

**MINUTES OF THE ANNUAL YEAR END AUDIT MEETING OF
THE TOWN BOARD OF THE TOWN OF NEW LEBANON
HELD ON JANUARY 15, 2019**

Present: Colleen Teal, Supervisor
Mark Baumli, Councilmember
Jesse Newton, Councilmember
Kevin Smith Sr., Councilmember
Norman Rasmussen, Councilmember

Recording Secretary: Tistrya Houghtling, Town Clerk

Others Present: Marsha Robertson, Deputy Town Clerk
Cynthia Creech, Court Clerk
Jen McKeon, Deputy Court Clerk
Jessica Byrne, Town Justice
Jack Nevers, Town Justice
Hazel "Cissy" Hernandez, CEO/ZEO
Jeff Hattat, Deputy CEO/ZEO
Tammie Darcy, Tax Collector

CALL TO ORDER:

The meeting was called to order at 5:30 p.m. by Supervisor Teal.

AUDIT OF BOOKS:

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.

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.

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.

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.

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.

EXECUTIVE SESSION:

A motion was made by Councilmember Rasmussen and seconded by Councilmember Baumli to enter into executive session at 7:05 p.m. for the purpose of interviewing applicants for the Planning Board.

Roll Call Vote:

Councilmember Rasmussen -	Aye
Councilmember Smith -	Aye
Supervisor Teal -	Aye
Councilmember Newton -	Aye
Councilmember Baumli -	Aye

A motion was made by Supervisor Teal and seconded by Councilmember Rasmussen to exit the executive session at 8:30pm.

Roll Call Vote:

Councilmember Rasmussen -	Aye
Councilmember Smith -	Aye
Supervisor Teal -	Aye
Councilmember Newton -	Aye
Councilmember Baumli -	Aye

ADJOURNMENT:

A motion was made by Councilmember Rasmussen and seconded by Supervisor Teal to adjourn the meeting at 8:30 p.m.

Respectfully submitted,

Tistrya Houghtling
New Lebanon Town Clerk