

**MINUTES OF THE ANNUAL YEAR END AUDIT  
MEETING OF THE TOWN BOARD OF THE TOWN  
OF NEW LEBANON HELD ON JANUARY 18, 2022**

**Present:**                    **Tistrya Houghtling, Supervisor**  
                                  **Marianna Anthonisen, Councilmember**  
                                  **Britt Buckenroth, Councilmember**  
                                  **Deborah Gordon, Councilmember**  
                                  **John Trainor, Councilmember**

**Recording Secretary: Marsha “Marcie” Robertson, Town Clerk**

**Others Present:**        **Cissy Hernandez, Building Dept. Admin. /ZEO**  
                                  **Tammie Darcy, Tax Collector**  
                                  **Jack Nevers, Town Justice**  
                                  **Samantha Long, Court Clerk**

**CALL TO ORDER:**

The meeting was called to order at 5:01 p.m. by Supervisor Houghtling. The meeting was held in person at the New Lebanon Town Hall, 14755 State Route 22 North, New Lebanon, NY 12125.

**AUDIT OF BOOKS:**

***Building and Planning Department:***

The books of the Building and Planning Department, Cissy Hernandez, were audited 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.

***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.

***Justice Court:***

The books of the Justice Court, Judge Jessica Byrne and Judge Jack Nevers, were audited and found to be in order with the exception of the following comments; the Justices must get better at filing by the 10<sup>th</sup> of every month as required by law and the TSLED error report is too long and too lengthy, it should be done monthly with no cases over 90 days. The audit report is on file in the office of the Town Clerk.

***Town Clerk:***

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

**CSC \$10K NYSERDA – HIGHWAY GARAGE HEAT PUMP:**

Supervisor Houghtling gave a quick recap that the CSC asked the Town Board at a previous meeting to authorize up to \$10,000 of their NYSERDA Grant money to be spent on a heat pump heating system for the highway garage. The board has already approved this and the highway garage is in serious need of this heat pump.

We received a quote from the Galusha HVAC who is the town’s HVAC contractor. The quote is for \$8,529.46. The Town Board held discussion regarding the purchase of this equipment and the necessity of this heating system. There is currently not heat throughout the entire highway garage, this is an emergent situation.

A motion was made by Councilmember Buckenroth to approve the quote for \$8,529.46 for a heat pump at the highway garage and to authorize the Town Supervisor to issue a check to Galusha HVAC for all equipment and materials upon delivery of said equipment to the highway garage and the labor amounts to be paid upon completion of installation. The motion was seconded by Councilmember Gordon.

Roll Call Vote:

Councilmember Buckenroth -	Aye
Councilmember Gordon -	Aye
Supervisor Houghtling -	Aye
Councilmember Trainor -	Aye
Councilmember Anthonisen -	Aye

**ADJOURNMENT:**

A motion was made by Councilmember Trainor to adjourn the meeting at 7:39 p.m. The motion was seconded by Supervisor Houghtling.

Roll Call Vote:

Councilmember Buckenroth -	Aye
Councilmember Gordon -	Aye
Supervisor Houghtling -	Aye
Councilmember Trainor -	Aye
Councilmember Anthonisen -	Aye

Respectfully submitted,

Marcie Robertson  
New Lebanon Town Clerk