

December 28, 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. Resolution to approve the vouchers
9. Resolution to approve year-end transfers
10. Resolution to accept proposal from the Bonadio Group to review Supervisor records
11. BAN – Western Star Truck
12. FYI: Organizational Meeting – January 4, 2018 – 7:00 pm
13. FYI: Regular Board Meeting – January 8, 2018 – 7:00 pm
14. Executive Session

28-Dec-17

Albion Town Board 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 28, 2017

Albion Town Board year-end 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 Jake Olles. Councilperson Arnold Allen was absent.

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 addition of schooling for Denise and Alyssa and the deletion of executive session. Motion carried by the following vote:**

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

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

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

**Resolution #100                      Payment of Claims**

**Whereas, the following are against the Town:**

|  |                     |
|--|---------------------|
| <b>General A &amp; B #'s – 414 - 434</b>   | <b>\$ 28,289.26</b> |
| <b>Highway DA &amp; DB #'s – 212 - 220</b> | <b>\$ 3,544.74</b>  |
| <b>Water Districts #'s – 83</b>            | <b>\$ 291.38</b>    |
| <b>For a grand total of</b>                | <b>\$ 32,125.38</b> |

**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  
Supervisor Matthew Passarell, aye  
Councilperson Arnold Allen, absent**

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

Supervisor Matthew Passarell: I need a resolution for transfers.

**Resolution #101                      Year – End Transfers**

**The year-end transfers as listed and submitted by the EFPR Group in their entirety are hereby filed with and made a part of these minutes. Resolution duly adopted by the following vote:**

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

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

Supervisor Matthew Passarell: I need a resolution for the supervisor audit.

**Resolution #102                      Supervisor Audit**

**The proposal as submitted by the Bonadio Group to audit the supervisor's books 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  
Supervisor Matthew Passarell, aye  
Councilperson Arnold Allen, absent**

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



December 28, 2017

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

**Resolution #103      Purchase of Western Star 10 Wheeler**

**WHEREAS**, the current 2001 Sterling 10 Wheeler is in dire replacement; and

**WHEREAS**, Highway Superintendent Michael Neidert previously presented the Albion Town Board with a plan to purchase a new Western Star 10 Wheeler in this calendar year; and

**WHEREAS**, the Albion Town Board did pass Resolution #60 on April 10, 2017 authorizing the Highway Superintendent to purchase a 10 Wheeler at a cost not to exceed \$235,000 and said funding would consist of the use of equipment reserve, funds from the 2017 budget, use of fund balance and financing of \$100,000.00 with a term of two (2) years; and

**WHEREAS**, since the passage of said Resolution, Highway Superintendent Neidert has solicited various banking institutions for financing of said vehicle and more specifically the related interest rate concerning same, to wit: Five Star Bank (2.70%), KS State Bank (2.73%), Cobblestone Country FSU (2.99%), Daimler (3.90%), and M&T Bank (3.99%); and

**NOW THEREFORE BE IT RESOLVED:**

**Section 1** – The Albion Town Board Authorizes Highway Superintendent Michael Neidert to purchase a new 10 Wheeler and related equipment at a cost not to exceed \$235,000.00 and said funding will consist of the use of equipment reserve from funds form the 2017, use of fund balance and financing of \$100,000.00 with a term of two (2) years.

**Section 2** – The financing shall be with and through Five Star Bank at an interest rate of 2.70% amortized over two (2) years with the Town of Albion to receive the \$100,000.00 amount from Five Star Bank in January 2018, the first payment back to Five Star Bank to be made on January 2019 consisting of \$50,000.00 principal and \$2,700.00 interest and the final payment made in January 2020 in the amount of \$50,000.00 principal and \$1,350.00 interest, for a total payment (principal and interest) from the Town of Albion to Five Star Bank of \$104,050.00.

**Section 3** – The Supervisor for the Town of Albion and/or the Highway Superintendent for the Town of Albion are hereby authorized to execute any and all documents in the furtherance of same at the first regular Albion Town Board meeting currently scheduled for January 8, 2018.

**Section 4** – This Resolution shall take effect immediately.

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

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

Councilperson Richard Remley, aye  
Councilperson Jake Olles, aye

Supervisor Matthew Passarell: I need a motion for schooling.

