

LUMBERLAND TOWN BOARD
SPECIAL MEETING MINUTES
JANUARY 18, 2017

The Town Board of the Town of Lumberland held a Special Meeting on Wednesday, January 18, 2017, at 6:30 p.m., at the Municipal Building in Glen Spey, N.Y. for the purpose of conducting annual 2016 Departmental Book Audits. Supervisor Jenny Mellan opened the meeting at 6:30 p.m.

Those members present were:

Supervisor Jenny Mellan
Councilman/Deputy Supervisor Leigh Sherman
Councilman James Akt
Councilman Joseph Carr
Councilwoman Zoriana Gingold

Also present were Town Clerk/Tax Collector Virginia Horn, Museum Director/Cultural Series Director Frank Schwarz, Justice Court Clerk Lorry King and Buildings Dept. Clerk & Planning & Zoning Board Clerk Laurie Terry.

The Board members met with Cultural Series Director Frank Schwarz to audit his 2016 departmental books. Schwarz reported they received the largest grant this last year for the Cultural Series, noting they had 2 concerts which netted, along with donations, a total of \$3,441.00 in 2016. Supervisor Mellan questioned if the Cultural Series Account maintains a zero balance the rest of the year? Schwarz reported yes. Schwarz presented the Cultural Series bank statements and ledgers. The Board members reviewed the records.

The Board members met with the Museum Director, Frank Schwarz, to audit his 2016 departmental books. Schwarz reported with sales and a donation of \$25 the total revenues brought in for the year was \$155. Schwarz reported one of the visitors to the Museum is interested in one of the brochures and has mentioned a further donation to the Museum. Supervisor Mellan noted this account also maintains a zero balance when not in use. The Board members reviewed the records.

The Board members met with the 2016 Court Clerk, Lorry King, to audit her 2016 departmental books. King reported on the procedure and presented the department bank statements and records for the Justice Court. King reported they keep a nominal balance in the accounts to keep them active. The Board members reviewed the records.

The Board members met with the Buildings Department Clerk, Laurie Terry to audit her 2016 departmental books. Terry reported she only had one issue during the year which was the result of the Town Clerk depositing her check before her own deposit had cleared. Supervisor Mellan questioned what the one deposit was for and Terry explained it was a charge card deposit. The

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Town Clerk reported that when using the charge card machine if it is a charge the customer signs the first receipt which the Town keeps and gives the customer the second copy of the receipt. The Town Clerk reported if the deposit is for a debit they print out 2 receipts, one for the Town and one for the customer. The Board members reviewed the records.

The Board members met with the Zoning Board of Appeals Clerk, Laurie Terry, to audit her 2016 departmental books. Terry noted the year's activity and reported that because there had been no activity on her account the bank closed the account. Terry reported she had to reopen the account and the bank started charging a fee which she finally got the fee returned except for 10 cents. The Board members reviewed the records.

The Board members met with the Planning Board Clerk, Laurie Terry, to audit her 2016 departmental books. Terry reported she had no problems with her account, noting this is an escrow account which still has funds in it because projects have been stalled recently. The Board members reviewed the records.

The Board members met with the Town Clerk, Virginia Horn, to audit her 2016 departmental books. Horn explained that she has two accounts, one is exclusively for her Licensing Account for hunting/fishing licenses and the General Account which is for all other revenues. Horn explained she keeps a \$1.49 balance in the Licensing Account and \$2.00 in her General Fund Account. Horn noted that the Town Board gets the accounting of all her funds in her Monthly Report to the Town Board. The Board members reviewed the records.

The Board members met with the Town Clerk/Tax Collector, Virginia Horn, to audit her 2016 departmental books. Horn explained that she drew up a synopsis of what deposits and payments they made during the tax season. Councilwoman Gingold questioned the one \$300,000.00 payment? Horn noted that was a payment to the Sullivan County Treasurer. Horn reported their biggest problem last year were tax bills being returned because they did not have a correct address on them, noting they worked with the Assessor's Office and managed to get the majority of them corrected. Horn noted this year it has not been a problem so far with very few returned, however, we have a problem with another town's tax bills being put in the Town of Lumberland envelopes along with our insert. Horn reported that the problem lies with the company that is printing up the bills and stuffing the envelopes. Councilman Sherman noted this company deals with all of Sullivan County. The Board members reviewed the records.

Councilwoman Gingold made a motion to adjourn at 7:21 p.m., seconded by Councilman Carr, all in favor, so carried.

Respectfully Submitted,

Virginia V. Horn, Town Clerk