

**MINUTES OF THE ANNUAL YEAR END AUDIT MEETING OF
THE TOWN BOARD OF THE TOWN OF NEW LEBANON
HELD ON JANUARY 9, 2010**

Present: Margaret Robertson, Supervisor
Bruce Baldwin, Councilmember
Doug Clark, Councilmember

Absent: Allen Livermore, Councilmember
Karl B. Chittenden, Councilmember

Recording Secretary: Colleen Teal, Town Clerk

Others Present: Darcy Poppey, Town Justice
Diane Reynolds-Brown, Deputy Court Clerk
Tammie Darcy, Tax Collector
Pamela Breen, Prior Tax Collector
Cissy Hernandez, Building & Planning Department

CALL TO ORDER:

The meeting was called to order at 8:20 a.m. by Supervisor Robertson.

AUDIT OF BOOKS (*located at American Legion Hall offices*):

Justice Court ~ Books of Justice Poppey and Deputy Court Clerk Brown:

The books of Justice Darcy Poppey and Deputy Court Clerk Diane Reynolds-Brown were audited and found to be in order. The town board made the following notes:

- ♦ Judge Poppey and Court Clerk Brown are on completing dockets for disposed cases;
- ♦ Judge Poppey and Court Clerk Brown are working with the Unified Court System to correct the timeliness of reports to the Division of Criminal Justice Services;
- ♦ Reconciliation of petty cash is not applicable as the court petty cash was held by Judge McHugh and Court Clerk Renfro and it was noted that as of 12/31/2010 the petty cash had not been surrendered to the Town or to Court Clerk Brown.

The audit report is on file in the office of the Town Clerk.

Justice Court ~ Books of Justice McHugh and Court Clerk Renfro:

The audit of the books of prior Town Justice Shaun McHugh was rescheduled for Wednesday, January 13, 2010 at 4:00 p.m. so prior Justice Shaun McHugh and/or prior Court Clerk Marianne Renfro can be present.

AUDIT OF BOOKS (*located at Town Hall offices*):

Tax Collector:

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

Planning and Building Department Clerk:

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

Chief Fiscal Officer (Town Supervisor):

The audit of the books of the Chief Fiscal Officer, Margaret Robertson, was rescheduled to Wednesday, January 13, 2010 at 4:00 p.m. as there were not at least three Councilmembers present to conduct the audit.

ADJOURNMENT:

A motion was made by Councilmember Clark and seconded by Councilmember Baldwin to adjourn the meeting at 10:30 a.m.

Respectfully submitted,

Colleen Teal
Town Clerk