Motion was made by Councilperson Jake Olles and was seconded by Supervisor Matthew Passarell authorizing the attendance of Denise Cornick and Alyssa Swanger at the Association of Towns training session in New York City in an amount not to exceed \$2,279.00. Motion carried by the following vote:

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

Councilperson Richard Remley, aye  
Councilperson Jake Olles, aye

Supervisor Matthew Passarell: I need a motion to close.

Motion was made by Councilperson Darlene Benton and was seconded by Councilperson Jake Olles to close the meeting at 7:14 pm. Motion carried by the following vote:

December 28, 2017

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

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

December 19, 2017

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

Dear Matthew:

We are pleased to confirm our understanding of the terms of our engagement and the nature and limitations of the services we are to provide for the Town of Albion, New York (the Town).

We will apply the agreed-upon procedures listed in the attached schedule that were specified and agreed to by the Town, for the period January 1, 2017 through December 31, 2017. This engagement is solely to assist the Town in performing procedures over certain financial transactions with regard to the transition of personnel in the Supervisor role. 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 performed or to be performed is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described in the attached schedule either for the purpose for which this report has been requested or for any other purpose.

Because the agreed-upon procedures listed in the attached schedule do not constitute an examination or review, we will not express an opinion or conclusion on the financial transactions we test. In addition, we have no obligation to perform any procedures beyond those listed in the attached schedule.

We will issue a written report upon completion of our engagement that lists the procedures performed and our findings. Our report will be addressed to the Town Board. If, for any reason, we are unable to complete any of the procedures, we will describe in our report any restrictions on the performance of the procedures, or not issue a report and withdraw from this engagement. You understand that the report is intended solely for the information and use of management and the Town Board, 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.

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

[www.bonadio.com](http://www.bonadio.com)



An agreed-upon procedures engagement is not designed to detect instances of fraud or noncompliance with laws or regulations; however, we will communicate to you any known and suspected fraud and noncompliance with laws or regulations affecting the Supervisor that come to our attention. In addition, if, in connection with this engagement, matters come to our attention that contradict the financial transactions of the Supervisor, we will disclose those matters in our report. Such disclosures, if any, may not necessarily include all matters that might have come to our attention had we performed additional procedures or an examination or review.

You are responsible for the presentation of the financial transactions in accordance with generally accepted accounting principles; and for selecting the criteria and procedures and determining that such criteria and procedures are appropriate for your purposes. In addition, you are responsible for providing us with (1) access to all information of which you are aware that is relevant to the performance of the agreed-upon procedures on the subject matter, (2) additional information that we may request for the purpose of performing the agreed-upon procedures, and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain evidence relating to performing those procedures.

Randall R. Shepard is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

At the conclusion of our engagement, we will require a representation letter from management that, among other things, will confirm management's responsibility for the presentation of the financial transactions in accordance with generally accepted accounting principles.

Our fees for these services will be \$1,500. The fees are predicted on hours ranging from 10 – 15 hours. Any hours in excess will be billed accordingly if additional services are requested. The fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 45 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.


In the event of a dispute related in any way to our services, our firm and you agree to discuss the dispute and, if necessary, to promptly mediate in a good faith effort to resolve. We will agree on a mediator, but if we cannot, either of us may apply to a court having personal jurisdiction over the parties for appointment of a mediator. We will share the mediator's fees and expenses equally, but otherwise will bear our own attorneys' fees and mediation cost. Participation in such mediation shall be a condition to either of us initiating litigation. In order to allow time for the mediation, any applicable statute of limitations shall be tolled for a period not to exceed 120 days from the date either of us first requests in writing to mediate the dispute. The mediation shall be confidential in all respects, as allowed or required by law, except our final settlement positions at mediation shall be admissible in litigation solely to determine the prevailing party's identity for purposes of the award of attorneys' fees.

We appreciate the opportunity to continue to assist you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know.

If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us. If the need for additional procedures arises, or the procedures need to be modified, our agreement with you will need to be revised. It is customary for us to enumerate these revisions in an addendum to this letter. If additional specified parties of the report are added, we will require that they acknowledge in writing their agreement with the procedures performed or to be performed and their responsibility for the sufficiency of procedures.

Very truly yours,

BONADIO & CO., LLP



By:  
Randall R. Shepard, CPA  
Partner

RESPONSE:

This letter correctly sets forth the understanding of the Town of Albion, New York.

