

A month-end audit meeting was held by the Town Board of the Town of Moreau on April 29, 2014 in the Town of Moreau Office Building, 351 Reynolds Road, Moreau, New York.

Supervisor Jenkins called the meeting to order at 4:30 p.m.

The Town Clerk called the roll.

Town Board Members Present

Robert J. Vittengl, Jr.	Councilman
Bob Prendergast	Councilman
Preston L. Jenkins, Jr.	Supervisor

Town Board Members Absent

Todd Kusnierz	Councilman
Gina LeClair	Councilwoman

Also Present: Jeanne Fleury, Town Clerk; Rudy Klick, Special Projects Aide; Paul Joseph, Highway Superintendent

A voucher was in for audit from Lewis & Greer in the amount of \$5,005.00 for legal services rendered in the matter of the Erie Blvd. Article 7. Lewis & Greer's hourly rate was not included in the Organizational Meeting Minutes so approval is needed now.

A motion was made by Councilman Prendergast and seconded by Councilman Vittengl authorizing the voucher from Lewis & Greer to be paid in the amount of \$5,005.00 and authorizing Lewis & Greer to provide the Town with further legal services in the matter of the Erie Blvd. Article 7 at an hourly rate of \$185.00.

Roll call vote resulted as follows:

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

A motion was made by Councilman Prendergast and seconded by Councilman Vittengl authorizing a maintenance agreement on the Konica Minolta Di3510 in the amount of \$71.25 a month for up to 7,500 copies and a rate of \$.0125 per copy over the 7,500.

Roll call vote resulted as follows:

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

At the last month-end meeting the Town Board approved a payment in the amount of \$1,509.75 to the Saratoga County Animal Shelter per their agreement. Since that time, charges for shelter calls and mileage for cats were deducted resulting in the agreement amount being reduced to \$1,382.25. Approval is needed from the Town Board for this new amount.

A month-end audit meeting was held by the Town Board of the Town of Moreau on April 29, 2014 in the Town of Moreau Office Building, 351 Reynolds Road, Moreau, New York.

A motion was made by Councilman Prendergast and seconded by Councilman Vittengl authorizing a reduction in the amount of the authorized payment to the Saratoga County Animal Shelter from \$1,509.75 to \$1,382.25.

Roll call vote resulted as follows:

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

A motion was made by Councilman Prendergast and seconded by Councilman Vittengl authorizing an emergency repair to the conveyor chain on truck #12 in the Highway Department by Fort Miller in the amount of \$760.90 out of account DB5130.492.

Roll call vote resulted as follows:

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

Parts were ordered by the Highway Department in the amount of \$485.40 from Monroe Tractor & Implement Co., Inc. and with freight charges the total was \$505.39. The Town's Procurement Policy requires authorization from the Town Board to be obtained prior to purchase if the cost is going to exceed \$500.00. Therefore, the Town Board needs to approve this purchase in order to pay the voucher.

A motion was made by Councilman Prendergast and seconded by Councilman Vittengl authorizing the purchase of parts for the Highway Department from Monroe Tractor & Implement Co., Inc. in the amount of \$505.39 including freight charges out of account DB5130.492.

Roll call vote resulted as follows:

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

~~An invoice~~ **Two invoices were** received from Crisafulli Bros. Plumbing & Heating in the amount of \$1,557.50 for services performed as follows: **[Amended 5/5/14 jf]**

Clean out of frozen septic line and jetted line to remove ice. Video inspected line and found metal object in the line and it was removed.

There was also a charge of \$1,045.00 for a service call for no heat in the meeting room. It was found that the bearing assembly in the blower motor for the furnace was bad and the blower motor was replaced. A new thermostat was also installed in the Town Clerk's Office in response to a complaint about the heat not coming on at the scheduled time on several occasions.

Supervisor Jenkins stated that discussion is needed with Crisafulli Bros. on these service charges. There are legal and warranty issues involved here. It seems that the metal object that was found in the line

A month-end audit meeting was held by the Town Board of the Town of Moreau on April 29, 2014 in the Town of Moreau Office Building, 351 Reynolds Road, Moreau, New York.

would have had to have come from construction and part of the charge is for the tightening of a septic vent cap that apparently was not put back on tight from a previous call made by Crisafulli Bros.

