

D-4

TOWN/VILLAGE OF HARRISON

MEMORANDUM

TO: Honorable Town Board Members
FROM: Mark Heinbockel, Assessor
DATE: May 26, 2015
RE: Cornell Education Program 2015
Ithaca, New York

The Assessor is requesting permission to attend the annual Cornell University education program, in Ithaca, New York from July 12 thru July 15, 2015.

Education is a State requirement on an annual basis and this two day seminar will fulfill my educational requirements.

The cost will not exceed \$750.00 for the two day seminar, and covers all costs. This expenditure is covered under the 2015 budget.