  
\_\_\_\_\_  
Officer signature

  
\_\_\_\_\_  
Title

  
\_\_\_\_\_  
Date

FOR SUPERVISOR AUDIT



**Agreed-Upon Procedures Schedule**

- 1) Obtain bank reconciliations for all bank accounts for each month during the period January 1, 2017 through December 31, 2017, and trace and agree selected information from the bank reconciliations to supporting documentation.
- 2) Obtain the cash disbursements report, select a haphazard sample of twenty (20) disbursements during the period January 1, 2017 through December 31, 2017 to trace and agree to supporting documentation.
- 3) Obtain a haphazard sample of wire transfers made during the period January 1, 2017 through December 31, 2017 and inspect documentation to ensure that all transfers have been appropriately authorized and recorded.
- 4) Obtain a haphazard sample of interbank transfers made during the period January 1, 2017 through December 31, 2017 for appropriate authorization and purpose.
- 5) Obtain 2017 minutes to identify any bids requested during the year and select five to inspect for proper authorizations and approvals.

TO: MATTHEW PASSARELL, TOWN SUPERVISOR  
BOARD MEMBERS

FROM: DENISE CORNICK, COURT CLERK

DATE: DECEMBER 28, 2017

RE: PERMISSION TO ATTEND 2018 TRAINING SCHOOL AND  
ANNUAL MEETING ON FEBRUARY 18-21, 2018.

I AM ASKING PERMISSION FOR ALYSSA SWANGER AND MYSELF TO  
ATTEND THE ABOVE TRAINING.

PLEASE SEE ATTACHED INFORMATION REGARDING ROOM RESERVATION  
AND REGISTRATION FEE.

A BREAKDOWN OF COST IS AS FOLLOWS:

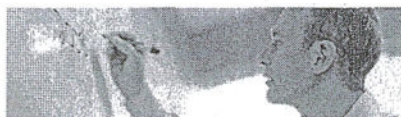
|                  |                     |            |
|------------------|---------------------|------------|
| HOTEL STAY       | 3 NIGHTS @ \$289.00 | \$ 867.00  |
| REGISTRATION FEE |                     | \$ 275.00  |
| AMTRAK           | ESTIMATED           | \$ 545.00  |
| FOOD             | 4 X 74.00 X 2 =     | \$ 592.00  |
|                  |                     | -----      |
|                  |                     | \$ 2279.00 |

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

THANKING YOU IN ADVANCE.

