

A month-end audit meeting was held by the Town Board of the Town of Moreau on February 25, 2014 in the Town of Moreau Municipal Building, 351 Reynolds Road, Moreau, New York.

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

The Town Clerk called the roll.

**Town Board Members Present**

|                         |            |
|-------------------------|------------|
| Robert J. Vittengl, Jr. | Councilman |
| Bob Prendergast         | Councilman |
| Todd Kusnierz           | Councilman |
| Preston L. Jenkins, Jr. | Supervisor |

**Town Board Members Absent**

|              |              |
|--------------|--------------|
| Gina LeClair | Councilwoman |
|--------------|--------------|

**Also Present:** Jeanne Fleury, Town Clerk; Rudy Klick, Special Projects Aide; Paul Joseph, Highway Superintendent; Jesse Fish, Water Superintendent; Jay Farrell from the South Glens Falls Fire Company entered the meeting at 6:36 p.m.; Rich Schermerhorn, Developer, and Travis Mitchell his engineer entered the meeting at 6:40 p.m.; Rick Meyers, President of the South Glens Falls Fire Company entered the meeting at 6:45 p.m.; Bill Coon, Town Resident entered the meeting at 6:43 p.m.

A voucher was in for audit from Northwind Graphics for the purchase of shirts for the Town of Moreau Youth Wrestling Program in the amount of \$350.00. On January 14<sup>th</sup> the Town Board authorized shirts to be purchased at an amount not to exceed \$290.00. Additional shirts were needed and purchased at an additional cost of \$60.00 requiring Town Board approval.

A motion was made by Councilman Prendergast and seconded by Councilman Vittengl authorizing the purchase of additional shirts for the Town of Moreau Youth Wrestling Program at a cost not to exceed \$60.00 from Northwind Graphics.

Roll call vote resulted as follows:

|                        |        |
|------------------------|--------|
| Councilman Vittengl    | Yes    |
| Councilman Prendergast | Yes    |
| Councilman Kusnierz    | Yes    |
| Councilwoman LeClair   | Absent |
| Supervisor Jenkins     | Yes    |

A voucher was in for audit from Dado's in the amount of \$850.00 for an emergency purchase by the Highway Department of a Tenco Plow Frame and since the purchase was over \$500.00 the Town's procurement policy requires Board approval.

A motion was made by Councilman Prendergast and seconded by Councilman Vittengl authorizing the purchase of a Tenco Plow Frame from Dado's at a cost not to exceed \$850.00 for the Highway Department.

Roll call vote resulted as follows:

|                        |        |
|------------------------|--------|
| Councilman Kusnierz    | Yes    |
| Councilman Vittengl    | Yes    |
| Councilman Prendergast | Yes    |
| Councilwoman LeClair   | Absent |
| Supervisor Jenkins     | Yes    |

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The Highway Department had to call in the Overhead Door Company on an emergency basis to repair the safety switch at the bottom of one of the overhead doors. The Highway Superintendent found one morning that the door did not close properly. The cost of the repair was \$801.92, which exceeded the \$500.00 limit per the Town's procurement policy and Board approval is needed.

A motion was made by Councilman Vittengl and seconded by Councilman Prendergast authorizing the repair to the overhead door at the highway garage by the Overhead Door Company at a cost of \$801.92.

Roll call vote resulted as follows:

|                        |        |
|------------------------|--------|
| Councilman Prendergast | Yes    |
| Councilman Kusnierz    | Yes    |
| Councilman Vittengl    | Yes    |
| Councilwoman LeClair   | Absent |
| Supervisor Jenkins     | Yes    |

A motion was made by Councilman Prendergast and seconded by Councilman Vittengl approving the per copy rates for maintenance of the Konica Minolta C364 copier by Seeley Office Systems as follows:

Black & White Copies .008 per copy  
Color Copies .045 per copy

Roll call vote resulted as follows:

|                        |        |
|------------------------|--------|
| Councilman Vittengl    | Yes    |
| Councilman Prendergast | Yes    |
| Councilman Kusnierz    | Yes    |
| Councilwoman LeClair   | Absent |
| Supervisor Jenkins     | Yes    |

A voucher was in for audit from Vellano in the amount of \$2,983.68 for the purchase of a master meter purchased for Sisson Reserve II. This cost will be reimbursed by Sisson Reserve. Board approval for this purchase is needed.

A motion was made by Councilman Vittengl and seconded by Councilman Prendergast authorizing the purchase of the master meter from Vellano for Sisson Reserve II at a cost of \$2,983.68 and authorizing the payment of the voucher from Vellano in the amount of \$2,983.68 to be reimbursed by the Developer of Sisson Reserve.

Roll call vote resulted as follows:

|                        |        |
|------------------------|--------|
| Councilman Prendergast | Yes    |
| Councilman Vittengl    | Yes    |
| Councilman Kusnierz    | Yes    |
| Councilwoman LeClair   | Absent |
| Supervisor Jenkins     | Yes    |

GA Bovee filled the propane tank at the Rec. Park that was empty due to a change in vendors and the cost to fill it was \$914.99. Board approval is needed.

