

A month end audit meeting was held by the Town Board of the Town of Moreau on June 28, 2011 in the Town of Moreau Office Building, 61 Hudson Street, South Glens Falls, New York.

Supervisor Jenkins called the meeting to order at 6:30 p.m.

The Deputy Town clerk called the roll.

Town Board Members Present

Tom Cumm	Councilman
Bob Prendergast	Councilman
Gina LeClair	Councilwoman
Todd Kusnierz	Councilman
Preston Jenkins	Supervisor

Town Board Members Absent

None

Also Present: Leeann McCabe, Deputy Town Clerk; Jesse Fish, Water Superintendent; Paul Joseph, Highway Superintendent; Rudy Klick, Special Projects Aide; Steve Gram, Recreation Director; and Stefanie Bitter, Attorney for the Town.

Supervisor Jenkins read the following transfer requests:

\$166.30 from A7140.4 – General Fund – Playgrounds/Recreation – Contractual into A7140.2 – General Fund – Playgrounds/Recreation – Equipment for the purchase of lawn equipment.

\$320.12 from A7310.4 – General Fund – Youth Programs – Contractual into A7310.2 – General Fund – Youth Programs – Equipment to pay voucher for buoys for sandbar beach.

\$37,000.00 from DB1990.4 – Highway Fund – Special Items – Contingent Account into DB5110.497.1 – Highway Fund – General Repairs – Hatchery Road Culvert to pay vouchers for the repair and replacement of the Hatchery Road Culvert.

\$600.00 from SW9060.8 – Water District 3 – Employee Benefits – Medical Insurance into SW8340.4 – Water District 3 – Purification – Contractual to pay vouchers for 2011 for purification tests and sampling.

Councilman Kusnierz asked why the transfer of recreation funds needed to be done. Normally when a request for a purchase is received we make sure the account number is on it and the balance in the account and we don't normally approve the purchase unless the money is in the account.

Steve Gram replied that the transfer in the amount of \$320.12 was the result of an emergency situation whereby they had to buy new corner posts. Mice chewed holes in them. The supervisor used the town credit card to purchase two new buoys.

The other transfer in the amount of \$166.30 is for the purchase of a push mower. They didn't realize that there wasn't any money in the equipment account.

A motion was made by Councilman Prendergast and seconded by Councilman Cumm authorizing the above transfers to be made.

Roll call vote resulted as follows:

Councilwoman LeClair	Yes
Councilman Kusnierz	Yes
Councilman Cumm	Yes

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Councilman Prendergast	Yes
Supervisor Jenkins	Yes

Supervisor Jenkins reported that we are waiting on a couple of invoices from Burley & Guminiak and a change order on the survey work.

Councilman Cumm had a question on an invoice from Bartlett, Pontiff, Stewart & Rhodes in the amount of \$1,196.00. He questioned the 7.2 hours charged on May 16th. The 7.2 hours was for the following service: "Met with Martin to discuss agenda items, reviewed files for agenda items, traveled to Planning Board Meeting and attended Planning Board Meeting". Attorney Stephanie Bitter explained that she sat in on the Planning Board Meeting for Attorney Martin Auffredou on May 16th. Stephanie replied that the Planning Board Meeting lasted a minimum of five hours and then she brought Martin up to speed on the applications.

A voucher was in for audit from Judge & Duffy for services rendered in the Lebowitz Article 7 case. There was a \$100.00 per hour charge from an associate with the initials of SLC on the invoice from Judge & Duffy and approval was needed from the Town Board of this hourly rate.

A motion was made by Councilman Cumm and seconded by Councilwoman LeClair approving a rate of \$100.00 per hour for an associate of Judge & Duffy with the initials of SLC to work on the Lebowitz Article 7 case.

Roll call vote resulted as follows:

Councilman Kusnierz	Yes
Councilman Cumm	Yes
Councilman Prendergast	Yes
Councilwoman LeClair	Yes
Supervisor Jenkins	Yes

A voucher was in for audit from Garry Robinson for construction observation and engineering fees in relation to the Schermerhorn project in the amount of \$10,140.0. The balance in the Trust & Agency Account for engineering in relation to the Schermerhorn project is \$8,561.68. Joe discussed this with them and Schermerhorn will be putting money into the Trust & Agency Account. Supervisor Jenkins said he wouldn't have a problem if the board wanted to approve a portion of Garry Robinson's bill that relates to the construction observation in the amount of \$7,080.00.