# Travel Resources

| Per Diem  | Meals & IE | Airfares | Hotels | POV Mileage |       |           |       |        |    |      |      |      |      |     |      |      |      |      |     |      |      |      |      |     |      |      |      |      |     |      |      |      |      |     |      |      |      |      |     |
|---|------------|----------|--------|-------------|-------|-----------|-------|--------|----|------|------|------|------|-----|------|------|------|------|-----|------|------|------|------|-----|------|------|------|------|-----|------|------|------|------|-----|------|------|------|------|-----|
| <b>Meals &amp; Incidental Expenses</b> <p>This table lists the six M&amp;IE tiers in the lower 48 continental United States. Use the Per Diem rates tab above to look up a travel location and find its total M&amp;IE. Locate that amount in the first "Total" column of the table below. The corresponding row provides specific meal breakdowns for the tier. The portion of the M&amp;IE rate provided for incidental expenses is currently \$5 for all tiers.</p> <table> <tr> <th>Total</th><th>Breakfast</th><th>Lunch</th><th>Dinner</th><th>IE</th></tr> <tr> <td>\$51</td><td>\$11</td><td>\$12</td><td>\$23</td><td>\$5</td></tr> <tr> <td>\$54</td><td>\$12</td><td>\$13</td><td>\$24</td><td>\$5</td></tr> <tr> <td>\$59</td><td>\$13</td><td>\$15</td><td>\$26</td><td>\$5</td></tr> <tr> <td>\$64</td><td>\$15</td><td>\$16</td><td>\$28</td><td>\$5</td></tr> <tr> <td>\$69</td><td>\$16</td><td>\$17</td><td>\$31</td><td>\$5</td></tr> <tr> <td>\$74</td><td>\$17</td><td>\$18</td><td>\$34</td><td>\$5</td></tr> </table> <p>Refer to the breakdown of FY 2017 meals and incidental expenses (M&amp;IE) for full details on current federal allowances in the continental United States.</p> |            |          |        |             | Total | Breakfast | Lunch | Dinner | IE | \$51 | \$11 | \$12 | \$23 | \$5 | \$54 | \$12 | \$13 | \$24 | \$5 | \$59 | \$13 | \$15 | \$26 | \$5 | \$64 | \$15 | \$16 | \$28 | \$5 | \$69 | \$16 | \$17 | \$31 | \$5 | \$74 | \$17 | \$18 | \$34 | \$5 |
| Total   | Breakfast  | Lunch    | Dinner | IE          |       |           |       |        |    |      |      |      |      |     |      |      |      |      |     |      |      |      |      |     |      |      |      |      |     |      |      |      |      |     |      |      |      |      |     |
| \$51  | \$11       | \$12     | \$23   | \$5         |       |           |       |        |    |      |      |      |      |     |      |      |      |      |     |      |      |      |      |     |      |      |      |      |     |      |      |      |      |     |      |      |      |      |     |
| \$54  | \$12       | \$13     | \$24   | \$5         |       |           |       |        |    |      |      |      |      |     |      |      |      |      |     |      |      |      |      |     |      |      |      |      |     |      |      |      |      |     |      |      |      |      |     |
| \$59  | \$13       | \$15     | \$26   | \$5         |       |           |       |        |    |      |      |      |      |     |      |      |      |      |     |      |      |      |      |     |      |      |      |      |     |      |      |      |      |     |      |      |      |      |     |
| \$64  | \$15       | \$16     | \$28   | \$5         |       |           |       |        |    |      |      |      |      |     |      |      |      |      |     |      |      |      |      |     |      |      |      |      |     |      |      |      |      |     |      |      |      |      |     |
| \$69  | \$16       | \$17     | \$31   | \$5         |       |           |       |        |    |      |      |      |      |     |      |      |      |      |     |      |      |      |      |     |      |      |      |      |     |      |      |      |      |     |      |      |      |      |     |
| \$74  | \$17       | \$18     | \$34   | \$5         |       |           |       |        |    |      |      |      |      |     |      |      |      |      |     |      |      |      |      |     |      |      |      |      |     |      |      |      |      |     |      |      |      |      |     |



## Plan and Book

Research and prepare for government travel.

- Per Diem, Meals & Incidental Expenses (M&IE)
- Passenger Transportation (Airfare rates, POV rates, etc.)
- Lodging
- Conferences/Meetings
- Travel Charge Card
- State Tax Exemption

## Training

Onsite and online travel and relocation classes.

- Online Training
- Instructor-Led Training (ILT)
- Frequently Asked Questions
- Travel Training Notification Mailing List

## Services for Government Agencies

Programs providing commercial travel services.

- Travel Services Solutions (TSS Schedule 599)
- E-Gov Travel Service (ETS)



# New York Marriott Marquis Room Rate Information & Parking Garage Information

1. 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.

***If you choose to make your 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                       | NEW YORK<br>MARRIOTT MARQUIS                          |
| ADDRESS                     | 1535 Broadway<br>(Times Square)<br>New York, NY 10036 |
| CUT-OFF DATE                | Jan. 26, 2018   |
| SINGLE                      | \$289   |
| DOUBLE                      | \$289   |
| TIMES SQ. VIEW<br>STD ROOM* | \$339   |
| DELUXE SUITE*               | \$599   |
| EXECUTIVE<br>SUITE*         | \$699   |

## \*Limited Availability

NOTE: Rooms will be released after the cut-off dates, and additional reservations 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.**

## TO PAY FOR HOTEL BY CHECK

1. PLEASE INCLUDE W9 FORM FROM PAGE 11.
2. WRITE HOTEL CONFIRMATION NUMBER ON CHECK.
3. INCLUDE E-MAIL ADDRESS WITH PAYMENT FOR A COPY OF YOUR RECEIPT.
4. CHECK MUST REACH HOTEL AT LEAST 21 DAYS BEFORE YOUR ARRIVAL DATE.
5. INCLUDE TAX EXEMPT FORM ON PAGE 12.
6. ADDRESS ENVELOPE TO:

