

**MINUTES OF THE ANNUAL YEAR END AUDIT MEETING OF  
THE TOWN BOARD OF THE TOWN OF NEW LEBANON  
HELD ON JANUARY 19, 2017**

**Present:** Colleen Teal, Supervisor  
Mark Baumli, Councilmember  
Dan Evans, Councilmember  
Kevin Smith Sr., Councilmember

**Absent:** Chuck Gerald, Councilmember

**Recording Secretary:** Tistrya Houghtling, Town Clerk

**Others Present:** Cissy Hernandez, Building & Planning Department  
Cynthia Creech, Court Clerk  
Jessica Byrne, Town Justice  
Tammie Darcy, Tax Collector  
Marsha Robertson, Deputy Town Clerk

**CALL TO ORDER:**

The meeting was called to order at 6:00 p.m. by Supervisor Teal.

**BUDGET AMENDMENT:**

**Amendment # 13 of 2016:**

**General Fund:**

\$1,144 from A-1990.4 (Contingent)  
\$1,144 to A-1620.1 (Buildings: Personal Services)

A motion was made by Supervisor Teal, seconded by Councilmember Baumli, and approved unanimously (Councilmember Gerald absent) to approve the above noted amendment to the 2016 Budget.

**AUDIT OF BOOKS:**

***Planning and Building Department:***

The books of the Planning and Building Department, Cissy Hernandez, were audited and found to be in order. The audit report is on file in the office of the Town Clerk.

***Town Clerk:***

The books of the Town Clerk, Tistrya Houghtling, were audited and found to be in order. The audit report is on file in the office of the Town Clerk.

***Tax Collector:***

The books of the Tax Collector, Tamara Darcy, were audited and found to be in order. The audit report is on file in the office of the Town Clerk.

***Chief Fiscal Officer:***

The books of the Chief Fiscal Officer, Colleen Teal, were audited and found to be in order. The audit report is on file in the office of the Town Clerk.

***Justice Court:***

The books of the Justice Court, Judge Jessica Byrne and Judge Jack Nevers, were audited and found to be in order. The audit report is on file in the office of the Town Clerk.

**ADJOURNMENT:**

A motion was made by Supervisor Teal and seconded by Councilmember Smith to adjourn the meeting at 7:15 p.m.

Respectfully submitted,

Tistrya Houghtling  
New Lebanon Town Clerk