

A month-end audit meeting was held by the Town Board of the Town of Moreau on February 28, 2013 in the Town of Moreau Office Building, 61 Hudson Street, South Glens Falls, New York.

Supervisor Jenkins 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
Preston Jenkins	Supervisor

**Town Board Members Absent:**

Gina LeClair                                      Councilwoman

**Also Present:** Jeanne Fleury, Town Clerk; Rudy Klick, Special Projects Aide

A voucher and invoice from Viking Cives in the amount of \$1,050.00 that had a facsimile or rubber stamped signature on it in the claimant's certification section of the voucher. Rudy Klick wanted to know if the board wanted to sign the voucher and pay it without an original signature.

Councilman Kusnierz asked if we have a policy and Rudy Klick replied that when Harry Gutheil was supervisor it had to be an original signature.

Councilman Kusnierz asked if there was a resolution on the books that the signature has to be an original and the answer was no.

Rudy Klick stated that banks accept stamped signatures all the time, but if the board does accept the voucher with a stamped signature will it set a precedent for the future.

Councilman Prendergast stated that if we give the vendor instruction that the signature has to be an original in the future then he doesn't think it will set a precedent.

Councilman Kusnierz suggested that a note be sent to the vendor telling them that we are accepting the stamped signature only this one time and Supervisor Jenkins stated that the note should be sent with the check.

A voucher and invoice was in for audit from Electronic Office Products in the amount of \$60.00 the monthly maintenance fee for the new copier. Rudy Klick was looking for a resolution from the board approving of the monthly maintenance fee.

Councilman Kusnierz asked if isn't there a warranty on the copier for at least one year and the reply was that this maintenance fee covers normal maintenance and includes supplies such as toner.

Councilman Prendergast asked if there is an agreement that has to be signed or is it simply a monthly fee and Supervisor Jenkins replied that he hasn't had to sign any agreement in the past and he hasn't been presented with one for this copier.

A motion was made by Councilman Prendergast and seconded by Councilman Vittengl authorizing the maintenance fee of \$60.00 per month for the new copier in the supervisor's office **for two months only**.

Roll call vote resulted as follows:

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

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Supervisor Jenkins                      Yes

A voucher and invoice was received from Upstate Appraisal Services in the amount of \$3,000.00 for appraisal services regarding an assessment matter involving Shady Pines Mobile Home Park on Route 9. Approval is needed from the Town Board per Rudy Klick.

Councilman Kusnierz recalled that this matter was discussed in executive session at a meeting and that the board came out of executive session and authorized their services.

Councilman Prendergast recalled the same thing.

Supervisor Jenkins said they would put the voucher and invoice on hold and talk to the assessor, Peggy Jenkins.

A voucher and invoice was in for audit from Chazen Companies in the amount of \$3,025.00 for work they did involving the Farmland Protection Grant and board approval is needed to authorize their services.

Discussion followed on what fund to pay this out of.

A motion was made by Councilman Kusnierz and seconded by Councilman Prendergast authorizing the services of Chazen Companies in the amount of \$3,025.00 for work on the Farmland Protection Grant.

Roll call vote resulted as follows:

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

A voucher was received from the Village of South Glens Falls in the amount of \$3,000.00 the Town's share of the cost to hold the Memorial Day Parade.

Councilman Kusnierz stated that at the last meeting of the Town Board the board questioned if there was any money left in the fund to pay this voucher since the board authorized a payment to Grant's Cottage in the amount of \$5,000.00.

Supervisor Jenkins stated that there are funds available in the Celebrations Account to pay the bill to the Village of South Glens Falls.

A motion was made by Councilman Prendergast and seconded by Councilman Vittengl authorizing the payment of \$3,000.00 to the Village of South Glens Falls for the Town's contribution to the Memorial Day Parade.

Vote resulted in All Ayes, 0 Noes, 1 Absent

A motion was made by Councilman Prendergast and seconded by Councilman Kusnierz authorizing the following increase in appropriations:

Increase IV8310.4 – Water District 4 – Administrative – Contractual in the amount of \$8,000.00 which will be financed from available Water District 4 Unreserved Fund Balance that is needed to pay a Town of Queensbury voucher and additional 2012 expenditures.

Roll call vote resulted as follows:

Councilman Prendergast	Yes
Councilman Kusnierz	Yes

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

**AUDITED CLAIMS**

General Fund – A Account Claim nos. 158-159, 162-166, 168, 172-181, 183, 186, 188-189, 193, 195, 197, 200-205, 207, 210-212, 214, 216-217, 219-221, 223-224, 227, 230, 235-237, 239-243, 247, 248-249, 264, 266-270, 282-283, 286	\$83,581.79
Town Outside Fund – B Account Claim nos. 179, 187, 195, 247, 264, 271-281	\$ 1,669.63
Highway Fund – DB Account Claim nos. 188-192, 194, 196, 198-199, 208-209, 213-215, 218, 222, 225-226, 229, 233, 237-238, 241, 243-246, 248, 257, 262, 268, 287	\$139,004.19
Sewer District 1 Fund – GI Account Claim nos. 171, 176, 178, 179, 185, 231	\$ 288.19
Water District 1 Fund – I Account Claim nos. 170, 176, 178-179, 182-184, 206, 231-232	\$ 847.75
Water District 2 Fund – II Account Claim nos. 170, 176, 178-179, 182-184, 206, 228, 231-232, 243	\$ 942.65
Water District 4 Fund – IV Account Claim nos. 170, 176, 178-179, 182-184, 206, 231-232	\$ 798.31
Meadow Ridge Lighting District Fund – MR Account Claim nos. 162, 165	\$ 78.61
Palette Lighting District Fund – PA Account Claim no. 165	\$ 193.58
Palmerton Heights Lighting District Fund – PH Account Claim no. 165	\$ 603.65
Pinewood Lighting District Fund – PW Account Claim nos. 162, 165	\$ 240.91
Riverview Lighting District Fund – RV Account Claim no. 165	\$ 351.72
Sherwood Forest Lighting District Fund – SH Account Claim no. 165	\$ 275.30
Water District 3 Fund – SW Account Claim nos. 170, 176, 178-179, 182-184, 206, 231, 232	\$ 202.14
Transfer Station Fund – TS Account Claim nos. 167, 176, 183, 234, 264-265, 268, 284	\$ 5,817.37
Tanglewood Lighting District Fund - TW Account Claim no. 165	\$ 128.80
Water District 5 Fund – V Account Claim nos. 170, 176, 178-179, 182-184, 206, 231-232	\$ 108.39

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Water District 6 Fund – VI Account Claim nos. 169-170, 176, 178-179, 182-184, 206, 231-232, 268	\$ 665.34
Woodscape II Lighting District Fund – WP Account Claim no. 165	\$ 334.20
Woodscape Lighting District Fund – WS Account Claim nos. 162, 165	\$ 418.28
Trust & Agency Fund – TA Account Claim no. 256	\$ 13.00
Municipal Center Capital Project Fund – HC Account Claim nos. 250-253	\$228,030.48
Highway Capital Project Fund – HH Account Claim nos. 254, 285	\$ 2,043.00
Water District 1 Extension 2 Capital Project Fund – HP Account Claim nos. 160-161	\$ 13,050.00
Landfill Reserve Fund – LF Account Claim no. 255	\$ 565.18
Info Fund Skipped the Following Voucher Numbers: 245, 258-261, 263	

A motion was made by Councilman Prendergast and seconded by Councilman Vittengl to adjourn the meeting at 7:18 p.m.

Roll call vote resulted as follows:

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

Meeting adjourned.

Respectfully submitted,

Jeanne Fleury  
Town Clerk