

**MINUTES OF THE ANNUAL YEAR END AUDIT MEETING OF
THE TOWN BOARD OF THE TOWN OF NEW LEBANON
HELD ON JANUARY 12, 2021**

Present: **Tistrya Houghtling, Supervisor**
 Norman Rasmussen, Councilmember (online)
 Jesse Newton, Councilmember
 John Trainor, Councilmember
 Deborah Gordon, Councilmember (online)

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

Others Present:

CALL TO ORDER:

The meeting was called to order at 6:03 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, online via google meets and live streamed for the public at:

https://townhallstreams.com/towns/new_lebanon_ny

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.

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.

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.

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.

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.

ADJOURNMENT:

A motion was made by Supervisor Houghtling, seconded by Councilmember Newton and approved unanimously to adjourn the meeting at 7:20 p.m.

Respectfully submitted,

Marcie Robertson
New Lebanon Town Clerk