



TOWN OF WEST SENECA

MATTHEW D. ENGLISH
SUPERINTENDENT OF
HIGHWAY DEPARTMENT

TOWN SUPERVISOR
SHEILA M. MEEGAN
TOWN COUNCIL
EUGENE P. HART
JOHN M. RUSINSKI

March 28, 2011

To: Honorable Town Board

From: Matthew D. English

Re: Highway School

Dear Honorable Town Board Members:

Please authorize Alan Kerner, Deputy Superintendent of Highways and myself to attend the 2012 School for Highway Superintendents. It will be held from June 11th thru June 13th, 2012 at Ithaca College, Ithaca, NY. Costs for the school will not exceed \$1500.00.

Sincerely,

Matthew D. English
Superintendent of Highways



APR 16 2012
11.

Request & Authorization for Travel and Conference

(Other than Local)

Please Complete All Required Information

Traveler Information

Department: Highway Date: 3/28/2012

Name of Traveler(s): Matthew D. English Title: Superintendent of Highways

Alan Kerner Title: Deputy Superintendent of Highways

Purpose of Travel: 2012 Highway School

Travel Dates & Times

Departure Date: 6/10/2012 Return Date: 6/13/2010

Time: afternoon Time: _____

Estimated Costs

Registration Fees: 200.00

Hotel/Motel: 507.00

Meals: 543.00

Commercial Transportation: _____

Private Auto (Mileage Reimbursement @ _____ Per Mile)

Estimated Mileage: _____

Estimated Mileage Cost: _____

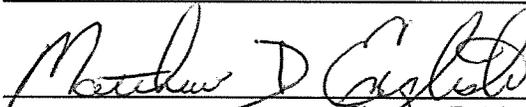
Town Vehicle: Truck #1

Tolls: E-Z Pass

Other (Explain) Gas 250.00

Total Cost Not To Exceed: 1500.00

Department Head Approval


(Signature/Date)

Budget Fund Balance _____ Account Code No. _____

Verified By _____
(Signature/Date)

Submitted to Town Clerk for Town Board Meeting of: 4/5/2010

Copy of this request to accompany agenda item and voucher for payment

Association of Towns of the State of New York and Cornell Local Roads Program
cordially invite you to the 67th Annual School for Highway Superintendents

**2012 HIGHWAY SCHOOL
REGISTRATION FORM**

ITHACA COLLEGE, ITHACA, NY -- JUNE 11 - 13, 2012

PLEASE USE A SEPARATE REGISTRATION FORM FOR EACH INDIVIDUAL REGISTRANT

WE RECOMMEND THAT YOU USE ONLINE REGISTRATION AT WWW.NYTOWNS.ORG
You can only use Master Card or Visa and will get a registration confirmation immediately.

IF MAILING, SEND TOGETHER WITH PAYMENT TO:
(Please make check payable to "Association of Towns")

ASSOCIATION OF TOWNS
150 State Street, Albany, NY 12207

REGISTRATION FEE: (check applicable lines)

\$100.00 Early Registration Fee (if payment is received by May 31) _____

\$ -0- Registrants who have received a 20-Year Attendance Certificate _____

This is my first time attending Highway School _____

NAME Matthew D. English

(First, M.I., Last - please print clearly)

TITLE: Superintendent of Highways

ORGANIZATION: West Seneca Highway Department

(Please Check One)

TOWN VILLAGE CITY STATE AGENCY COUNTY

OTHER _____

ADDRESS: 39 South Ave

(Please indicate STREET, P.O. BOX, OR ROUTE)

CITY, STATE & ZIP CODE: West Seneca, NY 14224

DAYTIME PHONE: (716) 674-4850 FAX: (716) 674-0981

E-MAIL ADDRESS (if available) menglish@twсны.org

COUNTY (where your municipality is located) Erie

SOCIAL SECURITY NO. (last 4 digits only) _____ (for internal recordkeeping only)

Payment must be received by May 31 to qualify for the \$100.00 early registration fee. You will receive receipt of payment. Registrations received after that date must be processed at an on-site registration fee of \$135.00 because time will not allow for advance processing and communication. Please, send your registration in right now!

Please Note: Cancellations received 10 days prior to event will be refunded, less a \$10.00 processing fee.
NO REFUNDS after that deadline.

Check-In and On-Site Registration will be available on Sunday, June 10 from 3 - 5p.m.
Questions? Call Linda Shannon, Meeting Coordinator - 518-465-7933

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NAME: Alan J. Kerner
(First, M.I., Last -- please print clearly)

TITLE: Deputy Superintendent of Highways

ORGANIZATION: West Seneca Highway Department
(Please Check One)

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 OTHER _____

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E-MAIL ADDRESS (if available) akerner@twсны.org

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