

A month-end audit meeting of the Town Board of the Town of Moreau was held on June 25, 2013 in the Town of Moreau Office Building, 61 Hudson Street, South Glens Falls, New York.

Deputy Supervisor LeClair 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 & Deputy Supervisor
Todd Kusnierz	Councilman

Town Board Members Absent

Preston L. Jenkins, Jr. Supervisor

Also Present: Jeanne Fleury, Town Clerk; Rudy Klick, Special Projects Aide; Paul Joseph, Highway Superintendent; Erin Trombley, Part-Time Recreation Director; Stefanie DiLallo Bitter, Attorney for the Town; Midge Duxbury, Town Resident; Terry Hall, Town Resident; Reed Antis, Town Resident and Planning Board Member; Keith Manning, Representing South Glens Falls Softball

A voucher and invoice #P129595 from Vantage Equipment in the amount of \$605.66 was in for audit from the Highway Department and the amount is over the \$500.00 limit per the Town's procurement policy and should have received prior approval from the Town Board.

A motion was made by Councilman Prendergast and seconded by Councilman Vittengl authorizing the payment of the voucher and invoice from Vantage Equipment in the amount of \$605.66 out of account DB5130.492.

Roll call vote resulted as follows:

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

A voucher and invoice was in for audit from W. J. Rourke in the amount of \$1,750.00 for staking out grades around the new municipal complex. The amount budgeted in the project costs for surveying was \$8,000.00. To-date \$7,550.00 has been spent and there is a balance of \$450.00 in the budgeted amount. Approval is needed to increase the budgeted amount an additional \$1,300.00.

Councilman Kusnierz asked if they passed a resolution to do this.

Rudy Klick replied that the resolution was for \$8,000.00 and they were going over that amount so they need to approve the additional amount.

Councilman Kusnierz asked Rudy if it was known that we would go over and Rudy replied that he would think not.

Councilman Vittengl asked if there was more work to be done.

Deputy Supervisor LeClair replied that she didn't know.

Councilman Prendergast asked if wasn't this part of the contract.

A month-end audit meeting of the Town Board of the Town of Moreau was held on June 25, 2013 in the Town of Moreau Office Building, 61 Hudson Street, South Glens Falls, New York.

Rudy Klick replied there wasn't any contract for this. It was just the amount that was set aside for surveying in the project.

Councilman Kusnierz stated that there must have been a resolution to engage the services of W. J. Rourke and Rudy replied that he would assume so.

Payment of the voucher will be put on hold until further information was obtained.

A voucher and invoice in the amount of \$4,300.00 was in for audit from KMK for repair to the old highway garage roof that was damaged in a storm and for which an insurance check was received to cover the cost of the repair. There was mention in the minutes of a prior meeting of the Town Board that the insurance check had been received and the roof would be repaired, but the board did not formally authorize the work to be done. Approval is needed to pay the voucher.

A motion was made by Councilman Vittengl and seconded by Councilman Kusnierz authorizing the payment of the voucher and invoice from KMK in the amount of \$4,300.00.

Roll call vote resulted as follows:

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

A voucher and invoice in the amount of \$124,961.87 was in for audit from Hoosick Valley Construction (HVC) and included in this amount were two changes in proposal that the Town Board had not approved prior to the work being done. The first change in proposal was no. 11 in the amount of \$665.85 for a changed lockset function on door #34 to an institution function and the second change in proposal was no. 12 in the amount of \$2,010.20 for a drop soffit in courtroom for duct work and remove, replace and re-tape drywall for data drops in copy room 10, comptroller room 11 and building department room 21.

Councilman Kusnierz asked why they would have to change a lockset.

Deputy Supervisor LeClair said that maybe it was for the court in the holding area, but she wasn't sure.

It was agreed to table these changes in proposals for further information. Rudy Klick noted on the invoice from HVC that the \$665.85 was not included and there was a zero amount on the invoice for this change in proposal. It was then agreed to deduct the \$2,010.20 from the \$124,961.87 so that the rest of the voucher and invoice could be paid.

The Town Clerk advised that there were two more changes in proposals no. 17 and 18 that were discussed at the last Town Board Meeting, but at that meeting the board members went on to discuss something else and failed to make a motion and second to approve changes in proposals No. 17 and 18.