Councilman Prendergast made a motion and it was seconded by Councilman Cumm to pay a portion of the bill from Garry Robinson in the amount of \$7,080.00 for construction observation in relation to the Schermerhorn project.

Roll call vote resulted as follows:

Councilman Cumm	Yes
Councilman Prendergast	Yes
Councilwoman LeClair	Yes
Councilman Kusnierz	Yes
Supervisor Jenkins	Yes

A voucher was received in January from Bartlett, Pontiff, Stewart & Rhodes relating to Palette and has been withheld from payment each month pending the outcome of discussions with Bartlett, Pontiff, Stewart & Rhodes about this bill. The bill was in the amount of \$1,261.00, which is over the amount estimated by Attorney Auffredou, and the balance in the Trust & Agency Account for this bill is \$655.36. Councilman Cumm made a motion to pay Bartlett, Pontiff, Stewart & Rhodes \$650.00 and Palette is to

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be contacted and asked to submit the balance to the Town for deposit into the Trust & Agency Account so the remainder of the Bartlett, Pontiff, Stewart & Rhodes bill can be paid.

Councilman Prendergast	Yes
Councilwoman LeClair	Yes
Councilman Kusnierz	Yes
Councilman Cumm	Yes
Supervisor Jenkins	Yes

Electronic Office Products has increased the monthly service contract on the copy machine in the Supervisor's Office from \$58.17 to \$71.25 per month and the rate per copy went from \$.0084 cents to \$.0125 cents. This increase is based on the age of the machine. The bill in for audit for the monthly contract is \$112.63. It was Supervisor Jenkins's opinion that the bill should be paid and they should look into the cost to purchase a new machine and see if it would be more cost effective or not.

A motion was made by Councilwoman LeClair and seconded by Councilman Prendergast to accept the new monthly service contract rate from Electronic Office Products for the copier in the Supervisor's Office.

Councilwoman LeClair	Yes
Councilman Kusnierz	Yes
Councilman Cumm	Yes
Councilman Prendergast	Yes
Supervisor Jenkins	Yes

Supervisor Jenkins reported that a new IRS mileage rate is going into effect July 1st in the amount of 55.5 cents and the employees who get mileage reimbursement are being informed of this change effective July 1st, assuming it does happen.

A motion was made by Councilman Cumm and seconded by Councilwoman LeClair to approve payment of bills as audited.

Councilman Cumm	Yes
Councilman Prendergast	Yes
Councilwoman LeClair	Yes
Councilman Kusnierz	Yes
Supervisor Jenkins	Yes

AUDITED CLAIMS

General Fund - A Account Claim nos. 913-915, 917-923, 926-927, 930-983, 1064-1074, 1095, 1129, 1131-1138, 1154, 1160, 1164-1165	\$171,129.79
Town Outside Fund - B Account Claim nos. 984-1014, 1075-1076, 1096, 1098-1102, 1127, 1130, 1161	\$ 6,103.56
Highway Fund - DB Account Claim nos. 1015-1035, 1077-1089, 1155-1156	\$ 49,879.76
Sewer I Fund - GI Account Claim nos. 929, 1036-1039, 1090	\$ 7,504.89

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Highway Garage Capital Project Fund - HH Account Claim nos. 1040-1041	\$ 89.75
Water District 1 Fund - I Account Claim nos. 1042, 1091, 1162	\$ 218.15
Water District 2 Fund - II Account Claim nos. 928, 1043-1047, 1052, 1092, 1097, 1128, 1163	\$ 1,729.85
Water District 4 Fund - IV Account Claim nos. 1050, 1093, 1157	\$ 92.98
Landfill Reserve Fund - LF Account Claim nos. 1055, 1158	\$ 1,441.55
Moreau Industrial Park Fund - SP Account Claim nos. 1056	\$ 26.00
Water District 3 Fund - SW Account Claim nos. 1048-1049	\$ 155.00
Trust & Agency Fund - TA Account Claim nos. 916, 1057, 1166-1167	\$ 12,964.23
Transfer Station Fund - TS Account Claim nos. 925, 1058-1063, 1094, 1159	\$ 8,236.79
Water District 5 Fund - V Account Claim nos. 1051	\$ 30.00
Water District 6 Fund - VI Account Claim nos. 924, 1053-1054	\$ 314.99
Voucher Numbers Voided 1139-1153, 1103-1126	

Month-End Audit Meeting adjourned at 6:45 p.m.

Respectfully submitted,

Leeann McCabe
Deputy Town Clerk

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