NEW YORK MARRIOTT MARQUIS  
ACCOUNTING DEPT., 9TH FLOOR  
1535 BROADWAY  
NEW YORK, NY 10036

## TO PAY FOR HOTEL IN ADVANCE BY CREDIT CARD

1. FILL OUT AND FAX BACK THE ATTACHED CREDIT CARD AUTHORIZATION FORM ON PAGE 10.
2. INCLUDE THE TAX EXEMPT FORM ON PAGE 12.
3. TO CONFIRM RECEIPT OF FAX:
  - CALL 212-398-1900 AND ASK FOR FRONT OFFICE CREDIT DEPT.
  - INCLUDE E-MAIL ADDRESS ON THE CREDIT CARD AUTHORIZATION FORM

## Times Square Local Parking Garages

| NAME             | PHONE                      | ADDRESS             | DIRECTIONS  | BUSES<br>ALLOWED? | MAXIMUM<br>HEIGHT  |
|------------------|----------------------------|---------------------|---|-------------------|--------------------|
| Astor            | (212)869-3543              | 224 W. 45th St.     | Across the street   | No                | 6'5"               |
| Showbiz          | (212)757-7925              | 251-257 W. 45th St. | Right out the drive, 150 yards<br>on right                        | No                | No height<br>limit |
| Advance          | (212)221-8902              | 249 W. 43rd St.     | Right out, between 8th Ave &<br>Broadway                          | No                | 6'5"               |
| Edison Parking   | (212)757-8375              | 332 W. 44th St.     | Right out to 9th Ave., left on<br>44th St., first garage on right | No                | 6'7"               |
| Resource Parking | (212)997-9115              | 164 W. 46th St.     | Right on 46th St., parking on<br>right                            | No                | 6'5"               |
| Central Parking  | (212)536-4999<br>ext. 6135 | 250 W. 50th St.     | South side between 8th Ave.<br>and Broadway                       | No                | 6'7"               |





# 2018 Annual Meeting & Training School

## Meeting Registration Form

- Early-Bird (before Jan. 26, 2018): Member \$125; Non-member \$150
- On-Site (after Jan. 26, 2018): Member \$160; Non-member \$185
- Early-Bird Attorney CLE: Member \$435; Non-member: \$460 *Fee includes meeting registration.*
- On-Site Attorney CLE: Member \$470; Non-member \$495 *Fee includes meeting registration.*
- Early-Bird Non-Municipality/Company: \$250
- On-Site Non-Municipality/Company: \$285

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

**DUE TO INCREASED SECURITY CONCERNS, NON-ATTENDEE VISITORS WILL BE ADMITTED TO THE EXHIBIT HALL ON SUNDAY, FEBRUARY 18 ONLY.**

**VOUCHERS ARE NOT ACCEPTED FOR PAYMENT OF HOTEL ROOM(S).**

**1 - PRINT OR TYPE:** Name Denise Cornick  
Title Court Clerk Municipality Town of Albion  
County Orleans Phone 585 589-7048 Ext. 18  
E-mail address DCornick@NYCourts.gov Fax 585 589-7718  
Address 3665 Clarendon Rd. Albion, NY 14411

**2 - BOOK your own hotel reservation by calling the *New York Marriott Marquis* at 1(877)303-0104 or by visiting <https://aws.passkey.com/go/TownsofNY2018>.**

**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? Call our office M - F, 8:30 a.m. to 5:00 p.m. at (518)465-7933.**

- a.) Questions about hotel and general registration may be directed toward AOT Executive Meeting Coordinator Patty Kebea.
- b.) Speakers may direct their questions to AOT Director of Information and Programming Chris Anderson.
- c.) Exhibitors may direct their questions to AOT Deputy Director Kim Splain.





# 2018 Annual Meeting & Training School

## Meeting Registration Form

- Early-Bird (before Jan. 26, 2018): Member \$125; Non-member \$150
- On-Site (after Jan. 26, 2018): Member \$160; Non-member \$185
- Early-Bird Attorney CLE: Member \$435; Non-member \$460 *Fee includes meeting registration.*
- On-Site Attorney CLE: Member \$470; Non-member \$495 *Fee includes meeting registration.*
- Early-Bird Non-Municipality/Company: \$250
- On-Site Non-Municipality/Company: \$285

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

**DUE TO INCREASED SECURITY CONCERNS, NON-ATTENDEE VISITORS WILL BE ADMITTED TO THE EXHIBIT HALL ON SUNDAY, FEBRUARY 18 ONLY.**