Change in proposal No. 18 was in the amount of \$401.51 and was for labor and materials to install two communication back boards made of $\frac{3}{4}$ inch plywood and affixed to the wall in the basement and storage room 24.

Change in Proposal No. 17 was in the amount of \$1,367.51 and was for labor and materials to increase the size of the platform in the courtroom/meeting room.

A motion was made by Councilman Vittengl and seconded by Councilman Prendergast to approve Change Order No. 17 in the amount of \$1,367.51 and Change in Proposal No. 18 in the amount of \$401.51.

A month-end audit meeting of the Town Board of the Town of Moreau was held on June 25, 2013 in the Town of Moreau Office Building, 61 Hudson Street, South Glens Falls, New York.

Roll call vote resulted as follows:

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

A voucher was in for audit from Tifco and the claimant's signature is not an original. It was agreed to pay the voucher and invoice, but that a letter should be sent with the check indicating that in the future the signature has to be an original or payment will not be made.

A motion was made by Councilman Kusnierz and seconded by Deputy Supervisor LeClair authorizing the payment of the voucher and invoice from Tifco with the condition that a letter is to be sent with the check to Tifco indicating that in the future the signature has to be an original or payment will not be made.

Roll call vote resulted as follows:

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

A motion was made by Councilman Kusnierz and seconded by Deputy Supervisor LeClair authorizing a check to be cut to the Moreau Emergency Squad pre-audit the July Warrant.

Roll call vote resulted as follows:

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

It was noted that invoices from Winwater Works and Peckham Materials were left either on Rudy's Desk or Terry's Desk and there were no vouchers attached. The invoice from Winwater Works was not an original. Also, there was a voucher from Jointa Galusha, but no delivery tickets.

Councilman Kusnierz asked who was on-site when the delivery was made.

Rudy Klick replied HVC and Don Kingsley he thought.

Councilman Kusnierz replied that they are not agents of the Town. He asked who orchestrated the delivery.

Rudy Klick said he didn't know.

Deputy Supervisor LeClair asked Paul Joseph if he knew who these were ordered by from Peckham.

Paul Joseph said it was for stone around the building and some of it was for drainage. He said he didn't know who ordered the material, but it wasn't him.

Councilman Vittengl and Councilman Prendergast said they needed to get the delivery slips at least.

A month-end audit meeting of the Town Board of the Town of Moreau was held on June 25, 2013 in the Town of Moreau Office Building, 61 Hudson Street, South Glens Falls, New York.

Rudy Klick said nobody signs the slips.

Councilman Kusnierz asked if there was a resolution to have them come do it.

Rudy Klick said there was a purchase order so yes there had to have been.

Deputy Supervisor LeClair asked the board if they wanted Rudy to contact them for a voucher so it could be signed.

Councilman Kusnierz replied yes that is our practice.

Deputy Supervisor LeClair asked if they wanted to authorize payment pending receipt of a voucher.

Rudy Klick said he could process them next month.

Rudy Klick said the only one he had a problem with was invoice number 66993 from Jointa Galusha. He said that one is going to go over the purchase order by \$1,064.38.

Deputy Supervisor LeClair said that is the one that is missing some of the delivery receipts and Rudy Klick replied that he was still looking for them.

Councilman Kusnierz asked what this was for and Rudy Klick said it was for either rubble or no. 2 stone.

Rudy Klick said he could get the weigh slips from Jointa Galusha and Councilman Kusnierz said yes, but nobody signed them and Rudy Klick replied that nobody has right along.

Deputy Supervisor LeClair asked if the board wanted Rudy to call and at least get those and Councilman Kusnierz said we should at least get the weigh slips.

Rudy Klick asked again about the one that is going over the purchase order. He said they might as well get it settled now, because it will only go into the discussion folder for next month.

Deputy Supervisor LeClair said it was missing the delivery receipts.

Rudy Klick said the delivery receipts were missing and if it was paid then it would be over the purchase order by \$1,064.38. He would like \$1,065.00 approved in case the amount is off a little.

Deputy Supervisor LeClair asked for a motion to increase the payment amount by \$1,065.00.

Rudy Klick said the invoice number was 66993, but he couldn't remember the purchase order number.

Councilman Prendergast asked what this was for.

Deputy Supervisor LeClair replied Jointa Galusha and Rudy Klick replied that he thinks it might be for rubble.

