

**MINUTES OF THE ANNUAL YEAR END AUDIT MEETING OF
THE TOWN BOARD OF THE TOWN OF NEW LEBANON
HELD ON JANUARY 8, 2020**

Present: Tistrya Houghtling, Supervisor
Norman Rasmussen, Councilmember
Jesse Newton, Councilmember
John Trainor, Councilmember
Deborah Gordon, Councilmember

Recording Secretary: Marcie Robertson, Town Clerk

Others Present: Ashley Saviano, Deputy Town Clerk
Samantha Long, Court Clerk
Cynthia Creech, Deputy Court Clerk
Jessica Byrne, Town Justice
Jack Nevers, Town Justice
Hazel "Cissy" Hernandez, CEO/ZEO
Michelle Bienes, P/Z & Bldg Dept Clerk
Tammie Darcy, Tax Collector

CALL TO ORDER:

The meeting was called to order at 4:00 p.m. by Supervisor Houghtling.

AUDIT OF BOOKS:

Planning and Building Department:

The books of the Planning and Building Department, Cissy Hernandez, were audited and found to be in order. The audit report is on file in the office of the Town Clerk.

Chief Fiscal Officer:

The books of the Chief Fiscal Officers, Colleen Teal and Margaret Robertson, were tabled until January 14, 2020 as there were many pieces missing that the CFO did not get to the Town Accountant for December's deposits and transfers and the Town Accountant needs extra time to get the records from Supervisor's office and prepare the books for audit.

Town Clerk:

The books of the Town Clerk, Tistrya Houghtling, were audited and found to be in order. The audit report is on file in the office of the Town Clerk.

Assessor:

The petty cash of the Assessor, Kimberly Smith, was counted and found to be in order. The audit report is on file in the office of the Town Clerk.

Tax Collector:

The books of the Tax Collector, Tamara Darcy, were audited and found to be in order. The audit report is on file in the office of the Town Clerk.

Justice Court:

The books of the Justice Court, Judge Jessica Byrne and Judge Jack Nevers, were audited and found to be in order. The audit report is on file in the office of the Town Clerk.

ADJOURNMENT:

A motion was made by Councilmember Newton and seconded by Councilmember Rasmussen to adjourn the meeting at 5:45 p.m.

Respectfully submitted,

Marcie Robertson
New Lebanon Town Clerk