random sample of 5 cash receipts.
 - d. Deposits are taken to the bank and recorded timely, with timely defined as within one business day of collection based on a random sample of 5 receipts.
4. For the cash disbursements process, determine whether:
 - a. Pre-numbered check stock is used for disbursements other than petty cash.
 - b. Obtain a sample of 5 checks to ensure they are signed by the Tax Collector.
 - c. Cancelled checks or check images are returned with bank statements and maintained on file.
 - d. Payments are made at least weekly to the Supervisor, when required.

Option 2

We propose to apply agreed-upon procedures consisting of inquiries of appropriate Town personnel regarding the internal controls of the Town's Justice Court, Town Clerk, and Tax Collector functions (the functions) for the year ended December 31, 2017. This engagement is solely to assist the Town in completing the Office of State Comptroller's checklist for the Justice Court, Town Clerk, and Tax Collector. Our engagement to apply agreed-upon-procedures will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representations regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose. If, for any reason, we are unable to complete the procedures, we will describe any restrictions on the performance of the procedures in our report, or will not issue a report as a result of this engagement.

Because the agreed-upon procedures listed above do not constitute an examination, we will not express an opinion on the cash receipts and disbursements practices of the Town Justice Court, Town Clerk, and Tax Collector. In addition, we have no obligation to perform any procedures beyond those listed above.

We will submit a report listing the procedures performed and our findings. This report is intended solely for the use of the Town, and should not be used by anyone other than these specified parties. Our report will contain a paragraph indicating that had we performed additional procedures, other matters might have come to our attention that would have been reported to you. We will meet with you and each of the department managers to discuss the results of our engagement, if applicable.

Fees

Option 1

We anticipate that these procedures would take approximately 30-35 hours to complete, including on-site time as well as completion of the written report therefore, we are proposing a fee of \$4,500.

Option 2

To complete the New York State Office of the State Comptroller checklists for the Justice Court, Town Clerk and Tax Collector, we are proposing a fee of \$1,800.

James D. Bell
ATTORNEY AND COUNSELOR AT LAW
P.O. BOX 10
ONE PARK AVENUE, SUITE 200
BROCKPORT, NEW YORK 14420
(585) 637-4275

November 21, 2017

Albion Town Board
Town of Albion
3665 Clarendon Road
Albion, New York 14411

Re: 2018 Appointment/Attorney for the Town of Albion
Retainer Letter

TO THE ALBION TOWN BOARD MEMBERS:

This communication is my request to be reappointed for calendar year 2018 as the Attorney for the Town of Albion under the same terms and conditions as set forth in my previous annual letters to you concerning same.

My base salary/retainer for this position is to be \$25,000.00 annually and I will, as I have done in 2017, submit a voucher on the week before the regularly scheduled monthly board meeting requesting payment for the previous month. By way of example, I will submit my voucher for payment of December 2017 at the end of December, the week before the first regularly scheduled board meeting in January 2018.

The above recited retainer fee is independent and does not include litigation matter or other unexpected time consuming matters (as I will term them) which I will bill separately at the rate of \$175.00 per hour as such litigation matters occur. I do not do bonding work but I do all other litigation so as to alleviate consideration by the Board of contracting with other counsel in the event of litigation or anticipated litigation. In the event of litigation, I will voucher that particular matter separately.

It is my intent to attend all Albion Town Board meetings and workshops as scheduled. I do not consider this appointment to mandate my attendance at Albion Town Planning Board meetings and/or Albion Town Zoning Board meetings but I want to make it clear that I would do so as asked on an as needed basis.

This appointment is for the calendar year 2018 and is not intended to designate me as an employee of or for the Town of Albion but rather as an independent contractor so to speak.

Thank you for allowing me the opportunity to serve the Town of Albion and the Albion Town Board.

Very truly yours,



JAMES D. BELL

JDB/kn
E-Mailed Only

TOWN OF ALBION
PLEASE APPROVE THE FOLLOWING DUE TO/DUE FROM'S
AT YOUR MEETING ON DECEMBER 11, 2017

GENERAL FUND - TOWNWIDE

Due to:	Trust & Agency	\$	965.94	NYS SUI Refund
	Trust & Agency	\$	270.95	Luft Payroll Reimb - belongs in T&A
		\$	<u>1,236.89</u>	

HIGHWAY FUND - OUTSIDE VILLAGE

Due to:	General Fund Townwide	\$	2,127.20	To move Culvert Bridge Engineering to DB Bridge Fund
		\$	<u>2,127.20</u>	

WATER DISTRICT #6

Due to:	General Fund Townwide	\$	730.00	Capital Expenses pd from GFTW - amount from 2017 budget SW6-1990.4
		\$	<u>730.00</u>	

WATER DISTRICT #7

Due to:	General Fund Townwide	\$	732.00	Capital Expenses pd from GFTW - amount from 2017 budget SW7-1990.4
		\$	<u>732.00</u>	

WATER DISTRICT #8

Due to:	General Fund Townwide	\$	474.00	Capital Expenses pd from GFTW - amount from 2017 budget SW8-1990.4
		\$	<u>474.00</u>	

TRUST & AGENCY

Due to:	General Fund Townwide	\$	2,335.25	Health Insurance - 2015
	Highway Fund Townwide	\$	1,566.85	Health Insurance - 2015
	Highway Fund Outside Village	\$	1,566.85	Health Insurance - 2015
	General Fund Townwide	\$	3,769.41	Health Insurance - 2016
	Highway Fund Townwide	\$	914.18	Health Insurance - 2016
	Highway Fund Outside Village	\$	914.17	Health Insurance - 2016
	General Fund Townwide	\$	1,170.00	To close unexplained from prior years
	General Fund Townwide	\$	1,305.78	To balance out T&A Acct
	General Fund Townwide	\$	571.96	Transfer error for 1/18 payroll
		\$	<u>14,114.45</u>	

TOWN OF ALBION
PLEASE APPROVE THE FOLLOWING INTERFUND TRANSFERS
AT YOUR MEETING ON DECEMBER 11, 2017

A5031	Interfund Transfer	<u>\$ 8,270.00</u>
SW1-9950.9	Interfund Transfer	\$ 840.00
SW2-9950.9	Interfund Transfer	\$ 975.00
SW3-9950.9	Interfund Transfer	\$ 1,940.00
SW4-9950.9	Interfund Transfer	\$ 1,140.00
SW5-9950.9	Interfund Transfer	\$ 1,340.00
SW6-9950.9	Interfund Transfer	\$ 590.00
SW7-9950.9	Interfund Transfer	\$ 440.00
SW8-9950.9	Interfund Transfer	\$ 565.00
SW9-9950.9	Interfund Transfer	<u>\$ 440.00</u>
		<u>\$ 8,270.00</u>