Councilman Kusnierz said this is what happens when you don't have a manager on-site.

Deputy Supervisor LeClair asked if they wanted to hold this payment for receipt of delivery tickets.

No objections were voiced to this suggestion and it will be in the discussion folder for next month's audit meeting.

It was noted that they were awaiting funds to be deposited into the Trust & Agency Account from developers to pay a voucher and invoice from EDP in the amount of \$852.50.

A month-end audit meeting of the Town Board of the Town of Moreau was held on June 25, 2013 in the Town of Moreau Office Building, 61 Hudson Street, South Glens Falls, New York.

Vouchers and invoices from Garry Robinson, Engineer, are still being withheld from payment regarding the Clark Road Culvert Project and the Cold Storage Building in the Rec. Park pending further information.

A motion was made by Councilman Prendergast and seconded by Councilman Vittengl to pay bills as audited.

Roll call vote resulted as follows:

Councilman Vittengl	Yes
Councilman Prendergast	Yes
Councilman Kusnierz	Abstain
Deputy Supervisor LeClair	Yes
Supervisor Jenkins	Absent

AUDITED CLAIMS

General Fund – A Account Claim nos. 685, 690, 692-697, 699-703, 708-709, 711, 713, 715-719, 721-730, 745, 748-752, 755-756, 758-764, 766-767, 769-771, 773-776, 778-779, 781-791, 793-794, 806-810, 812-814	\$74,670.17
Town Outside Fund – B Account Claim nos. 715,721,748,787,793	\$1,998.79
Highway Fund – DB Account Claim nos. 720-721, 746-747, 753-754, 756-757, 768, 772, 780, 784, 791, 794, 811-812, 815	\$16,630.07
Sewer 1 Fund – GI Account Claim nos. 707, 710, 714, 715-716,748	\$212.84
Water District 1 Fund – I Account Claim nos. 704-706, 710, 715-716, 748, 765, 777, 819	\$246.64
Water District 2 Fund – II Account Claim nos. 704-706, 710, 715-716, 748, 765, 777,793,819	\$548.86
Water District 4 Fund – IV Account Claim nos. 704-706,710, 715-716, 748, 765, 777, 793, 819	\$453.09
Meadow Ridge Lighting District Fund – MR Account Claim nos. 692-693	\$75.33
Palette Lighting District Fund – PA Account Claim nos. 692-693	\$166.28
Palmerton Heights Lighting District Fund – PH Account Claim nos. 693	\$491.90
Pinewood Lighting District Fund – PW Account Claim nos. 692-693	\$224.95
Riverview Lighting District Fund – RW Account Claim nos. 692-693	\$298.86
Sherwood Forest Lighting District Fund – SH Account Claim nos. 692-693	\$252.03
Water District 3 Fund – SW Account Claim nos. 704-706, 710, 715-716, 748, 777, 819	\$105.77
Transfer Station Fund – TS Account Claim nos. 698, 711, 721, 729, 744, 748, 791, 793	\$5,625.31
Tanglewood Lighting District Fund – TW Account Claim nos. 692-693	\$116.19
Water District V Fund – V Account Claim nos. 704-706, 710, 715-716, 748, 765, 777	\$133.85

A month-end audit meeting of the Town Board of the Town of Moreau was held on June 25, 2013 in the Town of Moreau Office Building, 61 Hudson Street, South Glens Falls, New York.

Water District 6 Fund – VI Account Claim nos. 704-706, 710, 715-716, 748, 765, 777	\$372.92
Woodscape II Lighting District Fund – WP Account Claim nos. 693	\$288.22
Woodscape Lighting District Fund – WS Account Claim nos. 692-693	\$385.46
Trust & Agency Fund – TA Account Claim nos. 691, 805	\$124,528.00
Municipal Center Capital Project Fund – HC Account Claim nos. 795-803, 816-818	\$332,188.69
Landfill Reserve Fund – LF Account Claim nos. 804	\$2,420.97
Info Fund Skipped #'s 686-689 and 731-742	

A motion was made by Councilman Prendergast and seconded by Councilman Kusnierz to adjourn the meeting at 6:58 p.m.

Roll call vote resulted as follows:

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

Meeting adjourned.

Respectfully submitted,

Jeanne Fleury
Town Clerk