



Postal Service Customer Questionnaire

1. Please check the appropriate box to indicate whether you use the ELLISBURG Post Office for each of the following:

Postal Services	Daily	Weekly	Monthly	Never
a. Buying Stamps	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Mailing Letters	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Mailing Parcels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Pick up Post Office box mail	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Pick up general delivery mail	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Buying money orders	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
g. Obtaining special services, including Certified Mail, Registered Mail, Insured Mail, Delivery Confirmation, or Signature Confirmation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Sending Express Mail	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Buying stamp-collecting material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Other Postal Services

- a. Entering permit mailings YES NO
- b. Resetting/using postage meter YES NO

Nonpostal Services

- a. Picking up government forms (such as tax forms) YES NO
- b. Using for school bus stop YES NO
- c. Assisting senior citizens, persons with disabilities, etc. YES NO

If yes, please explain:

- d. Using public bulletin board YES NO
- e. Other YES NO

If yes, please explain:

2. Do you pass another Post Office during business hours while traveling to or from work, or shopping, or for personal needs?

- YES NO

If yes, please explain:



3. If you have carrier delivery, there will be no change to your delivery service — proceed to question 4. If you currently receive Post Office box service or general delivery service, complete this section. How will the proposed service compare to current service?

- Better Just as Good No Opinion Worse

If yes, please explain:

4. For which of the following do you leave your community? (Check all that apply.) Where do you go to obtain these services?

- Shopping Adams NY & Watertown
- Personal needs Adams NY
- Banking Adams NY
- Employment Belleville NY
- Social needs _____

5. Do you currently use local businesses in the community?

- Yes No

If yes, would you continue to use them if the Post Office is discontinued?

- Yes No

Name: James Worthington & Shirley

Address: 11293 State Rt 193 PO 145 Ellisburg NY 13636

Telephone: 315 846 5525

Date: May 3 2011

Please add any additional comments on a separate piece of paper and attach it to this form. Thank you for taking the time to complete this questionnaire.



Postal Service Customer Questionnaire

1. Please check the appropriate box to indicate whether you use the ELLISBURG Post Office for each of the following:

Postal Services	Daily	Weekly	Monthly	Never
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Other Postal Services

- a. Entering permit mailings YES NO
- b. Resetting/using postage meter YES NO

Nonpostal Services

- a. Picking up government forms (such as tax forms) YES NO
- b. Using for school bus stop YES NO
- c. Assisting senior citizens, persons with disabilities, etc. YES NO

If yes, please explain:

- d. Using public bulletin board YES NO
- e. Other YES NO

If yes, please explain:

2. Do you pass another Post Office during business hours while traveling to or from work, or shopping, or for personal needs?

- YES NO

If yes, please explain:



If you have carrier delivery, there will be no change to your delivery service — proceed to question 4. If you currently receive Post Office box service or general delivery service, complete this section. How will the proposed service compare to current service?

- Better Just as Good No Opinion Worse

If yes, please explain:

4. For which of the following do you leave your community? (Check all that apply.) Where do you go to obtain these services?

- Shopping _____
- Personal needs _____
- Banking _____
- Employment _____
- Social needs _____

5. Do you currently use local businesses in the community?

- Yes No

If yes, would you continue to use them if the Post Office is discontinued?

- Yes No

Name: Diana Amyot

Address: 12027 nys Rt 193, Ellisburg ny PAB 58

Telephone: 315 846-5668

Date: 5-6-11

Please add any additional comments on a separate piece of paper and attach it to this form. Thank you for taking the time to complete this questionnaire.

I am really not comfortable
having my mail right by the
sidewalk and road for anyone
to pick up.

DOCKET NO. 1302402-13636
ITEM NO. 22
PAGE 93 110

Sincerely

Diana Amyst
POB 58
Ellisburg NY



05/13/2011

BRIAN & COURTNEY OVERTON

PO BOX 104
ELLISBURG, NY 13636

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the Ellisburg Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

If it is determined that a discontinuance of the Ellisburg Post Office should be pursued, a formal proposal will be posted in the Pierrepont Manor Post Office and Ellisburg Post Office at a later date. If you have additional questions or comments, please feel free to contact Nadine Tremblay at (518) 452-4085.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffrey Sands". The signature is somewhat stylized and includes a horizontal line extending to the left.

Jeffrey Sands
Manager, Post Office Operations
30 Karner Rd
Albany, NY, 12288-9992



05/13/2011

ANONYMOUS

NO ADDRESS
ELLISBURG, NY 13636

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the Ellisburg Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

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Jeffrey Sands
Manager, Post Office Operations
30 Karner Rd
Albany, NY, 12288-9992



05/13/2011

MERRILL BERTRAM

PO BOX 29
ELLISBURG, NY 13636

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the Ellisburg Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

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Jeffrey Sands
Manager, Post Office Operations
30 Karner Rd
Albany, NY, 12288-9992



05/13/2011

ANONYMOUS I
NO ADDRESS
ELLISBURG, NY 13636

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Jeffrey Sands
Manager, Post Office Operations
30 Karner Rd
Albany, NY, 12288-9992



05/13/2011

WILLIAM SHLMIDINE
12116 NYS ROUTE 193
ELLISBURG, NY 13636

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the Ellisburg Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

In response to your letter:

- You expressed a concern about having to travel to another post office for service. Services provided at the post office will be available from the carrier, and customers will not have to travel to another post office for service. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience.

If it is determined that a discontinuance of the Ellisburg Post Office should be pursued, a formal proposal will be posted in the Pierrepont Manor Post Office and Ellisburg Post Office at a later date. If you have additional questions or comments, please feel free to contact Nadine Tremblay at (518) 452-4085.

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Jeffrey Sands
Manager, Post Office Operations
30 Karner Rd
Albany, NY, 12288-9992



05/13/2011

BARB & W. FRAME CHAMBERLAIN

PO BOX 80
ELLISBURG, NY 13636

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the Ellisburg Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

In response to your letter:

- You expressed a concern about a change in address. Customers who retain their PO Box or currently have street delivery WILL NOT be required to change their address. ONLY customers electing to close their PO Box and begin street delivery would be required to change their address, if a final determination is made to close or consolidate this office. 911 addresses are generally given by the county's 911 coordinator. The Postal Service does not establish 911 addresses. Any questions concerning your 911 address should be directed to the county's 911 coordinator.

If it is determined that a discontinuance of the Ellisburg Post Office should be pursued, a formal proposal will be posted in the Pierrepont Manor Post Office and Ellisburg Post Office at a later date. If you have additional questions or comments, please feel free to contact Nadine Tremblay at (518) 452-4085.

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Jeffrey Sands
Manager, Post Office Operations
30 Karner Rd
Albany, NY, 12288-9992



05/13/2011

ROBIN & JOHN DISBRO

PO BOX 30
ELLISBURG, NY 13636

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the Ellisburg Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

In response to your letter:

- You expressed a concern about your 911 address. 911 addresses are generally given by the county's 911 coordinator. The Postal Service does not establish 911 addresses. Any questions concerning your 911 address should be directed to the county's 911 coordinator.

If it is determined that a discontinuance of the Ellisburg Post Office should be pursued, a formal proposal will be posted in the Pierrepont Manor Post Office and Ellisburg Post Office at a later date. If you have additional questions or comments, please feel free to contact Nadine Tremblay at (518) 452-4085.

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Jeffrey Sands
Manager, Post Office Operations
30 Karner Rd
Albany, NY, 12288-9992



05/13/2011

ALICIA PIPER
12078 STATE ROUTE 193
ELLISBURG, NY 13636

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the Ellisburg Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

In response to your letter:

- You were concerned about obtaining services from the carrier, retail services provided at the post office are available from the carrier. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience. Listed below are some services available from the carrier and how to obtain them.

PURCHASING STAMPS BY MAIL

The Stamps by Mail Program provides customers the opportunity to purchase stamps, envelopes, and postal cards by using Form 3227-R, Stamp Purchase Order (Rural), available from the post office or the carrier. Commemorative stamps and stamp collecting products are also available. The customer addresses the postage paid order form envelope, encloses payment by personal check or postal money order made payable to the US Postal Service, and mails the form (postage-free) or leaves it in the mailbox for the carrier to pick up. Most orders are processed overnight, and some immediately.

PURCHASING POSTAL MONEY ORDERS

Customers may purchase money orders by meeting the carrier at the mailbox, completing an application, and paying the carrier (in cash) the price of the money order, plus the fee. The carrier gives the customer a receipt for the application. The money order is completed when the carrier returns to the post office, and a money order receipt is left in the customer's mailbox on the next delivery day. Most customers provide the carrier with a stamped, self-addressed envelope in which the completed money order is mailed to its destination. If customers prefer, the completed money orders will be returned for verification on the next delivery day.

SPECIAL SERVICES

Special services such as certified, registered, Express Mail, delivery confirmation, signature confirmation, and COD may be obtained from the carrier by leaving a note in the mailbox, along with the appropriate payment. The carrier will provide the services that day and leave a customer receipt in the mailbox on the next delivery day.

HOLDING MAIL

Customers who will be away for an extended time, such as a vacation, may request that their mail be held at the post office during their absence. Upon return the customer asks the post office to resume delivery.

If it is determined that a discontinuance of the Ellisburg Post Office should be pursued, a formal proposal will be posted in the Pierrepont Manor Post Office and Ellisburg Post Office at a later date. If you have additional questions or comments, please feel free to contact Nadine Tremblay at (518) 452-4085.

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Jeffrey Sands
Manager, Post Office Operations
30 Kerner Rd
Albany, NY, 12288-9992



05/13/2011

MARY ELLEN GINGERICH
10480 STATE ROUTE 193
ELLISBURG, NY 13636

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the Ellisburg Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

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Jeffrey Sands
Manager, Post Office Operations
30 Karner Rd
Albany, NY, 12288-9992



05/13/2011

STANLEY & SUSAN THOMAS

PO BOX 56
ELLISBURG, NY 13636

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the Ellisburg Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

In response to your letter:

- You asked why the Ellisburg Post Office was being discontinued while others were retained. Post offices are reviewed on a case-by-case basis. When there is a vacancy in a small office, it is customary to conduct a study of the business activity and investigate the feasibility of providing service by alternate means.

If it is determined that a discontinuance of the Ellisburg Post Office should be pursued, a formal proposal will be posted in the Pierrepont Manor Post Office and Ellisburg Post Office at a later date. If you have additional questions or comments, please feel free to contact Nadine Tremblay at (518) 452-4085.

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Jeffrey Sands
Manager, Post Office Operations
30 Karner Rd
Albany, NY, 12288-9992



05/13/2011

JOHN C. ROGERS

PO BOX 75
ELLISBURG, NY 13636

Dear Postal Service Customer:

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Jeffrey Sands
Manager, Post Office Operations
30 Karner Rd
Albany, NY, 12288-9992



05/13/2011

HUGH LAVERY
PO BOX 32
ELLISBURG, NY 13636

Dear Postal Service Customer:

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Jeffrey Sands
Manager, Post Office Operations
30 Karner Rd
Albany, NY, 12288-9992



05/13/2011

GREGORY LAKE

PO BOX 110
ELLISBURG, NY 13636

Dear Postal Service Customer:

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Jeffrey Sands
Manager, Post Office Operations
30 Karner Rd
Albany, NY, 12288-9992



05/13/2011

ANONYMOUS II

NO ADDRESS
ELLISBURG, NY 13636

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Jeffrey Sands
Manager, Post Office Operations
30 Karner Rd
Albany, NY, 12288-9992



05/13/2011

DORENE VELEY
NO ADDRESS
ELLISBURG, NY 13636

Dear Postal Service Customer:

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In response to your letter:

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Jeffrey Sands
Manager, Post Office Operations
30 Karner Rd
Albany, NY, 12288-9992



05/13/2011

BEN COBB

PO BOX 27
ELLISBURG, NY 13636

Dear Postal Service Customer:

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Jeffrey Sands
Manager, Post Office Operations
30 Karner Rd
Albany, NY, 12288-9992



05/13/2011

WINFORD J. SMITH
PO BOX 87
ELLISBURG, NY 13636

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the Ellisburg Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

In response to your letter:

- You expressed a concern about the security of mail. Customers may place a lock on their mailboxes. The mailbox must have a slot large enough to accommodate the customer's normal daily mail volume. The Postal Service does not open mailboxes which are locked and does not accept keys for this purpose.

If it is determined that a discontinuance of the Ellisburg Post Office should be pursued, a formal proposal will be posted in the Pierrepoint Manor Post Office and Ellisburg Post Office at a later date. If you have additional questions or comments, please feel free to contact Nadine Tremblay at (518) 452-4085.

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Jeffrey Sands
Manager, Post Office Operations
30 Karner Rd
Albany, NY, 12288-9992



05/13/2011

DAVID HURLEY
PO BOX 7
ELLISBURG, NY 13636

Dear Postal Service Customer:

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Jeffrey Sands
Manager, Post Office Operations
30 Karner Rd
Albany, NY, 12288-9992



05/13/2011

ROGER DETWEILER

PO BOX 51
ELLISBURG, NY 13636

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the Ellisburg Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

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Jeffrey Sands
Manager, Post Office Operations
30 Karner Rd
Albany, NY, 12288-9992



05/13/2011

PHYLISS SCHENCK
PO BOX 77
ELLISBURG, NY 13636

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the Ellisburg Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

In response to your letter:

- You asked why the Ellisburg Post Office was being discontinued while others were retained. Post offices are reviewed on a case-by-case basis. When there is a vacancy in a small office, it is customary to conduct a study of the business activity and investigate the feasibility of providing service by alternate means.

If it is determined that a discontinuance of the Ellisburg Post Office should be pursued, a formal proposal will be posted in the Pierrepoint Manor Post Office and Ellisburg Post Office at a later date. If you have additional questions or comments, please feel free to contact Nadine Tremblay at (518) 452-4085.

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Jeffrey Sands
Manager, Post Office Operations
30 Karner Rd
Albany, NY, 12288-9992



05/13/2011

JOHN & PAT DEVEAU
11742 S. MAIN ST
ELLISBURG, NY 13636

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the Ellisburg Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

In response to your letter:

- You expressed a concern about having to travel to another post office for service. Services provided at the post office will be available from the carrier, and customers will not have to travel to another post office for service. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience.
- You expressed a concern about senior citizens. Carrier service is beneficial to many senior citizens and those who face special challenges because the carrier can provide delivery and retail services to . Customers do not have to make a special trip to the post office for service. Special provisions are made for hardship cases or special customer needs. To request an exception for hardship delivery, customers may contact the administrative postmaster for more information.
- You expressed a concern about the security of mail. Customers may place a lock on their mailboxes. The mailbox must have a slot large enough to accommodate the customer's normal daily mail volume. The Postal Service does not open mailboxes which are locked and does not accept keys for this purpose.

If it is determined that a discontinuance of the Ellisburg Post Office should be pursued, a formal proposal will be posted in the Pierrepont Manor Post Office and Ellisburg Post Office at a later date. If you have additional questions or comments, please feel free to contact Nadine Tremblay at (518) 452-4085.

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Jeffrey Sands
Manager, Post Office Operations
30 Karner Rd
Albany, NY, 12288-9992



05/13/2011

CAROLYN TOWNER
PO BOX 12
ELLISBURG, NY 13636

Dear Postal Service Customer:

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Jeffrey Sands
Manager, Post Office Operations
30 Karner Rd
Albany, NY, 12288-9992



05/13/2011

JOHN & PAT EASTMAN
10798 STATE ROUTE 193
ELLISBURG, NY 13636

Dear Postal Service Customer:

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Manager, Post Office Operations
30 Karner Rd
Albany, NY, 12288-9992



05/13/2011

RICHARD & LINDA BRADHURST

12389 STATE ROUTE 193
ELLISBURG, NY 13636

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the Ellisburg Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

In response to your letter:

- You expressed a concern about having to travel to another post office for service. Services provided at the post office will be available from the carrier, and customers will not have to travel to another post office for service. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience.

If it is determined that a discontinuance of the Ellisburg Post Office should be pursued, a formal proposal will be posted in the Pierrepont Manor Post Office and Ellisburg Post Office at a later date. If you have additional questions or comments, please feel free to contact Nadine Tremblay at (518) 452-4085.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffrey Sands". The signature is stylized and somewhat cursive.

Jeffrey Sands
Manager, Post Office Operations
30 Karner Rd
Albany, NY, 12288-9992



05/13/2011

DEBBIE PAYNE
PO BOX 113
ELLISBURG, NY 13636

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the Ellisburg Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

If it is determined that a discontinuance of the Ellisburg Post Office should be pursued, a formal proposal will be posted in the Pierrepont Manor Post Office and Ellisburg Post Office at a later date. If you have additional questions or comments, please feel free to contact Nadine Tremblay at (518) 452-4085.

Sincerely,

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Jeffrey Sands
Manager, Post Office Operations
30 Karner Rd
Albany, NY, 12288-9992



05/13/2011

S. DAVIS

PO BOX 60
ELLISBURG, NY 13636

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the Ellisburg Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

In response to your letter:

- You asked why the Ellisburg Post Office was being discontinued while others were retained. Post offices are reviewed on a case-by-case basis. When there is a vacancy in a small office, it is customary to conduct a study of the business activity and investigate the feasibility of providing service by alternate means.

If it is determined that a discontinuance of the Ellisburg Post Office should be pursued, a formal proposal will be posted in the Pierrepont Manor Post Office and Ellisburg Post Office at a later date. If you have additional questions or comments, please feel free to contact Nadine Tremblay at (518) 452-4085.

Sincerely,

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Jeffrey Sands
Manager, Post Office Operations
30 Karner Rd
Albany, NY, 12288-9992



05/13/2011

JOSEPH & MARIANNE HART

P BOX 85
ELLISBURG, NY 13636

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the Ellisburg Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

In response to your letter:

- You expressed a concern about a change in address. Customers who retain their PO Box or currently have street delivery WILL NOT be required to change their address. ONLY customers electing to close their PO Box and begin street delivery would be required to change their address, if a final determination is made to close or consolidate this office. 911 addresses are generally given by the county's 911 coordinator. The Postal Service does not establish 911 addresses. Any questions concerning your 911 address should be directed to the county's 911 coordinator.

If it is determined that a discontinuance of the Ellisburg Post Office should be pursued, a formal proposal will be posted in the Pierrepont Manor Post Office and Ellisburg Post Office at a later date. If you have additional questions or comments, please feel free to contact Nadine Tremblay at (518) 452-4085.

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Jeffrey Sands
Manager, Post Office Operations
30 Karner Rd
Albany, NY, 12288-9992



05/13/2011

LOU ANN & MICHAEL GLEASON

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the Ellisburg Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

In response to your letter:

- You expressed a concern about the mailboxes being damaged by snowplows. Please contact the administrative postmaster to determine the proper mailbox location and installation method that would help alleviate this concern. Placing the mailbox on a long, swinging, horizontal pipe is one method often used to avoid damage by snowplows.

If it is determined that a discontinuance of the Ellisburg Post Office should be pursued, a formal proposal will be posted in the Pierrepont Manor Post Office and Ellisburg Post Office at a later date. If you have additional questions or comments, please feel free to contact Nadine Tremblay at (518) 452-4085.

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Jeffrey Sands
Manager, Post Office Operations
30 Karner Rd
Albany, NY, 12288-9992



05/13/2011

KAREN M. BERTRAM

PO BOX 24
ELLISBURG, NY 13636

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the Ellisburg Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

If it is determined that a discontinuance of the Ellisburg Post Office should be pursued, a formal proposal will be posted in the Pierrepont Manor Post Office and Ellisburg Post Office at a later date. If you have additional questions or comments, please feel free to contact Nadine Tremblay at (518) 452-4085.

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Jeffrey Sands
Manager, Post Office Operations
30 Karner Rd
Albany, NY, 12288-9992



05/13/2011

H.G. DALE CLARK

12551 STATE ROUTE 193
ELLISBURG, NY 13636

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the Ellisburg Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

If it is determined that a discontinuance of the Ellisburg Post Office should be pursued, a formal proposal will be posted in the Pierrepont Manor Post Office and Ellisburg Post Office at a later date. If you have additional questions or comments, please feel free to contact Nadine Tremblay at (518) 452-4085.

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Jeffrey Sands
Manager, Post Office Operations
30 Karner Rd
Albany, NY, 12288-9992



05/13/2011

ELLISBURG FIRE AUXILLARY

NO ADDRSS
ELLISBURG, NY 13636

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the Ellisburg Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

In response to your letter:

- You asked why the Ellisburg Post Office was being discontinued while others were retained. Post offices are reviewed on a case-by-case basis. When there is a vacancy in a small office, it is customary to conduct a study of the business activity and investigate the feasibility of providing service by alternate means.

