

A month-end audit meeting was held by the Town Board of the Town of Moreau on December 30, 2013 in the Town of Moreau Municipal, 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
Gina LeClair	Councilwoman
Todd Kusnierz	Councilman [Entered Meeting at 6:34 p.m.]
Preston L. Jenkins, Jr.	Supervisor

Town Board Members Absent

None

Also present: Jeanne Fleury, Town Clerk; Rudy Klick, Special Projects Aide; Jesse Fish, Water Superintendent; Stefanie DiLallo Bitter, Attorney for the Town entered meeting at 6:40 p.m.; Gerald Fitzgerald, Village Resident entered meeting at 6:35 p.m.; Adele Kurtz and Reed Antis, Town Residents entered meeting at 6:50 p.m.; Gardner Congdon, Town Resident entered meeting at 7:00 p.m. and Amanda Metzger, Post Star Reporter entered meeting at 7:00 p.m.

A motion was made by Councilwoman LeClair and seconded by Councilman Vittengl to approve the payment of \$8,338.88 from account B9901.9 to the Highway Department for brush pick up in the spring.

Roll call vote resulted as follows:

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

A motion was made by Councilwoman LeClair and seconded by Councilman Prendergast to approve the payment of \$1,500.00 to Garry Robinson, Engineer; out of account B8540.4 for his services related to a "Housekeeping Training Program" that he held.

Supervisor Jenkins said this amount would be reimbursed by Saratoga County as it included training on storm water management.

Roll call vote resulted as follows:

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

A motion was made by Councilwoman LeClair and seconded by Councilman Prendergast to approve the payment of \$1,000.00 to Mary Antis, Town Historian for her yearly stipend pending receipt of her yearly report.

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Roll call vote resulted as follows:

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

A motion was made by Councilwoman LeClair and seconded by Councilman Vittengl to approve the payment of \$560.00 out of account HP7180.2 to Rucinski Hall, Architects, for professional services rendered during the construction phase of the concession stand in the Harry J. Betar Recreational Park.

Roll call vote resulted as follows:

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

A voucher and invoice was in for payment from Rouse Tire Service for service to a vehicle/machinery in the Town Rec. Department in the amount of \$431.57. The original invoice was dated August 2013 in the amount of \$413.00. The difference between the two amounts is finance charges for late payment. Several attempts were made to obtain a voucher from Rouse Tire Service unsuccessfully until now. This is the reason the invoice was not paid back in the month it was received. Rudy Klick has attempted to get the finance charges removed, but Rose Tire Service is only willing to forgive 1/2 of the finance charges. Rudy wanted to know what amount the Board wanted to pay.

A motion was made by Councilwoman LeClair and seconded by Councilman Vittengl to approve the payment of \$413.00 to Rouse Tire Service out of account A7140.4.

Roll call vote resulted as follows:

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

A voucher and invoice was in for payment from Cranesville Block Co., Inc. in the amount of \$7,389.60, which was \$6.10 over the purchase order approved. Board approval is needed to pay the additional \$6.10.

A motion was made by Councilwoman LeClair and seconded by Councilman Prendergast to approve the additional amount of \$6.10 to be paid to Cranesville Block Co., Inc. out of account DB5142.491.

Roll call vote resulted as follows:

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

A voucher was in for audit from Edward J. Smith in the amount of \$1,063.06 for reimbursement of his legal fees associated with a temporary easement that he granted the Town. The Board previously agreed

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to reimburse him for his legal fees. The Town Board needs to authorize the payment to Edward J. Smith.

A motion was made by Councilman Prendergast and seconded by Councilman Vittengl to approve the reimbursement to Edward J. Smith for legal costs he incurred in the amount of \$1,063.06 out of account DB5112.431 regarding a temporary easement he granted the Town.

Roll call vote resulted as follows:

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

A motion was made by Councilwoman LeClair and seconded by Councilman Prendergast to approve the striping of 77.67 miles of roads in the Town of Moreau by Saratoga County DPW in the amount of \$23,366.81 out of account A3310.499.

Roll call vote resulted as follows:

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

A voucher and invoice was in from Don Kingsley in the amount of \$1,200.00 for re-grading of both drainage basins on the site of the new municipal building. Verbal approval was obtained by phone from Town Board Members and now the verbal approval needed to be ratified.

A motion was made by Councilwoman LeClair and seconded by Councilman Vittengl to approve the work done on the drainage basins by Don Kingsley in the amount of \$1,200.00 out of account HC1620.2.

Roll call vote resulted as follows:

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

A motion was made by Councilman Prendergast and seconded by Councilwoman LeClair to approve the hourly rate of \$125.00 per hour for Kost IT and to approve the payment of \$750.00 for six hours of service they provided.

Roll call vote resulted as follows:

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

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A motion was made by Councilman Vittengl and seconded by Councilwoman LeClair to approve the annual maintenance contract from Master Meter System in the amount of \$1,500.00 for the period of November 2013 through November 2014 for the radio read hand held device used for water meter reading and for it to be paid out of all the water accounts.

