

A month-end audit meeting of the Town Board of the Town of Moreau was held on January 29, 2013 in the Town of Moreau Office Building, 61 Hudson Street, South Glens Falls, New York.

Deputy Supervisor LeClair called the meeting to order at 7:00 p.m.

The Town Clerk called the roll.

Town Board Members Present

Robert J. Vittengl, Jr.	Councilman
Bob Prendergast	Councilman
Todd Kusnierz	Councilman
Gina LeClair	Councilwoman & Deputy Supervisor

Town Board Members Absent

Preston Jenkins	Supervisor
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A motion was made by Councilman Prendergast and seconded by Councilman Vittengl to approve the following transfer of funds:

Transfer \$9,338.00 from A1990.4 – General Fund – Special Items – Contingent Account with \$338.00 transferring into A1315.1 – General Fund – Special Projects Aide – Personal Services and \$5,000.00 transferring into A1420.4 – General Fund – Attorney – Contractual and \$4,000.00 transferring into A5182.4 – General Fund – Street Lighting – Contractual to pay various 2012 expenditures.

Transfer \$1,300.00 from A5010.2 – General Fund – Superintendent of Highways – Equipment with \$100.00 transferring into A5010.410 – General Fund – Superintendent of Highways – Attorney Fees and \$200.00 transferring into A5010.450 – General Fund – Superintendent of Highways – Supplies and \$1,000.00 transferring into A5010.475 – General Fund – Superintendent of Highways – Special Matters to pay various 2012 expenditures.

Transfer \$525.00 from A5132.480 – General Fund – Garage – Miscellaneous with \$500.00 transferring into A5132.450 – General Fund – Garage – Supplies and \$25.00 transferring into A5132.496 – General Fund – Garage – Drinking Water to pay various 2012 expenditures.

Transfer \$200.00 from DB5110.452 – Highway Fund – General Repairs – Marking Paint into DB5110.450 – Highway Fund – General Repairs – Supplies to pay various 2012 expenditures.

Transfer \$1,500.00 from DB5130.405 – Highway Fund – Machinery – Equipment Repairs with \$1,000.00 transferring into DB5130.450 – Highway Fund – Machinery – Supplies and \$500.00 transferring into DB5130.480 – Highway Fund – Machinery – Miscellaneous to pay various 2012 expenditures.

Transfer \$5,714.00 from TS8160.1 – Transfer Station – Refuse & Garbage – Personal Services with \$714.00 transferring into TS8160.2 – Transfer Station – Refuse & Garbage – Equipment and \$5,000.00 transferring into Transfer Station – Refuse & Garbage – Contractual to pay for a snow blower and various 2012 expenditures.

Roll call vote resulted as follows:

Councilman Prendergast	Yes
Councilman Kusnierz	Yes
Councilman Vittengl	Yes
Supervisor Jenkins	Absent
Deputy Supervisor LeClair	Yes

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A motion was made by Councilman Prendergast and seconded by Councilman Vittengl to approve the following increase in appropriations:

Increase appropriations in the amount of \$8,000.00 in account V8310.4 – Water District 5 – Administrative – Contractual, which will be financed from available Water District 5 Unreserved Fund Balance that is needed to pay the Town of Queensbury and additional 2012 expenditures.

Increase appropriations in the amount of \$225.00 in account WS5182.4 – Woodscape Lighting District – Street Lighting – Contractual, which will be financed from available Woodscape Lighting District – Street Lighting – Contractual, which will be financed from available Woodscape Lighting District Unreserved Fund Balance that is needed to pay National Grid & Integrys Energy Services.

Roll call vote resulted as follows:

Councilman Kusnierz	Yes
Councilman Vittengl	Yes
Councilman Prendergast	Yes
Supervisor Jenkins	Absent
Deputy Supervisor LeClair	Yes

An invoice and voucher was in for audit from T.K. Flaherty Associates in the amount of \$760.00 for the installation of a water tap on Route 197 at the site of the new municipal complex. The amount approved by the Town Board on December 11, 2012 was \$700.00. The additional \$60.00 was due to the fact that the crew on-site was delayed when the wrong sleeve was received for the water tap being done. A 12 inch sleeve was received and an 8 inch sleeve was needed for the water main. Approval is needed from the Town Board for the additional \$60.00 charge.