If it is determined that a discontinuance of the Ellisburg Post Office should be pursued, a formal proposal will be posted in the Pierrepont Manor Post Office and Ellisburg Post Office at a later date. If you have additional questions or comments, please feel free to contact Nadine Tremblay at (518) 452-4085.

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Jeffrey Sands
Manager, Post Office Operations
30 Karner Rd
Albany, NY, 12288-9992



05/13/2011

RICHARD L. GORDINIER

PO BOX 22
ELLISBURG, NY 13636

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the Ellisburg Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

If it is determined that a discontinuance of the Ellisburg Post Office should be pursued, a formal proposal will be posted in the Pierrepont Manor Post Office and Ellisburg Post Office at a later date. If you have additional questions or comments, please feel free to contact Nadine Tremblay at (518) 452-4085.

Sincerely,

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Jeffrey Sands
Manager, Post Office Operations
30 Karner Rd
Albany, NY, 12288-9992



05/13/2011

JESSE & MEGAN PRATT

PO BOX 54
ELLISBURG, NY 13636

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the Ellisburg Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

In response to your letter:

- You expressed a concern about a change in address. Customers who retain their PO Box or currently have street delivery WILL NOT be required to change their address. ONLY customers electing to close their PO Box and begin street delivery would be required to change their address, if a final determination is made to close or consolidate this office. 911 addresses are generally given by the county's 911 coordinator. The Postal Service does not establish 911 addresses. Any questions concerning your 911 address should be directed to the county's 911 coordinator.

If it is determined that a discontinuance of the Ellisburg Post Office should be pursued, a formal proposal will be posted in the Pierrepont Manor Post Office and Ellisburg Post Office at a later date. If you have additional questions or comments, please feel free to contact Nadine Tremblay at (518) 452-4085.

Sincerely,

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Jeffrey Sands
Manager, Post Office Operations
30 Karner Rd
Albany, NY, 12288-9992



05/13/2011

LISA O. BAUER
PO BOX 134
ELLISBURG, NY 13636

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the Ellisburg Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

In response to your letter:

- You expressed a concern about having to travel to another post office for service. Services provided at the post office will be available from the carrier, and customers will not have to travel to another post office for service. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience.

If it is determined that a discontinuance of the Ellisburg Post Office should be pursued, a formal proposal will be posted in the Pierrepont Manor Post Office and Ellisburg Post Office at a later date. If you have additional questions or comments, please feel free to contact Nadine Tremblay at (518) 452-4085.

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Jeffrey Sands
Manager, Post Office Operations
30 Karner Rd
Albany, NY, 12288-9992



05/13/2011

ANONYMOUS III
NO ADDRESS
ELLISBURG, NY 13636

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the Ellisburg Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

If it is determined that a discontinuance of the Ellisburg Post Office should be pursued, a formal proposal will be posted in the Pierrepont Manor Post Office and Ellisburg Post Office at a later date. If you have additional questions or comments, please feel free to contact Nadine Tremblay at (518) 452-4085.

Sincerely,

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Jeffrey Sands
Manager, Post Office Operations
30 Karner Rd
Albany, NY, 12288-9992



05/13/2011

REBECCA WORTHINGTON

PO BOX 154
ELLISBURG, NY 13636

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the Ellisburg Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

If it is determined that a discontinuance of the Ellisburg Post Office should be pursued, a formal proposal will be posted in the Pierrepont Manor Post Office and Ellisburg Post Office at a later date. If you have additional questions or comments, please feel free to contact Nadine Tremblay at (518) 452-4085.

Sincerely,

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Jeffrey Sands
Manager, Post Office Operations
30 Karner Rd
Albany, NY, 12288-9992



05/13/2011

JOHN ALLEN SANITATION SERVICE INC.

PO BOX 34
ELLISBURG, NY 13636

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the Ellisburg Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

In response to your letter:

- You expressed a concern about having to travel to another post office for service. Services provided at the post office will be available from the carrier, and customers will not have to travel to another post office for service. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience.

If it is determined that a discontinuance of the Ellisburg Post Office should be pursued, a formal proposal will be posted in the Pierrepont Manor Post Office and Ellisburg Post Office at a later date. If you have additional questions or comments, please feel free to contact Nadine Tremblay at (518) 452-4085.

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Jeffrey Sands
Manager, Post Office Operations
30 Karner Rd
Albany, NY, 12288-9992



05/13/2011

ANONYMOUS IV
NO ADDRESS
ELLISBURG, NY 13636

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the Ellisburg Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

If it is determined that a discontinuance of the Ellisburg Post Office should be pursued, a formal proposal will be posted in the Pierrepont Manor Post Office and Ellisburg Post Office at a later date. If you have additional questions or comments, please feel free to contact Nadine Tremblay at (518) 452-4085.

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Jeffrey Sands
Manager, Post Office Operations
30 Karner Rd
Albany, NY, 12288-9992



05/13/2011

JAMES & SHEILA BENGÉ

PO BOX 98
ELLISBURG, NY 13636

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the Ellisburg Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

If it is determined that a discontinuance of the Ellisburg Post Office should be pursued, a formal proposal will be posted in the Pierrepont Manor Post Office and Ellisburg Post Office at a later date. If you have additional questions or comments, please feel free to contact Nadine Tremblay at (518) 452-4085.

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Jeffrey Sands
Manager, Post Office Operations
30 Karner Rd
Albany, NY, 12288-9992



05/13/2011

LUCILLE MCNITT

12202 STATE ROUTE 193
ELLISBURG, NY 13636

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the Ellisburg Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

If it is determined that a discontinuance of the Ellisburg Post Office should be pursued, a formal proposal will be posted in the Pierrepont Manor Post Office and Ellisburg Post Office at a later date. If you have additional questions or comments, please feel free to contact Nadine Tremblay at (518) 452-4085.

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Jeffrey Sands
Manager, Post Office Operations
30 Karner Rd
Albany, NY, 12288-9992



05/13/2011

LEE-MOSIER
PO BOX 21
ELLISBURG, NY 13636

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the Ellisburg Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

In response to your letter:

- You expressed a concern about senior citizens. Carrier service is beneficial to many senior citizens and those who face special challenges because the carrier can provide delivery and retail services to . Customers do not have to make a special trip to the post office for service. Special provisions are made for hardship cases or special customer needs. To request an exception for hardship delivery, customers may contact the administrative postmaster for more information.

If it is determined that a discontinuance of the Ellisburg Post Office should be pursued, a formal proposal will be posted in the Pierrepont Manor Post Office and Ellisburg Post Office at a later date. If you have additional questions or comments, please feel free to contact Nadine Tremblay at (518) 452-4085.

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Jeffrey Sands
Manager, Post Office Operations
30 Karner Rd
Albany, NY, 12288-9992



05/13/2011

ALBERT & SUSAN GEHRKE

PO BOX 108
ELLISBURG, NY 13636

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the Ellisburg Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

If it is determined that a discontinuance of the Ellisburg Post Office should be pursued, a formal proposal will be posted in the Pierrepont Manor Post Office and Ellisburg Post Office at a later date. If you have additional questions or comments, please feel free to contact Nadine Tremblay at (518) 452-4085.

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Jeffrey Sands
Manager, Post Office Operations
30 Karner Rd
Albany, NY, 12288-9992



05/13/2011

MICHELLE MORALES

P O BOX 126
ELLISBURG, NY 13636

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the Ellisburg Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

If it is determined that a discontinuance of the Ellisburg Post Office should be pursued, a formal proposal will be posted in the Pierrepont Manor Post Office and Ellisburg Post Office at a later date. If you have additional questions or comments, please feel free to contact Nadine Tremblay at (518) 452-4085.

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Jeffrey Sands
Manager, Post Office Operations
30 Karner Rd
Albany, NY, 12288-9992



05/13/2011

CYNDI PURDY
P O BOX 3
ELLISBURG, NY 13636

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the Ellisburg Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

In response to your letter:

- Customers may purchase money orders by meeting the carrier at the mailbox, completing an application, and paying the carrier (in cash) the price of the money order, plus the fee. The carrier gives the customer a receipt for the application. The money order is completed when the carrier returns to the post office, and a money order receipt is left in the customer's mailbox on the next delivery day. Most customers provide the carrier with a stamped, self-addressed envelope in which the completed money order is mailed to its destination. If customers prefer, the completed money orders will be returned for verification on the next delivery day.

If it is determined that a discontinuance of the Ellisburg Post Office should be pursued, a formal proposal will be posted in the Pierrepont Manor Post Office and Ellisburg Post Office at a later date. If you have additional questions or comments, please feel free to contact Nadine Tremblay at (518) 452-4085.

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Jeffrey Sands
Manager, Post Office Operations
30 Karner Rd
Albany, NY, 12288-9992



05/13/2011

ALICE B. EASTMAN
10691 NYS 193
ELLISBURG, NY 13636

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the Ellisburg Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

In response to your letter:

- You expressed a concern about senior citizens. Carrier service is beneficial to many senior citizens and those who face special challenges because the carrier can provide delivery and retail services to . Customers do not have to make a special trip to the post office for service. Special provisions are made for hardship cases or special customer needs. To request an exception for hardship delivery, customers may contact the administrative postmaster for more information.

If it is determined that a discontinuance of the Ellisburg Post Office should be pursued, a formal proposal will be posted in the Pierrepont Manor Post Office and Ellisburg Post Office at a later date. If you have additional questions or comments, please feel free to contact Nadine Tremblay at (518) 452-4085.

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Jeffrey Sands
Manager, Post Office Operations
30 Karner Rd
Albany, NY, 12288-9992



05/13/2011

HEATHER R. M. TREVETT

P O BOX 78
ELLISBURG, NY 13636

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the Ellisburg Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

If it is determined that a discontinuance of the Ellisburg Post Office should be pursued, a formal proposal will be posted in the Pierrepont Manor Post Office and Ellisburg Post Office at a later date. If you have additional questions or comments, please feel free to contact Nadine Tremblay at (518) 452-4085.

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Jeffrey Sands
Manager, Post Office Operations
30 Karner Rd
Albany, NY, 12288-9992



05/13/2011

PATRICIA E. GRECO
11801 S. MAIN ST.
ELLISBURG, NY 13636

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the Ellisburg Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

If it is determined that a discontinuance of the Ellisburg Post Office should be pursued, a formal proposal will be posted in the Pierrepont Manor Post Office and Ellisburg Post Office at a later date. If you have additional questions or comments, please feel free to contact Nadine Tremblay at (518) 452-4085.

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Jeffrey Sands
Manager, Post Office Operations
30 Karner Rd
Albany, NY, 12288-9992



05/13/2011

ANONYMOUS V
NO ADDRESS
ELLISBURG, NY 13636

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the Ellisburg Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

If it is determined that a discontinuance of the Ellisburg Post Office should be pursued, a formal proposal will be posted in the Pierrepont Manor Post Office and Ellisburg Post Office at a later date. If you have additional questions or comments, please feel free to contact Nadine Tremblay at (518) 452-4085.

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Jeffrey Sands
Manager, Post Office Operations
30 Karner Rd
Albany, NY, 12288-9992



05/13/2011

SALLY W. STEVENS
P O BOX 102
ELLISBURG, NY 13636

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the Ellisburg Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

In response to your letter:

- You asked to have Pierrepont Manor Post Office served from Ellisburg rather than vice versa. Post offices are reviewed on a case-by-case basis. When there is a vacancy in a small office, it is customary to conduct a study of the business activity of that specific office and investigate the feasibility of providing service by alternate means.

If it is determined that a discontinuance of the Ellisburg Post Office should be pursued, a formal proposal will be posted in the Pierrepont Manor Post Office and Ellisburg Post Office at a later date. If you have additional questions or comments, please feel free to contact Nadine Tremblay at (518) 452-4085.

Sincerely,

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Jeffrey Sands
Manager, Post Office Operations
30 Karner Rd
Albany, NY, 12288-9992



05/13/2011

ELEANOR STACY
P O BOX 93
ELLISBURG, NY 13636

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the Ellisburg Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

In response to your letter:

- You expressed a concern that the Postal Service is a necessary business. Businesses generally require regular and effective postal services, and these will always be provided to the Ellisburg Post Office community.
- You expressed a concern about the Ellisburg Post Office convenience. Services provided at the post office will be available from the carrier, and customers will not have to travel to another post office for service. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience.
- You expressed a concern about the increasing cost of postage while service was decreasing. The Postal Service is not immune to rising costs affecting every family and business. We do not receive tax dollars to cover the cost of operations and must adjust our prices to cover our costs. The Postal Service Governors are responsible for approving prices for all Postal Service products and services. For mailing services prices, such as stamp prices, the Postal Service announces the new prices each February and they become effective each May. The Postal Regulatory Commission (PRC) reviews the new pricing for compliance with the price cap and other provisions of the Postal Act of 2006.

If it is determined that a discontinuance of the Ellisburg Post Office should be pursued, a formal proposal will be posted in the Pierrepont Manor Post Office and Ellisburg Post Office at a later date. If you have additional questions or comments, please feel free to contact Nadine Tremblay at (518) 452-4085.

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Jeffrey Sands
Manager, Post Office Operations
30 Karner Rd
Albany, NY, 12288-9992



05/13/2011

DIANA AMYOT
PO BOX 58
ELLISBURG, NY 13636

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the Ellisburg Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

In response to your letter:

- You expressed a concern about the security of mail. Customers may place a lock on their mailboxes. The mailbox must have a slot large enough to accommodate the customer's normal daily mail volume. The Postal Service does not open mailboxes which are locked and does not accept keys for this purpose.

If it is determined that a discontinuance of the Ellisburg Post Office should be pursued, a formal proposal will be posted in the Pierrepont Manor Post Office and Ellisburg Post Office at a later date. If you have additional questions or comments, please feel free to contact Nadine Tremblay at (518) 452-4085.

Sincerely,

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Jeffrey Sands
Manager, Post Office Operations
30 Karner Rd
Albany, NY, 12288-9992



05/13/2011

JAMES N. RICHMOND
11708 STATE ROUTE 193
ELLISBURG, NY 13636

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the Ellisburg Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

If it is determined that a discontinuance of the Ellisburg Post Office should be pursued, a formal proposal will be posted in the Pierrepont Manor Post Office and Ellisburg Post Office at a later date. If you have additional questions or comments, please feel free to contact Nadine Tremblay at (518) 452-4085.

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Jeffrey Sands
Manager, Post Office Operations
30 Karner Rd
Albany, NY, 12288-9992



05/13/2011

JAMES & SHRLEY WORTHINGTON

PO BOX 145
ELLISBURG, NY 13636

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the Ellisburg Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

If it is determined that a discontinuance of the Ellisburg Post Office should be pursued, a formal proposal will be posted in the Pierrepont Manor Post Office and Ellisburg Post Office at a later date. If you have additional questions or comments, please feel free to contact Nadine Tremblay at (518) 452-4085.

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Jeffrey Sands
Manager, Post Office Operations
30 Karner Rd
Albany, NY, 12288-9992



05/13/2011

MICHAEL MALONEY
4714 NYS ROUTE 289
ELLISBURG, NY 13636

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the Ellisburg Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

If it is determined that a discontinuance of the Ellisburg Post Office should be pursued, a formal proposal will be posted in the Pierrepont Manor Post Office and Ellisburg Post Office at a later date. If you have additional questions or comments, please feel free to contact Nadine Tremblay at (518) 452-4085.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffrey Sands". The signature is stylized with overlapping loops and a cursive style.

Jeffrey Sands
Manager, Post Office Operations
30 Karner Rd
Albany, NY, 12288-9992



05/13/2011

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the Ellisburg Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

If it is determined that a discontinuance of the Ellisburg Post Office should be pursued, a formal proposal will be posted in the Pierrepont Manor Post Office and Ellisburg Post Office at a later date. If you have additional questions or comments, please feel free to contact Nadine Tremblay at (518) 452-4085.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffrey Sands". The signature is stylized with large, overlapping loops.

Jeffrey Sands
Manager, Post Office Operations
30 Karner Rd
Albany, NY, 12288-9992

Postal Service Customer Questionnaire Analysis

Questionnaires were distributed to all delivery customers of the ELLISBURG Post Office on 04/25/2011. Additionally, during the survey period, questionnaires were available at the ELLISBURG Post Office to walk-in retail customers.

1. Number of Questionnaires

Total questionnaires distributed	140
Favorable to proposal	2
Unfavorable to proposal	28
Expressing no opinion	24
Total questionnaires received	54

Postal Concerns

The following postal concerns were expressed

- Concern (No Opinion):**
Customer asked to have Pierrepont Manor served from Ellisburg rather than vice versa.

Response:
You asked to have Pierrepont Manor Post Office served from Ellisburg rather than vice versa. Post offices are reviewed on a case-by-case basis. When there is a vacancy in a small office, it is customary to conduct a study of the business activity of that specific office and investigate the feasibility of providing service by alternate means.
- Concern (No Opinion):**
Customer expressed a concern about their 911 address

Response:
911 addresses are generally given by the county's 911 coordinator. The Postal Service does not establish 911 addresses. Any questions concerning your 911 address should be directed to the county's 911 coordinator.
- Concern (No Opinion):**
Customer felt the postal service is a necessary business.

Response:
Businesses generally require regular and effective postal services, and these will always be provided to the Ellisburg Post Office community.
- Concern (No Opinion):**
Customers asked why their post office was being discontinued while others were retained

Response:
Post offices are reviewed on a case-by-case basis. When there is a vacancy in a small office, it is customary to conduct a study of the business activity and investigate the feasibility of providing service by alternate means.
- Concern (No Opinion):**
Customers felt the cost of postage was increasing while service was decreasing

Response:
The Postal Service is not immune to rising costs affecting every family and business. We do not receive tax dollars to cover the cost of operations and must adjust our prices to cover our costs. The Postal Service Governors are responsible for approving prices for all Postal Service products and services. For mailing services prices, such as stamp prices, the Postal Service announces the new prices each February and they become effective each May. The Postal Regulatory Commission (PRC) reviews the new pricing for compliance with the price cap and other provisions of the Postal Act of 2006.
- Concern (No Opinion):**
Customers were concerned about a change of address

Response:
Customers who retain their PO Box or currently have street delivery WILL NOT be required to change their address. ONLY customers electing to close their PO Box and begin street delivery would be required to change their address, if a final determination is made to close or consolidate this office. 911 addresses are generally given by the county's 911 coordinator. The Postal Service does not establish 911 addresses. Any questions concerning your 911 address should be directed to the county's 911 coordinator.
- Concern (No Opinion):**
Customers were concerned about mail security

Response:
Customers may place a lock on their mailboxes. The mailbox must have a slot large enough to accommodate the customer's normal daily mail volume. The Postal Service does not open mailboxes which are locked and does not accept keys for this purpose.
- Concern (No Opinion):**
Customers were concerned about obtaining services from the carrier

Response:
Retail services provided at the post office are available from the carrier. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience. Listed below are some services available from the carrier and how to obtain them.

PURCHASING STAMPS BY MAIL

The Stamps by Mail Program provides customers the opportunity to purchase stamps, envelopes, and postal cards by using Form 3227-R, Stamp Purchase Order (Rural), available from the post office or the carrier. Commemorative stamps and stamp collecting products are also available. The customer addresses the postage paid order form envelope, encloses payment by personal check or postal money order made payable to the US Postal Service, and mails the form (postage-free) or leaves it in the mailbox for the carrier to pick up. Most orders are processed overnight, and some immediately.

PURCHASING POSTAL MONEY ORDERS

Customers may purchase money orders by meeting the carrier at the mailbox, completing an application, and paying the carrier (in cash) the price of the money order, plus the fee. The carrier gives the customer a receipt for the application. The

money order is completed, the carrier will place the money order in a stamped, self-addressed envelope in which the completed money order is mailed to its destination. If customers prefer, the completed money orders will be returned for verification on the next delivery day.

SPECIAL SERVICES

Special services such as certified, registered, Express Mail, delivery confirmation, signature confirmation, and COD may be obtained from the carrier by leaving a note in the mailbox, along with the appropriate payment. The carrier will provide the services that day and leave a customer receipt in the mailbox on the next delivery day.

HOLDING MAIL

Customers who will be away for an extended time, such as a vacation, may request that their mail be held at the post office during their absence. Upon return the customer asks the post office to resume delivery.

9. **Concern (No Opinion):**

Customers were concerned about senior citizens

Response:

Carrier service is beneficial to many senior citizens and those who face special challenges because the carrier can provide delivery and retail services to . Customers do not have to make a special trip to the post office for service. Special provisions are made for hardship cases or special customer needs. To request an exception for hardship delivery, customers may contact the administrative postmaster for more information.

