

**MINUTES OF THE ANNUAL YEAR END AUDIT
MEETING OF THE TOWN BOARD OF THE TOWN
OF NEW LEBANON HELD ON JANUARY 17, 2025**

Present: **Tistrya Houghtling, Supervisor**
 Joanne Amlaw, Councilmember
 Elizabeth Kroboth, Councilmember
 Steve Powers, Councilmember (arrived @
 6:03pm)
 Craig Skerkis, Councilmember

Recording Secretary: Marsha “Marcie” Robertson, Town Clerk

Others Present: Cissy Hernandez, Building Dept. Admin. /ZEO
 Tammie Darcy, Tax Collector

CALL TO ORDER:

The meeting was called to order at 5:03 p.m. by Supervisor Houghtling. The meeting was held in person at the New Lebanon Town Hall, 14755 State Route 22 North, New Lebanon, NY 12125.

Supervisor Houghtling announced, for anyone watching the livestream, the audits are performed in the different departments and they will come back to the camera to motion to adjourn the meeting.

Public Notice:

PUBLIC NOTICE
ANNUAL AUDIT
TOWN OF NEW LEBANON
COUNTY OF COLUMBIA
STATE OF NEW YORK

PLEASE TAKE NOTICE that the Town Board of the Town of New Lebanon has scheduled the 2025 Annual Audit of the 2024 books for Friday, January 17th 2025 at 5:00pm to be held at the New Lebanon Town Hall, 14755 State Route 22, New Lebanon, NY, 12125. The New Lebanon Town Board will meet to conduct the annual audit of the 2024 books of the Justice Court, the Chief Fiscal Officer, the Tax Collector, the Town Clerk, and the Building Department.

By order of the New Lebanon Town Board
Marcie Robertson
Town Clerk
1/3/2025

AUDIT OF BOOKS:

Building and Planning Department:

The books of the Building and Planning Department, Hazel (Cissy) Hernandez, were audited and found to be in order. The audit report is on file in the office of the Town Clerk. Councilmember Powers absent for this audit.

Chief Fiscal Officer:

The books of the Chief Fiscal Officers, Tistrya Houghtling, were audited and found to be in order. The audit report is on file in the office of the Town Clerk. Councilmember Powers absent for this audit.

Tax Collector:

The books of the Tax Collector, Tamara (Tammie) Darcy, were audited and found to be in order. The audit report is on file in the office of the Town Clerk. Councilmember Powers absent for this audit.

Town Clerk:

The books of the Town Clerk, Marsha (Marcie) Robertson, were audited and found to be in order. The audit report is on file in the office of the Town Clerk. Councilmember Powers absent for this audit.

Justice Court:

Councilmember Powers arrived at 6:03pm in the beginning of Judge Nevers' audit.

The books of the Justice Court, Judge Jack Nevers, were audited and the conclusion comments are that Judge Nevers never sat the bench in 2024, and clerical staff turnover created a mess, however no money was taken in. The joint bail account is short in the bank by \$1,000. The audit report is on file in the office of the Town Clerk.

The books of the Justice Court, Judge Jessica Byrne, were audited and the conclusion comments are that upon Judge Byrne's resignation, \$493.00 extra was in the bank account zeroed out with a check to the Supervisor. Trying to figure out the extra money with OSC and how to proceed. The Supervisor believes they have identified the issues and will work with OSC to reconcile. The joint bail account is short in the bank by \$1,000. The audit report is on file in the office of the Town Clerk.

The books of the Justice Court, Judge Sacks, were audited and the conclusion comments are the banking records did not match. The credit card receipts, cash receipts, etc. are a mess. Temporary 2nd Deputy Court Clerk, Mark Baumli attempted to reconcile and found the account to be \$100.00 short for the fine account. The bail account is okay. The audit report is on file in the office of the Town Clerk.

ADJOURNMENT:

A motion was made by Supervisor Houghtling to adjourn the meeting at 6:56p.m. The motion was seconded by Councilmember Skerkis.

Roll Call Vote:

Councilmember Powers -	Aye
Councilmember Kroboth -	Aye
Supervisor Houghtling -	Aye
Councilmember Amlaw -	Aye
Councilmember Skerkis -	Aye

Respectfully submitted,

Marcie Robertson
New Lebanon Town Clerk

DRAFT