

JANUARY 22, 2019

SPECIAL MEETING

PRESENT: Supervisor Matthew Hicks; Town Council Members: Thomas Cosey, and Mary Emery; Town Clerk Jenny Martelle; Town Justice Roger Forando; Town Court Clerk Debbie Loomis;

ABSENT: Councilman Matthew Rathbun; Councilman Kenneth Quick; Town Accountant Joel Carpenter; Town Justice Paul Manchester

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

Old Business: 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, Councilmembers 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.

Councilwoman Emery moved and Councilman Cosey second to adopt Resolution No. 30 Resolution to Approve Records for 2018 of the Town Clerk/Tax Collector Carried 3-0

Councilman Cosey moved and Councilwoman Emery second to adopt Resolution No. 31 Resolution to Approve Records for 2018 of Town Justice Roger Forando. Carried 3 – 0.

Councilwoman Emery moved and Councilman Cosey second to adopt Resolution No. 32 Resolution to Approve Records for 2018 of Town Justice Paul Manchester. Carried 3-0.

The audit of the Chief Fiscal Officer rescheduled until the regular meeting on February 14, 2019.

ADJOURNMENT: Councilman Tom Cosey moved and Councilwoman Mary Emery second to adjourn until the Regular Meeting February 14, 2019.

Attested to:

Jenny Martelle
Granville Town Clerk