**VOUCHERS ARE NOT ACCEPTED FOR PAYMENT OF HOTEL ROOM(S).**

**1 - PRINT OR TYPE:** Name Alyssa Swanger  
Title Deputy Court Clerk Municipality Town of Albion  
County Orleans Phone 585 589-7048 Ext. 18  
E-mail address ASwanger@NYCourts.gov Fax 585 589-7718  
Address 3665 Clarendon Rd. Albion, NY 14411

**2 - BOOK your own hotel reservation by calling the New York Marriott Marquis at 1(877)303-0104 or by visiting <https://aws.passkey.com/go/TownsofNY2018>.**

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**4. QUESTIONS? Call our office M - F, 8:30 a.m. to 5:00 p.m. at (518)465-7933.**

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**TOWN OF ALBION**  
**RECOMMENDED TRANSFERS FOR THE 12/28/17 MEETING**

**GENERAL FUND - TOWNWIDE**

|                       |          |                             |    |                 |
|-----------------------|----------|-----------------------------|----|-----------------|
| <i>Transfer From:</i> | A1410.11 | Town Clerk Deputy           | \$ | 2,000.00        |
|                       | A1440.4  | Engineering Contractual     | \$ | 2,000.00        |
|                       | A5010.2  | Highway Supt Equipment      | \$ | 2,096.00        |
|                       |          |                             | \$ | <u>6,096.00</u> |
|                       |          |                             |    |                 |
| <i>Transfer To:</i>   | A1110.43 | Justice Interpreters        | \$ | 42.00           |
|                       | A1620.4  | Buildings Contractual       | \$ | 3,869.00        |
|                       | A1650.4  | Communications- - Website   | \$ | 2,017.00        |
|                       | A1680.4A | Central Assessment Services | \$ | 1.00            |
|                       | A3510.42 | Dog Control Contr. - County | \$ | 1.00            |
|                       | A5010.4  | Highway Supt Contractual    | \$ | 166.00          |
|                       |          |                             | \$ | <u>6,096.00</u> |

**GENERAL FUND - OUTSIDE VILLAGE**

|                       |                              |                         |    |                  |
|-----------------------|------------------------------|-------------------------|----|------------------|
| <i>Transfer From:</i> | <b>UNANTICIPATED REVENUE</b> |                         |    |                  |
|                       | B1120                        | Sales Tax               | \$ | 9,526.00         |
|                       | B1560                        | Safety Inspections      | \$ | 2,500.00         |
|                       | B2390                        | Share of Joint Activity | \$ | 2,800.00         |
|                       |                              |                         | \$ | <u>14,826.00</u> |
|                       |                              |                         |    |                  |
| <i>Transfer To:</i>   | B1420.4                      | Attorney Contractual    | \$ | 14,826.00        |
|                       |                              |                         | \$ | <u>14,826.00</u> |

**HIGHWAY FUND - TOWNWIDE**

|                       |          |                         |    |                 |
|-----------------------|----------|-------------------------|----|-----------------|
| <i>Transfer From:</i> | DA5130.1 | Machinery Services      | \$ | 2,759.00        |
|                       |          |                         | \$ | <u>2,759.00</u> |
|                       |          |                         |    |                 |
| <i>Transfer To:</i>   | DA5140.1 | Misc. Brush & Weeds Svc | \$ | 2,759.00        |
|                       |          |                         | \$ | <u>2,759.00</u> |

**HIGHWAY FUND - OUTSIDE VILLAGE**

|                       |                              |                |    |                  |
|-----------------------|------------------------------|----------------|----|------------------|
| <i>Transfer From:</i> | <b>UNANTICIPATED REVENUE</b> |                |    |                  |
|                       | DB3501                       | CHIPS          | \$ | 22,114.78        |
|                       |                              |                | \$ | <u>22,114.78</u> |
|                       |                              |                |    |                  |
| <i>Transfer To:</i>   | DA5112.2                     | Capital Outlay | \$ | 22,114.78        |
|                       |                              |                | \$ | <u>22,114.78</u> |

### WATER DISTRICT #1

|                       |                          |                              |                    |
|-----------------------|--------------------------|------------------------------|--------------------|
| <i>Transfer From:</i> | SW1-8320.4               | Source of Supply Contractual | \$ 1,308.00        |
|                       |                          |                              | <u>\$ 1,308.00</u> |
| <i>Transfer To:</i>   | SW1-8340.2<br>SW1-8340.4 | Trans. & Distr. Equipment    | \$ 1,137.00        |
|                       |                          | Trans. & Distr. Contractual  | \$ 171.00          |
|                       |                          |                              | <u>\$ 1,308.00</u> |

