

A month-end audit meeting was held by the Town Board of the Town of Moreau on November 26, 2013 in the Town of Moreau Office 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

Bob Prendergast	Councilman
Gina LeClair	Councilwoman
Todd Kusnierz	Councilman (Entered Meeting at 6:54 p.m.)
Preston L. Jenkins, Jr.	Supervisor

Town Board Members Absent

Robert J. Vittengl, Jr. Councilman

Also Present: Jeanne Fleury, Town Clerk; Paul Joseph, Highway Superintendent; Rudy Klick, Special Projects Aide; Jesse Fish, Water Superintendent entered the meeting at 6:40 pm.; Reed Antis, Town Resident and Planning Board Member entered the meeting at 6:48 p.m.; Members of the South Glens Falls Fire Company and Moreau Emergency Squad entered the meeting at 6:48 p.m.

A voucher was in for audit from Fred Bartlett Enterprises in the amount of \$6,245.00 for roof repair work at the Transfer Station. The amount previously approved by the Town Board was \$5,660.00. The additional amount of \$585.00 needs to be approved by the Town Board before payment can be made.

A motion was made by Councilman Prendergast and seconded by Councilwoman LeClair authorizing the payment of the additional \$585.00 to Fred Bartlett Enterprises.

Roll call vote resulted as follows:

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

A voucher was in for audit from Palette Stone Corp. Per Rudy Klick the minutes read incorrectly as to what account this should be paid from when it was initially approved. The account should be DB5112.493.4 and a transfer of \$2,804.08 is needed from DB1990.4 into DB5112.493.4.

A motion was made by Councilman Prendergast and seconded by Councilwoman LeClair to amend the minutes to read account DB5112.493.4 and authorizing the following transfers and increase in revenues and appropriations:

Transfer \$4,000.00 from A1220.2 General Fund – Supervisor – Equipment into A1220.4 General Fund – Supervisor – Contractual to pay vouchers for Infomatic (2013 Software Maintenance) and Kost IT for set up of new computer including removing a virus from new computer.

Transfer \$3,000.00 from A1620.2 General Fund – Buildings – Equipment with \$1,500.00 being transferred into A1620.1 General Fund – Buildings – Personal Services and \$1,500.00 being transferred into A1620.4 General Fund- Buildings – Contractual to pay personal services through December 31, 2013 and contractual vouchers through December 31, 2013 including a Lowes voucher in for discussion for work done on the Town’s building at 353 Reynolds Road, the Sheriff’s Building.

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Transfer \$558.68 from A1990.4 General Fund – Special Items – Contingent Account into A6460.4 General Fund – Economic Assistance – Contractual to pay voucher for SEDC annual membership dues.

Transfer \$3,950.00 from A8810.1 General Fund – Cemeteries – Personal Services and \$5,500.00 from A7550.4 – General Fund – Celebrations – Contractual into A7310.1 – General Fund – Youth Programs – Personal Services.

Transfer \$2,804.08 from DB1990.4 into DB5112.493.4 to pay Palette Stone Corp.

Increase revenues by \$100,000.00 in A1640 General Fund – Ambulance Charges and increase expenditures by \$100,000.00 in A4540.409.1 General Fund – Ambulance – Paramedic Program to receive and expend fees associated with ambulance services by contract with the Moreau Emergency Squad.

Roll call vote resulted as follows:

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

A voucher was in for audit from Lowe's for materials purchased and used in the building out front of the new municipal building that is home for the Sheriff's Sub-Station. Verbal approval was obtained from Town Board Members to purchase these materials not to exceed \$1,000.00. The actual cost was \$769.36. The verbal approval needs to be ratified by resolution.

A motion was made by Councilman Prendergast and seconded by Councilwoman LeClair authorizing the purchase of materials from Lowe's in the amount of \$769.36 for use in the building that houses the Sheriff's Sub-Station out in front of the new municipal building.

Roll call vote resulted as follows:

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

The purchase order issued in the name of Casella Waste Service ran out October 31st. An invoice was in for audit in the amount of \$155.00 and per Rudy Klick a new purchase order for the months of November and December need to be approved in the amount of \$155.00 per month.