Roll call vote resulted as follows:

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

The Town Board authorized previously \$1,000.00 for materials to be used in the Sheriff's Sub-Station renovations and the actual cost came in at \$1,061.47 as charged by Lowe's Credit Service. Town Board approval is needed for the additional \$61.47.

A motion was made by Councilwoman LeClair and seconded by Councilman Vittengl to approve an additional \$61.47 for materials used in renovating the Sheriff's Sub-Station Building.

Roll call vote resulted as follows:

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

A motion was made by Councilman Vittengl and seconded by Councilwoman LeClair to approve the payment of \$2,398.62 to the Town of Moreau Rec. Department for labor provided to renovate the Sheriff's Sub-Station Building.

Roll call vote resulted as follows:

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

A voucher and invoice was in for audit from Swirlz Hula Hoop, for a hula hoop class that was held in the summer in the Rec. Park that had been recalculated from \$120.00 the amount originally invoiced to \$88.00.

A motion was made by Councilwoman LeClair and seconded by Councilman Vittengl to approve the payment of \$88.00 to Swirlz Hula Hoop from account A7140.4.

Roll call vote resulted as follows:

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

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A voucher and invoice was in for audit from Chazen for work done on the Farmland Protection Plan in the amount of \$2,530.00.

It was agreed to withhold this voucher and invoice from payment until Supervisor Jenkins can find out from Chazen where they are at with this project.

A motion was made by Councilman Prendergast and seconded by Councilman Vittengl to approve the services provided by Garry Robinson for MS4 Code Review at a cost of \$3,135.00 out of account B8540.4.

Supervisor Jenkins noted that this amount will be reimbursed by Saratoga County.

Roll call vote resulted as follows:

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

At the last audit meeting the Town Board withheld \$13,967.99 from Hoosick Valley Contractors as a retainer on the new municipal building project and Rudy Klick was asking if the Town Board wanted to release this retainer now.

Discussion followed on this.

It was agreed to not release the retainer yet. Supervisor Jenkins will talk to Joe Patricke about this on Thursday, when Joe is back in the office, and find out where we are at with the punch list and the items being fixed.

A voucher was in for audit from the Highway Department for work done on the new municipal building in the amount of \$18,440.34.

Supervisor Jenkins said he needs to discuss this with Paul Joseph, Highway Superintendent, regarding the cost of the topsoil. Payment was withheld.

Supervisor Jenkins reported that another bill was received from Lance Hill for monthly rental of the building that housed the Town Court. On advice of counsel this bill will not be paid.

We are still awaiting money from developers into the Trust & Agency fund so vouchers and invoices can be paid that have been received from EDP and Bartlett, Pontiff, Stewart & Rhodes, P.C.

A motion was made by Councilwoman LeClair and seconded by Councilman Prendergast to approve the following transfers:

Transfer \$16,000.00 from A9010.8 – General Fund – Employee Benefits – NYS Retirement
Transfer \$2,400.00 from A9060.8 – General Fund – Employee Benefits – Hospital/Medical Insurance
\$1,400.00 being transferred into A1315.1 – General Fund – Special Aid Clerk – Personal Services
\$350.00 being transferred into A1315.4 – General Fund – Special Aid Clerk – Contractual
\$850.00 being transferred into A1620.1 – General Fund – Buildings – Personal Services
\$5,200.00 being transferred into A1620.4 – General Fund – Buildings – Contractual
\$5,000.00 being transferred into A5182.4 – General Fund – Street Lighting – Contractual
\$5,600.00 being transferred into A7310.1 – General Fund – Youth Programs – Personal Services
To pay remaining 2013 vouchers and payroll.

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Transfer \$2,000.00 from A1010.4 – General Fund – Town Board – Contractual
Transfer \$1,500.00 from A1220.4 – General Fund – Supervisor – Equipment
Transfer \$4,000.00 from A1990.4 – General Fund – Special Items – Contingent Account
\$7,500.00 being transferred into A1620.4 – General Fund – Buildings – Contractual
To purchase flags for Municipal Complex

Transfer \$2,000.00 from A1355.4 – General Fund – Assessor – Contractual into A1620.4 – General Fund – Buildings – Contractual to pay for appraisals on old Town Hall and William Street garage

Transfer \$1,200.00 from GI9010.8 – Sewer District 1 – Employee Benefits – NYS Retirement into GI8110.1 – Sewer District 1 – Administration – Personal Services to pay remaining 2013 payroll.

Transfer \$100.00 from I9010.8 – Water District 1 – Employee Benefits – NYS Retirement into I8330.4 – Water District 1 – Purification – Contractual to pay remaining 2013 vouchers.

Transfer \$100.00 from II9010.8 – Water District 2 – Employee Benefits – NYS Retirement into II8330.4 – Water District 2 – Purification – Contractual to pay remaining 2013 vouchers.

Transfer \$100.00 from V9010.8 – Water District 5 – Employee Benefits – NYS Retirement into V8330.4 – Water District 5 – Purification – Contractual to pay remaining 2013 vouchers.

