

LUMBERLAND TOWN BOARD
SPECIAL MEETING MINUTES
JANUARY 23, 2013

The Town Board of the Town of Lumberland held a Special Meeting on Friday, January 23, 2013, at 9 a.m., at the Municipal Building in Glen Spey, N.Y. for the purpose of conducting annual 2012 Departmental Book Audits. Supervisor Nadia Rajsz opened the meeting at 9:00 a.m.

Roll Call was administered to those members present:

Supervisor Nadia Rajsz
Councilman/Deputy Supervisor Joseph Carr
Councilman James Akt
Councilman Ron Thiele
Councilman David Leamon was Absent

Also present were Town Clerk Virginia Horn, Museum Director/Cultural Series Director Frank Schwarz, Bookkeeper to the Supervisor Susan Wade, Buildings Dept. Clerk Donna Sus, Tax Collector Heather Worzel, Justice Court Clerk Lorry King, and Sophia Martynec..

Supervisor Rajsz stated that the Board members would be doing the annual 2012 Departmental Book Audits.

Cultural Series Director Frank Schwarz met with the Board members to audit his 2012 Cultural Series books. Schwarz reported that the grant they receive from the DVAA varies from year to year. Schwarz reported they held the College Choir recital, received a donation, and had a piano recital this last year. Schwarz reported they brought in a total of \$2,920.00 with the annual cost for all the programs of \$3,366.00. Supervisor Rajsz recommended Schwarz give a report to the Town Board at the end of each event. Supervisor Rajsz questioned what the name on the Cultural Series bank account was? Schwarz reported it is in the name of the Town of Lumberland Cultural Series, noting he gets a receipt from the bookkeeper when he submits monies to the Town.

The Board members met with Museum Director Frank Schwarz. Schwarz reviewed his Museum books, noting that he received a total of \$53 in history book sales. Schwarz reported he is lacking his last bank statement to finish out the year and noted he has a separate checking account for the Museum.

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The Town Board members met with Court Clerk Lorry King and audited her 2012 departmental books. King explained her check register with her deposits and checks. King reported she sends everything to the State electronically and turns the Town's portion of monies over to the Supervisor, noting she gets a receipt from the bookkeeper to verify. King reported her report gets sent electronically to the Comptroller's Office. Supervisor Rajsz reported that they do not get a monthly report from the Court as the other offices, noting the Court Clerk files her report in the Supervisor's Office. Supervisor Rajsz noted that there had been an account set up in a former judge's name and questioned whatever happen to the funds in that account? King reported that the funds were given to the Comptroller's Office, noting the amount was \$1,510.48. Councilman Akt stated that the State would be liable for those monies if anyone claimed them. King reported the Town received \$15,595.25 in monies from the Court in 2012. Supervisor Rajsz reported that the Governor wants all tickets to be prosecuted and eliminate the plea bargaining. Supervisor Rajsz verified that the Court accounts balances checked out and the Town Board members Thanked King for presenting her books.

The Board members met with Buildings Dept. Clerk Donna Sus to audit her 2012 departmental books. Sus reported they submit a monthly report to the Town Board showing all their monthly activity, that she submits a monthly check to the Town Clerk, and receives a receipt for that check. Sus noted that compared to the last year they are down by \$4,000.00 and that there are only 4 new homes being built. Councilman Carr questioned if someone sells a home do they have to pay the Town anything? Sophia reported it depends on the amount you sell the house for before you would have to pay capital gains. Councilman Carr noted that in New York City you pay the city for selling your house.

The Town Clerk reviewed her 2012 departmental books with the Town Board, noting she has two accounts that ended the year with the same amount as at the beginning of the year. The Town Clerk noted that she also carries a \$25 petty cash fund. The Town Clerk reported that a portion of the revenues her office takes in each month is submitted to the various departments she needs to send to, such as the NYS Dept. of Health (marriage licenses), NYS AG & Markets (dog licenses) and the DEC (hunting & fishing licenses), which is directly withdrawn from her DEC account, and the remaining balance of the revenues is given over to the Town and all the transactions for her office are shown to the Town Board on her monthly report.

The Board members met with Bookkeeper Susan Wade to audit her 2012 departmental books. Wade reviewed her monthly reporting to the Town Board, noting that a

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reconciliation is included but doesn't agree with the receipts because the monthly interest does not get included with the receipts. Wade showed the Board members her bank reconciliations and explained the balance does not reflect those checks that have not cleared the bank yet. Wade explained they use 3 different banks but have several accounts. Wade explained the payroll procedure, noting the computer system calculates the taxes that need to be paid. Supervisor Rajsz questioned where the subdivision surcharge fees for Circle Park go, noting she would like to amend the original resolution to read that the fees go to all the parks, not just Circle Park. Wade verified that those fees go directly into the Circle Park line. Supervisor Rajsz also noted that they should consider raising the subdivision surcharge. Supervisor Rajsz requested Councilman Thiele take this matter to the Parks Committee for consideration. Councilman Carr stated he is against raising the fee due to the economy.

Councilman Akt reported that the front of the Town Hall building is dark at night and it is hard to unlock the front door and recommended looking into having a sensor light put in that area. The Board members agreed and Councilman Akt stated he would talk to the electrician to see about getting the sensor light installed.

The Board members met with Tax Collector Heather Worzel to audit her 2012 departmental books. Worzel reported that this is a bad time to meet with her since it is the busy season and requested that the Board approve changing her book audit to May when her tax season is ended. Worzel reviewed her tax program, noting that her deposits will match her statements. Worzel noted that after all her payments are made to the various agencies she turns over any left over monies to the Town. Worzel reported that the former Tax Collector had set up a system to pay online by charge card, however, Worzel noted that the Town was getting billed for this and she is in the process of trying to dispute the charges and end this practice. Worzel reported she does a daily report and the Board members discussed the three payment system set up. Councilman Carr recommended making up a resolution for the next Town Board meeting to change the book audit for the tax collector to be held in May.

Councilman Akt questioned if the paperwork for the LOSAP program had been completed by the Fire Dept.? Supervisor Rajsz reported that they are still working on the paperwork and that once the program is in place they will have to be audited each year, noting she is not sure when the first audit will have to be done.

Councilman Akt made a motion to adjourn at 10:20 a.m., seconded by Councilman Thiele, all in favor, so carried.

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Respectfully Submitted,

Virginia V. Horn
Town Clerk