

**MINUTES OF THE ANNUAL YEAR END AUDIT  
MEETING OF THE TOWN BOARD OF THE TOWN  
OF NEW LEBANON HELD ON JANUARY 20, 2026**

**Present:** Tistrya Houghtling, Supervisor  
Joanne Amlaw, Councilmember  
Chris Patterson, Councilmember  
Steve Powers, Councilmember  
Susan Tipograph, Councilmember

**Recording Secretary:** Marsha “Marcie” Robertson, Town Clerk

**Others Present:** Jeff Hattat, CEO, Building Department  
Tammie Darcy, Tax Collector  
Koni Kraft, Court Clerk  
Monte Wasch, Town Justice  
Lorrie Wechter, Town Justice  
Member of the Public

**CALL TO ORDER:**

The meeting was called to order at 5:00 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 and live streamed for the public at:

[https://townhallstreams.com/towns/new\\_lebanon\\_ny](https://townhallstreams.com/towns/new_lebanon_ny)

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 2026 Annual Audit of the 2025 books for Tuesday, January 20<sup>th</sup> 2026 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 2025 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  
12/11/2025

**AUDIT OF BOOKS:**

***Building and Planning Department:***

The books of the Building and Planning Department, Jeff Hattat and Hazel (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 (Tammie) 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, Marsha (Marcie) Robertson, 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 Monte Wasch and Judge Lorrie Wechter, were audited and found mostly to be in order with the following comments noted: (1) Need to write receipts in book that is pre-numbered and duplicate copies for ALL money received (cash, credit card, check, and money order) – currently only writing receipts for cash. (2) Will begin dating, and initialing all monthly bank statements and emailing to the Town Board per the Town's Bank Reconciliation Policy. The audit report is on file in the office of the Town Clerk.

***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.

**ADJOURNMENT:**

A motion was made by Supervisor Houghtling to adjourn the meeting at 7:21p.m. The motion was seconded by Councilmember Amlaw.

Roll Call Vote:

Councilmember Powers -	Aye
Councilmember Amlaw -	Aye
Supervisor Houghtling -	Aye
Councilmember Tipograph -	Aye
Councilmember Patterson -	Aye

Respectfully submitted,

Marcie Robertson  
New Lebanon Town Clerk