

JANUARY 21, 2016

TOWN BOARD SPECIAL MEETING

PRESENT: Supervisor Matthew Hicks; Town Council Members: Kenneth Quick, and Thomas Cosey; Town Accountant Joel Carpenter; Town Clerk Jenny Martelle; Town Justice Roger Forando

ABSENT: Town Councilmembers Matthew Rathbun and Mary Emery; Town Justice Paul Manchester

Supervisor Matthew Hicks called the meeting to order at 7:00 pm.

Supervisor Hicks advised the Board that in assigning committee members at the Organizational meeting that two members were incorrect. Supervisor Hicks is assigning Councilman Rathbun to the Summer Youth Committee and Councilman Cosey to the Joint Youth Committee.

The purpose of the Special Meeting was to perform the annual audit and review of the fiscal records of the Town Justices, Town Clerk, Chief Fiscal Office – Town Accountant. The audit was conducted by Supervisor Hicks and Council members Matthew Rathbun, Ken Quick, Mary Emery and Thomas Cosey.

As per NYS Comptroller Fiscal Management and Oversight for Towns guidelines, the Board utilized Appendix A “General Record-keeping Requirements for Chief Fiscal Officers, Appendix B “General Record-keeping Requirements for Town Clerks, Appendix C “General Record-keeping for Town Tax Collecting Officers and Appendix D “General Record-keeping Requirements for Town and Village Justice Courts. These checklists are designed to help Board members perform key aspect of the annual audit. Upon completion of their examination and review the following resolutions were passed.

Councilman Cosey moved and Councilman Quick second to adopt Resolution No. 35 Resolution to Approve Records for 2015 of the Chief Fiscal Officer Carried 2 – 0. Supervisor Hicks abstained

Councilman Quick moved and Councilman Cosey second to adopt Resolution No. 36 Resolution to Approve Records for 2015 of the Town Clerk/Tax Collector Jenny Martelle. Carried 3 – 0.

Councilman Cosey moved and Councilman Quick second to adopt Resolution No. 37 Resolution to Approve Records for 2015 of Town Justice Roger Forando. Carried 3 – 0.

ADJOURNMENT: Councilman Tom Cosey moved and Councilman Ken Quick second to adjourn until the Regular Meeting February 11, 2016.

Attested to:

Jenny Martelle
Granville Town Clerk