~~This voucher~~ **The invoices and vouchers from Crisafulli Bros. were** held from payment.
[Amended 5/5/14 jf]

A voucher was in for audit from Kost IT in the amount of \$6,550.00 for the installation of ten new computers and two servers in the municipal building. Kost IT has gone over the pre-approved 80 hour block of time by \$1,075.00. Rudy Klick needs to know if approval is needed for this additional amount or is the approved rate of \$100.00 per hour enough. There is a charge of \$100.00 included for Kost IT to go down to the Highway Garage and look at the computers and programs they have and to submit a quote on the replacement of the computers. Paul Joseph stated that he doesn't think he should be charged the \$100.00 for a quote. Kost IT was only in his building about 15 minutes.

Supervisor Jenkins stated that it was understood that they weren't going to install the computers and servers for free and that it falls under the 80 hours @ \$100.00 per hour that was approved.

Rudy Klick noted that they went over the 80 hours by \$1,075.00 and asked if this would fall under the Bronze Agreement that was approved at \$100.00 per hour.

Supervisor Jenkins said the agreement reads that if they go over the 80 hours then they bill out at \$100.00 per hour.

Rudy Klick said that was okay then as long as it was in the minutes. He asked if they were going to withhold \$100.00 from the payment for the proposal for the computers for the Highway Department and Supervisor Jenkins replied yes.

Councilman Prendergast added that we ask for quotes all the time and we don't get charged for them.

A motion was made by Councilman Prendergast and seconded by Councilman Vittengl authorizing the additional \$1,075.00 that Kost IT went over the 80 hours by.

Roll call vote resulted as follows:

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

A motion was made by Councilman Prendergast and seconded by Councilman Vittengl authorizing a Notice to Bidders to be placed in the newspaper for the sale of our surplus property and for the bid opening to be held on May 29th.

Roll call vote resulted as follows:

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

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

A month-end audit meeting was held by the Town Board of the Town of Moreau on April 29, 2014 in the Town of Moreau Office Building, 351 Reynolds Road, Moreau, New York.

Transfer \$10,000.00 from A1620.4 – General Fund – Buildings as follows:

\$8,500.00 into A1620.401 – General Fund – Buildings – Municipal Center
\$1,000.00 into A1620.404 – General Fund – Buildings – 61 Hudson Street
\$500.00 into A1620.405 – General Fund – Buildings – William Street Garage

The transfers are necessary to pay various vouchers for 61 Hudson Street and the William Street Highway Garage including National Grid, Village of South Glens Falls and Upstate Appraisal Services, Inc.

Transfers will be necessary if the Board decides to pay various municipal center vouchers out of the general fund building account that are in for discussion including Crisafulli Bros. Plumbing & Heating and Kost IT totaling \$9,500.00.

Transfer \$3,500.00 from V8310.4 – Water V – Administration – Contractual into V8310.0 – Water V – Administration – Equipment.

The transfer is necessary to purchase water meters and a 2014 pickup truck.

\$13,410.00 from HP7180.4 – Recreation Capital Projects – Administrative – Contractual into HP7198F.2 – Recreation Capital Projects – Administrative – Equipment.

The transfer is necessary to pay a voucher for R & J Kerr, Inc. and to encumber purchase of playground equipment.

Transfer \$3,500.00 from TS8160.4 – Transfer Station – Refuse & Garbage – Contractual into TS9050.8 – Transfer Station – Employee Benefits – Unemployment.

The transfer is necessary to pay NYS Unemployment Insurance for approximately January 2014 and April 2014.

Roll call vote resulted as follows:

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

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

Roll call vote resulted as follows:

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

AUDITED CLAIMS

General Fund – A Account	
--------------------------	--

A month-end audit meeting was held by the Town Board of the Town of Moreau on April 29, 2014 in the Town of Moreau Office Building, 351 Reynolds Road, Moreau, New York.

