

January 31, 2019

Minutes of the Annual Audit of Employees and Officers held Tuesday, January 29, 2019, at 5:00 PM, at the Keene Town Hall. The following Town Board Members were present: Robert M. Biesemeyer, Michael J. Buysse, Jerry D. Smith and Teresa Cheetham-Palen, Members of Council. Absent: Joseph P. Wilson, Jr., Supervisor. Also present were: Scott Smith, Highway Superintendent, Ryan Hall, Water Superintendent and Ellen Estes, Town Clerk.

The Acting Chairman, Mr. Biesemeyer, called the meeting to order at 5:07 PM

The Board began their audit with Kent Wells for his position of Town Justice. Mr. Wells, who could not be present tonight, had left his cash book and his report of receipts and disbursements with the Town Clerk. The Board accepted Mr. Wells' 2019 Report of Receipts and Disbursements but will ask Mr. Wells to come to the next Town Board Meeting for the Town Board to perform their audit on his records.

Resolution No. 58 – 19

Ms. Cheetham-Palen offered a resolution and moved its adoption. Be it resolved, that the Town Board accept Justice Wells' 2018 Report of Receipts and Disbursements and have it placed on file with the Town Clerk. This resolution was seconded by Mr. Buysse.

Roll Call Vote:

Mr. Wilson:	Absent
Mr. Biesemeyer:	Yes
Mr. Buysse:	Yes
Mr. Smith:	Yes
Ms. Cheetham-Palen:	Yes

The next presentation of books was done by Ellen Estes, Tax Collector and Town Clerk. Ms. Estes began by reviewing the Tax Collector's Report that was submitted to and accepted by the Board on May 8, 2018. The Board went on to review her 2018 Report of Receipts and Disbursements for the Town Clerk's Office. Ms. Estes made available her cash book, deposit records and monthly reports to DOH, Dept. of Agriculture and Markets, DEC and her Town Clerk reports to the Supervisor. She showed the Board recordings of transactions in her cashbook, through deposit and showed the final monthly transaction through the monthly reports.

Resolution No. 59 – 19

Mr. Smith offered a resolution and moved its adoption. Be it resolved, that the Town Board accept the audit performed on the Town Clerk's records and accept her 2018 Tax Collectors Report and 2018 Town Clerk Report of Receipts and Disbursements and have them placed on file in the Town Clerk's Office. This resolution was seconded by Ms. Cheetham-Palen.

Roll Call Vote:

Mr. Wilson:	Absent
Mr. Biesemeyer:	Yes
Mr. Buysse:	Yes
Mr. Smith:	Yes
Ms. Cheetham-Palen:	Yes

Mr. Wells' and Ms. Estes' reports have been attached to and made a part of these minutes.

There was a brief discussion regarding the letter sent to the Officers required to appear for audit; Ms. Estes said the letter sent also went to the Town Justices and Supervisor. A letter was received from Deb Whitson, Town Justice, saying she is required to show her books and said to let her know when it is scheduled.

Resolution No. 60 – 19

Ms. Cheetham-Palen offered a resolution and moved its adoption. Be it resolved, that the audits on Mr. Wells' records, Ms. Whitson's records and Mr. Wilson's records will be tabled until the next meeting. This resolution was seconded by Mr. Buysse.

Roll Call Vote:

Mr. Wilson:	Absent
Mr. Biesemeyer:	Yes
Mr. Buysse:	Yes
Mr. Smith:	Yes
Ms. Cheetham-Palen:	Yes

Resolution No. 61 – 19

Mr. Smith offered a resolution and moved its adoption. Be it resolved, that with all business having been transacted, this meeting be adjourned. This resolution was seconded by Mr. Buysse.

Roll Call Vote:

Mr. Wilson:	Absent
Mr. Biesemeyer:	Yes
Mr. Buysse:	Yes
Mr. Smith:	Yes
Ms. Cheetham-Palen:	Yes

The meeting was adjourned at 5:26 PM.

Ellen S. Estes, Town Clerk  
January 31, 2019

Joseph P. Wilson, Jr., Supervisor  
Robert M. Biesemeyer, Councilman  
Michael J. Buysse, Councilman  
Jerry D. Smith, Councilman  
Teresa Cheetham-Palen, Councilwoman