A motion was made by Councilman Prendergast and seconded by Councilwoman LeClair authorizing a purchase order to be issued in the name of Casella Waste Service for the month of November only in the amount of \$155.00.

Roll call vote resulted as follows:

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

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A motion was made by Councilman Prendergast and seconded by Councilwoman LeClair authorizing the payment of \$596.75 to Adirondack Two Way Radio for the relocation of an antenna at the new highway garage building.

Roll call vote resulted as follows:

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

A motion was made by Councilman Prendergast and seconded by Councilwoman LeClair authorizing the emergency repair to a tire on a highway department vehicle by Adirondack Tire in the amount of \$799.00.

Roll call vote resulted as follows:

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

A motion was made by Councilman Prendergast and seconded by Councilwoman LeClair authorizing the emergency repair to a highway department vehicle by Albany Mack in the amount of \$620.92.

Roll call vote resulted as follows:

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

The voucher that was in for audit from the instructor of the hula hoop class this past summer was put on hold. There is a question about the number of classes held vs. the five classes that were billed for.

Discussion followed on a voucher in for audit from Kost IT in the amount of \$1,218.75 for work done on the computers in the Supervisor's Office and to remove a virus from Terry McGuire's computer and a voucher in the amount of \$2,281.25 for setting up Terry McGuire's computer and printer trouble and Quick Books issue.

A motion was made by Councilwoman LeClair and seconded by Councilman Prendergast authorizing the payment of \$1,218.75 and \$2,281.25 to Kost IT and authorizing the hourly rate of \$125.00 per hour.

Roll call vote resulted as follows:

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

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It was noted that after January 1st RFP's would be sent out looking for computer tech services.

Councilman Prendergast asked if there was any additional work that Kost IT has to do before January and Supervisor Jenkins replied not that he was aware of. At least not until something else goes wrong with the computers.

A voucher was in for audit from the highway department for work done on the new municipal complex in the amount of \$18,440.34 and this voucher was withheld from audit until it could be determined if there was enough money left over from the project or not.

A voucher from Chazen for work done on the Farmland Protection Grant in the amount of \$625.00 was withheld from audit. There is no money in the A6460.4F account to pay this voucher.

A voucher from Garry Robinson, Engineer, for work done on the Clark Road Culvert Project in the amount of \$3,765.00 was withheld from audit last month until Garry and the Town Board discussed the project and where they were at with it. Garry Robinson came to a Town Board Meeting and discussed the project with the Town Board and gave a slide show presentation of the project.

A motion was made by Councilman Prendergast and seconded by Councilwoman LeClair authorizing the payment of \$3,765.00 to Garry Robinson.

Roll call vote resulted as follows:

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

Three vouchers totaling \$1,251.25 from EDP for engineering work done on the Sisson Reserve Apartment Complex Project was withheld from payment while we await funds from the developer into the Town's Trust & Agency Fund to pay the vouchers.

Lance Hillman has been submitting vouchers since September in the amount of \$3,168.00 each month for rent on the building that the Town vacated on Route 9 that housed the Town Court. The Town gave proper notice to Mr. Hillman that we would be leaving August 31st.

Councilman Prendergast asked on what basis was Mr. Hillman billing the Town then.

Supervisor Jenkins said that the Town still had personal property in the building according to Mr. Hillman. There was hardly anything left behind and what was there has been removed.

[Councilman Kusnierz entered the meeting at 6:54 p.m.]

A voucher was in for audit from Hoosick Valley Contractors in the amount of \$27,935.97 the final payment and retention on the new municipal building.

It was agreed to only pay 50% of the \$27,935.97 and retain the balance until a punch list of things that need to be addressed in the building is compiled and fixed.