10. **Concern (No Opinion):**

Customers were concerned about the mailboxes being damaged by snowplows

Response:

Please contact the administrative postmaster to determine the proper mailbox location and installation method that would help alleviate this concern. Placing the mailbox on a long, swinging, horizontal pipe is one method often used to avoid damage by snowplows.

11. **Concern (No Opinion):**

No Concern

Response:

12. **Concern (No Opinion):**

You were concerned about having to travel to another post office for money orders.

Response:

Customers may purchase money orders by meeting the carrier at the mailbox, completing an application, and paying the carrier (in cash) the price of the money order, plus the fee. The carrier gives the customer a receipt for the application. The money order is completed when the carrier returns to the post office, and a money order receipt is left in the customer's mailbox on the next delivery day. Most customers provide the carrier with a stamped, self-addressed envelope in which the completed money order is mailed to its destination. If customers prefer, the completed money orders will be returned for verification on the next delivery day.

13. **Concern (No Opinion):**

You were concerned about having to travel to another post office for service

Response:

Services provided at the post office will be available from the carrier, and customers will not have to travel to another post office for service. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience.

14. **Concern (No Opinion):**

You were concerned that the Ellisburg Post Office is very convenient.

Response:

Services provided at the post office will be available from the carrier, and customers will not have to travel to another post office for service. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience.

Nonpostal Concerns

The following nonpostal concerns were expressed

1. **Concern (No Opinion):**

No Concern

Response:

Community Meeting Roster

Postal Service Representative (Names and Titles):

Jeff Sands, Poom
Diane LaBary, Postmaster

Date: 05/04/2011
 Time: 6:00 pm

Total Number of Customers Present: 35

Place: Ellisburg Town Hall 11832 S Main St Ellisburg, NY 13636

This document may become a part of the official record that will be available for public viewing.

Names of Customers Present:

Name	Mailing Address (optional)	Zip Code	Phone Number
Pat Deveau	PO Box 28 Ellisburg	13636	846-5441
John Deveau	11742 S. Main	"	"
Ellisburg Cemetery June Mac Duffie	11311 S. Landing Rd. Mannsville, NY	13661	846-5359
Dale A Steeb	4527 USPTA Piermont Manor	13145	465-4527
James Matthews	11569 S. Main Ellisburg	13636	315-846-3720
Donna Eastman	10514 NY Rt 193 Ellisburg, NY 13636	13636	846-5009
Nathan Towell	11775 Main Str. Ellisburg, NY	13636	846-5723
Pete C. Payne	9776 NASH RD Mannsville	13661	387-3476
Grand C. Yelen	12085 TOSKY RD Ellisburg	13636	846-5581
High Pat Hew	11801 S. Main St. Ellisburg	13636	846-5568
Joseph Hart	PO Box 550 4464 Co. Rt. 121 Ellisburg	13636	846-5689
HUGH LIVERY	PO Box 37 11819 S. Main	13636	846-5420
Royal Purdy	PO Box 3 Ellisburg	13636	719. 4168
Gyni Purdy	PO Box 3 Ellisburg	13636	719 4168
Sally Stevens	PO Box 102 Ellisburg	13636	846-5075
Robbie Payne	PO Box 113 Ellisburg	13636	846-5138

Postal Service Customer Community Meeting Analysis

(categorize customer concerns as postal or nonpostal and provide the Postal Service response for each.)

Postal Concerns

1. Concern (No Opinion):
Customer asked, if Ellisburg Post Office were closed, would the Star Route be ended.
Response:
The Star Route would remain in place.
2. Concern (No Opinion):
Customers suggested the USPS should raise the price charge for Standard Mail.
Response:
Suggestion noted in the record.
3. Concern (No Opinion):
Customers asked what is the Postal Service plan for Ellisburg?
Response:
The Postal Service would like to provide pickup and delivery of your mail, as well as the sale of stamps and all other customary postal services, by rural route service emanating from the Pierrepont Manor Post Office.
4. Concern (No Opinion):
Customers were concerned about mail security
Response:
Customers may place a lock on their mailboxes. The mailbox must have a slot large enough to accommodate the customer's normal daily mail volume. The Postal Service does not open mailboxes which are locked and does not accept keys for this purpose.
5. Concern (No Opinion):
Customers expressed a concern about the cost of keeping Ellisburg Post Office open versus the cost of operating the Pierrepont Manor Post Office.
Response:
Financial data is proprietary information. Specific savings will be noted if a proposal to close is pursued.
6. Concern (No Opinion):
Customers expressed interest in having NDCBU service as an alternative.
Response:
Neighborhood Delivery Centralized Box Units will be considered as a possible delivery option.
7. Concern (No Opinion):
Customers asked if the USPS was going to implement 5 day delivery.
Response:
5 day delivery is still being discussed/considered.
8. Concern (No Opinion):
Customer asked if one Postmaster could run both Pierrepont Manor and Ellisburg Post Offices.
Response:
No.
9. Concern (No Opinion):
Customers were concerned about people who do not have a vehicle and walk to get their mail.
Response:
Services provided at the post office will be available from the carrier, and customers will not have to travel to another post office for service. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience.
10. Concern (No Opinion):
Customers asked why their post office was being discontinued while others were retained
Response:
Post offices are reviewed on a case-by-case basis. When there is a vacancy in a small office, it is customary to conduct a study of the business activity and investigate the feasibility of providing service by alternate means.
11. Concern (No Opinion):
Customer expressed a concern that the Post Office building would be vacant, and a waste of taxpayers money.
Response:
The building is a leased facility and would remain on the tax rolls.
Concern (No Opinion):

- Customers were concerned about having to travel to another post office for service

Response:

Services provided at the post office will be available from the carrier, and customers will not have to travel to another post office for service. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience.

13. **Concern (No Opinion):**
Customers felt inclement weather and poor road conditions might impede delivery

Response:

Both inclement weather and heavy mail volume can cause deviations from the normal delivery schedule. However, the carrier is required to provide a vehicle of adequate size, equipped with necessary equipment (chains or snow tires, warning lights or signs, etc.) to serve the route safely and efficiently and in accordance with federal, state, and local motor vehicle laws and regulations.

14. **Concern (No Opinion):**
Customers asked if they would have to pay box fees for NDCBU delivery.

Response:

No, it is a form of carrier delivery.

15. **Concern (No Opinion):**
Customers asked if the USPS makes money on "junk" mail.

Response:

Every class of mail, including advertising mail, is required by law to cover its own costs.

16. **Concern (No Opinion):**
Customers were concerned about obtaining accountable mail and large parcels

Response:

You expressed a concern about obtaining accountable mail and large parcels. If you live less than one-half mile from the line of travel, the carrier will attempt delivery of accountable items and large parcels to the customer's residence. If you live over one-half mile away or are not home when delivery is attempted, a notice will be left in the mailbox. Large parcels will be left outside the mailbox or at a designated location or a notice will be left in the mailbox. Attempted delivery items will be taken back to the Pierrepont Manor Post Office. Customers may pick up the item at the post office, request redelivery on another day or authorize delivery to another party.

Concern (No Opinion):

17. Customers asked the POOM if he had visited Pierrepont Manor Post Office or Mannsville Post Office, and understood the traffic there.

Response:

Yes, POOM is familiar with both offices.

18. **Concern (No Opinion):**
Customers expressed concern over the postal service not being customer oriented

Response:

The Postal Service is very interested in the service needs of the community and customer feedback is crucial to improving service. Concerns raised by the community will be investigated by the Postal Service and appropriate actions will be taken.

19. **Concern (No Opinion):**
Customers expressed concern over the apparent lack of interest by the Postal Service for the needs of the community

Response:

The Postal Service is required to provide each community with regular and effective service, using the most cost efficient means possible. The proposed alternate delivery service will meet the mailing and service needs of the community in a more cost effective manner.

20. **Concern (No Opinion):**
Customers inquired how the USPS lost \$8 billion dollars in one year.

Response:

Prefunding retiree health benefits, increased gasoline & other vehicle costs, workers compensation costs, overpaying pension fund, electronic diversion of mail, etc.

21. **Concern (No Opinion):**
Customers asked what other ways USPS was trying to make up the deficit, other than closing their post office.

Response:

USPS is scaling back internally, have eliminated Areas and Districts, made substantial reductions in our work force, closed mail processing operations such as Watertown MPC and consolidated with Syracuse, gained concessions in union contracts for workers to pay a larger portion of health benefit costs, introduced new, easier ways for customers to ship which will hopefully increase revenue, and many other initiatives. Closing small offices is one step of many which are being examined and, depending on circumstances, initiated.

22. **Concern (No Opinion):**
Customers were concerned about obtaining services from the carrier

Response:

Retail services provided at the post office are available from the carrier. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience. Listed below are some services available from the carrier and how to obtain them.

PURCHASING STAMPS BY MAIL

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SPECIAL SERVICES

Special services such as certified, registered, Express Mail, delivery confirmation, signature confirmation, and COD may be obtained from the carrier by leaving a note in the mailbox, along with the appropriate payment. The carrier will provide the services that day and leave a customer receipt in the mailbox on the next delivery day.

HOLDING MAIL

Customers who will be away for an extended time, such as a vacation, may request that their mail be held at the post office during their absence. Upon return the customer asks the post office to resume delivery.

23. **Concern (No Opinion):**
Customers were concerned about senior citizens
Response:
Carrier service is beneficial to many senior citizens and those who face special challenges because the carrier can provide delivery and retail services to roadside mailboxes or CBUs. Customers do not have to make a special trip to the post office for service. Special provisions are made for hardship cases or special customer needs. To request an exception for hardship delivery, customers may contact the administrative postmaster for more information.
24. **Concern (No Opinion):**
Customers asked if rural carriers were compensated for gas or if they had to provide their own.
Response:
Rural carriers receive Equipment Maintenance Allowance for providing a vehicle for the route, which covers gas, repairs, maintenance, etc.
25. **Concern (No Opinion):**
Customers expressed a concern that if the change to Pierrepont Manor Post Office were implemented, it would cause a problem if a person had to call Emergency Medical Services.
Response:
Your 911 address which EMS uses to locate you will not change. It would continue to be an Ellisburg address.
26. **Concern (No Opinion):**
Customer suggested putting one big post office in South Jefferson county and closing all the others to save a lot of money.
Response:
Suggestion noted in the record.
27. **Concern (No Opinion):**
Customer expressed a concern that the Ellisburg Postmaster had retired before the current Pierrepont Manor Postmaster was in office, that it was not fair to Ellisburg, that the Pierrepont Manor Postmaster should be transferred to Ellisburg, and Pierrepont Manor Post Office closed instead.
Response:
Pierrepont Manor Postmaster began 10/28/2006. Ellisburg Postmaster ended 3/18/2008.
28. **Concern (No Opinion):**
Customers expressed a concern that summer residents had not returned to the area yet and would not have an opportunity to ask questions or raise concerns.
Response:
There are a number of posting requirements and comment periods before any final decision or implementation would be made. All customers will have several opportunities to ask questions and make comments.
29. **Concern (No Opinion):**
Customers expressed concern about collection of outgoing mail, due to the large volume of outgoing mail generated occasionally by the Town (3500 tax bills, etc).

response.

You expressed a concern about the collection of outgoing mail. Collection of mail will be made by the carrier when serving the route. The rural carrier would provide a vehicle adequate to the needs of the route. 3500 letters would be approximately the same volume as 9 large parcels.

Concern (No Opinion):

30. Customers asked if the reason the criteria for closing being used is whether there is a Postmaster incumbent, due to the Postmaster's union contract?

Response:

Postmasters are managers, not union members, and do not have a contract as such.

Concern (No Opinion):

31. Customers asked whether they should contact their elected representatives.

Response:

The USPS does not encourage or discourage customers from contacting their elected representatives.

Concern (No Opinion):

32. Customers expressed a concern that the parking at Pierrepont Manor Post Office would be inadequate.

Response:

A site visit was conducted and it has been determined that there is adequate parking.

Concern (No Opinion):

33. Customers expressed concern about having to erect a rural mailbox

Response:

You expressed concern about having to erect a rural mailbox. Customers are not required to erect rural mailboxes. Customers may receive PO Box service from the administrative Post Office located 4 miles away.

Nonpostal Concerns

Concern (No Opinion):

1. Customers expressed concern for loss of community identity

Response:

A community's identity derives from the interest and vitality of its residents and their use of its name. The Postal Service is helping to preserve community identity by continuing the use of the Ellisburg Post Office name and ZIP Code in addresses and in the National Five-Digit ZIP Code and Post Office Directory.

Concern (No Opinion):

2. Customer asked if USPS employees are affected by the Government Pension Offset.

Response:

Some USPS employees are affected by the GPO, some are not. Office of Personnel Management administers pension issues.

Concern (No Opinion):

3. Customers were concerned about loss of employment in the community

Response:

The postmaster position is vacant and there is no guarantee that any replacement postmaster would be from the community. USPS will consider Ellisburg employee for other USPS positions in the area.

Concern (No Opinion):

4. Customer expressed a concern about the loss of the community bulletin board at the Post Office.

Response:

Many retail outlets and grocery stores are now displaying a public bulletin board in which items can be posted for sale, and/or lost and found items can be posted, and a variety of other information.

Concern (No Opinion):

5. Customers expressed a concern about loss of a gathering place/social/community center for people.

Response:

The local church or a convenient market can provide a site for the community to gather, socialize and share information.



May 13, 2011

RE: Ellisburg NY

Memo to the record. This is a place card for item 26 Community meeting letter (If community meeting held prior to questionnaire) Meeting was held after questionnaires were sent.
Reference item 21.

Nadine Tremblay

Nadine Tremblay
Post Office Review Coordinator



A. Office

Name: ELLISBURG State: NY Zip Code: 13636
Area: NORTHEAST District: ALBANY PFC
Congressional District: 23 County: Jefferson
EAS Grade: 11 Finance Number: 352655
Post Office: Classified Station Classified Branch CPO

This form is a place holder for number 27. There was not a petition recieved.

Prepared by: Nadine Tremblay
Title: ALBANY PFC Post Office Review Coordinator
Tele No: (518) 452-4085

Date: 05/13/2011
Fax No: (518) 464-7429



A. Office

Name: ELLISBURG State: NY Zip Code: 13636
Area: NORTHEAST District: ALBANY PFC
Congressional District: 23 County: Jefferson
EAS Grade: 11 Finance Number: 352655
Post Office: Classified Station Classified Branch CPO

This form is a place holder for number 28. There was no Congressional inquiry.

Prepared by: Nadine Tremblay
Title: ALBANY PFC Post Office Review Coordinator
Tele No: (518) 452-4085

Date: 05/17/2011
Fax No: (518) 464-7429

Section IV

Economic Savings

A statement of annual savings includes a breakdown as follows:

Postmaster salary (EAS-____, Minimum, no COLA)

\$ 33,168

Fringe benefits 33.5%

\$ 11,111

Rental costs, excluding utilities

\$ 12,000

Total annual costs

\$ 56,279

Less estimated cost of replacement service

- 13,155

Total annual savings

\$ 43,124

A one-time expense of \$ _____ will be/was incurred for installation of CBUs and parcel lockers.

Is postmaster salary based on the minimum salary without COLA?

Does postmaster salary reflect the current office evaluation?

Section V

Other Factors

The Postal Service has identified no other factors for consideration (if appropriate).

List other factors as appropriate.

Other factors when replacement service is a CPO.

Section VI

Summary

The proposal must include a brief summary that explains why the closing or consolidation is necessary and an assessment of how those factors supporting the need for change outweigh any negative factors. In taking competing considerations into account, the need to provide a maximum degree of effective and regular service must be paramount.

Section VII

Notices

Appropriate notice is made that this is a proposal and not a final determination. If a final determination is made to discontinue the office, information on the appeal process will be provided at that time.

Checklist Completed By:

Nadine Chembly

5/17/2011

Investigative Coordinator

Date

Reviewed and Certified By:

Nadine Chembly

5/17/2011

District PO Review Coordinator

Date



05/17/2011

SENIOR VICE PRESIDENT
GOVERNMENT RELATIONS AND PUBLIC POLICY
475 L'ENFANT PLAZA SW RM 10804
WASHINGTON DC 20260-3500

SUBJECT: Posting of the Proposal to Close
the ELLISBURG Post Office
Docket No. 1362402

This is to advise you that on 05/18/2011, I will post for public comment a proposal to close the ELLISBURG Post Office in Jefferson, Congressional District No. 23.

If you have any questions, please call NADINE TREMBLAY District Review Coordinator at (518) 452-4085.

EDWARD PHELAN
District Manager
ALBANY PFC District

cc: Manager, Customer Service Operations
Area Manager, Public Affairs and Communications

Enclosures: PS Form 4920
Proposal



05/17/2011

OFFICER-IN-CHARGE/POSTMASTER

SUBJECT: Letter of Instructions Regarding Posting of
ELLISBURG Proposal
Docket No. 1362402 - 13636

Please post the enclosed proposal to close the ELLISBURG Post Office in the lobby. The proposal must be posted in a prominent place from 05/18/2011 through close of business on 07/19/2011. The posting must last at least 60 days and the first day does not count.

Round-date stamp the cover of the proposal on the date of posting and on the date of removal. Also, post the "Invitation for Comments" next to the proposal and round-date stamp it in the same manner.

Additional copies of the proposal and comment forms are enclosed. Provide them to customers upon request.

Also enclosed is the official record on which this proposal is based. Customers may read it; however, they may not remove it from your office. When a customer requests a copy of the record, provide it upon payment of any fees prescribed in AS-353 Guide to Privacy and the Freedom of Information Act. If you do not have photocopy equipment, take the customer's name, address, and telephone number and contact the district for a copy of the record.

At the expiration of the posting period, further instructions will be provided. If there are any questions, please contact me at (518) 452-4085.

NADINE TREMBLAY
Post Office Review Coordinator
ALBANY PFC District

Enclosures: PS Form 4920
Proposal
Invitation for Comments
Comment Forms
Official Record

Date of Posting: 05/18/2011

Date of Removal: 07/19/2011

UNITED STATES POSTAL SERVICE

INVITATION FOR COMMENTS ON THE PROPOSAL TO CLOSE THE ELLISBURG, NY POST OFFICE AND EXTEND SERVICE BY HIGHWAY CONTRACT ROUTE SERVICE

To the customers of the Ellisburg Post Office:

The Postal Service is considering the close of the Ellisburg Post Office for reasons stated in the accompanying proposal.

During the 60-day posting period from 05/18/2011 through 07/19/2011 you are invited to provide written comments. Comments will be most helpful if they offer specific opinions and information favorable or unfavorable regarding the potential effect of the proposed change on postal services and on the community. Your comments will be carefully considered and will be incorporated into the official record, which will be made public if the proposal is finalized.

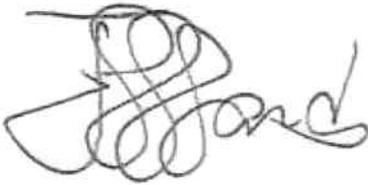
Copies of the proposal and optional comment forms are available upon request at the Ellisburg Post Office. If you choose to use the optional comment form and need additional space, please attach additional sheets of paper.

Please return the comment form to:

NADINE TREMBLAY
30 KARNER RD
ALBANY, NY 12288-9992

For more information, you may call NADINE TREMBLAY at (518) 452-4085 or write to the above address.

Thank you for your assistance.



JEFFREY SANDS
30 KARNER RD
ALBANY, NY 12288-9992

DOCKET NO. 1362402-13636
ITEM NO. 33
PAGE 1

Date of Posting: 05/18/2011

Posting Round Date:

Date of Removal: 07/19/2011

Removal Round Date:

PROPOSAL TO CLOSE
THE ELLISBURG, NY POST OFFICE
AND EXTEND
SERVICE BY HIGHWAY CONTRACT ROUTE SERVICE

DOCKET NUMBER 1362402 - 13636

I. RESPONSIVENESS TO COMMUNITY POSTAL NEEDS

The Postal Service is proposing to close the Ellisburg, NY Post Office and provide delivery and retail services by highway contract route service under the administrative responsibility of the Pierrepont Manor Post Office, located four miles away.

The postmaster position became vacant when the postmaster retired on March 18, 2008. Since the postmaster vacancy an OIC has been installed to operate the office. Postmaster level and office service hours are determined by a workload analysis which includes the number of deliveries and revenue.

The office is being studied for possible closing or consolidation due to the following reasons: This is a level 11 office with 105 PO boxes and 35 HCR boxes delivered from this zip code. The HCR also acts as a feeder HCR and transports the mail from/to the Pierrepont Manor Post Office which is 3.94 miles away. The Mannsville Post Office is located 4.47 miles away. This is a management initiated study to determine if regular and effective service can be provided through alternate access.