A motion was made by Councilman Prendergast and seconded by Councilman Vittengl authorizing the payment of the additional charge of \$60.00 by T. K. Flaherty for the water tap on Route 197 at the site of the new municipal complex.

Roll call vote resulted as follows:

Councilman Vittengl	Yes
Councilman Prendergast	Yes
Councilman Kusnierz	Yes
Supervisor Jenkins	Absent
Deputy Supervisor LeClair	Yes

An invoice and voucher was in for audit from GAR Associates in the amount of \$250.00, a software maintenance charge for the automated property record cards. The Town Board had not approved this amount previously, so approval is needed in order to pay the invoice.

Councilman Kusnierz asked why GAR Associates has control over the software.

Rudy Klick replied that he assumed it was because it was their software program.

A motion was made by Councilman Prendergast and seconded by Councilwoman LeClair authorizing the payment of \$250.00 for the **Year 2012** to GAR Associates for software maintenance on the automated property record card program.

Roll call vote resulted as follows:

Councilman Prendergast	Yes
Councilman Kusnierz	Yes

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Councilman Vittengl	Yes
Supervisor Jenkins	Absent
Deputy Supervisor LeClair	Yes

An invoice and statement was received from FIA Card Services (the Town's credit card) and paid. On the credit card invoice were charges for the purchase of two computers for the assessor's office and one computer for the supervisor's office, that were approved by the Town Board on December 11, 2012. However, the amount approved for the purchase of a computer for the supervisor's office was \$1,558.98 and the actual cost was \$1,565.97. The amount approved for the purchase of two computers for the assessor's office was \$2,695.98 and the actual cost was \$2,937.98. The difference was due to a change in price of the computers between the time the Town Board approved the purchase and the time the computers were ordered and received. The Town Board needs to approve the additional amount of \$6.99 for the purchase of the computer for the supervisor's office and the additional amount of \$242.00 for the purchase of two computers for the assessor's office.

Councilman Prendergast wondered how the actual cost compared to the quotes from the other vendors.

Councilman Kusnierz read the original quotes for the computers for the assessor's office, which were as follows:

HP Government Price	\$2,695.98
Staples	\$3,137.96
Quill	\$3,137.96

The quotes from the other two vendors were still higher than the actual purchase price of the computers.

A motion was made by Councilman Prendergast and seconded by Councilman Kusnierz authorizing the additional charge of \$6.99 for the purchase of the computer for the supervisor's office and the additional charge of \$242.00 for the purchase of two computers for the assessor's office.

Roll call vote resulted as follows:

Councilman Kusnierz	Yes
Councilman Vittengl	Yes
Councilman Prendergast	Yes
Supervisor Jenkins	Absent
Deputy Supervisor LeClair	Yes

Invoices and vouchers from Garry Robinson, Engineer, for the cold storage building and the Clark Road culvert project were withheld from payment again this month while the board awaits further information from Garry Robinson.

It was noted that there are no invoices and vouchers being withheld from payment while we wait for money to be deposited into the Trust & Agency Account from developers.

Councilman Kusnierz asked about Voucher #32 that was for legal services. The amount of the invoice and voucher was \$3,299.00. He thought there was a cap of \$3,000.00 a month for legal services.

Rudy Klick explained that the voucher was a summary sheet for a two month period, November and December and attached to the voucher were the vouchers and invoices for each of the two months. So we didn't exceed the monthly cap each month.

A motion was made by Councilman Prendergast and seconded by Deputy Supervisor LeClair to approve the payment of bills as audited.