### WATER DISTRICT #2

|                       |            |                              |    |          |
|-----------------------|------------|------------------------------|----|----------|
| Transfer From:        | SW2-8310.4 | Administrative Contractual   | \$ | 32.00    |
|                       | SW2-8330.4 | Purification                 | \$ | 150.00   |
|                       | SW2-8340.1 | Trans. & Distr. Service      | \$ | 405.00   |
|                       | SW2-8340.4 | Trans. & Distr. Contractual  | \$ | 525.00   |
|                       | SW2-9030.8 | Social Security              | \$ | 60.00    |
| UNANTICIPATED REVENUE |            |                              |    |          |
|                       | SW2-2140   | Metered Sales                | \$ | 2,550.00 |
|                       | SW2-2148   | Interest & Penalties         | \$ | 60.00    |
|                       | SW2-2700   | Meter Rent & Assess.         | \$ | 39.00    |
|                       | SW2-UB     | Unexpended Balance           | \$ | 141.00   |
|                       |            |                              | \$ | 3,962.00 |
| Transfer To:          | SW2-8320.4 | Source of Supply Contractual | \$ | 3,517.00 |
|                       | SW2-8340.2 | Trans. & Distr. Equipment    | \$ | 445.00   |
|                       |            |                              | \$ | 3,962.00 |

### WATER DISTRICT #3

|                       |                          |                              |                    |
|-----------------------|--------------------------|------------------------------|--------------------|
| <i>Transfer From:</i> | SW3-8320.4               | Source of Supply Contractual | \$ 5,711.00        |
|                       |                          |                              | <u>\$ 5,711.00</u> |
| <i>Transfer To:</i>   | SW3-8340.2<br>SW3-8340.4 | Trans. & Distr. Equipment    | \$ 4,567.00        |
|                       |                          | Trans. & Distr. Contractual  | \$ 1,144.00        |
|                       |                          |                              | <u>\$ 5,711.00</u> |

### WATER DISTRICT #4

|                |            |                              |           |                 |
|----------------|------------|------------------------------|-----------|-----------------|
| Transfer From: | SW4-8320.4 | Source of Supply Contractual | \$        | 4,000.00        |
|                | SW4-8330.4 | Purification                 | \$        | 200.00          |
|                |            | <b>UNANTICIPATED REVENUE</b> |           |                 |
|                | SW4-2144   | Water Connection             | \$        | 1,609.00        |
|                |            |                              | <u>\$</u> | <u>5,809.00</u> |
| Transfer To:   | SW4-8340.2 | Trans. & Distr. Equipment    | \$        | 3,037.00        |
|                | SW4-8340.4 | Trans. & Distr. Contractual  | \$        | 2,772.00        |
|                |            |                              | <u>\$</u> | <u>5,809.00</u> |

**WATER DISTRICT #5**

|                       |            |                              |    |                 |
|-----------------------|------------|------------------------------|----|-----------------|
| <i>Transfer From:</i> | SW5-8320.4 | Source of Supply Contractual | \$ | 2,084.00        |
|                       |            | <b>UNANTICIPATED REVENUE</b> |    |                 |
|                       | SW5-2680   | Insurance Recovery           | \$ | 3,556.00        |
|                       |            |                              | \$ | <u>5,640.00</u> |
| <i>Transfer To:</i>   | SW5-8340.2 | Trans. & Distr. Equipment    | \$ | 3,901.00        |
|                       | SW5-8340.4 | Trans. & Distr. Contractual  | \$ | 1,739.00        |
|                       |            |                              | \$ | <u>5,640.00</u> |

**WATER DISTRICT #6**

|                       |            |                              |    |                 |
|-----------------------|------------|------------------------------|----|-----------------|
| <i>Transfer From:</i> | SW6-8340.1 | Trans. & Distr. Services     | \$ | 800.00          |
|                       | SW6-8340.4 | Trans. & Distr. Contractual  | \$ | 365.00          |
|                       |            |                              | \$ | <u>1,165.00</u> |
| <i>Transfer To:</i>   | SW6-8320.4 | Source of Supply Contractual | \$ | 275.00          |
|                       | SW6-8340.2 | Trans. & Distr. Equipment    | \$ | 890.00          |
|                       |            |                              | \$ | <u>1,165.00</u> |