The Ellisburg Post Office, an EAS-11 level, provides service from 08:00 to 12:00 and 13:00 to 16:45 Monday - Friday, 08:15 to 11:00 Saturday and lobby hours of 08:00 to 17:00 on Monday - Friday and 08:15 to 11:15 on Saturday to 108 post office box customers and 34 delivery customers. Retail services included the sale of stamps, stamped paper, and money orders; special services such as Registered Mail, Certified Mail, Insured Mail, COD Mail, and Express Mail services; and the acceptance and dispatch of all classes of mail.

The retail window averaged 26 transaction(s) accounting for 28 minute(s) of retail workload daily. With minimal workload, the Postal Service feels that effective and regular service will be provided by highway contract route service. Office receipts for the last 3 years were: \$39,248 (102 revenue units) in FY 2008; \$35,270 (92 revenue units) in FY 2009; and \$33,228 (87 revenue units) in FY 2010. There were no permit mailer(s) or postage meter customer(s).

On May 04, 2011, representatives from the Postal Service were available at Ellisburg Town Hall 11832 S Main St Ellisburg, NY 13636 to answer questions and provide information to customers. 35 customer(s) attended the meeting.

On April 25, 2011, 140 questionnaires were distributed to delivery customers of the Ellisburg Post Office. Questionnaires were also available over the counter for retail customers at the Ellisburg Post Office. 54 questionnaires were returned. Responses regarding the proposed alternate service were as follows: 2 favorable, 28 unfavorable, and 24 expressed no opinion.

If this proposal is implemented, delivery and retail services will be provided by the Pierrepont Manor Post Office, an EAS-11 level office. Window service hours at the Pierrepont Manor Post Office are from 08:00 to 11:30 and 12:30 to 16:45, Monday through Friday, and 08:00 to 10:45 on Saturday. There are 89 post office boxes available.

The following concerns were expressed on the returned questionnaires, at the community meeting, from customer letters, on the petition, and from the congressional inquiry:

1. **Concern:** Customer asked to have Pierrepont Manor served from Ellisburg rather than vice versa.

Response: The customer asked to have Pierrepont Manor Post Office served from Ellisburg rather than vice versa. Post offices are reviewed on a case-by-case basis. When there is a vacancy in a small office, it is customary to conduct a study of the business activity of that specific office and investigate the feasibility of providing service by alternate means.
2. **Concern:** Customer expressed a concern about their 911 address

Response: 911 addresses are generally given by the county's 911 coordinator. The Postal Service does not establish 911 addresses. Any questions concerning your 911 address should be directed to the county's 911 coordinator.
3. **Concern:** Customer felt the postal service is a necessary business.

Response: Businesses generally require regular and effective postal services, and these will always be provided to the Ellisburg Post Office community.
4. **Concern:** Customers asked why their post office was being discontinued while others were retained

Response: Post offices are reviewed on a case-by-case basis. When there is a vacancy in a small office, it is customary to conduct a study of the business activity and investigate the feasibility of providing service by alternate means.
5. **Concern:** Customers felt the cost of postage was increasing while service was decreasing

Response: The Postal Service is not immune to rising costs affecting every family and business. We do not receive tax dollars to cover the cost of operations and must adjust our prices to cover our costs. The Postal Service Governors are responsible for approving prices for all Postal Service products and services. For mailing services prices, such as stamp prices, the Postal Service announces the new prices each February and they become effective each May. The Postal Regulatory Commission (PRC) reviews the new pricing for compliance with the price cap and other provisions of the Postal Act of 2006.

6. **Concern:** Customers were concerned about a change of address

Response: Customers who retain their PO Box or currently have street delivery WILL NOT be required to change their address. ONLY customers electing to close their PO Box and begin street delivery would be required to change their address, if a final determination is made to close or consolidate this office. 911 addresses are generally given by the county's 911 coordinator. The Postal Service does not establish 911 addresses. Any questions concerning your 911 address should be directed to the county's 911 coordinator.

7. **Concern:** Customers were concerned about mail security

Response: Customers may place a lock on their mailboxes. The mailbox must have a slot large enough to accommodate the customer's normal daily mail volume. The Postal Service does not open mailboxes which are locked and does not accept keys for this purpose.

8. **Concern:** Customers were concerned about obtaining services from the carrier

Response: Retail services provided at the post office are available from the carrier. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience. Listed below are some services available from the carrier and how to obtain them.

PURCHASING STAMPS BY MAIL

The Stamps by Mail Program provides customers the opportunity to purchase stamps, envelopes, and postal cards by using Form 3227-R, Stamp Purchase Order (Rural), available from the post office or the carrier. Commemorative stamps and stamp collecting products are also available. The customer addresses the postage paid order form envelope, encloses payment by personal check or postal money order made payable to the US Postal Service, and mails the form (postage-free) or leaves it in the mailbox for the carrier to pick up. Most orders are processed overnight, and some immediately.

PURCHASING POSTAL MONEY ORDERS

Customers may purchase money orders by meeting the carrier at the mailbox, completing an application, and paying the carrier (in cash) the price of the money order, plus the fee. The carrier gives the customer a receipt for the application. The money order is completed when the carrier returns to the post office, and a money order receipt is left in the customer's mailbox on the next delivery day. Most customers provide the carrier with a stamped, self-addressed envelope in which the completed money order is mailed to its destination. If customers prefer, the completed money orders will be returned for verification on the next delivery day.

SPECIAL SERVICES

Special services such as certified, registered, Express Mail, delivery confirmation, signature confirmation, and COD may be obtained from the carrier by leaving a note in the mailbox, along with the appropriate payment. The carrier will provide the services that day and leave a customer receipt in the mailbox on the next delivery day.

HOLDING MAIL

Customers who will be away for an extended time, such as a vacation, may request that their mail be held at the post office during their absence. Upon return the customer asks the post office to resume delivery.

9. **Concern:** Customers were concerned about senior citizens

- Response:** Carrier service is beneficial to many senior citizens and those who face special challenges because the carrier can provide delivery and retail services to. Customers do not have to make a special trip to the post office for service. Special provisions are made for hardship cases or special customer needs. To request an exception for hardship delivery, customers may contact the administrative postmaster for more information.
10. **Concern:** Customers were concerned about the mailboxes being damaged by snowplows
- Response:** Please contact the administrative postmaster to determine the proper mailbox location and installation method that would help alleviate this concern. Placing the mailbox on a long, swinging, horizontal pipe is one method often used to avoid damage by snowplows.
11. **Concern:** You were concerned about having to travel to another post office for money orders.
- Response:** Customers may purchase money orders by meeting the carrier at the mailbox, completing an application, and paying the carrier (in cash) the price of the money order, plus the fee. The carrier gives the customer a receipt for the application. The money order is completed when the carrier returns to the post office, and a money order receipt is left in the customer's mailbox on the next delivery day. Most customers provide the carrier with a stamped, self-addressed envelope in which the completed money order is mailed to its destination. If customers prefer, the completed money orders will be returned for verification on the next delivery day.
12. **Concern:** You were concerned about having to travel to another post office for service
- Response:** Services provided at the post office will be available from the carrier, and customers will not have to travel to another post office for service. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience.
13. **Concern:** You were concerned that the Ellisburg Post Office is very convenient.
- Response:** Services provided at the post office will be available from the carrier, and customers will not have to travel to another post office for service. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience.
14. **Concern:** Customer asked if one Postmaster could run both Pierrepont Manor and Ellisburg Post Offices.
- Response:** No.
15. **Concern:** Customer asked, if Ellisburg Post Office were closed, would the Star Route be ended.
- Response:** The Star Route would remain in place.
16. **Concern:** Customer expressed a concern that the Ellisburg Postmaster had retired before the current Pierrepont Manor Postmaster was in office, that it was not fair to Ellisburg, that the Pierrepont Manor Postmaster should be transferred to Ellisburg, and Pierrepont Manor Post Office closed instead.
- Response:** Pierrepont Manor Postmaster began 10/28/2006. Ellisburg Postmaster ended 3/18/2008.
17. **Concern:** Customer expressed a concern that the Post Office building would be vacant, and a waste of taxpayers money.
- Response:** The building is a leased facility and would remain on the tax rolls.
18. **Concern:** Customer suggested putting one big post office in South Jefferson county and closing all the others to save a lot of money.
- Response:** Suggestion noted in the record.
19. **Concern:** Customers asked if rural carriers were compensated for gas or if they had to provide their own.

- Response:** Rural carriers receive Equipment Maintenance Allowance for providing a vehicle for the route, which covers gas, repairs, maintenance, etc.
20. **Concern:** Customers asked if the reason the criteria for closing being used is whether there is a Postmaster incumbent, due to the Postmaster's union contract?
- Response:** Postmasters are managers, not union members, and do not have a contract as such.
21. **Concern:** Customers asked if the USPS makes money on "junk" mail.
- Response:** Every class of mail, including advertising mail, is required by law to cover its own costs.
22. **Concern:** Customers asked if the USPS was going to implement 5 day delivery.
- Response:** 5 day delivery is still being discussed/considered.
23. **Concern:** Customers asked if they would have to pay box fees for NDCBU delivery.
- Response:** No, it is a form of carrier delivery.
24. **Concern:** Customers asked the POOM if he had visited Pierrepont Manor Post Office or Mannsville Post Office, and understood the traffic there.
- Response:** Yes, POOM is familiar with both offices.
25. **Concern:** Customers asked what is the Postal Service plan for Ellisburg?
- Response:** The Postal Service would like to provide pickup and delivery of your mail, as well as the sale of stamps and all other customary postal services, by rural route service emanating from the Pierrepont Manor Post Office.
26. **Concern:** Customers asked what other ways USPS was trying to make up the deficit, other than closing their post office.
- Response:** USPS is scaling back internally, have eliminated Areas and Districts, made substantial reductions in our work force, closed mail processing operations such as Watertown MPC and consolidated with Syracuse, gained concessions in union contracts for workers to pay a larger portion of health benefit costs, introduced new, easier ways for customers to ship which will hopefully increase revenue, and many other initiatives. Closing small offices is one step of many which are being examined and, depending on circumstances, initiated.
27. **Concern:** Customers asked whether they should contact their elected representatives.
- Response:** The USPS does not encourage or discourage customers from contacting their elected representatives.
28. **Concern:** Customers expressed a concern about the cost of keeping Ellisburg Post Office open versus the cost of operating the Pierrepont Manor Post Office.
- Response:** Financial data is proprietary information. Specific savings will be noted if a proposal to close is pursued.
29. **Concern:** Customers expressed a concern that if the change to Pierrepont Manor Post Office were implemented, it would cause a problem if a person had to call Emergency Medical Services.
- Response:** The customer r 911 address which EMS uses to locate you will not change. It would continue to be an Ellisburg address.
30. **Concern:** Customers expressed a concern that summer residents had not returned to the area yet and would not have an opportunity to ask questions or raise concerns.
- Response:** There are a number of posting requirements and comment periods before any final decision or implementation would be made. All customers will have several opportunities to ask questions and make comments.
31. **Concern:** Customers expressed a concern that the parking at Pierrepont Manor Post Office would be inadequate.

- Response:** A site visit was conducted and it has been determined that there is adequate parking.
32. **Concern:** Customers expressed concern about collection of outgoing mail, due to the large volume of outgoing mail generated occasionally by the Town (3500 tax bills, etc).
- Response:** The customer expressed a concern about the collection of outgoing mail. Collection of mail will be made by the carrier when serving the route. The rural carrier would provide a vehicle adequate to the needs of the route. 3500 letters would be approximately the same volume as 9 large parcels.
33. **Concern:** Customers expressed concern about having to erect a rural mailbox
- Response:** The customer expressed concern about having to erect a rural mailbox. Customers are not required to erect rural mailboxes. Customers may receive PO Box service from the administrative Post Office located 4 miles away.
34. **Concern:** Customers expressed concern over the apparent lack of interest by the Postal Service for the needs of the community
- Response:** The Postal Service is required to provide each community with regular and effective service, using the most cost efficient means possible. The proposed alternate delivery service will meet the mailing and service needs of the community in a more cost effective manner.
35. **Concern:** Customers expressed concern over the postal service not being customer oriented
- Response:** The Postal Service is very interested in the service needs of the community and customer feedback is crucial to improving service. Concerns raised by the community will be investigated by the Postal Service and appropriate actions will be taken.
36. **Concern:** Customers expressed interest in having NDCBU service as an alternative.
- Response:** Neighborhood Delivery Centralized Box Units will be considered as a possible delivery option.
37. **Concern:** Customers felt inclement weather and poor road conditions might impede delivery
- Response:** Both inclement weather and heavy mail volume can cause deviations from the normal delivery schedule. However, the carrier is required to provide a vehicle of adequate size, equipped with necessary equipment (chains or snow tires, warning lights or signs, etc.) to serve the route safely and efficiently and in accordance with federal, state, and local motor vehicle laws and regulations.
38. **Concern:** Customers inquired how the USPS lost \$8 billion dollars in one year.
- Response:** Prefunding retiree health benefits, increased gasoline & other vehicle costs, workers compensation costs, overpaying pension fund, electronic diversion of mail, etc.
39. **Concern:** Customers suggested the USPS should raise the price charge for Standard Mail.
- Response:** Suggestion noted in the record.
40. **Concern:** Customers were concerned about obtaining accountable mail and large parcels
- Response:** The customer expressed a concern about obtaining accountable mail and large parcels. If you live less than one-half mile from the line of travel, the carrier will attempt delivery of accountable items and large parcels to the customer's residence. If you live over one-half mile away or are not home when delivery is attempted, a notice will be left in the mailbox. Large parcels will be left outside the mailbox or at a designated location or a notice will be left in the mailbox. Attempted delivery items will be taken back to the Pierrepont Manor Post Office. Customers may pick up the item at the post office, request redelivery on another day or authorize delivery to another party.
41. **Concern:** Customers were concerned about people who do not have a vehicle and walk to get their mail.

Response:

Services provided at the post office will be available from the carrier, and customers will not have to travel to another post office for service. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience.

Some advantages of the proposal are:

1. The rural or contract delivery carrier may provide retail services, alleviating the need to go to the post office. Stamps by Mail order forms are provided for customer convenience.
2. Customers opting for carrier service will have 24-hour access to their mail.
3. Savings for the Postal Service contribute in the long run to stable postage rates and savings for customers.
4. CBUs can offer the security of individually locked mail compartments. Parcel lockers provide convenient parcel delivery for customers.
5. Customers opting for carrier service will not have to pay post office box fees.
6. Saves time and energy for customers who drive to the post office to pick up mail.

Some disadvantages of the proposal are:

1. The loss of a retail outlet and a postmaster position in the community. Retail services may be provided by the rural or contract delivery carrier.
2. Meeting the rural or contract delivery carrier at the box to transact business. However, it is not necessary to be present to conduct most Postal Service transactions.
3. A change in the mailing address. The community name will continue to be used in the new address. A carrier route address will be assigned.

Taking all available information into consideration, the Postal Service concludes this proposal will provide a maximum degree of effective and regular postal services to the community.

II. EFFECT ON COMMUNITY

Ellisburg is an unincorporated community located in Jefferson County. The community is administered politically by Village of Ellisburg. Police protection is provided by the Jefferson County Sheriff. Fire protection is provided by the Ellisburg Volunteer Fire Department. The community is comprised of retired people, farmers/ranchers, and those who commute to work at nearby communities and work in local businesses.

Businesses and organizations include: none . Residents may travel to nearby communities for other supplies and services.

Nonpostal services provided at the Ellisburg Post Office will be available at the Pierrepont Manor Post Office. Government forms normally provided by the Post Office will also be available at the Pierrepont Manor Post Office or by contacting your local government agency.

The following nonpostal concerns were expressed on the returned questionnaires, at the community meeting, on the petition, and on the congressional inquiry:

- | | |
|--------------------|---|
| 1. Concern: | No Concern |
| Response: | |
| 2. Concern: | Customer asked if USPS employees are affected by the Government Pension Offset. |
| Response: | Some USPS employees are affected by the GPO, some are not. Office of Personnel Management administers pension issues. |
| 3. Concern: | Customer expressed a concern about the loss of the community bulletin board at the Post Office. |
| Response: | Many retail outlets and grocery stores are now displaying a public bulletin board in which items can be posted for sale, and/or lost and found items can be posted, and a variety of other information. |
| 4. Concern: | Customers expressed a concern about loss of a gathering place/social/community center for people. |
| Response: | The local church or a convenient market can provide a site for the community to gather, socialize and share information. |
| 5. Concern: | Customers expressed concern for loss of community identity |
| Response: | A community's identity derives from the interest and vitality of its residents and their use of its name. The Postal Service is helping to preserve community identity by continuing the use of the Ellisburg Post Office name and ZIP Code in addresses and in the National Five-Digit ZIP Code and Post Office Directory. |

6. **Concern:** Customers were concerned about loss of employment in the community
- Response:** The postmaster position is vacant and there is no guarantee that any replacement postmaster would be from the community. USPS will consider Ellisburg employee for other USPS positions in the area.

Based on the information obtained in the course of this discontinuance study, the Postal Service concludes this proposal will not adversely affect the community.

III. EFFECT ON EMPLOYEES

The postmaster retired on March 18, 2008. The noncareer postmaster relief (PMR) may be separated from the Postal Service. No other Postal Service employee will be adversely affected. .

IV. ECONOMIC SAVINGS

The Postal Service estimates an annual savings of \$ 43,124 with a breakdown as follows:

Postmaster Salary (EAS-11, No COLA)	\$ 33,168
Fringe Benefits @ 33.5%	\$ 11,111
Annual Lease Costs	<u>+ \$ 12,000</u>
Total Annual Costs	\$ 56,279
Less Annual Cost of Replacement Service	<u>- \$ 13,155</u>
Total Annual Savings	<u>\$ 43,124</u>

V. OTHER FACTORS

The Postal Service has identified no other factors for consideration.

VI. SUMMARY

The Postal Service is proposing to close the Ellisburg, NY Post Office and provide delivery and retail services by highway contract route service under the administrative responsibility of the Pierrepont Manor Post Office, located four miles away.

The postmaster retired on March 18, 2008. If the office has a noncareer PMR(s), they may be separated from the Postal Service; however, attempts will be made to reassign the employee(s) to a nearby facility. No other employee(s) will be adversely affected. Post office workload has declined. Effective and regular service will continue to be provided by highway contract route service.

The Ellisburg Post Office provided delivery and retail service to 108 PO Box customers and 34 delivery route customers. The daily retail window transactions averaged 26. There are no permit mailers or postage meter customers.

There will no longer be a retail outlet in the community. However, delivery and retail services may be available from a rural or contract delivery carrier, which could alleviate the need to travel to a post office for service. The Postal Service will save an estimated \$43,124 annually. A disadvantage to some may be in meeting the rural or contract delivery carrier to transact business. However, it is not necessary to be present to conduct most Postal Service transactions with a rural or contract delivery carrier.

Taking all available information into consideration, the Postal Service has determined that the advantages outweigh the disadvantages and this proposal is warranted.

VII. NOTICES

- A. Support Materials. Copies of all materials upon which this proposal is based are available for public inspection at the Ellisburg Post Office and Pierrepont Manor Post Office during normal office hours.
- B. This is a proposal. It is not a final determination to close this post office. If a final determination is made to close this post office, after public comments on this proposal are received and taken into account, a notice of that final determination will be posted in this office.

The final determination will contain instructions on how affected customers may appeal that decision to the Postal Regulatory Commission. Any such appeal must be received by the commission within 30 days of the posting of the final determination.



JEFFREY SANDS
Manager, Post Office Operations

05/18/2011
Date



07/15/2011

OFFICER-IN-CHARGE/POSTMASTER

SUBJECT: Instructions for Posting the "Notice of Taking Proposal and Comments Under Internal Consideration"

At the close of business on 07/19/2011 take down the "Proposal" and the "Invitation for Comments" from the lobby. Round-date stamp them upon removal and verify that the mandatory 60-day posting period was observed. The proposal and invitation for comments must be posted for at least 60 days, and the first day does not count.

On the same day, prominently post in the lobby the enclosed "Notice of Taking Proposal and Comments Under Internal Consideration." The notice should remain posted until you receive further notice from this office.

Please return the posted "Proposal," "Invitation for Comments," the official record, and any related discontinuance materials to this office.

Thank you for your assistance.

Sincerely,

A handwritten signature in cursive script that reads "Nadine Tremblay".