Claim nos. 383-384, 385, 386, 387-391, 394, 395-397, 401, 402-403, 404-409, 410, 417, 420, 421, 423, 424, 426, 429-429, 438, 439, 440, 446, 450, 451, 452, 455, 457-458, 463-464, 467, 474-475, 477-479, 481, 482-484, 486, 488, 493-494, 503-505, 515, 519, 522-523, 526-527	\$88,878.40
Town Outside Fund – B Account Claim nos. 409, 411, 438, 452, 468, 472, 477, 480, 483, 493, 506-513, 520, 522, 524, 528, 532-533	\$2,970.84
Highway Department Fund – DB Account Claim nos. 382, 412-413, 419, 422, 427, 429, 432, 442, 447-448, 451, 454, 459-460, 462, 465, 473, 474-476, 481, 487, 490-491, 514, 517, 521, 525	\$44,755.76
Sewer District 1 Fund – GI Account 386, 398, 403, 409, 425, 430-431, 443, 461, 477, 483, 503	\$4,105.01
Water District 1 Fund – I Account Claim nos. 386, 392, 393, 399, 400, 401, 403, 409, 470, 471, 431, 444, 449, 453, 469, 483-484	\$21,049.93
Water District 2 Fund – II Account Claim nos. 386, 392, 393, 399, 400, 401, 403, 409, 431, 444,-445, 449, 453, 456, 466, 469, 470, 471, 483-484	\$39,128.33
Water District 4 Fund – IV Account Claim nos. 386, 392-393, 399, 400-401, 403, 409, 417, 418, 431, 444, 449, 453, 469, 470-471, 478, 483-485, 489, 493	\$20,035.48
Meadow Ridge Lighting District Fund – MR Account Claim nos. 384-385	\$76.63
Palette Lighting District Fund – PA Account Claim nos. 384-385	\$172.46
Palmerton Heights Lighting District Fund – PH Account Claim nos. 384	\$582.66
Pinewood Lighting District Fund – PW Account Claim nos. 384-385	\$230.42
Riverview Lighting District Fund – RV Account Claim nos. 384-385	\$306.08
Sherwood Forest Lighting District Fund – SH Account Claim nos. 384-385	\$257.53
Water District 3 Fund – SW Account Claim nos. 386, 392-393, 399-401, 403, 409, 431, 444, 449, 453, 469-471, 483-484	\$3,888.44
Transfer Station Fund – TS Account Claim nos. 386, 395, 401, 409, 423, 429, 440, 441, 483, 492, 495, 516	\$6,646.28
Tanglewood Lighting District Fund – TW Account Claim nos. 384-385	\$119.30
Water District 5 Fund – V Account Claim nos. 386, 392-393, 399-401, 403, 409, 431, 444, 449, 453, 469-471, 483-484	\$4,058.55
Water District 6 Fund – VI Account Claim nos. 386, 392-393, 399-401, 403, 409, 431, 444, 449, 453, 466, 469-471, 483-484	\$14,486.38
Woodscape II Lighting District Fund – WP Account Claim nos. 384	\$365.74
Woodscape Lighting District Fund – WS Account	

A month-end audit meeting was held by the Town Board of the Town of Moreau on April 29, 2014 in the Town of Moreau Office Building, 351 Reynolds Road, Moreau, New York.

Claim nos. 384-385	\$394.63
Trust & Agency Fund – TS Account	
Claim nos. 500-502	\$8,789.00
Town Wide Capital Project Fund – HT Account	
Claim nos. 498	\$1,414.90
Highway Capital Project Fund – HH Account	
Claim nos. 518	\$182.00
Recreation Capital Project Fund – HP Account	
Claim nos. 496-497	\$14,619.95
Landfill Reserve Fund – LF Account	
Claim nos. 499	\$1,314.98

A motion was made by Councilman Prendergast and seconded by Councilman Vittengl to adjourn the meeting at 4:47 p.m.

Roll call vote resulted as follows:

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

Meeting adjourned.

Respectfully submitted,

Jeanne Fleury
Town Clerk