**WATER DISTRICT #7**

|                       |            |                              |    |               |
|-----------------------|------------|------------------------------|----|---------------|
| <i>Transfer From:</i> | SW7-8340.1 | Trans. & Distr. Services     | \$ | 520.00        |
|                       |            |                              | \$ | <u>520.00</u> |
| <i>Transfer To:</i>   | SW7-8320.4 | Source of Supply Contractual | \$ | 296.00        |
|                       | SW7-8340.2 | Trans. & Distr. Equipment    | \$ | 224.00        |
|                       |            |                              | \$ | <u>520.00</u> |

**WATER DISTRICT #8**

|                       |            |                              |    |                 |
|-----------------------|------------|------------------------------|----|-----------------|
| <i>Transfer From:</i> | SW8-8310.4 | Administrative Contractual   | \$ | 64.00           |
|                       | SW8-8330.4 | Purification                 | \$ | 100.00          |
|                       | SW8-8340.1 | Trans. & Distr. Services     | \$ | 450.00          |
|                       | SW8-8340.4 | Trans. & Distr. Contractual  | \$ | 215.00          |
|                       |            | <b>UNANTICIPATED REVENUE</b> |    |                 |
|                       | SW8-2140A  | Out of District User         | \$ | 90.00           |
|                       | SW8-2148   | Interest & Penalties         | \$ | 150.00          |
|                       | SW8-2700   | Meter Rent & Assess.         | \$ | 52.00           |
|                       |            |                              | \$ | <u>1,121.00</u> |
| <i>Transfer To:</i>   | SW8-8320.4 | Source of Supply Contractual | \$ | 528.00          |
|                       | SW8-8340.2 | Trans. & Distr. Equipment    | \$ | 593.00          |
|                       |            |                              | \$ | <u>1,121.00</u> |



### WATER DISTRICT #9

|                       |            |                              |    |        |
|-----------------------|------------|------------------------------|----|--------|
| <i>Transfer From:</i> | SW9-8330.4 | Purification                 | \$ | 150.00 |
|                       | SW9-8320.4 | Source of Supply Contractual | \$ | 295.00 |
|                       |            |                              | \$ | 445.00 |
| <i>Transfer To:</i>   | SW9-8320.4 | Source of Supply Contractual | \$ | 74.00  |
|                       | SW9-8340.2 | Trans. & Distr. Equipment    | \$ | 321.00 |
|                       | SW9-9710.7 | Bond Interest                | \$ | 50.00  |
|                       |            |                              | \$ | 445.00 |

### SEWER DISTRICT #1

|                              |            |                                |    |          |
|------------------------------|------------|--------------------------------|----|----------|
| <i>Transfer From:</i>        | SS1-8110.4 | Administrative Contractual     | \$ | 500.00   |
|                              | SS1-8120.1 | Sewage Coll System Services    | \$ | 500.00   |
|                              | SS1-8120.4 | Sewage Coll System Contractual | \$ | 700.00   |
|                              | SS1-9710.7 | BOND Interest                  | \$ | 900.00   |
| <b>UNANTICIPATED REVENUE</b> |            |                                |    |          |
|                              | SS1-2120   | User Fees                      | \$ | 5,769.00 |
|                              |            |                                | \$ | 8,369.00 |
| <i>Transfer To:</i>          | SS1-8130.4 | Sewage Treatment & Disp        | \$ | 8,369.00 |
|                              |            |                                | \$ | 8,369.00 |

### SEWER DISTRICT #2

|                       |            |                              |    |        |
|-----------------------|------------|------------------------------|----|--------|
| <i>Transfer From:</i> |            | <b>UNANTICIPATED REVENUE</b> |    |        |
|                       | SS2-2120   | User Fees                    | \$ | 151.00 |
|                       | SS2-UB     | Unexpended Balance           | \$ | 500.00 |
|                       |            |                              | \$ | 651.00 |
| <i>Transfer To:</i>   | SS1-8130.4 | Sewage Treatment & Disp      | \$ | 651.00 |
|                       |            |                              | \$ | 651.00 |

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## Town of Albion - December 28, 2017 - Highway Year End Abstract

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