Transfer \$2,000.00 from TS1990.4 – Transfer Station – Special Items – Contingent Account
Transfer \$5,500.00 from TS8160.1 – Transfer Station – Refuse & Garbage – Personal Services
Transfer \$1,400.00 from TS9060.8 – Transfer Station – Employee Benefits – Hospital/Medical Insurance
\$818.00 being transferred into TS9010.8 – Transfer Station – Employee Benefits – NYS Retirement
\$8,082.00 being transferred into TS8160.4 – Transfer Station – Refuse & Garbage – Contractual
To pay remaining 2013 vouchers.

Roll call vote resulted as follows:

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

A motion was made by Councilwoman LeClair and seconded by Councilman Prendergast to approve the following increase in revenues and expenditures:

Increase revenues by \$1,400.00 in B1601 – Town Outside Village – Registrar Fees
Increase expenditures by \$800.00 in B4020.480 – Town Outside Village – Registrar of Vital Statistics

Roll call vote resulted as follows:

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

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

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Roll call vote resulted as follows:

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

AUDITED CLAIMS

General Fund – A Account Claim nos. 1477, 1479-1482, 1484-1492, 1495-1497, 1499-1500, 1504, 1506-1509, 1512-1513, 1515-1517, 1519, 1521, 1526, 1529-1530, 1532, 1535-1536, 1538, 1550, 1552-1553, 1556-1558, 1560, 1562-1563, 1565, 1567-1568, 1570-1572, 1581-1584, 1587-1588, 1590-1595, 1597, 1599, 1601, 1614-1615, 1618-1620, 1622-1623	\$92,528.43
Town Outside Fund – B Account Claim nos. 1504, 1513, 1518, 1526, 1539-1547, 1563, 1596, 1600-1608, 1612-1613, 1619, 1624	\$17,150.54
Highway Fund – DB Account Claim nos. 1498, 1501-1504, 1508, 1511, 1514, 1522-1523, 1525, 1527-1528, 1530-1531, 1533-1534, 1536, 1555, 1561, 1567, 1570, 1579-1580, 1585-1586, 1611, 1616-1617	\$271,669.79
Sewer District 1 Fund – GI Account Claim nos. 1490, 1494-1495, 1504, 1526, 1563, 1589, 1601	\$12,221.86
Water District 1 Fund – I Account Claim nos. 1490, 1493-1496, 1518, 1524, 1526, 1551, 1559, 1601-1602, 1621, 1626	\$1,138.85
Water District 2 Fund – II Account Claim nos. 1490, 1493-1496, 1504-1505, 1510, 1518, 1520, 1524, 1526, 1530, 1537, 1551, 1559, 1564, 1580, 1598, 1601-1602, 1621, 1626	\$6,841.71
Water District 4 Fund – IV Account Claim nos. 1490, 1493-1496, 1518, 1526, 1552, 1559, 1566, 1601-1602, 1621, 1624	\$1,940.21
Meadow Ridge Lighting District Fund – MR Account Claim nos. 1481, 1485	\$78.50
Palette Lighting District Fund – PA Account Claim nos. 1481, 1485	\$181.05
Palmerton Heights Lighting District Fund – PH Account Claim nos. 1481	\$511.69
Pinewood Lighting District Fund – PW Account Claim nos. 1481, 1485	\$238.15
Riverview Lighting District Fund – RV Account Claim nos. 1481, 1485	\$316.35
Sherwood Forest Lighting District Fund – SH Account Claim nos. 1481, 1485	\$265.32
Water District 3 Fund – SW Account Claim nos. 1490, 1493-1496, 1518, 1526, 1551, 1559, 1601-1602, 1621, 1626	\$745.03
Transfer Station Fund – TS Account Claim nos. 1483, 190, 1496, 1526, 1530, 1569, 1599, 1609	\$7,266.39
Tanglewood Lighting District Fund – TW Account Claim nos. 1481, 1485	\$123.49
Water District 5 Fund – V Account Claim nos. 1490, 1493-1496, 1518, 1526, 1551, 1559, 1601-1602, 1621, 1626	\$452.93
Water District 6 Fund – VI Account Claim nos. 1490, 1493-1496, 1518, 1526, 1537, 1551, 1559, 1601-1602, 1621, 1626	\$2,220.11
Woodscape II Lighting District Fund – WP Account Claim nos. 1481	\$305.30

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Woodscape Lighting District Fund – WS Account Claim nos. 1481, 1485	\$407.39
Municipal Center Capital Project Fund – HC Account Claim nos. 1478, 1573-1574, 1610	\$1,665.00
Highway Capital Project Fund – HH Account Claim nos. 1575-1576	\$6,910.22
Water District 1 Extension 2 Capital Project Fund – HI Account Claim nos. 1548-1549	\$26,266.92
Recreation Capital Project Fund – HP Account Claim nos. 1577, 1625	\$42,835.00
Landfill Reserve Fund – LF Account Claim nos. 1578	\$1,619.94

A motion was made by Councilwoman LeClair and seconded by Councilman Prendergast to adjourn the meeting at 7:05 p.m.

Roll call vote resulted as follows:

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

Meeting adjourned.

Respectfully submitted,

Jeanne Fleury
Town Clerk