NADINE TREMBLAY
Post Office Review Coordinator
30 KARNER RD
ALBANY, NY 12288-9992



A. Office

Name: ELLISBURG State: NY Zip Code: 13636
Area: NORTHEAST District: ALBANY PFC
Congressional District: 23 County: Jefferson
EAS Grade: 11 Finance Number: 352655
Post Office: Classified Station Classified Branch CPO

This form is a place holder for number 36. The round dated copies of the proposal have been received.

Prepared by: Nadine Tremblay
Title: ALBANY PFC Post Office Review Coordinator
Tele No: (518) 452-4085

Date: 07/22/2011
Fax No: (518) 464-7429

DOCKET NO. 1362402-13636
ITEM NO. 36
PAGE 2

Date of Posting: 05/18/2011



Posting Round Date:

Date of Removal: 07/19/2011

Removal Round Date:



PROPOSAL TO CLOSE
THE ELLISBURG, NY POST OFFICE
AND EXTEND
SERVICE BY HIGHWAY CONTRACT ROUTE SERVICE

DOCKET NUMBER 1362402 - 13636

DOCKET NO. 1362402-13636
ITEM NO. 36
PAGE 3

Date of Posting: 05/18/2011

Date of Removal: 07/19/2011



UNITED STATES POSTAL SERVICE



**INVITATION FOR COMMENTS ON THE PROPOSAL TO CLOSE
THE ELLISBURG, NY POST OFFICE
AND EXTEND
SERVICE BY HIGHWAY CONTRACT ROUTE SERVICE**

To the customers of the Ellisburg Post Office:

The Postal Service is considering the close of the Ellisburg Post Office for reasons stated in the accompanying proposal.

During the 60-day posting period from 05/18/2011 through 07/19/2011 you are invited to provide written comments. Comments will be most helpful if they offer specific opinions and information favorable or unfavorable regarding the potential effect of the proposed change on postal services and on the community. Your comments will be carefully considered and will be incorporated into the official record, which will be made public if the proposal is finalized.

Copies of the proposal and optional comment forms are available upon request at the Ellisburg Post Office. If you choose to use the optional comment form and need additional space, please attach additional sheets of paper.

Please return the comment form to:

NADINE TREMBLAY
30 KARNER RD
ALBANY, NY 12288-9992

For more information, you may call NADINE TREMBLAY at (518) 452-4085 or write to the above address.

Thank you for your assistance.

JEFFREY SANDS
30 KARNER RD
ALBANY, NY 12288-9992

DOCKET NO. 1362402-13636
ITEM NO. 36
PAGE 4

Date of Posting: 05/18/2011

Posting Round Date:



Date of Removal: 07/19/2011

Removal Round Date:



PROPOSAL TO CLOSE
THE ELLISBURG, NY POST OFFICE
AND EXTEND
SERVICE BY HIGHWAY CONTRACT ROUTE SERVICE

DOCKET NUMBER 1362402 - 13636

DOCKET NO. 1362402-13636
ITEM NO. 36
PAGE 5

Date of Posting: 05/18/2011

Date of Removal: 07/19/2011



UNITED STATES POSTAL SERVICE



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Thank you for your assistance.

JEFFREY SANDS
30 KARNER RD
ALBANY, NY 12288-9992

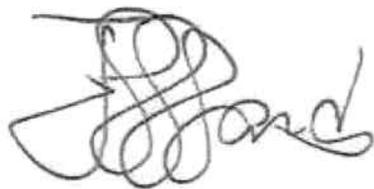
**NOTICE OF TAKING PROPOSAL AND COMMENTS
UNDER INTERNAL CONSIDERATION**

Date 07/15/2011

Postal Customers of the Ellisburg Post Office: The Postal Service appreciates receiving the views of those of you who submitted comments on the proposal to close the Ellisburg Post Office, which was posted 05/18/2011 through 07/19/2011. These comments will be considered carefully as the matter is reviewed further in my office and at higher levels within the Postal Service.

When a final decision is made by the Postal Service, that decision will be posted in place of this notice. If the decision is to approve the proposal, any customer of the Ellisburg Post Office who disagrees will have the right to appeal that decision to the Postal Regulatory Commission in Washington, DC.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffrey Sands". The signature is stylized with large, overlapping loops and a long, sweeping tail.

JEFFREY SANDS
30 KARNER RD
ALBANY, NY 12288-9992



Postal Service Customer Questionnaire

1. Please check the appropriate box to indicate whether you use the ELLISBURG Post Office for each of the following:

Postal Services	Daily	Weekly	Monthly	Never
a. Buying Stamps	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Mailing Letters	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Mailing Parcels	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Pick up Post Office box mail	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Pick up general delivery mail	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Buying money orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
g. Obtaining special services, including Certified Mail, Registered Mail, Insured Mail, Delivery Confirmation, or Signature Confirmation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
h. Sending Express Mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
i. Buying stamp-collecting material	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other Postal Services

- a. Entering permit mailings YES NO
- b. Resetting/using postage meter YES NO

Nonpostal Services

- a. Picking up government forms (such as tax forms) YES NO
- b. Using for school bus stop YES NO
- c. Assisting senior citizens, persons with disabilities, etc. YES NO

If yes, please explain: _____

- d. Using public bulletin board YES NO
- e. Other YES NO

If yes, please explain: _____

2. Do you pass another Post Office during business hours while traveling to or from work, or shopping, or for personal needs?

- YES NO

If yes, please explain: _____



3. If you have carrier delivery, there will be no change to your delivery service — proceed to question 4. If you currently receive Post Office box service or general delivery service, complete this section. How will the proposed service compare to current service?

- Better Just as Good No Opinion Worse

If yes, please explain:

4. For which of the following do you leave your community? (Check all that apply.) Where do you go to obtain these services?

- Shopping _____
- Personal needs _____
- Banking _____
- Employment _____
- Social needs _____

5. Do you currently use local businesses in the community?

- Yes No

If yes, would you continue to use them if the Post Office is discontinued?

- Yes No

Name: Roger E Eastman
Address: PO 125
Telephone: 315-486-9324
Date: 4-26-11

Please add any additional comments on a separate piece of paper and attach it to this form. Thank you for taking the time to complete this questionnaire.



Postal Service Customer Questionnaire

1. Please check the appropriate box to indicate whether you use the ELLISBURG Post Office for each of the following:

Postal Services	Daily	Weekly	Monthly	Never
a. Buying Stamps	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Mailing Letters	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Mailing Parcels	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d. Pick up Post Office box mail	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Pick up general delivery mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f. Buying money orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
g. Obtaining special services, including Certified Mail, Registered Mail, Insured Mail, Delivery Confirmation, or Signature Confirmation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
h. Sending Express Mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
i. Buying stamp-collecting material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Other Postal Services

- a. Entering permit mailings YES NO
- b. Resetting/using postage meter YES NO

Nonpostal Services

- a. Picking up government forms (such as tax forms) YES NO
- b. Using for school bus stop YES NO
- c. Assisting senior citizens, persons with disabilities, etc. YES NO

If yes, please explain:

- d. Using public bulletin board YES NO
- e. Other YES NO

If yes, please explain:

2. Do you pass another Post Office during business hours while traveling to or from work, or shopping, or for personal needs?

YES NO

If yes, please explain:

Bellville + Adams post office when shopping



3. If you have carrier delivery, there will be no change to your delivery service — proceed to question 4. If you currently receive Post Office box service or general delivery service, complete this section. How will the proposed service compare to current service?

- Better Just as Good No Opinion Worse

If yes, please explain:

4. For which of the following do you leave your community? (Check all that apply.) Where do you go to obtain these services?

- Shopping Adams
- Personal needs Adams
- Banking Adams
- Employment none
- Social needs none

5. Do you currently use local businesses in the community?

- Yes No

If yes, would you continue to use them if the Post Office is discontinued?

- Yes No

Name: Addie A Koff

Address: PO Box 40 - Ellisburg, NY 13636

Telephone: ³¹⁵ 846-9073

Date: May 11, 2011

Please add any additional comments on a separate piece of paper and attach it to this form. Thank you for taking the time to complete this questionnaire.



Postal Service Customer Questionnaire

1. Please check the appropriate box to indicate whether you use the ELLISBURG Post Office for each of the following:

Postal Services	Daily	Weekly	Monthly	Never
a. Buying Stamps	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Mailing Letters	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Mailing Parcels	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Pick up Post Office box mail	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Pick up general delivery mail	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
f. Buying money orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
g. Obtaining special services, including Certified Mail, Registered Mail, Insured Mail, Delivery Confirmation, or Signature Confirmation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
h. Sending Express Mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
i. Buying stamp-collecting material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

forget I could do it there

Other Postal Services

- a. Entering permit mailings YES NO
- b. Resetting/using postage meter YES NO

Nonpostal Services

- a. Picking up government forms (such as tax forms) YES NO
- b. Using for school bus stop YES NO
- c. Assisting senior citizens, persons with disabilities, etc. YES NO

If yes, please explain:

- d. Using public bulletin board YES NO
- e. Other YES NO

If yes, please explain:

discussion of mailbox placement on property + other postal questions

2. Do you pass another Post Office during business hours while traveling to or from work, or shopping, or for personal needs?

- YES NO

If yes, please explain:



3. If you have carrier delivery, there will be no change to your delivery service — proceed to question 4. If you currently receive Post Office box service or general delivery service, complete this section. How will the proposed service compare to current service?

- Better Just as Good No Opinion Worse

If yes, please explain:

4. For which of the following do you leave your community? (Check all that apply.) Where do you go to obtain these services?

- Shopping
 Personal needs
 Banking
 Employment
 Social needs

5. Do you currently use local businesses in the community?

- Yes No

If yes, would you continue to use them if the Post Office is discontinued?

- Yes No

Name: KIMBERLY DAVIS

Address: 12061 Eisenhower Rd. Ellensburg WA 13636

Telephone: 315-808-846-3003

Date: 5/11/11

Please add any additional comments on a separate piece of paper and attach it to this form. Thank you for taking the time to complete this questionnaire.



Postal Service Customer Questionnaire

1. Please check the appropriate box to indicate whether you use the ELLISBURG Post Office for each of the following:

Postal Services	Daily	Weekly	Monthly	Never
a. Buying Stamps	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Mailing Letters	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Mailing Parcels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d. Pick up Post Office box mail	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Pick up general delivery mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f. Buying money orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
g. Obtaining special services, including Certified Mail, Registered Mail, Insured Mail, Delivery Confirmation, or Signature Confirmation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
h. Sending Express Mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
i. Buying stamp-collecting material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Other Postal Services

- a. Entering permit mailings YES NO
- b. Resetting/using postage meter YES NO

Nonpostal Services

- a. Picking up government forms (such as tax forms) YES NO
- b. Using for school bus stop YES NO
- c. Assisting senior citizens, persons with disabilities, etc. YES NO

If yes, please explain:

- d. Using public bulletin board YES NO
- e. Other YES NO

If yes, please explain:

2. Do you pass another Post Office during business hours while traveling to or from work, or shopping, or for personal needs?

- YES NO

If yes, please explain:



3. If you have carrier delivery, there will be no change to your delivery service — proceed to question 4. If you currently receive Post Office box service or general delivery service, complete this section. How will the proposed service compare to current service?

- Better Just as Good No Opinion Worse

If yes, please explain:

4. For which of the following do you leave your community? (Check all that apply.) Where do you go to obtain these services?

- Shopping _____
 Personal needs _____
 Banking _____
 Employment _____
 Social needs _____

5. Do you currently use local businesses in the community?

- Yes No

If yes, would you continue to use them if the Post Office is discontinued?

- Yes No

Name: Richard E Remington

Address: PO Box 81 Ellisburg ny

Telephone: (315) 846 5604

Date: 5-17-11

Please add any additional comments on a separate piece of paper and attach it to this form. Thank you for taking the time to complete this questionnaire.

Optional Comment Form

Following are comments I wish to make concerning the proposed discontinuance of the ELLISBURG Post Office.

- 1. **Effect on Your Postal Services.** Describe any favorable or unfavorable effects you believe the proposal would have on the regularity or effectiveness of your postal services.

Unable to pick up mail, inconvenience for myself as well as other residents of the Ellensburg community.

- 2. **Effect on Your Community.** Please describe any favorable or unfavorable effects that you believe the proposal would have on your community.

There are people who are unable to get to the post office. The convenience of receiving packages appears to going to UPS D+H or FedEx. The convenience of the Ellensburg Post Office. Newspaper delivery here, posting and advertising in the hall is another convenience. There is no other business except the library is that going to be closed next.

- 3. **Other Comments.** Please provide any other views or information that you believe the Postal Service should consider in deciding whether to adopt the proposal.

Every town/village and city has post office. This area has resort and vacationers that travel through Ellensburg that need to mail items if they cannot get anywhere else.

Rose Hansen

Jason Johnson

Name of Postal Customer

Signature of Postal Customer

PO Box 326 (Prior Ellensburg Post Office)

Mailing Address

Wenatchee 12661

City, State, and ZIP Code

5/27/2011

Date

DOCKET NO. 1362402-13626
 ITEM NO. 38
 PAGE 9

Optional Comment Form

Following are comments I wish to make concerning the proposed discontinuance of the ELLISBURG Post Office.

- 1. **Effect on Your Postal Services.** Describe any favorable or unfavorable effects you believe the proposal would have on the regularity or effectiveness of your postal services.

Mail + Identity theft. ~~Then people~~ I like knowing my mail is safe and other people aren't going through it. I get my medications through the mail I don't want to worry about them or any other mail being stolen

- 2. **Effect on Your Community.** Please describe any favorable or unfavorable effects that you believe the proposal would have on your community.

This Post Office is the only place the Village has to post notices that everyone will see. This is the only place where the people of Ellisburg come on a regular basis.

- 3. **Other Comments.** Please provide any other views or information that you believe the Postal Service should consider in deciding whether to adopt the proposal.

The Village of Ellisburg is the home of the Village Town Barn, The Town Hall, The Town Court, The Township Clerk therefore the Village of Ellisburg should house the main Post Office in the Township of Ellisburg.

Michelle Morales
Name of Postal Customer

Michelle Morales
Signature of Postal Customer

P.O. Box 126
Mailing Address

Ellisburg NY 13636
City, State, and ZIP Code

6/4/11
Date

DOCKET NO. 1362402-13636
ITEM NO. 38
PAGE 10

Item Nbr: 38
Page Nbr: 1



08/22/2011

ROGER E. EASTMAN

PO BOX 125
ELLISBURG, NY 13636

Dear Postal Service Customer:

Thank you for taking the time to submit your comments to the proposal to close the Ellsberg Post Office. Your comments are appreciated and will be carefully considered, along with the comments of other customers, as the matter is reviewed further in my office and at higher levels of the Postal Service.

I realize with change there is always concern. However we are confident that the alternate service listed in the proposal will continue to provide you with effective and regular service. If you have additional questions or comments, please feel free to contact Nadine Tremblay at (518) 452-4085.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffrey Sands". The signature is somewhat stylized and scribbled.

Jeffrey Sands
Manager, Post Office Operations
30 Karner Rd
Albany, NY, 12268-9992

Item Nbr: 38
Page Nbr: 2



08/22/2011

ADDIE A. KOHL
PO BOX 40
ELLISBURG, NY 13836

Dear Postal Service Customer:

Thank you for taking the time to submit your comments to the proposal to close the Ellsberg Post Office. Your comments are appreciated and will be carefully considered, along with the comments of other customers, as the matter is reviewed further in my office and at higher levels of the Postal Service.

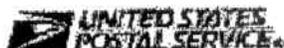
I realize with change there is always concern. However we are confident that the alternate service listed in the proposal will continue to provide you with effective and regular service. If you have additional questions or comments, please feel free to contact Nadine Tremblay at (518) 452-4085.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffrey Sands".

Jeffrey Sands
Manager, Post Office Operations
30 Karner Rd
Albany, NY, 12288-9992

Item Nbr: 38
Page Nbr: 3



08/22/2011

KIMBERLY DAVIS
12081 EISENHAUER ROAD
ELLISBURG, NY 13636

Dear Postal Service Customer:

Thank you for taking the time to submit your comments to the proposal to close the Ellisburg Post Office. Your comments are appreciated and will be carefully considered, along with the comments of other customers, as the matter is reviewed further in my office and at higher levels of the Postal Service.

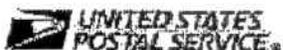
I realize with change there is always concern. However we are confident that the alternate service listed in the proposal will continue to provide you with effective and regular service. If you have additional questions or comments, please feel free to contact Nadine Tremblay at (518) 452-4086.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffrey Sands". The signature is stylized with loops and a long horizontal stroke at the end.

Jeffrey Sands
Manager, Post Office Operations
30 Karner Rd
Albany, NY, 12288-9992

Item Nbr: 38
Page Nbr: 4



08/22/2011

RICHARD E. REMINGTON

PO BOX 81
ELLISBURG, NY 13636

Dear Postal Service Customer:

Thank you for taking the time to submit your comments to the proposal to close the Ellisburg Post Office. Your comments are appreciated and will be carefully considered, along with the comments of other customers, as the matter is reviewed further in my office and at higher levels of the Postal Service.

I realize with change there is always concern. However we are confident that the alternate service listed in the proposal will continue to provide you with effective and regular service.

If you have additional questions or comments, please feel free to contact Nadine Tremblay at (518) 452-4085.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffrey Sands". The signature is somewhat stylized and scribbled.

Jeffrey Sands
Manager, Post Office Operations
30 Karner Rd
Albany, NY, 12286-9992



08/22/2011

ROSE MCKENNA
PO BOX 326
ELLISBURG, NY 13638

Dear Postal Service Customer:

Thank you for taking the time to submit your comments to the proposal to close the Ellisburg Post Office. Your comments are appreciated and will be carefully considered, along with the comments of other customers, as the matter is reviewed further in my office and at higher levels of the Postal Service.

In response to your letter:

- You asked why the Ellisburg post office was being discontinued while others were retained. Post offices are reviewed on a case-by-case basis. When there is a vacancy in a small office, it is customary to conduct a study of the business activity and investigate the feasibility of providing service by alternate means.
- Services provided at the post office will be available from the carrier, and customers will not have to travel to another post office for service. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience.
- For carrier pick up of packages, you can contact the Pierrepont Manor Post Office, letting the carrier know that you have a package available for pick up. The carrier can deviate from the line of travel in order to receive packages. The rural carrier will accept letters, flats or packages for mailing. The carrier will estimate the cost and provide a receipt for any money received. On the following delivery day the carrier will provide change or a bill for the amount over the estimate.

I realize with change there is always concern. However we are confident that the alternate service listed in the proposal will continue to provide you with effective and regular service.

If you have additional questions or comments, please feel free to contact Nadine Tremblay at (518) 452-4085.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffrey Sands". The signature is somewhat stylized and includes a large flourish at the end.

Jeffrey Sands
Manager, Post Office Operations
30 Karner Rd
Albany, NY, 12288-9992

Item Nbr: 58
Page Nbr: 6



08/22/2011

MICHELLE MORALES

PO BOX 126
ELLISBURG, NY 13636

Dear Postal Service Customer:

Thank you for taking the time to submit your comments to the proposal to close the Ellisburg Post Office. Your comments are appreciated and will be carefully considered, along with the comments of other customers, as the matter is reviewed further in my office and at higher levels of the Postal Service.

In response to your letter:

- If the customer lives less than one-half mile from the line of travel, the carrier will attempt delivery of accountable items and large parcels to the customer's residence. If the customer lives over one-half mile away or is not home when delivery is attempted, a notice will be left in the mailbox. Large parcels will be left outside the mailbox or at a location designated by the customer (if authorized by the customer), or a notice will be left in the mailbox. Attempted delivery items will be taken back to the Pierrepont Manor Post Office. Customers may pick up the item at the post office, request redelivery on another day or authorize delivery to another party.
- Residents may continue to meet informally, socialize, and share information at the other businesses, churches and residences in town.
- Many retail outlets and grocery stores are now displaying a public bulletin board in which items can be posted for sale, and/or lost and found items can be posted, and a variety of other information.

I realize with change there is always concern. However we are confident that the alternate service listed in the proposal will continue to provide you with effective and regular service.

If you have additional questions or comments, please feel free to contact Nadine Tremblay at (518) 452-4085.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffrey Sands". The signature is stylized and somewhat cursive.

Jeffrey Sands
Manager, Post Office Operations
30 Karner Rd
Albany, NY 12288-9992



A. Office

Name: ELLISBURG State: NY Zip Code: 13636
Area: NORTHEAST District: ALBANY PFC
Congressional District: 23 County: Jefferson
EAS Grade: 11 Finance Number: 352655
Post Office: Classified Station Classified Branch CPO

This form is a place holder for number 39. There was not a premature appeal received.

