

**MINUTES OF THE ANNUAL YEAR END AUDIT
MEETING OF THE TOWN BOARD OF THE TOWN
OF NEW LEBANON HELD ON JANUARY 12, 2024**

Present: Tistrya Houghtling, Supervisor
Elizabeth Kroboth, Councilmember
Steve Powers, Councilmember
Craig Skerkis, Councilmember
Susan Tipograph, Councilmember

Recording Secretary: Marsha “Marcie” Robertson, Town Clerk

Others Present: Cissy Hernandez, Building Dept. Admin. /ZEO
Tammie Darcy, Tax Collector

CALL TO ORDER:

The meeting was called to order at 5:54 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.

Supervisor Houghtling announced, for anyone watching the livestream, the audits are performed in the different departments and they will come back to the camera to motion to adjourn the meeting.

Public Notice:

PUBLIC NOTICE
ANNUAL AUDIT
TOWN OF NEW LEBANON
COUNTY OF COLUMBIA
STATE OF NEW YORK

PLEASE TAKE NOTICE that the Town Board of the Town of New Lebanon has scheduled the 2024 Annual Audit of the 2023 books for Friday, January 12th 2024 at 5:15pm to be held at the New Lebanon Town Hall, 14755 State Route 22, New Lebanon, NY, 12125. The New Lebanon Town Board will meet to conduct the annual audit of the 2023 books of the Justice Court, the Chief Fiscal Officer, the Tax Collector, the Town Clerk, and the Building Department.

By order of the New Lebanon Town Board,
Marcie Robertson, Town Clerk
12/29/2023

AUDIT OF BOOKS:

Building and Planning Department:

The books of the Building and Planning Department, Hazel (Cissy) Hernandez, were audited and found to be in order. Supervisor Houghtling noted, Cissy is attaching a memo to her audit, explain the transition to Cloud Permit online portal. In the training nowhere in there

did they instruct Cissy to still maintain receipts for Cloud Permit transactions, they are

online. Cissy just learned yesterday, that they do still want to see the hand written receipts, even though it is done online. Cissy will be following up with OSC to make sure and clarify the proper procedures for online payments. The audit report is on file in the office of the Town Clerk.

Tax Collector:

The books of the Tax Collector, Tamara (Tammie) Darcy, 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, Marsha (Marcie) Robertson, were audited and found to be in order except for being sure to get any funds collected over \$250 deposited within three business days. The audit report is on file in the office of the Town Clerk.

Regarding deposits being made no later than third business day after \$250 in cash and checks are collected, Supervisor Houghtling pointed out that for the Town Clerk's office you want to look at the busy hunting season months. Supervisor Houghtling noted that she found every Monday in October and September, it was over the \$250 on Monday and was not deposited on Wednesday. She stated if my office cannot go to the bank on a Wednesday, then I need to find someone to go for me. The board all volunteered to help with this. The Town Clerk commented that she does not like to leave her office short staffed during the busy hunting season.

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.

Hold Open the Audit:

A motion was made by Supervisor Houghtling, seconded by Councilmember Skerkis, and approved unanimously to hold open the 2024 audit of the 2023 books so that they may audit the Justice Court's books at an agreeable time between the Town Board and the Justice Court.

ADJOURNMENT:

A motion was made by Supervisor Houghtling to adjourn the meeting, part 1 of 2 of the audits at 7:26p.m. The motion was seconded by Councilmember Skerkis.

Roll Call Vote:

Councilmember Powers -	Aye
Councilmember Kroboth -	Aye
Supervisor Houghtling -	Aye
Councilmember Tipograph -	Aye
Councilmember Anthonisen -	Aye

Respectfully submitted,

Marcie Robertson
New Lebanon Town Clerk