

JANUARY 23, 2017

TOWN BOARD SPECIAL MEETING

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

ABSENT: Town Councilman Kenneth Quick; Town Justice Paul Manchester

Supervisor Matthew Hicks called the meeting to order at 8:00 pm.

Councilwoman Emery moved to pay Voucher 269 in the amount of \$2,100.00 to CHA Consulting, Inc. for 2016. Councilman Cosey second. Carried: 4-0.

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: Council members Matthew Rathbun, 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 Rathbun moved and Councilman Cosey second to adopt Resolution No. 34 Resolution to Approve Records for 2016 of the Town Accountant for the Chief Fiscal Officer Carried 3 – 0. Supervisor Hicks abstained

Councilman Rathbun moved and Councilman Cosey second to adopt Resolution No. 35 Resolution to Approve Records for 2016 of the Town Clerk/Tax Collector Jenny Martelle. Carried 4 – 0.

Councilman Rathbun moved and Councilwoman Emery second to adopt Resolution No. 36 Resolution to Approve Records for 2016 of Town Justice Roger Forando. Carried 4 – 0.

ADJOURNMENT: Councilman Tom Cosey moved and Councilwoman Ken Emery second to adjourn until the Regular Meeting February 9, 2017.

Attested to:

Jenny Martelle
Granville Town Clerk