Prepared by: Nadine Tremblay
Title: ALBANY PFC Post Office Review Coordinator
Tele No: (518) 452-4085

Date: 07/22/2011
Fax No: (518) 464-7429

Analysis of 60-Day Posting Comments

Number of comments returned

Total questionnaires distributed	6
Favorable comments	0
Unfavorable comments	3
No opinion expressed	3
Total comments returned	6

Postal Concerns

The following postal concerns were expressed

- Concern (Favorable):
No Concern
Response:
- Concern (No Opinion):
Customer expressed a concern about package delivery and pickup
Response:
For carrier pick up of packages, you can contact the Pierrepont manor Post Office, letting the carrier know that you have a package available for pick up. The carrier can deviate from the line of travel in order to receive packages. The rural carrier will accept letters, flats or packages for mailing. The carrier will estimate the cost and provide a receipt for any money received. On the following delivery day the carrier will provide change or a bill for the amount over the estimate.
- Concern (No Opinion):
Customers asked why their post office was being discontinued while others were retained
Response:
You asked why the Ellensburg post office was being discontinued while others were retained. Post offices are reviewed on a case-by-case basis. When there is a vacancy in a small office, it is customary to conduct a study of the business activity and investigate the feasibility of providing service by alternate means.
- Concern (No Opinion):
Customers were concerned about obtaining accountable mail and large parcels
Response:
If the customer lives less than one-half mile from the line of travel, the carrier will attempt delivery of accountable items and large parcels to the customer's residence. If the customer lives over one-half mile away or is not home when delivery is attempted, a notice will be left in the mailbox. Large parcels will be left outside the mailbox or at a location designated by the customer (if authorized by the customer), or a notice will be left in the mailbox. Attempted delivery items will be taken back to the Pierrepont Manor Post Office. Customers may pick up the item at the post office, request redelivery on another day or authorize delivery to another party.
- Concern (No Opinion):
No Concern
Response:
- Concern (No Opinion):
You were concerned about having to travel to another post office for service
Response:
Services provided at the post office will be available from the carrier, and customers will not have to travel to another post office for service. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience.
- Concern (Unfavorable):
No Concern
Response:

Nonpostal Concerns

The following nonpostal concerns were expressed

- Concern (No Opinion):
Customer expressed a concern about the loss of the community bulletin board at the Post Office.
Response:
Many retail outlets and grocery stores are now displaying a public bulletin board in which items can be posted for sale, and/or lost and found items can be posted, and a variety of other information.
- Concern (No Opinion):
Customers were concerned about the loss of a gathering place and an information center.
Response:
Residents may continue to meet informally, socialize, and share information at the other businesses, churches and residences in town.

DOCKET NO. 1362402-13636

ITEM NO. 41

PAGE 1

Date of Posting: 05/18/2011

Posting Round Date:

Date of Removal: 07/19/2011

Removal Round Date:

PROPOSAL TO CLOSE
THE ELLISBURG, NY POST OFFICE
AND EXTEND
SERVICE BY HIGHWAY CONTRACT ROUTE SERVICE
(REVISED)

DOCKET NUMBER 1362402 - 13636

I. RESPONSIVENESS TO COMMUNITY POSTAL NEEDS

The Postal Service is proposing to close the Ellisburg, NY Post Office and provide delivery and retail services by highway contract route service under the administrative responsibility of the Pierrepont Manor Post Office, located four miles away.

The postmaster position became vacant when the postmaster retired on March 18, 2008. Since the postmaster vacancy an OIC has been installed to operate the office. Postmaster level and office service hours are determined by a workload analysis which includes the number of deliveries and revenue.

The office is being studied for possible closing or consolidation due to the following reasons: This is a level 11 office with 105 PO boxes and 35 HCR boxes delivered from this zip code. The HCR also acts as a feeder HCR and transports the mail from/to the Pierrepont Manor Post Office which is 3.94 miles away. The Mannsville Post Office is located 4.47 miles away. This is a management initiated study to determine if regular and effective service can be provided through alternate access.

The Ellisburg Post Office, an EAS-11 level, provides service from 08:00 to 12:00 and 13:00 to 16:45 Monday - Friday, 08:15 to 11:00 Saturday and lobby hours of 08:00 to 17:00 on Monday - Friday and 08:15 to 11:15 on Saturday to 108 post office box or general delivery customers and 34 delivery customers. Retail services included the sale of stamps, stamped paper, and money orders; special services such as Registered Mail, Certified Mail, Insured Mail, COD Mail, and Express Mail services; and the acceptance and dispatch of all classes of mail.

The retail window averaged 26 transaction(s) accounting for 28 minute(s) of retail workload daily. With minimal workload, the Postal Service feels that effective and regular service will be provided by highway contract route service. Office receipts for the last 3 years were: \$39,248 (102 revenue units) in FY 2008; \$35,270 (92 revenue units) in FY 2009; and \$33,228 (87 revenue units) in FY 2010. There were no permit mailer(s) or postage meter customer(s).

On May 04, 2011, representatives from the Postal Service were available at Ellisburg Town Hall 11832 S Main St Ellisburg, NY 13636 to answer questions and provide information to customers. 35 customer(s) attended the meeting.

On April 25, 2011, 140 questionnaires were distributed to delivery customers of the Ellisburg Post Office. Questionnaires were also available over the counter for retail customers at the Ellisburg Post Office. 54 questionnaires were returned. Responses regarding the proposed alternate service were as follows: 2 favorable, 28 unfavorable, and 24 expressed no opinion.

If this proposal is implemented, delivery and retail services will be provided by the Pierrepont Manor Post Office, an EAS-11 level office. Window service hours at the Pierrepont Manor Post Office are from 08:00 to 11:30 and 12:30 to 16:45, Monday through Friday, and 08:00 to 10:45 on Saturday. There are 89 post office boxes available.

The following concerns were expressed from questionnaires, the community meeting, from customer letters, on the petition, and from the congressional inquiry:

1. **Concern:** Customer asked to have Pierrepont Manor served from Ellisburg rather than vice versa.

Response: The customer asked to have Pierrepont Manor Post Office served from Ellisburg rather than vice versa. Post offices are reviewed on a case-by-case basis. When there is a vacancy in a small office, it is customary to conduct a study of the business activity of that specific office and investigate the feasibility of providing service by alternate means.
2. **Concern:** Customer expressed a concern about their 911 address

Response: 911 addresses are generally given by the county's 911 coordinator. The Postal Service does not establish 911 addresses. Any questions concerning your 911 address should be directed to the county's 911 coordinator.
3. **Concern:** Customer felt the postal service is a necessary business.

Response: Businesses generally require regular and effective postal services, and these will always be provided to the Ellisburg Post Office community.
4. **Concern:** Customers asked why their post office was being discontinued while others were retained

Response: Post offices are reviewed on a case-by-case basis. When there is a vacancy in a small office, it is customary to conduct a study of the business activity and investigate the feasibility of providing service by alternate means.
5. **Concern:** Customers felt the cost of postage was increasing while service was decreasing

Response:

The Postal Service is not immune to rising costs affecting every family and business. We do not receive tax dollars to cover the cost of operations and must adjust our prices to cover our costs. The Postal Service Governors are responsible for approving prices for all Postal Service products and services. For mailing services prices, such as stamp prices, the Postal Service announces the new prices each February and they become effective each May. The Postal Regulatory Commission (PRC) reviews the new pricing for compliance with the price cap and other provisions of the Postal Act of 2006.

6. **Concern:**

Customers were concerned about a change of address

Response:

Customers who retain their PO Box or currently have street delivery WILL NOT be required to change their address. ONLY customers electing to close their PO Box and begin street delivery would be required to change their address, if a final determination is made to close or consolidate this office. 911 addresses are generally given by the county's 911 coordinator. The Postal Service does not establish 911 addresses. Any questions concerning your 911 address should be directed to the county's 911 coordinator.

7. **Concern:**

Customers were concerned about mail security

Response:

Customers may place a lock on their mailboxes. The mailbox must have a slot large enough to accommodate the customer's normal daily mail volume. The Postal Service does not open mailboxes which are locked and does not accept keys for this purpose.

8. **Concern:**

Customers were concerned about obtaining services from the carrier

Response:

Retail services provided at the post office are available from the carrier. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience. Listed below are some services available from the carrier and how to obtain them.

PURCHASING STAMPS BY MAIL

The Stamps by Mail Program provides customers the opportunity to purchase stamps, envelopes, and postal cards by using Form 3227-R, Stamp Purchase Order (Rural), available from the post office or the carrier. Commemorative stamps and stamp collecting products are also available. The customer addresses the postage paid order form envelope, encloses payment by personal check or postal money order made payable to the US Postal Service, and mails the form (postage-free) or leaves it in the mailbox for the carrier to pick up. Most orders are processed overnight, and some immediately.

PURCHASING POSTAL MONEY ORDERS

Customers may purchase money orders by meeting the carrier at the mailbox, completing an application, and paying the carrier (in cash) the price of the money order, plus the fee. The carrier gives the customer a receipt for the application. The money order is completed when the carrier returns to the post office, and a money order receipt is left in the customer's mailbox on the next delivery day. Most customers provide the carrier with a stamped, self-addressed envelope in which the completed money order is mailed to its destination. If customers prefer, the completed money orders will be returned for verification on the next delivery day.

SPECIAL SERVICES

Special services such as certified, registered, Express Mail, delivery confirmation, signature confirmation, and COD may be obtained from the carrier by leaving a note in the mailbox, along with the appropriate payment. The carrier will provide the services that day and leave a customer receipt in the mailbox on the next delivery day.

HOLDING MAIL

Customers who will be away for an extended time, such as a vacation, may request that their mail be held at the post office during their absence. Upon return the customer asks the post office to resume delivery.

9. **Concern:**

Customers were concerned about senior citizens

- Response:** Carrier service is beneficial to many senior citizens and those who face special challenges because the carrier can provide delivery and retail services to. Customers do not have to make a special trip to the post office for service. Special provisions are made for hardship cases or special customer needs. To request an exception for hardship delivery, customers may contact the administrative postmaster for more information.
10. **Concern:** Customers were concerned about the mailboxes being damaged by snowplows
- Response:** Please contact the administrative postmaster to determine the proper mailbox location and installation method that would help alleviate this concern. Placing the mailbox on a long, swinging, horizontal pipe is one method often used to avoid damage by snowplows.
11. **Concern:** You were concerned about having to travel to another post office for money orders.
- Response:** Customers may purchase money orders by meeting the carrier at the mailbox, completing an application, and paying the carrier (in cash) the price of the money order, plus the fee. The carrier gives the customer a receipt for the application. The money order is completed when the carrier returns to the post office, and a money order receipt is left in the customer's mailbox on the next delivery day. Most customers provide the carrier with a stamped, self-addressed envelope in which the completed money order is mailed to its destination. If customers prefer, the completed money orders will be returned for verification on the next delivery day.
12. **Concern:** You were concerned about having to travel to another post office for service
- Response:** Services provided at the post office will be available from the carrier, and customers will not have to travel to another post office for service. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience.
13. **Concern:** You were concerned that the Ellisburg Post Office is very convenient.
- Response:** Services provided at the post office will be available from the carrier, and customers will not have to travel to another post office for service. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience.
14. **Concern:** Customer expressed a concern about package delivery and pickup
- Response:** For carrier pick up of packages, you can contact the Pierrepont manor Post Office, letting the carrier know that you have a package available for pick up. The carrier can deviate from the line of travel in order to receive packages. The rural carrier will accept letters, flats or packages for mailing. The carrier will estimate the cost and provide a receipt for any money received. On the following delivery day the carrier will provide change or a bill for the amount over the estimate.
15. **Concern:** Customers were concerned about obtaining accountable mail and large parcels
- Response:** If the customer lives less than one-half mile from the line of travel, the carrier will attempt delivery of accountable items and large parcels to the customer's residence. If the customer lives over one-half mile away or is not home when delivery is attempted, a notice will be left in the mailbox. Large parcels will be left outside the mailbox or at a location designated by the customer (if authorized by the customer), or a notice will be left in the mailbox. Attempted delivery items will be taken back to the Pierrepont Manor Post Office. Customers may pick up the item at the post office, request redelivery on another day or authorize delivery to another party.
16. **Concern:** Customer asked if one Postmaster could run both Pierrepont Manor and Ellisburg Post Offices.
- Response:** No.
17. **Concern:** Customer asked, if Ellisburg Post Office were closed, would the Star Route be ended.
- Response:** The Star Route would remain in place.

18. **Concern:** Customer expressed a concern that the Ellisburg Postmaster had retired before the current Pierrepont Manor Postmaster was in office, that it was not fair to Ellisburg, that the Pierrepont Manor Postmaster should be transferred to Ellisburg, and Piererpont Manor Post Office closed instead.
- Response:** Pierrepont Manor Postmaster began 10/28/2006. Ellisburg Postmaster ended 3/18/2008.
19. **Concern:** Customer expressed a concern that the Post Office building would be vacant, and a waste of taxpayers money.
- Response:** The building is a leased facility and would remain on the tax rolls.
20. **Concern:** Customer suggested putting one big post office in South Jefferson county and closing all the others to save a lot of money.
- Response:** Suggestion noted in the record.
21. **Concern:** Customers asked if rural carriers were compensated for gas or if they had to provide their own.
- Response:** Rural carriers receive Equipment Maintenance Allowance for providing a vehicle for the route, which covers gas, repairs, maintenance, etc.
22. **Concern:** Customers asked if the reason the criteria for closing being used is whether there is a Postmaster incumbent, due to the Postmaster's union contract?
- Response:** Postmasters are managers, not union members, and do not have a contract as such.
23. **Concern:** Customers asked if the USPS makes money on "junk" mail.
- Response:** Every class of mail, including advertising mail, is required by law to cover its own costs.
24. **Concern:** Customers asked if the USPS was going to implement 5 day delivery.
- Response:** 5 day delivery is still being discussed/considered.
25. **Concern:** Customers asked if they would have to pay box fees for NDCBU delivery.
- Response:** No, it is a form of carrier delivery.
26. **Concern:** Customers asked the POOM if he had visited Pierrepont Manor Post Office or Mannsville Post Office, and understood the traffic there.
- Response:** Yes, POOM is familiar with both offices.
27. **Concern:** Customers asked what is the Postal Service plan for Ellisburg?
- Response:** The Postal Service would like to provide pickup and delivery of your mail, as well as the sale of stamps and all other customary postal services, by rural route service emanating from the Pierrepont Manor Post Office.
28. **Concern:** Customers asked what other ways USPS was trying to make up the deficit, other than closing their post office.
- Response:** USPS is scaling back internally, have eliminated Areas and Districts, made substantial reductions in our work force, closed mail processing operations such as Watertown MPC and consolidated with Syracuse, gained concessions in union contracts for workers to pay a larger portion of health benefit costs, introduced new, easier ways for customers to ship which will hopefully increase revenue, and many other initiatives. Closing small offices is one step of many which are being examined and, depending on circumstances, initiated.
29. **Concern:** Customers asked whether they should contact their elected representatives.
- Response:** The USPS does not encourage or discourage customers from contacting their elected representatives.

30. **Concern:** Customers expressed a concern about the cost of keeping Ellisburg Post Office open versus the cost of operating the Pierrepont Manor Post Office.
- Response:** Financial data is proprietary information. Specific savings will be noted if a proposal to close is pursued.
31. **Concern:** Customers expressed a concern that if the change to Pierrepont Manor Post Office were implemented, it would cause a problem if a person had to call Emergency Medical Services.
- Response:** The customer r 911 address which EMS uses to locate you will not change. It would continue to be an Ellisburg address.
32. **Concern:** Customers expressed a concern that summer residents had not returned to the area yet and would not have an opportunity to ask questions or raise concerns.
- Response:** There are a number of posting requirements and comment periods before any final decision or implementation would be made. All customers will have several opportunities to ask questions and make comments.
33. **Concern:** Customers expressed a concern that the parking at Pierrepont Manor Post Office would be inadequate.
- Response:** A site visit was conducted and it has been determined that there is adequate parking.
34. **Concern:** Customers expressed concern about collection of outgoing mail, due to the large volume of outgoing mail generated occasionally by the Town (3500 tax bills, etc).
- Response:** The customer expressed a concern about the collection of outgoing mail. Collection of mail will be made by the carrier when serving the route. The rural carrier would provide a vehicle adequate to the needs of the route. 3500 letters would be approximately the same volume as 9 large parcels.
35. **Concern:** Customers expressed concern about having to erect a rural mailbox
- Response:** The customer expressed concern about having to erect a rural mailbox. Customers are not required to erect rural mailboxes. Customers may receive PO Box service from the administrative Post Office located 4 miles away.
36. **Concern:** Customers expressed concern over the apparent lack of interest by the Postal Service for the needs of the community
- Response:** The Postal Service is required to provide each community with regular and effective service, using the most cost efficient means possible. The proposed alternate delivery service will meet the mailing and service needs of the community in a more cost effective manner.
37. **Concern:** Customers expressed concern over the postal service not being customer oriented
- Response:** The Postal Service is very interested in the service needs of the community and customer feedback is crucial to improving service. Concerns raised by the community will be investigated by the Postal Service and appropriate actions will be taken.
38. **Concern:** Customers expressed interest in having NDCBU service as an alternative.
- Response:** Neighborhood Delivery Centralized Box Units will be considered as a possible delivery option.
39. **Concern:** Customers felt inclement weather and poor road conditions might impede delivery
- Response:** Both inclement weather and heavy mail volume can cause deviations from the normal delivery schedule. However, the carrier is required to provide a vehicle of adequate size, equipped with necessary equipment (chains or snow tires, warning lights or signs, etc.) to serve the route safely and efficiently and in accordance with federal, state, and local motor vehicle laws and regulations.
40. **Concern:** Customers inquired how the USPS lost \$8 billion dollars in one year.

Response: Prefunding retiree health benefits, increased gasoline & other vehicle costs, workers compensation costs, overpaying pension fund, electronic diversion of mail, etc.

41. **Concern:** Customers suggested the USPS should raise the price charge for Standard Mail.

Response: Suggestion noted in the record.

42. **Concern:** Customers were concerned about people who do not have a vehicle and walk to get their mail.

Response: Services provided at the post office will be available from the carrier, and customers will not have to travel to another post office for service. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience.

Some advantages of the proposal are:

1. The rural or contract delivery carrier may provide retail services, alleviating the need to go to the post office. Stamps by Mail order forms are provided for customer convenience.
2. Customers opting for carrier service will have 24-hour access to their mail.
3. Savings for the Postal Service contribute in the long run to stable postage rates and savings for customers.
4. CBUs can offer the security of individually locked mail compartments. Parcel lockers provide convenient parcel delivery for customers.
5. Customers opting for carrier service will not have to pay post office box fees.
6. Saves time and energy for customers who drive to the post office to pick up mail.

Some disadvantages of the proposal are:

1. The loss of a retail outlet and a postmaster position in the community. Retail services may be provided by the rural or contract delivery carrier.
2. Meeting the rural or contract delivery carrier at the box to transact business. However, it is not necessary to be present to conduct most Postal Service transactions.
3. A change in the mailing address. The community name will continue to be used in the new address. A carrier route address will be assigned.

Taking all available information into consideration, the Postal Service concludes this proposal will provide a maximum degree of effective and regular postal services to the community.

II. EFFECT ON COMMUNITY

Ellisburg is an unincorporated community located in Jefferson County. The community is administered politically by Village of Ellisburg. Police protection is provided by the Jefferson County Sheriff. Fire protection is provided by the Ellisburg Volunteer Fire Department. The community is comprised of see attached US Census Bureau, and those who commute to work at nearby communities and work in local businesses.

Businesses and organizations include: none . Residents may travel to nearby communities for other supplies and services.

Nonpostal services provided at the Ellisburg Post Office will be available at the Pierrepoint Manor Post Office. Government forms normally provided by the Post Office will also be available at the Pierrepoint Manor Post Office or by contacting your local government agency.

