

January 21, 2020

Minutes of the Annual Audit of Employees and Officials held Tuesday, January 21, 2020, at 5:30 PM, at the Keene Town Hall. The following Town Board Members were present: Joseph P. Wilson, Jr., Supervisor, Robert M. Biesemeyer, Teresa Cheetham-Palen, David R. Deyo and Jennifer G. Whitney, Members of Council. Also present were: Kent Wells, Former Town Justice, Susan Whitney, Clerk to the Supervisor and Ellen Estes, Town Clerk.

The Chairman, Mr. Wilson, called the Annual Audit to order at 5:30 PM.

Susan Whitney, the Clerk to the Supervisor, was first to be audited. She gave the Town Board examples of transactions that she does and a sample of her monthly Supervisor's Financial Report and explained it. The Board asked a few questions which she answered for them.

Resolution No. 63 – 20

Ms. Cheetham-Palen offered a resolution and moved its adoption. Be it resolved, to accept the audit of Susan Whitney for the Supervisor's Office as performed by the Town Board. This resolution was seconded by Mr. Biesemeyer.

Roll Call Vote:

Mr. Wilson:	Yes
Mr. Biesemeyer:	Yes
Ms. Cheetham-Palen:	Yes
Mr. Deyo:	Yes
Ms. Whitney:	Yes

The next audit performed was for Kent Wells, who retired from his position of Town Justice on December 31, 2019. Mr. Wells submitted a report of Receipts and Disbursements. Mr. Wells showed other documents and he and the Town Board had a short question and answer session.

Resolution No. 64 – 20

Ms. Cheetham-Palen offered a resolution and moved its adoption. Be it resolved, to accept the audit for Kent Wells' Town Court as performed by the Town Board and to accept and have filed in the Town Clerk's office his Report of Receipts and Disbursements. This resolution was seconded by Mr. Biesemeyer.

Mr. Wilson:	Yes
Mr. Biesemeyer:	Yes
Ms. Cheetham-Palen:	Yes
Mr. Deyo:	Yes
Ms. Whitney:	Yes

Mr. Wilson took this opportunity to present Mr. Wells with a Plaque of Appreciation for his many years of service in various positions.

Resolution No. 65 – 20

Mr. Wilson offered a resolution and moved its adoption. Be it resolved, that the Town Board thank Mr. Wells for his many years of service to the Town of Keene in various positions. This resolution was seconded unanimously.

Roll Call Vote:

Mr. Wilson:	Yes
Mr. Biesemeyer:	Yes
Ms. Cheetham-Palen:	Yes
Mr. Deyo:	Yes
Ms. Whitney:	Yes

Mr. Wilson presented Deb Whitson's documents for audit and her Report of Receipts and Disbursements for her position as Town Justice.

Resolution No. 66 – 20

Mr. Biesemeyer offered a resolution and moved its adoption. Be it resolved, that the Town Board accept the audit for Deb Whitson's Town Court as performed by the Town Board and to accept and have filed in the Town Clerk's office her Report of Receipts and Disbursements. This resolution was seconded by Ms. Cheetham-Palen.

Roll Call Vote:

Mr. Wilson:	Yes
Mr. Biesemeyer:	Yes
Ms. Cheetham-Palen:	Yes
Mr. Deyo:	Yes
Ms. Whitney:	Yes

The final audit was done on the records of Ellen Estes, Town Clerk and Tax Collector, who also submitted a Report of Receipts and Disbursements.

Resolution No. 67 – 20

Mr. Deyo offered a resolution and moved its adoption. Be it resolved, that the Town Board accept the Report of Receipts and Disbursements submitted by Ellen Estes, for her position as Town Clerk and accept the audits on her records for Town Clerk and Tax Collector. This resolution was seconded by Mr. Biesemeyer.

Roll Call Vote:

Mr. Wilson:	Yes
Mr. Biesemeyer:	Yes
Ms. Cheetham-Palen:	Yes
Mr. Deyo:	Yes
Ms. Whitney:	Yes

Mr. Wilson asked for an Executive Session saying he had new information to share with the Board regarding an ongoing legal issue.

Resolution No. 68 – 20

Ms. Cheetham-Palen offered a resolution and moved its adoption. Be it resolved, that the Town Board enter Executive Session to discuss an ongoing legal issue. This resolution was seconded by Mr. Deyo.

Roll Call Vote:

Mr. Wilson:	Yes
Mr. Biesemeyer:	Yes
Ms. Cheetham-Palen:	Yes
Mr. Deyo:	Yes
Ms. Whitney:	Yes

The Town Board entered Executive Session at 5:52 PM.

Resolution No. 69 – 20

Ms. Cheetham-Palen offered a resolution and moved its adoption. Be it resolved, that the Town Board reconvene into regular session. This resolution was seconded by Mr. Biesemeyer.

Roll Call Vote:

Mr. Wilson:	Yes
Mr. Biesemeyer:	Yes
Ms. Cheetham-Palen:	Yes
Mr. Deyo:	Yes
Ms. Whitney:	Yes

The Board reconvened into regular session at 6:15 PM.

Resolution No. 70 – 20

Mr. Deyo 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. Biesemeyer.

Roll Call Vote:

Mr. Wilson: Yes

Mr. Biesemeyer: Yes

Ms. Cheetham-Palen: Yes

Mr. Deyo: Yes

Ms. Whitney: Yes

This meeting was adjourned at 6:15 PM.

Ellen S. Estes, Town Clerk
January 23, 2020

Joseph P. Wilson, Jr., Supervisor
Robert M. Biesemeyer, Councilman
Teresa Cheetham-Palen, Councilwoman
David R. Deyo, Councilman
Jennifer G. Whitney, Councilwoman