

April 2, 2008 – Town Board Special Meeting – 6:00PM

A Town Board Special Meeting was held Wednesday, April 2, 2008 at 6:00pm at Town Hall, 18 Russell Avenue, Ravena, New York.

PRESENT: Ronald K. Hotaling, Jr., Supervisor
Dawn Rogers, Councilwoman
Thomas A. Boehm, Councilman
James C. Youmans, Councilman
Richard N. Touchette, Councilman

ALSO PRESENT: Diane L. Millious, Town Clerk
Lucinda Vatararo, Deputy Town Clerk
Daryl Purinton, Internal Control Officer
Rosemary Puckett, Bookkeeper
Sarah Morrison, Bookkeeper
George Dardani, Judge
Kevin Reilly, Judge
Tammy Eissing, Court Clerk
Gregory Darlington, Chief of Police

Supervisor Hotaling opened the meeting and led the Pledge of Allegiance.

READING OF SPECIAL NOTICE

Supervisor Hotaling asked that Deputy Clerk Vatararo read the Public Notice for the Special Meeting that was published in the Town’s official newspaper the News Herald.

**NOTICE
SPECIAL TOWN OF COEYMANS
TOWN BOARD MEETING**

Pursuant to Section 123 of Town Law, please tax notice that the Town Board of the Town of Coeymans has scheduled a Special Town Board Meeting on Wednesday, April 2, 2008 at 6:00pm for the purpose of an Annual Audit for the Town Clerk, Justice Court, and Bookkeeper. The meeting will be held at the Town of Coeymans Town Hall, 18 Russell Avenue, Ravena, New York.

**By Order of the Town Board
of the Town of Coeymans
Diane L. Millious
Town Clerk**

AGENDA

2007 Audit

- Chief Fiscal Officer
- Justice Court
- Town Clerk
- Police Department

OPENING COMMENTS

Supervisor Hotaling stated that the audit is pursuant to two sections of Town Law, Section 62 that requires the Town Board of every town to meet before the 20th of January

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and added that they are late and have been for a couple of years. He continued by saying that they are making the transition in the effort to do the audit themselves as opposed to engaging the services of an auditing firm in the past and added that by Internal Control Purinton’s presence and assistance they have created some forms, which enables them to do it themselves. He went on by reading the following excerpt:

“Requirement for the annual accounting shall not apply to a town having a Town Comptroller nor to a town which prior to the 20th day of January engages the services of a Certified Public Accountant or Public Accountant to make an annual audit to be completed within 60 days after the close of the town’s fiscal year.”

Supervisor Hotaling continued by reading the following excerpt from Section 123:

“Each person who as a Town Officer or employee who received or dispersed any monies in the previous fiscal year shall account with the Town Board for such monies and shall produce all supporting documents as authorized by Section 99B of the General Municipal Law. No member of the Town Board shall sit as such when any account in which he is interested is being audited in addition the Town Board shall examine the criminal and civil dockets of each Town Justice and shall cause to be entered in the minutes of the proceeding that such dockets have been duly examined and that the fines and fees therein shown to have been collected have been turned over to the proper officials as required by law. Each Town Officer and employee except a Town Justice as a part of submitting his books and records shall file with the Town Board a statement in writing showing his receipts and disbursements for the fiscal year.”

Supervisor Hotaling stated that as Section 123 states, no member of the Town Board shall sit as such when any account in which he is interested is being audited and added that he would be removing himself from the Chief Fiscal Officer’s audit. He continued by saying that he does not want anyone to feel as though they are encumbering a structure that is so rigid that it cannot be understood or questions asked about what they are doing. He went on by saying that they are still on the learning curve with performing the audit and added that as they do them on an annual basis they will get better at doing it. He concluded by saying that they will be asking the questions of the staff members responsible for each particular aspect in each account and continued by saying that for purposes of his records those persons are himself if necessary, Bookkeeper Puckett and Bookkeeper Morrison.

Supervisor Hotaling asked that each Councilperson take a fund and begin answering the questions and also asked that the record reflect that he is taking himself out of participation.

AUDITS

Chief Fiscal Officer’s Records

Councilman Boehm started with the first questions and then it rotated throughout the Council for each fund.

Bookkeeper Puckett and Bookkeeper Morrison responded.

Upon completion of the Chief Fiscal Officer’s Records, Supervisor Hotaling returned as a participant.

Court Office

Supervisor Hotaling read the questions for Judge Dardani’s records.

Judge Dardani and Clerk Eissing responded.

Supervisor Hotaling stated that Judge Pearson is no longer in office and continued by asking Internal Control Officer Purinton if Court Clerk Eissing can respond to the questions.

Internal Control Officer Purinton stated that she could.

Councilwoman Rogers continued by reading the questions on the checklist.

Court Clerk Eissing responded.

Receiver of Taxes

Councilman Youmans read the questions on the checklist.

Receiver of Taxes Millious responded.

Town Clerk

Councilman Touchette read the questions on the checklist.

Town Clerk Millious responded.

Water Collection

Councilman Boehm read the questions on the checklist.

Collector Millious responded.

Sewer Collection

Supervisor Hotaling read the questions on the check list.

Collector Millious responded.

Police Department

Councilman Youmans read the questions on the checklist.

Chief Darlington responded.

ADJOURNMENT

Supervisor Hotaling asked for a motion to adjourn the meeting.

MOTION

On motion of Councilman Boehm, seconded by Councilwoman Rogers, the Special Meeting was adjourned.

Time: 8:22pm

Respectfully Submitted,

APPROVED:

Diane L. Millious, Town Clerk