The following nonpostal concerns were expressed from questionnaires, the community meeting, on the petition, and on the congressional inquiry:

- | | |
|--------------------|---|
| 1. Concern: | Customer expressed a concern about the loss of the community bulletin board at the Post Office. |
| Response: | Many retail outlets and grocery stores are now displaying a public bulletin board in which items can be posted for sale, and/or lost and found items can be posted, and a variety of other information. |
| 2. Concern: | Customers were concerned about the loss of a gathering place and an information center. |
| Response: | Residents may continue to meet informally, socialize, and share information at the other businesses, churches and residences in town. |
| 1. Concern: | Customer asked if USPS employees are affected by the Government Pension Offset. |
| Response: | Some USPS employees are affected by the GPO, some are not. Office of Personnel Management administers pension issues. |
| 2. Concern: | Customers expressed concern for loss of community identity |
| Response: | A community's identity derives from the interest and vitality of its residents and their use of its name. The Postal Service is helping to preserve community identity by continuing the use of the Ellisburg Post Office name and ZIP Code in addresses and in the National Five-Digit ZIP Code and Post Office Directory. |
| 3. Concern: | Customers were concerned about loss of employment in the community |

Response:

The postmaster position is vacant and there is no guarantee that any replacement postmaster would be from the community. USPS will consider Ellisburg employee for other USPS positions in the area.

Based on the information obtained in the course of this discontinuance study, the Postal Service concludes this proposal will not adversely affect the community.

III. EFFECT ON EMPLOYEES

The postmaster position became vacant when the postmaster retired on March 18, 2008. The noncareer postmaster relief (PMR) may be separated from the Postal Service. No other Postal Service employee will be adversely affected. Since the postmaster vacancy an OIC has been installed to operate the office.

IV. ECONOMIC SAVINGS

The Postal Service estimates an annual savings of \$ 43,124 with a breakdown as follows:

Postmaster Salary (EAS-11, No COLA)	\$ 33,168
Fringe Benefits @ 33.5%	\$ 11,111
Annual Lease Costs	<u>+ \$ 12,000</u>
Total Annual Costs	\$ 56,279
Less Annual Cost of Replacement Service	<u>- \$ 13,155</u>
Total Annual Savings	<u>\$ 43,124</u>

V. OTHER FACTORS

The Postal Service has identified no other factors for consideration.

VI. SUMMARY

The Postal Service is proposing to close the Ellisburg, NY Post Office and provide delivery and retail services by highway contract route service under the administrative responsibility of the Pierrepont Manor Post Office, located four miles away.

The postmaster retired on March 18, 2008. If the office has a noncareer PMR(s), they may be separated from the Postal Service; however, attempts will be made to reassign the employee(s) to a nearby facility. No other employee(s) will be adversely affected. Post office workload has declined. Effective and regular service will continue to be provided by highway contract route service.

The Ellisburg Post Office provided delivery and retail service to 108 PO Box or general delivery customers and 34 delivery route customers. The daily retail window transactions averaged 26. There are no permit mailers or postage meter customers.

There will no longer be a retail outlet in the community. However, delivery and retail services may be available from a rural or contract delivery carrier, which could alleviate the need to travel to a post office for service. The Postal Service will save an estimated \$43,124 annually. A disadvantage to some may be in meeting the rural or contract delivery carrier to transact business. However, it is not necessary to be present to conduct most Postal Service transactions with a rural or contract delivery carrier.

Taking all available information into consideration, the Postal Service has determined that the advantages outweigh the disadvantages and this proposal is warranted.

VII. NOTICES

- A. Support Materials. Copies of all materials upon which this proposal is based are available for public inspection at the Ellisburg Post Office and Pierrepont Manor Post Office during normal office hours.
- B. This is a proposal. It is not a final determination to close this post office. If a final determination is made to close this post office, after public comments on this proposal are received and taken into account, a notice of that final determination will be posted in this office.

The final determination will contain instructions on how affected customers may appeal that decision to the Postal Regulatory Commission. Any such appeal must be received by the commission within 30 days of the posting of the final determination.



JEFFREY SANDS
Manager, Post Office Operations

05/18/2011
Date

U.S. Postal Service POST OFFICE CLOSING OR CONSOLIDATION PROPOSAL Fact Sheet				1. Date Prepared 05/17/2011																																								
2. Post Office Name ELLISBURG		3. State and ZIP + 4 Code NY, 13636-9998																																										
4. District, Customer Service ALBANY PFC	5. Area, Customer Service NORTHEAST	6. County Jefferson	7. Congressional District 23																																									
8. Reason for Proposal to Discontinue This is a level 11 office with 105 PO boxes and 35 HCR boxes delivered from this zip code. The HCR also acts as a feeder HCR and transports the mail from/to the Pierrepont Manor Post Office which is 3.94 miles away. The Mannsville Post Office is located 4.47 miles away. This is a management initiated study to determine if regular and effective service can be provided through alternate access.		9. PO Emergency Suspend (Reason and Date) No Suspension		10. Proposed Permanent Alternate Service																																								
11. Staffing		12. Hours of Service																																										
a. <input type="checkbox"/> PM <input checked="" type="checkbox"/> PM Vacancy Reason & Date: retired Occupied 03/18/2008 b. <input type="checkbox"/> OIC <input type="checkbox"/> Career <input type="checkbox"/> Non-Career c. Current PM POSITION Level (150) EAS-11 Downgraded from EAS-11 d. No of Clerks- 0 No of Career- 0 No of Non-Career- 0 e. No of Others- 0 No of Career- 0 No of Non-Career- 0		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>a. Time M-F 08:00 to 12:00 and 13:00 to 16:45</td> <td>Sat 08:15 to 11:00</td> <td rowspan="2" style="text-align: center;">Total Window Hours Per Week 41.50</td> </tr> <tr> <td>a. Lobby Time M-F 08:00 to 17:00</td> <td>Sat 08:15 to 11:15</td> </tr> </table>			a. Time M-F 08:00 to 12:00 and 13:00 to 16:45	Sat 08:15 to 11:00	Total Window Hours Per Week 41.50	a. Lobby Time M-F 08:00 to 17:00	Sat 08:15 to 11:15																																			
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13. Number of Customers Served		14. Daily Volume (Pieces)																																										
<table border="1" style="width:100%; border-collapse: collapse;"> <tr><td>a. General Delivery</td><td style="text-align: center;">0</td></tr> <tr><td>b. P.O. Box</td><td style="text-align: center;">108</td></tr> <tr><td>c. City Delivery</td><td style="text-align: center;">0</td></tr> <tr><td>d. Rural Delivery</td><td style="text-align: center;">0</td></tr> <tr><td>e. Highway Contract Route Box</td><td style="text-align: center;">34</td></tr> <tr><td>f. Total</td><td style="text-align: center;">142</td></tr> <tr><td>g. No. Receiving Duplicate Service</td><td style="text-align: center;">0</td></tr> <tr><td>h. Average No. Daily Transactions</td><td style="text-align: center;">25.90</td></tr> </table>		a. General Delivery	0	b. P.O. Box	108	c. City Delivery	0	d. Rural Delivery	0	e. Highway Contract Route Box	34	f. Total	142	g. No. Receiving Duplicate Service	0	h. Average No. Daily Transactions	25.90	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Types of Mail</th> <th>Received</th> <th>Dispatched</th> </tr> </thead> <tbody> <tr><td>a. First-Class</td><td style="text-align: center;">413</td><td style="text-align: center;">148</td></tr> <tr><td>b. Newspaper</td><td style="text-align: center;">148</td><td style="text-align: center;">9</td></tr> <tr><td>c. Parcel</td><td style="text-align: center;">11</td><td style="text-align: center;">3</td></tr> <tr><td>d. Other</td><td style="text-align: center;">0</td><td style="text-align: center;">1</td></tr> <tr><td>e. Total</td><td style="text-align: center;">572</td><td style="text-align: center;">161</td></tr> <tr><td>f. No. of Postage Meters</td><td></td><td style="text-align: center;">0</td></tr> <tr><td>g. No. of Permits</td><td></td><td style="text-align: center;">0</td></tr> </tbody> </table>			Types of Mail	Received	Dispatched	a. First-Class	413	148	b. Newspaper	148	9	c. Parcel	11	3	d. Other	0	1	e. Total	572	161	f. No. of Postage Meters		0	g. No. of Permits		0
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Finances a. FY 2008 2009 2010		Receipts \$ 39,248 \$ 35,270 \$ 33,228	b. EAS Step 1 PM Basic Salary (no Cola) \$ 33168	c. PM Fringe Benefits (33.5% of b.) \$11,111																																								
16a. Quarters																																												
<input type="checkbox"/> Postal Owned <input checked="" type="checkbox"/> Leased (if Leased, Expiration Date) 02/28/2016 Annual Lease \$ 12000. 30-day cancellation clause? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Evicted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if Yes, must vacate by) Located in: <input type="checkbox"/> Business <input type="checkbox"/> Home <input checked="" type="checkbox"/> Other Suitable alternate quarters available? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																																												
16b. Explain: No termination clause, could offer a buy-out. Alternate service at Pierrepont Manor Post Office																																												
17. Schools, Churches and Organization in Service Area: No: 0		19. Administrative/Emanating Office (Proposed):																																										
		Name PIERREPONT MANOR EAS Level 11 Miles Away 3.9 Window Service Hours: M-F 08:00 to 11:30 and SAT 08:00 to 10:45 Lobby Hours: M-F 08:00 to 17:00 SAT 08:00 to 11:00 PO Boxes Available: 89																																										
18. Businesses in Service Area: No: 0		20. Nearest Post Office (if different from above):																																										
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21. Prepared by																																												
Printed Name and Title NADINE TREMBLAY		Signature NADINE TREMBLAY		Telephone No. AC () (518) 452-4085																																								
PO Discontinuance Coordinator Name NADINE TREMBLAY		Telephone No. AC () (518) 452-4085	Location ALBANY, NY																																									



07/22/2011

MEMO TO THE RECORD

SUBJECT: Certification of the Record
ELLISBURG
Docket Number 1362402 - 13636

This certifies that all comments and documents enclosed in the attached record are originals, or true and correct copies of the originals.

A handwritten signature in black ink, appearing to read "Ed. Phelan".

EDWARD PHELAN
District Manager

LOG OF POST OFFICE DISCONTINUANCE ACTIONS

Office Name, State, ZIP Code: ELLISBURG, NY, 13636-9998

EAS Level: 11

District: ALBANY PFC

County: JEFFERSON

Congressional District: 23

Proposal: Close Consolidate

Reason For Proposed: retired

Alternate Service Proposed: Highway Contract Route Service

Customers Affected:

Post Office Box: 108

General Delivery: 0

Rural Route: 0

Highway Contract Route (HCR): 34

City Route: 0

Intermediate Rural: 0

Intermediate HCR: 0

Total number of customers: 142

Date	Action
	Office suspended. Reason suspended:
	Suspension notice sent to Headquarters.
03/18/2008	Postmaster vacancy occurred. Reason: retired
	OIC: Career: 0 Noncareer: 0 Other Employees: 0
02/24/2011	District manager authorization to study.
04/25/2011	Questionnaires sent to customers. Number sent: 140 Number Returned: 54 Analysis: Favorable 2 Unfavorable 28 No Opinion 24
	Petition received. Number of signatures: 0 Concerns expressed:
	Congressional inquiry received: No Concerns expressed:
05/17/2011	Proposal and checklist sent to district for review.
05/17/2011	Government Relations and Retail Operations notified by district 10 days before the 60-day posting (PS Form 4920 attached).
05/17/2011	Proposal and invitation for comments posted and round-dated.
07/22/2011	Proposal and invitation for comments removed and round-dated. Comment Analysis: Favorable 0 Unfavorable 3 No Opinion 3 6
None	Premature PRC appeal received. Concerns expressed:
05/17/2011	Updated PS Form 4920 completed (if necessary).
07/22/2011	Certification of the official record.
07/25/2011	District transmittal of official record to vice president, Delivery and Retail, and copy of transmittal letter to vice president, Area Operations.
08/14/2011	Headquarters logged in official record (option entry). Record returned to district for additional consideration. Record returned as not warranted.
08/23/2011	Final determination posted at affected office(s) and round-dated. Final determination removed and round-dated. Postal Bulletin Post Office Change Announcement form sent to Headquarters. No appeals letter received from Headquarters.
09/20/2011	Appeal to PRC received. PRC opinion received on appeal: Affirmed: _____ Remanded: _____ USPS Withdrawn: _____ Address management systems notified to updated AMS report. Discontinuance announced in Postal Bulletin No.: _____ Effective date: _____

Review Coordinator/person most familiar with the case:

<u>NADINE TREMBLAY</u> Name/Title	<u>(518) 452-4085</u> Telephone Number
<u>NADINE TREMBLAY</u> District Post Office Review Coordinator	<u>(518) 452-4085</u> Telephone Number



07/25/2011

VICE PRESIDENT, DELIVERY AND POST OFFICE OPERATIONS
UNITED STATES POSTAL SERVICE
475 L'ENFANT PLAZA ROOM 5621
WASHINGTON DC 20260-5621

SUBJECT: Official Record

Enclosed for your review and approval is the official record to discontinue the Ellisburg Post Office.

All appropriate actions have been taken, and we have considered the concerns/comments of affected customers. The record has been thoroughly reviewed, and all necessary documentation is included. All documents in the record are numbered and contain docket and item numbers on each page and a chronological index of all documents in the record is included. Effective and regular service will be provided to community residents by permanently implementing the alternative service proposed.

Refer questions about this Post Office discontinuance to Nadine Tremblay, Post Office Review Coordinator, at (518) 452-4085 or Jeffrey Sands Manager Post Office Operations.

A handwritten signature in blue ink, appearing to read "E. Phelan".

EDWARD PHELAN
DISTRICT MANAGER
30 KARNER RD
ALBANY, NY 12288-9992

Enclosures:

- One copy of record (<http://hqcsopps.usps.gov/public/dis/4B/P1362402.pdf>)
- Headquarters acknowledgment of receipt of official record (optional)
- Self-addressed envelope

cc: Vice President, NORTHEAST Area (no enclosures)

Headquarters Acknowledgment of Receipt of Official Record

The official record to consolidate the ELLISBURG was received by 08/14/2011.
Please contact the Headquarters coordinator at (916) 916-8315 or the address below for additional information regarding its status.

475 L'ENFANT PLAZA SW ROOM 6700
WASHINGTON DC 20260-6700

Enclosure: (self-addressed envelope)

***Note:** The acknowledgment form is optional and to be used at the district's discretion. Please provide the following memorandum **and** **and a self-addressed return envelope** if you wish to receive an acknowledgment of Headquarters receipt of the record.

DOCKET NO. 1362402-13636
ITEM NO. 47
PAGE 1

Date of Posting: 08/23/2011

Date of Removal: 09/24/2011

FINAL DETERMINATION TO CLOSE
THE ELLISBURG, NY POST OFFICE
AND EXTEND
SERVICE BY HIGHWAY CONTRACT ROUTE SERVICE

DOCKET NUMBER 1362402 - 13636

I. RESPONSIVENESS TO COMMUNITY POSTAL NEEDS

The Postal Service is issuing the final determination to close the Ellisburg, NY Post Office and provide delivery and retail services by highway contract route service under the administrative responsibility of the Pierrepont Manor Post Office, located four miles away.

The postmaster position became vacant when the postmaster retired on March 18, 2008. Since the postmaster vacancy an OIC has been installed to operate the office. Postmaster level and office service hours are determined by a workload analysis which includes the number of deliveries and revenue.

The office was studied for possible closing or consolidation due to the following reasons: This is a level 11 office with 105 PO boxes and 35 HCR boxes delivered from this zip code. The HCR also acts as a feeder HCR and transports the mail from/to the Pierrepont Manor Post Office which is 3.94 miles away. The Mannsville Post Office is located 4.47 miles away. This is a management initiated study to determine if regular and effective service can be provided through alternate access.

The Ellisburg Post Office, an EAS-11 level, provides service from 08:00 to 12:00 and 13:00 to 16:45 Monday - Friday, 08:15 to 11:00 Saturday and lobby hours of 08:00 to 17:00 on Monday - Friday and 08:15 to 11:15 on Saturday to 108 post office box or general delivery customers and 34 delivery customers. Retail services included the sale of stamps, stamped paper, and money orders; special services such as Registered Mail, Certified Mail, Insured Mail, COD Mail, and Express Mail services; and the acceptance and dispatch of all classes of mail.

The retail window averaged 26 transaction(s) accounting for 28 minute(s) of retail workload daily. With minimal workload, the Postal Service feels that effective and regular service will be provided by highway contract route service. Office receipts for the last 3 years were: \$39,248 (102 revenue units) in FY 2008; \$35,270 (92 revenue units) in FY 2009; and \$33,228 (87 revenue units) in FY 2010. There were no permit mailer(s) or postage meter customer(s).

On May 04, 2011, representatives from the Postal Service were available at Ellisburg Town Hall 11832 S Main St Ellisburg, NY 13636 to answer questions and provide information to customers. 35 customer(s) attended the meeting.

On April 25, 2011, 140 questionnaires were distributed to delivery customers of the Ellisburg Post Office. Questionnaires were also available over the counter for retail customers at the Ellisburg Post Office. 54 questionnaires were returned. Responses regarding the proposed alternate service were as follows: 2 favorable, 28 unfavorable, and 24 expressed no opinion.

When this final determination is implemented, delivery and retail services will be provided by the Pierrepont Manor Post Office, an EAS-11 level office. Window service hours at the Pierrepont Manor Post Office are from 08:00 to 11:30 and 12:30 to 16:45, Monday through Friday, and 08:00 to 10:45 on Saturday. There are 89 post office boxes available.

The proposal to close the Ellisburg Post Office was posted with an invitation for comment at the Ellisburg Post Office and Pierrepont Manor Post Office from May 18, 2011 to July 19, 2011. The following additional concerns were received during the proposal posting period:

1. **Concern:** Customer expressed a concern about package delivery and pickup
Response: For carrier pick up of packages, you can contact the Pierrepont manor Post Office, letting the carrier know that you have a package available for pick up. The carrier can deviate from the line of travel in order to receive packages. The rural carrier will accept letters, flats or packages for mailing. The carrier will estimate the cost and provide a receipt for any money received. On the following delivery day the carrier will provide change or a bill for the amount over the estimate.
2. **Concern:** Customers were concerned about obtaining accountable mail and large parcels
Response: If the customer lives less than one-half mile from the line of travel, the carrier will attempt delivery of accountable items and large parcels to the customer's residence. If the customer lives over one-half mile away or is not home when delivery is attempted, a notice will be left in the mailbox. Large parcels will be left outside the mailbox or at a location designated by the customer (if authorized by the customer), or a notice will be left in the mailbox. Attempted delivery items will be taken back to the Pierrepont Manor Post Office. Customers may pick up the item at the post office, request redelivery on another day or authorize delivery to another party.

The following nonpostal concerns were expressed from questionnaires, the community meeting, on the petition, and on the congressional inquiry:

1. **Concern:** Customer asked to have Pierrepont Manor served from Ellisburg rather than vice versa.

The customer asked to have Pierrepont Manor Post Office served from Ellisburg rather than vice versa. Post offices are reviewed on a case-by-case basis. When there is a vacancy in a small office, it is customary to conduct a study of the business activity of that specific office and investigate the feasibility of providing service by alternate means.

2. **Concern:** Customer expressed a concern about their 911 address

Response: 911 addresses are generally given by the county's 911 coordinator. The Postal Service does not establish 911 addresses. Any questions concerning your 911 address should be directed to the county's 911 coordinator.

3. **Concern:** Customer felt the postal service is a necessary business.

Response: Businesses generally require regular and effective postal services, and these will always be provided to the Ellisburg Post Office community.

4. **Concern:** Customers asked why their post office was being discontinued while others were retained

Response: Post offices are reviewed on a case-by-case basis. When there is a vacancy in a small office, it is customary to conduct a study of the business activity and investigate the feasibility of providing service by alternate means.

5. **Concern:** Customers felt the cost of postage was increasing while service was decreasing

Response: The Postal Service is not immune to rising costs affecting every family and business. We do not receive tax dollars to cover the cost of operations and must adjust our prices to cover our costs. The Postal Service Governors are responsible for approving prices for all Postal Service products and services. For mailing services prices, such as stamp prices, the Postal Service announces the new prices each February and they become effective each May. The Postal Regulatory Commission (PRC) reviews the new pricing for compliance with the price cap and other provisions of the Postal Act of 2006.

6. **Concern:** Customers were concerned about a change of address

Response: Customers who retain their PO Box or currently have street delivery WILL NOT be required to change their address. ONLY customers electing to close their PO Box and begin street delivery would be required to change their address, if a final determination is made to close or consolidate this office. 911 addresses are generally given by the county's 911 coordinator. The Postal Service does not establish 911 addresses. Any questions concerning your 911 address should be directed to the county's 911 coordinator.

7. **Concern:** Customers were concerned about mail security

Response: Customers may place a lock on their mailboxes. The mailbox must have a slot large enough to accommodate the customer's normal daily mail volume. The Postal Service does not open mailboxes which are locked and does not accept keys for this purpose.