A motion was made by Councilman Vittengl and seconded by Councilman Prendergast authorizing the purchase of propane for the Rec. Park at a cost not to exceed \$914.99 from GA Bovee and authorizing payment of the voucher from GA Bovee in the amount of \$914.99.

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Roll call vote resulted as follows:

|                        |        |
|------------------------|--------|
| Councilman Kusnierz    | Yes    |
| Councilman Vittengl    | Yes    |
| Councilman Prendergast | Yes    |
| Councilwoman LeClair   | Absent |
| Supervisor Jenkins     | Yes    |

A motion was made by Councilman Vittengl and seconded by Councilman Prendergast authorizing the prepayment of 80 hours of tech service by Kost IT at \$100.00 per hour for a total of \$8,000.00 and authorizing the monthly monitoring service charge of \$100.00 times 2 for the servers which equals \$200.00 a month and \$10.00 times 15 computers which equals \$150.00 per month for a total monthly monitoring service charge of \$350.00 for the servers and computers.

Roll call vote resulted as follows:

|                        |        |
|------------------------|--------|
| Councilman Vittengl    | Yes    |
| Councilman Kusnierz    | Yes    |
| Councilman Prendergast | Yes    |
| Councilwoman LeClair   | Absent |
| Supervisor Jenkins     | Yes    |

Verbal approval was received from the Town Board Members for repair of the folding/stuffing machine by Pitney Bowe as it was expected that the cost would exceed \$500.00 and the actual total cost was \$516.50. The verbal approval needs to be ratified at this meeting by the Town Board.

A motion was made by Councilman Prendergast and seconded by Councilman Vittengl authorizing the repair to the Folding/Stuffing Machine by Pitney Bowe at a cost of \$516.50.

Roll call vote resulted as follows:

|                        |        |
|------------------------|--------|
| Councilman Prendergast | Yes    |
| Councilman Vittengl    | Yes    |
| Councilman Kusnierz    | Yes    |
| Councilwoman LeClair   | Absent |
| Supervisor Jenkins     | Yes    |

It was noted that vouchers are being withheld from the audit from EDP, Bartlett, Pontiff, Stewart & Rhodes and Garry Robinson until money is received from developers into the Trust & Agency Account for Sisson Road Apartments Phase 2, Bluebird Trace and Harrison Place.

A motion was made by Councilman Prendergast and seconded by Councilman Vittengl authorizing an increase in appropriations in the amount of \$311,880.00 in account DB5112.431.1 Highway Fund – Improvements – Clark Road Culvert (FEMA) to re-appropriate 2013 funds available in the Highway Fund Unreserved Fund Balance that is needed to pay future vouchers for the Clark Road Culvert – FEMA 4020 DR NY.

Roll call vote resulted as follows:

|                        |        |
|------------------------|--------|
| Councilman Vittengl    | Yes    |
| Councilman Prendergast | Yes    |
| Councilman Kusnierz    | Yes    |
| Councilwoman LeClair   | Absent |
| Supervisor Jenkins     | Yes    |

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A motion was made by Councilman Prendergast and seconded by Councilman Vittengl authorizing the following transfer of funds:

Transfer \$7,000.00 from A1990.4 General Fund – Special Items – Contingent Account with \$500.00 being transferred into A1220.2 General Fund – Supervisor – Equipment and \$6,500.00 being transferred into A1410.2 General Fund – Town Clerk – Equipment to purchase computers for the Supervisor’s office and the Town Clerk’s Office and assist with a new server.

Transfer \$356.22 from A1620.4 General Fund – Buildings – Contractual into A1620.202 General Fund – Buildings – Equipment Annex to purchase a hot water tank for 349 Reynolds Road (Annex Building).

Roll call vote resulted as follows:

|                        |        |
|------------------------|--------|
| Councilman Vittengl    | Yes    |
| Councilman Kusnierz    | Yes    |
| Councilman Prendergast | Yes    |
| Councilwoman LeClair   | Absent |
| Supervisor Jenkins     | Yes    |

A motion was made by Councilman Prendergast and seconded by Councilman Vittengl authorizing the following transfer of funds:

Transfer \$1,200.00 from A1320.4 General Fund – Independent Audit/Accounting - Contractual with \$1,000.00 being transferred into A1420.4 General Fund – Attorney Contractual and \$200.00 being transferred into A5010.476 General Fund – Superintendent of Highways – Computer Services [To pay various 2013 expenditures.]

Transfer \$3,030.00 from II9310.1 – Water II – Administration – Personal Services  
Transfer \$8,654.00 from II8310.2 – Water II – Administration – Equipment  
Transfer \$1,350.00 from II8340.4 – Water II – Transmission/Distribution – Contractual  
Transfer \$1,450.00 from II9010.8 – Water II – Employee Benefits – NYS Retirement  
Transfer \$236.00 from II9030.8 – Water II – Employee Benefits – Social Security  
Transfer \$3,590.00 from II9060.8 – Water II – Employee Benefits – Medical Insurance  
Transfer \$18,300.00 into II8310.4 – Water II – Administration – Contractual  
Transfer \$10.00 into II8330.4 – Water II – Purification – Contractual  
[To pay various 2013 expenditures.]

