

MINUTES BOOKTOWN OF COEYMANS**

March 16, 2017 – Town Board Workshop – 6:00pm

A Town Board Workshop was held Thursday, March 16, 2017 at 6:00pm at Town Hall, 18 Russell Avenue, Ravena, New York

PRESENT: Philip Crandall, Supervisor
Thomas E. Dolan, Councilman
George E. Langdon, Councilman
James C. Youmans, Councilman

ABSENT: Kenneth C. Burns, Councilman

ALSO PRESENT: Diane L. Millious, Town Clerk
Nita Chmielewski, Clerk to the Supervisor
Linda Ziegler, Payroll/Human Resource Clerk
P.J. McKenna, Chief of Police

Supervisor Crandall opened the meeting and led the Pledge of Allegiance.

OPENING COMMENT

Supervisor Crandall stated that the record should reflect the presence of a full Town Board with the exception of Councilman Burns, also attending were Town Clerk Millious, Clerk to the Supervisor Chmielewski, Payroll/Human Resource Clerk Ziegler, and Chief of Police McKenna.

AGENDA

- Annual Audit of Departments
 - Police Department
 - Justice Court
 - Town Clerk
 - Supervisor

SUPERVISOR’S OPENING COMMENT

Supervisor Crandall stated that they are doing this audit in accordance with procedures of Town Law, Section 123; it is an annual audit of all the departments and then read the following:

The objective of this audit is to complete the requirements of an Annual Audit of certain Town Officials in accordance with Section 123 of Town Law. The following are the audit procedures to be used for the audit. The procedures are guideline for the audit. The procedure may be expanded to meet the circumstances encountered.

ANNUAL AUDIT OF DEPARTMENTS

Audits were conducted by the Town Board for the Police Department, Justice Court, Town Clerk, and Supervisor. Chief Peter J. McKenna represented the Police Department, Clerk to the Supervisor Chmielewski represented the Justice Court due to Clerk Eissing’s absence, Town Clerk Millious represented her office, and Clerk to the Supervisor Chmielewski and Payroll/Human Resource Clerk Ziegler represented the Supervisor/Bookkeeping Office.

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Police Department

Chief McKenna went over the Police Department Audit with the Town Board.

Justice Court

Clerk to the Supervisor Chmielewski went over the Justice Court Audit with the Town Board.

Town Clerk

Town Clerk Millious went over the Town Clerk, Receiver of Taxes, and Water & Sewer Collection Audits with the Town Board.

Supervisor

Clerk to the Supervisor Chmielewski went over the Supervisor & Bookkeeping Audits with the Town Board.

ADJOURNMENT

Supervisor Crandall asked for a motion to adjourn.

MOTION

On motion of Councilman Dolan, seconded by Councilman Youmans, the Town Board Workshop was adjourned.

Time – 7:13pm

Respectfully Submitted -

APPROVED –

Diane L. Millious, Town Clerk