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

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Roll call vote resulted as follows:

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

AUDITED CLAIMS

GENERAL FUND – A ACCOUNT Claim nos. 1348-1355, 1358-1368, 1371-1373, 1375-1377, 1379, 1382, 1384-1385, 1388-1391, 1395, 1397-1398, 1400, 1402-1403, 1406-1407, 1415-1416, 1418-1419, 1422, 1424, 1427-1431, 1433, 1436-1437, 1440-1442, 1449-1451, 1453-1455, 1458, 1463, 1467-1468, 1472-1473	\$77,896.68
TOWN OUTSIDE FUND – B ACCOUNT Claim nos. 1366, 1401, 1408-1414, 1425, 1430, 1433, 1441, 1464	\$1,794.26
HIGHWAY FUND – DB ACCOUNT Claim nos. 1369-1370, 1372, 1374, 1378, 1380-1381, 1386-1387, 1392, 1394, 1396, 1403-1404, 1420, 1423, 1426, 1432, 1435, 1438-1439, 1442, 1449, 1452, 1456, 1462, 1466, 1469-1471, 1474	\$112,452.61
SEWER DISTRICT 1 FUND – GI ACCOUNT Claim nos. 1356, 1366-1367, 1388, 1405, 1421	\$534.90
WATER DISTRICT 1 FUND – I ACCOUNT Claim nos. 1355-1356, 1366, 1367, 1388, 1417, 1433	\$127.93
WATER DISTRICT 2 FUND – II ACCOUNT Claim nos. 1355-1356, 1366-1367, 1388, 1393, 1403, 1417, 1433	\$395.60
WATER DISTRICT 4 FUND – IV ACCOUNT Claim nos. 1355-1356, 1366-1367, 1388, 1417, 1433	\$235.84
MEADOW RIDGE LIGHTING DISTRICT FUND – MR ACCOUNT Claim nos. 1350-1351	\$78.27
PALLETTE LIGHTING DISTRICT FUND – PA ACCOUNT Claim nos. 1350-1351	\$180.11
PALMERTON HEIGHTS LIGHTING DISTRICT FUND – PH ACCOUNT Claim nos. 1350	\$508.78
PINEWOOD LIGHTING DISTRICT FUND – PW ACCOUNT Claim nos. 1350-1351	\$237.15
RIVERVIEW LIGHTING DISTRICT FUND – RV ACCOUNT Claim nos. 1350-1351	\$315.11
SHERWOOD FOREST LIGHTING DISTRICT FUND – SH ACCOUNT Claim nos. 1350-1351	\$264.32
WATER DISTRICT 3 FUND – SW ACCOUNT Claim nos. 1355-1356, 1366-1367, 1388, 1417, 1433	\$95.22
TRANSFER STATION FUND – TS ACCOUNT Claim nos. 1355, 1357, 1377, 1383, 1388, 1390, 1399, 1403, 1434, 1441, 1454, 1457, 1465, 1467	\$12,353.58
TANGLEWOOD LIGHTING DISTRICT FUND – TW ACCOUNT Claim nos. 1350-1351	\$123.03
WATER DISTRICT 5 FUND – V ACCOUNT Claim nos. 1355-1356, 1366-1367, 1388, 1417, 1433	\$70.12
WATER DISTRICT 6 FUND – VI ACCOUNT Claim nos. 1355-1356, 1366-1367, 1388, 1417, 1433, 1441	\$374.19
WOODSCAPE II LIGHTING DISTRICT FUND – WP ACCOUNT Claim nos. 1350	\$302.72

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WOODSCAPE LIGHTING DISTRICT FUND – WS ACCOUNT Claim nos. 1350-1351	\$405.81
TRUST & AGENCY FUND – TA ACCOUNT Claim nos. 1443	\$637.50
MUNICIPAL CENTER CAPITAL PROJECT FUND – HC ACCOUNT Claim nos. 1446-1448, 1461, 1475	\$15,394.20
HIGHWAY CAPITAL PROJECT FUND – HH ACCOUNT Claim nos. 1445, 1460, 1476	\$7,434.07
LANDFILL RESERVE FUND – LF ACCOUNT Claim nos. 1444	\$957.77

Councilman Kusnierz noted that on the voucher from Verizon there were four directory assisted calls made by one department at \$2.00 each time and he didn't feel this was necessary. He said if a phone number can't be found in the telephone book then it could be found on the internet.

A motion was made by Councilman Prendergast and seconded by Councilwoman LeClair to adjourn the Month-End Audit Meeting at 7:05 p.m.

Roll call vote resulted as follows:

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

Meeting adjourned.

Respectfully submitted,

Jeanne Fleury
Town Clerk