

**MINUTES OF THE SPECIAL TOWN BOARD
MEETING - COURT AUDIT OF THE TOWN OF
NEW LEBANON HELD ON
FEBRUARY 5, 2024**

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

Absent: Elizabeth Kroboth, Councilmember

Recording Secretary: Marsha "Marcie" Robertson, Town Clerk

Others Present: Jessica Byrne, Justice (5:03pm)
Mark Baumli, Court Clerk

CALL TO ORDER:

The meeting was called to order at 5:00 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.

Public Notice:

PUBLIC NOTICE
ANNUAL AUDIT OF COURT
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 Court books for Monday, February 5th 2024 at 5:00pm 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.

By order of the New Lebanon Town Board,
Marcie Robertson
Town Clerk
1/26/2024

AUDIT OF BOOKS:

Justice Court:

The books of Judge Nevers were audited and found to be in order. Supervisor Houghtling noted, bank accounts on both Judges were not zeroing out. They found the errors and got guidance from Dave Dellehunt at OCA to correct. Judge Byrne will issue a \$23.00 check from her fine account to Judge Nevers, and Judge Nevers will deposit #39.54 into his account, then both accounts will zero out. The audit report is on file in the office of the Town Clerk.

The bank reconciliations will be date stamped and marked with the date reconciled moving forward.

T-Sled reports were not maintained by the prior Court Clerk, court has been advised all must be printed and maintained.

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ADJOURNMENT:

A motion was made by Supervisor Houghtling, to keep the Court audit open to hopefully obtain T-Sled Error Reports to an undetermined future date, and adjourn this meeting at 6:09pm. The motion was seconded by Councilmember Skerkis.

Roll Call Vote:

Councilmember Powers -	Aye
Councilmember Kroboth -	Absent
Supervisor Houghtling -	Aye
Councilmember Tipograph -	Aye
Councilmember Skerkis -	Aye

Respectfully submitted,

Marcie Robertson
New Lebanon Town Clerk