Roll call vote resulted as follows:

Councilman Vittengl	Yes
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Councilman Prendergast	Yes
Councilwoman LeClair	Yes
Supervisor Jenkins	Absent
Deputy Supervisor LeClair	Yes

AUDITED CLAIMS

General Fund – A Account Claim nos. 5-12, 14-18, 20-21, 23, 26-27, 30-32, 34-36, 39-40, 43-44, 47, 50, 52, 55-65, 69-70, 73-74, 76-77, 81, 85, 90, 93, 94, 97-98, 100-103, 110-112, 114, 117-120, 122-123, 136-140, 142-145, 147-148, 157	\$312,687.03
Town Outside Fund – B Account Claim nos. 32, 49, 83, 88, 91, 93, 96, 102, 105-109, 112, 119, 122-123, 139, 149-155	\$ 6,121.17
Highway Fund – DB Account Claim nos. 25, 28-29, 32-33, 38, 41-42, 45-46, 48, 51, 53-54, 66-68, 71, 75, 78-79, 84, 86, 89, 92-93, 95, 99, 101, 103, 111, 114, 115, 118, 121	\$ 73,349.93
Sewer District 1 Fund – GI Account Claim nos. 19, 34, 70, 101, 119, 123, 137-138, 142-143, 146	\$ 408.52
Water District 1 Fund – I Account Claim nos. 24, 34, 70, 80, 82, 101-102, 119, 123, 137-138, 142-143, 146	\$ 5,505.55
Water District 2 Fund – II Account Claim nos. 24, 34, 37, 70, 80, 82, 87, 101, 102, 112, 119, 123, 137-138, 142-143, 146	\$ 21,252.44
Water District 4 Fund – IV Account Claim nos. 24, 34, 70, 80, 82, 93, 101-102, 112, 116, 119, 123, 137-138, 142-143, 146	\$ 26,011.49
Meadow Ridge Lighting District Fund – MR Account Claim nos. 9-10	\$ 76.18
Palette Lighting District Fund – PA Account Claim nos. 9-10	\$ 182.34
Palmerton Heights Lighting District Fund – PH Account Claim no. 9	\$ 577.75
Pinewood Lighting District Fund – PW Account Claim nos. 9-10	\$ 230.81
Riverview Lighting District Fund – RV Account Claim nos. 9-10	\$ 338.36
Sherwood Forest Lighting District Fund – SH Account Claim nos. 9-10	\$ 265.13
Water District 3 Fund – SW Account Claim nos. 24, 34, 70, 80, 82, 101-102, 119, 123, 137-138, 142-143, 146	\$ 5,414.26
Transfer Station Fund – TS Account Claim nos. 13, 42, 72, 93, 102, 113, 119, 138	\$ 8,743.44

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Tanglewood Lighting District Fund – TW Account Claim nos. 9-10	\$ 123.26
Water District 5 Fund – V Account Claim nos. 24, 34, 70, 80, 82, 101-102, 119, 123, 137-138, 142-143, 146	\$ 5,909.57
Water District 6 Fund – VI Account Claim nos. 22, 24, 34, 70, 80, 82, 101, 102, 119, 123, 137-138, 142-143, 146	\$ 18,393.25
Woodscape II Lighting District Fund – WP Account Claim no. 9	\$ 312.14
Woodscape Lighting District Fund – WS Account Claim nos. 9-10	\$ 401.66
Trust & Agency Fund – TA Account Claim nos. 133-135	\$ 32,149.75
Town-Wide Capital Project Fund – HT Account Claim no. 141	\$ 4,816.50
Municipal Center Capital Project Fund – HC Account Claim nos. 124-130, 156	\$183,427.50
Highway Capital Project Fund – HH Account Claim no. 131	\$ 80.00
Water District 1 Extension 2 Capital Project Fund – HI Account Claim nos. 1-4	\$101,945.41
Recreation Capital Project Fund – HC Account Claim no. 132	\$ 4,891.55

A motion was made by Councilman Prendergast and seconded by Deputy Supervisor LeClair to adjourn the Month-End Audit Meeting at 7:14 p.m.

Roll call vote resulted as follows:

Councilman Prendergast	Yes
Councilman Kusnierz	Yes
Councilman Vittengl	Yes
Supervisor Jenkins	Absent
Deputy Supervisor LeClair	Yes

Meeting adjourned.

Respectfully submitted,

Jeanne Fleury
Town Clerk

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