Transfer \$750.00 from HP7180.4 – Recreation Capital Projects – Administrative – Contractual into HP7198F.2 – Recreation Capital Project – Lighting Grant – Lighting Equipment  
[To pay various 2013 expenditures.]

Roll call vote resulted as follows:

|                        |        |
|------------------------|--------|
| Councilman Kusnierz    | Yes    |
| Councilman Prendergast | Yes    |
| Councilman Vittengl    | Yes    |
| Councilwoman LeClair   | Absent |
| Supervisor Jenkins     | Yes    |

A motion was made by Councilman Prendergast and seconded by Councilman Vittengl authorizing the payment of bills as audited.

Roll call vote resulted as follows:

|                        |     |
|------------------------|-----|
| Councilman Prendergast | Yes |
|------------------------|-----|

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|                      |   |
|----------------------|---|
| Councilman Kusnierz  | Abstain [He said he only signed a few of the vouchers.] |
| Councilman Vittengl  | Yes   |
| Councilwoman LeClair | Absent  |
| Supervisor Jenkins   | Yes   |

### **AUDITED CLAIMS**

|  |             |
|--|-------------|
| General Fund – A Account<br>Claim nos. 138-147, 149-151, 154-157, 162-166, 168-169, 171-179, 181, 185, 188-193, 197-198, 205-208, 210-213, 215-220, 222-231, 239, 241-244, 247-248, 250-254, 256 | \$90,195.14 |
| Town Outside Fund – B Account<br>Claim nos. 169, 185, 193, 199-204, 219, 226, 241, 248   | \$1,617.72  |
| Highway Fund – DB Account<br>Claim nos. 167, 170, 180, 182-184, 186-188, 193-196, 209, 214, 221, 225, 227, 240, 249  | \$72,744.97 |
| Sewer District 1 Fund – GI Account<br>Claim nos. 140, 158, 169, 185, 248   | \$3,968.37  |
| Water District 1 Fund – I Account<br>Claim nos. 140, 149, 153, 159-161, 185, 193, 219, 238, 245, 248, 255  | \$3,217.45  |
| Water District 2 Fund – II Account<br>Claim nos. 140, 149, 153, 159-161, 175, 185, 193, 219, 238, 245, 246, 248  | \$780.10    |
| Water District 4 Fund – IV Account<br>Claim nos. 140, 149, 153, 159-161, 185, 193, 219, 227, 238, 245, 248   | \$727.88    |
| Meadow Ridge Lighting District Fund – MR Account<br>Claim nos. 144, 146  | \$82.89     |
| Palette Lighting District Fund – PA Account<br>Claim nos. 144, 146   | \$201.10    |
| Palmerton Heights Lighting District Fund – PH Account<br>Claim nos. 144  | \$612.64    |
| Pinewood Lighting District Fund – PW Account<br>Claim nos. 144, 146  | \$255.99    |
| Riverview Lighting District Fund – RV Account<br>Claim nos. 144, 146   | \$340.12    |
| Sherwood Forest Lighting District Fund – SH Account<br>Claim nos. 144, 146   | \$283.28    |
| Water District 3 Fund – SW Account<br>Claim nos. 140, 149, 153, 159-161, 185, 193, 219, 238, 245, 248  | \$220.26    |
| Transfer Station Fund – TS Account<br>Claim nos. 140, 149, 152, 173, 185, 193, 216, 227, 231-232, 248  | \$844.46    |
| Tanglewood Lighting District Fund – TW Account<br>Claim nos. 144, 146  | \$133.35    |
| Water District 5 Fund – V Account<br>Claim nos. 140, 149, 153, 159-161, 185, 193, 219, 238, 245, 248   | \$143.15    |
| Water District 6 Fund – VI Account<br>Claim nos. 140, 149, 153, 159-161, 185, 193, 219, 238, 245, 248  | \$839.10    |
| Woodscape II Lighting District Fund – WP Account<br>Claim nos. 144   | \$391.05    |
| Woodscape Lighting District Fund – WS Account<br>Claim nos. 144, 146   | \$437.13    |
| Trust & Agency Fund – TA Account<br>Claim nos. 236-237   | \$1,693.25  |
| Municipal Center Capital Project Fund – HC Account<br>Claim nos. 233   | \$100.00    |

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|   |             |
|---|-------------|
| Highway Capital Project Fund – HH Account<br>Claim nos. 234         | \$26.00     |
| Recreation Capital Project Fund – HP Account<br>Claim nos. 148, 235 | \$21,175.00 |

A motion was made by Councilman Vittengl and seconded by Councilman Prendergast to adjourn the meeting at 6:39 p.m.

Roll call vote resulted as follows:

|                        |        |
|------------------------|--------|
| Councilman Vittengl    | Yes    |
| Councilman Prendergast | Yes    |
| Councilman Kusnierz    | Yes    |
| Councilwoman LeClair   | Absent |
| Supervisor Jenkins     | Yes    |

Meeting adjourned.

Respectfully submitted,

Jeanne Fleury  
Town Clerk