8. **Concern:** Customers were concerned about obtaining services from the carrier

Response: Retail services provided at the post office are available from the carrier. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience. Listed below are some services available from the carrier and how to obtain them.

PURCHASING STAMPS BY MAIL

The Stamps by Mail Program provides customers the opportunity to purchase stamps, envelopes, and postal cards by using Form 3227-R, Stamp Purchase Order (Rural), available from the post office or the carrier. Commemorative stamps and stamp collecting products are also available. The customer addresses the postage paid order form envelope, encloses payment by personal check or postal money order made payable to the US Postal Service, and mails the form (postage-free) or leaves it in the mailbox for the carrier to pick up. Most orders are processed overnight, and some immediately.

PURCHASING POSTAL MONEY ORDERS

Customers may purchase money orders by meeting the carrier at the mailbox, completing an application, and paying the carrier (in cash) the price of the

DOCKET NO. 1362402-13636
ITEM NO. 47
PAGE 4

money order, plus the fee. The carrier gives the customer a receipt for the application. The money order is completed when the carrier returns to the post office, and a money order receipt is left in the customer's mailbox on the next delivery day. Most customers provide the carrier with a stamped, self-addressed envelope in which the completed money order is mailed to its destination. If customers prefer, the completed money orders will be returned for verification on the next delivery day.

SPECIAL SERVICES

Special services such as certified, registered, Express Mail, delivery confirmation, signature confirmation, and COD may be obtained from the carrier by leaving a note in the mailbox, along with the appropriate payment. The carrier will provide the services that day and leave a customer receipt in the mailbox on the next delivery day.

HOLDING MAIL

Customers who will be away for an extended time, such as a vacation, may request that their mail be held at the post office during their absence. Upon return the customer asks the post office to resume delivery.

9. **Concern:** Customers were concerned about senior citizens
Response: Carrier service is beneficial to many senior citizens and those who face special challenges because the carrier can provide delivery and retail services to. Customers do not have to make a special trip to the post office for service. Special provisions are made for hardship cases or special customer needs. To request an exception for hardship delivery, customers may contact the administrative postmaster for more information.
10. **Concern:** Customers were concerned about the mailboxes being damaged by snowplows
Response: Please contact the administrative postmaster to determine the proper mailbox location and installation method that would help alleviate this concern. Placing the mailbox on a long, swinging, horizontal pipe is one method often used to avoid damage by snowplows.
11. **Concern:** You were concerned about having to travel to another post office for money orders.
Response: Customers may purchase money orders by meeting the carrier at the mailbox, completing an application, and paying the carrier (in cash) the price of the money order, plus the fee. The carrier gives the customer a receipt for the application. The money order is completed when the carrier returns to the post office, and a money order receipt is left in the customer's mailbox on the next delivery day. Most customers provide the carrier with a stamped, self-addressed envelope in which the completed money order is mailed to its destination. If customers prefer, the completed money orders will be returned for verification on the next delivery day.
12. **Concern:** You were concerned about having to travel to another post office for service
Response: Services provided at the post office will be available from the carrier, and customers will not have to travel to another post office for service. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience.
13. **Concern:** You were concerned that the Ellisburg Post Office is very convenient.
Response: Services provided at the post office will be available from the carrier, and customers will not have to travel to another post office for service. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience.
14. **Concern:** Customer asked if one Postmaster could run both Pierrepont Manor and Ellisburg Post Offices.
Response: No.
15. **Concern:** Customer asked, if Ellisburg Post Office were closed, would the Star Route be ended.
Response: The Star Route would remain in place.

16. **Concern:** Customer expressed a concern that the Ellisburg Postmaster had retired before the current Pierrepont Manor Postmaster was in office, that it was not fair to Ellisburg, that the Pierrepont Manor Postmaster should be transferred to Ellisburg, and Pierrepont Manor Post Office closed instead.
- Response:** Pierrepont Manor Postmaster began 10/28/2006. Ellisburg Postmaster ended 3/18/2008.
17. **Concern:** Customer expressed a concern that the Post Office building would be vacant, and a waste of taxpayers money.
- Response:** The building is a leased facility and would remain on the tax rolls.
18. **Concern:** Customer suggested putting one big post office in South Jefferson county and closing all the others to save a lot of money.
- Response:** Suggestion noted in the record.
19. **Concern:** Customers asked if rural carriers were compensated for gas or if they had to provide their own.
- Response:** Rural carriers receive Equipment Maintenance Allowance for providing a vehicle for the route, which covers gas, repairs, maintenance, etc.
20. **Concern:** Customers asked if the reason the criteria for closing being used is whether there is a Postmaster incumbent, due to the Postmaster's union contract?
- Response:** Postmasters are managers, not union members, and do not have a contract as such.
21. **Concern:** Customers asked if the USPS makes money on "junk" mail.
- Response:** Every class of mail, including advertising mail, is required by law to cover its own costs.
22. **Concern:** Customers asked if the USPS was going to implement 5 day delivery.
- Response:** 5 day delivery is still being discussed/considered.
23. **Concern:** Customers asked if they would have to pay box fees for NDCBU delivery.
- Response:** No, it is a form of carrier delivery.
24. **Concern:** Customers asked the POOM if he had visited Pierrepont Manor Post Office or Mannsville Post Office, and understood the traffic there.
- Response:** Yes, POOM is familiar with both offices.
25. **Concern:** Customers asked what is the Postal Service plan for Ellisburg?
- Response:** The Postal Service would like to provide pickup and delivery of your mail, as well as the sale of stamps and all other customary postal services, by rural route service emanating from the Pierrepont Manor Post Office.
26. **Concern:** Customers asked what other ways USPS was trying to make up the deficit, other than closing their post office.
- Response:** USPS is scaling back internally, have eliminated Areas and Districts, made substantial reductions in our work force, closed mail processing operations such as Watertown MPC and consolidated with Syracuse, gained concessions in union contracts for workers to pay a larger portion of health benefit costs, introduced new, easier ways for customers to ship which will hopefully increase revenue, and many other initiatives. Closing small offices is one step of many which are being examined and, depending on circumstances, initiated.
27. **Concern:** Customers asked whether they should contact their elected representatives.
- Response:** The USPS does not encourage or discourage customers from contacting their elected representatives.

ITEM NO.

4728. **Concern:**
PAGE6

Customers expressed a concern about the cost of keeping Ellisburg Post Office open versus the cost of operating the Pierrepont Manor Post Office.

Response:

Financial data is proprietary information. Specific savings will be noted if a proposal to close is pursued.

29. **Concern:**

Customers expressed a concern that if the change to Pierrepont Manor Post Office were implemented, it would cause a problem if a person had to call Emergency Medical Services.

Response:

The customer r 911 address which EMS uses to locate you will not change. It would continue to be an Ellisburg address.

30. **Concern:**

Customers expressed a concern that summer residents had not returned to the area yet and would not have an opportunity to ask questions or raise concerns.

Response:

There are a number of posting requirements and comment periods before any final decision or implementation would be made. All customers will have several opportunities to ask questions and make comments.

31. **Concern:**

Customers expressed a concern that the parking at Pierrepont Manor Post Office would be inadequate.

Response:

A site visit was conducted and it has been determined that there is adequate parking.

32. **Concern:**

Customers expressed concern about collection of outgoing mail, due to the large volume of outgoing mail generated occasionally by the Town (3500 tax bills, etc).

Response:

The customer expressed a concern about the collection of outgoing mail. Collection of mail will be made by the carrier when serving the route. The rural carrier would provide a vehicle adequate to the needs of the route. 3500 letters would be approximately the same volume as 9 large parcels.

33. **Concern:**

Customers expressed concern about having to erect a rural mailbox

Response:

The customer expressed concern about having to erect a rural mailbox. Customers are not required to erect rural mailboxes. Customers may receive PO Box service from the administrative Post Office located 4 miles away.

34. **Concern:**

Customers expressed concern over the apparent lack of interest by the Postal Service for the needs of the community

Response:

The Postal Service is required to provide each community with regular and effective service, using the most cost efficient means possible. The proposed alternate delivery service will meet the mailing and service needs of the community in a more cost effective manner.

35. **Concern:**

Customers expressed concern over the postal service not being customer oriented

Response:

The Postal Service is very interested in the service needs of the community and customer feedback is crucial to improving service. Concerns raised by the community will be investigated by the Postal Service and appropriate actions will be taken.

36. **Concern:**

Customers expressed interest in having NDCBU service as an alternative.

Response:

Neighborhood Delivery Centralized Box Units will be considered as a possible delivery option.

37. **Concern:**

Customers felt inclement weather and poor road conditions might impede delivery

Response:

Both inclement weather and heavy mail volume can cause deviations from the normal delivery schedule. However, the carrier is required to provide a vehicle of adequate size, equipped with necessary equipment (chains or snow tires, warning lights or signs, etc.) to serve the route safely and efficiently and in accordance with federal, state, and local motor vehicle laws and regulations.

38. **Concern:**

Customers inquired how the USPS lost \$8 billion dollars in one year.

Prefunding retiree health benefits, increased gasoline & other vehicle costs, workers compensation costs, overpaying pension fund, electronic diversion of mail, etc.

39. **Concern:** Customers suggested the USPS should raise the price charge for Standard Mail.
- Response:** Suggestion noted in the record.
40. **Concern:** Customers were concerned about people who do not have a vehicle and walk to get their mail.
- Response:** Services provided at the post office will be available from the carrier, and customers will not have to travel to another post office for service. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience.

Some advantages of the proposal are:

1. The rural and contract carriers may provide retail services, alleviating the need to go to the post office. Stamps by Mail order forms are provided for customer convenience.
2. Customers opting for carrier service will have 24-hour access to their mail.
3. Savings for the Postal Service contribute in the long run to stable postage rates and savings for customers.
4. CBU's can offer the security of individually locked mail compartments. Parcel lockers provide convenient parcel delivery for customers.
5. Customers opting for carrier service will not have to pay post office box fees.
6. Saves time and energy for customers who drive to the post office to pick up mail.

Some disadvantages of the proposal are:

1. The loss of a retail outlet and a postmaster position in the community. Retail services may be provided by the rural or contract delivery carrier.
2. Meeting the rural or contract delivery carrier at the box to transact business. However, it is not necessary to be present to conduct most Postal Service transactions.
3. A change in the mailing address. The community name will continue to be used in the new address. A carrier route address will be assigned.

Taking all available information into consideration, the Postal Service concludes this final determination will provide a maximum degree of effective and regular postal services to the community.

II. EFFECT ON COMMUNITY

Ellisburg is an unincorporated community located in JEFFERSON County. The community is administered politically by Village of Ellisburg. Police protection is provided by the Jefferson County Sheriff. Fire protection is provided by the Ellisburg Volunteer Fire Department. The community is comprised of see attached US Census Bureau and those who commute to work at nearby communities and may work in local businesses.

Businesses and organizations include: none . Residents may travel to nearby communities for other supplies and services.

Nonpostal services provided at the Ellisburg Post Office will be available at the Pierrepont Manor Post Office. Government forms normally provided by the Post Office will also be available at the Pierrepont Manor Post Office or by contacting your local government agency.

The following nonpostal concerns were expressed from questionnaires, the community meeting, on the petition, and on the congressional inquiry:

1. **Concern:** Customer expressed a concern about the loss of the community bulletin board at the Post Office.
Response: Many retail outlets and grocery stores are now displaying a public bulletin board in which items can be posted for sale, and/or lost and found items can be posted, and a variety of other information.
2. **Concern:** Customers were concerned about the loss of a gathering place and an information center.

Response: DOCKET NO. 1362402-13636
 ITEM NO. 47
 PAGE 8

Residents may continue to meet informally, socialize, and share information at the other businesses, churches and residences in town.

3. Concern:

Customer asked if USPS employees are affected by the Government Pension Offset.

Response:

Some USPS employees are affected by the GPO, some are not. Office of Personnel Management administers pension issues.

4. Concern:

Customers expressed concern for loss of community identity

Response:

A community's identity derives from the interest and vitality of its residents and their use of its name. The Postal Service is helping to preserve community identity by continuing the use of the Ellisburg Post Office name and ZIP Code in addresses and in the National Five-Digit ZIP Code and Post Office Directory.

5. Concern:

Customers were concerned about loss of employment in the community

Response:

The postmaster position is vacant and there is no guarantee that any replacement postmaster would be from the community. USPS will consider Ellisburg employee for other USPS positions in the area.

Based on the information obtained in the course of this discontinuance study, the Postal Service concludes this final determination will not adversely affect the community.

III. EFFECT ON EMPLOYEES

The postmaster position became vacant when the postmaster retired on March 18, 2008. The noncareer postmaster relief (PMR) may be separated from the Postal Service. No other Postal Service employee will be adversely affected. Since the postmaster vacancy an OIC has been installed to operate the office.

IV. ECONOMIC SAVINGS

The Postal Service estimates an annual savings of \$ 43,124 with a breakdown as follows:

Postmaster Salary (EAS-11, No COLA)	\$ 33,168
Fringe Benefits @ 33.5%	\$ 11,111
Annual Lease Costs	<u>+ \$ 12,000</u>
 Total Annual Costs	 \$ 56,279
Less Annual Cost of Replacement Service	<u>- \$ 13,155</u>
 Total Annual Savings	 <u>\$ 43,124</u>

V. OTHER FACTORS

The Postal Service has identified no other factors for consideration.

DOCKET NO. 1362402-13636

ITEM NO. 47

PAGE 9

VI. SUMMARY

This is the final determination to close the Ellisburg, NY Post Office and provide delivery and retail services by highway contract route service under the administrative responsibility of the Pierrepont Manor Post Office, located four miles away.

The postmaster retired on March 18, 2008. If the office has a noncareer PMR(s), they may be separated from the Postal Service; however, attempts will be made to reassign the employee(s) to a nearby facility. No other employee(s) will be adversely affected. The workload has declined. Effective and regular service will continue to be provided by highway contract route service.

The Ellisburg Post Office provided delivery and retail service to 108 PO Box or general delivery customers and 34 delivery route customers. The daily retail window transactions averaged 26. There are no permit mailers or postage meter customers.

There will no longer be a retail outlet in the community. However, delivery and retail services may be available from a rural or contract delivery carrier, which could alleviate the need to travel to a Post Office for service. The Postal Service will save an estimated \$43,124 annually. A disadvantage to some will be in meeting the rural or contract delivery carrier to transact business. However, it is not necessary to be present to conduct most Postal Service transactions with rural or contract delivery carrier.

Taking all available information into consideration, the Postal Service has determined that the advantages outweigh the disadvantages and this final determination is warranted.

VII. NOTICES

- A. Support Materials. Copies of all materials upon which this final determination is based are available for public inspection at the Ellisburg Post Office and Pierrepont Manor Post Office during normal office hours.
- B. Appeal Rights. This final determination to close the Ellisburg Post Office may be appealed by any person served by that office to the Postal Regulatory Commission at 901 New York Ave NW, Suite 200, Washington DC 20268-0001. Appeals must be received by the Commission within 30 days of the date this final determination is posted. If an appeal is filed, copies of appeal documents prepared by the Postal Regulatory Commission or the parties to the appeal will be made available for public inspection at Ellisburg Post Office and Pierrepont Manor Post Office during normal office hours.



Dean J Granholm
Vice President of Delivery and Post Office Operations

08/19/2011

Date



08/23/2011

OFFICER-IN-CHARGE/POSTMASTER
Ellisburg Post Office

SUBJECT: Letter of Instructions Regarding Posting of the Ellisburg Post Office Final Determination
Docket No. 1362402 - 13636

Please post in the lobby the enclosed final determination to close the Ellisburg Post Office. The final determination must be posted in a prominent place from 08/23/2011 through close of business on 09/24/2011. It must be posted for at least 30 days and the first day does not count. Additionally, please take down the posted "Notice of Taking Proposal and Comments under Internal Consideration" and return to this office.

Round-date stamp the cover of the final determination on the date of posting and on the date of removal. Please send the final determination to me by close of business on 09/25/2011.

Additional copies of the final determination are enclosed. Provide them to customers upon request.

Also enclosed is the official record upon which this final determination is based. Customers may read it; however, they may not remove it from your office. When a customer requests a copy of the record, provide it upon payment of any fees prescribed in Administrative Support Manual. If you do not have photocopy equipment, take the customer's name, address and telephone number and contact the district for needed copies.

If there are any questions, please contact me at (518) 452-4085.

Sincerely,

A handwritten signature in cursive script that reads "Nadine Tremblay".

NADINE TREMBLAY
POST OFFICE REVIEW COORDINATOR
30 KARNER RD
ALBANY, NY 12288-9992

Enclosures:
Final Determination Official Record

DOCKET NO. 1362402-13636
ITEM NO. 49
PAGE 1



Date of Posting: 08/23/2011

Date of Removal: 08/24/2011

FINAL DETERMINATION TO CLOSE
THE ELLISBURG, NY POST OFFICE
AND EXTEND
SERVICE BY HIGHWAY CONTRACT ROUTE SERVICE

DOCKET NUMBER 1362402 - 13636

DOCKET NO. 1362402-13636
ITEM NO. 49
PAGE 2



Date of Posting: 08/23/2011

Date of Removal: 09/24/2011

FINAL DETERMINATION TO CLOSE
THE ELLISBURG, NY POST OFFICE
AND EXTEND
SERVICE BY HIGHWAY CONTRACT ROUTE SERVICE

DOCKET NUMBER 1362402 - 13636

Postal Bulletin Post Office Change Announcement Form Final Determination 30-Day Posting Dates

Post Office Final Determination Posting Dates*

Date posted: 08/23/2011
Date removed: 09/24/2011
No. of days posted: 32

Actual discontinuance date:
Official discontinuance date:
(Headquarters entry):

Note: Unless otherwise stated, the official discontinuance date listed in the Postal Bulletin is the first Saturday that falls 60 days after the final determination is posted. For a community Post Office, classified station, or classified branch, the discontinuance date is 60 days after the Headquarters approval date.

BEFORE CHANGE POST OFFICE INFORMATION

Post Office
Name and State: ELLISBURG, NY
ZIP Code: 13636-9998 Finance no: 352655
County: JEFFERSON
Type of discontinuance:
Consolidate () Close (X)

Type of discontinued facility

Post Office (X)
Classified Station () Branch ()
Community Post Office (CPO) ()

Coordinator name: NADINE TREMBLAY
Telephone: (518) 452-4085

AFTER CHANGE POST OFFICE INFORMATION

Administrative
Post Office: PIERREPONT MANOR
ZIP Code: 13674-9998 Finance no: 356540
County: JEFFERSON
Original name retained? Yes (X) No ()
New last line of customer address is:
ELLISBURG NY, 13636

Type of replacement service

Post Office () Route (X)
Classified Station () Branch ()
Contract Unit () Community Post Office (CPO) ()

Date:
(Location) District: ALBANY PFC

The announcement cannot be made in the Postal Bulletin unless this form is submitted to the above address. Do not send directly to Address Management, Postal Service Headquarters.

Mailing instructions for CPO/classified station/classified branch discontinuance. Immediately submit three copies of this announcement form to the above address. For nonsuspended offices, enclose a copy of the letter sent to customers notifying them of the discontinuance.

For more information, call (202) 268-5083.
Headquarters entry: () TL () HS

*Final determination posting is not required for CPO, classified station, or classified branch discontinuance.
Final determination for an independent Post Office must be posted for at least 30 days.



09/20/2011

DISTRICT MANAGER
ALBANY PFC
30 KARNER RD
ALBANY, NY, 12288-9992

ATTENTION: Post Office Review Coordinator

SUBJECT: Announcement of Appeal to the Discontinuance of the
ELLISBURG, 13636-9998 Docket No. 1362402 - 13636

This is to advise you that an appeal to the final determination to discontinue the ELLISBURG has been filed with the Postal Regulatory Commission. The Headquarters managing counsel, legal policy and ratemaking office, will provide you with copies of all pleadings, notices, orders, briefs, and opinions filed in the appeal proceeding.

In accordance with the Postal Operations Manual, please ensure that a copy of these documents, as well as the final determination, are prominently displayed and made available for inspection by the public at the affected Post Offices until the Commission has issued its final order and opinion. The Postal Regulatory commission has up to 120 days (four months) to consider the appeal and issue its decision.

No final action may be taken until the final decision has been made and you have received written notification of that decision along with appropriate instructions.

This memorandum must be filed in the official record.

If you have any questions, please contact Kevin Romero at (916) 373-8315.

Thank you for your cooperation.

Kevin Romero
Manager Field Performance West

cc:
Vice President, Area Operations NORTHEAST Area
Government Relations and Public Policy