*Town of Nichols*

*Regular Board Meeting*

*March 12, 2019*

*Supervisor Engelbert brought meeting to order at 7:00 pm in the Town Hall, located at 54 East River Rd. Nichols NY.*

*Pledge of Allegiance*

*Roll Call;*

*Councilperson Ray Thetga (present), Councilperson Bill Middleton (present), Councilperson Esther Woods (present), Councilperson Barbara Crannell (present), Supervisor Kevin Engelbert (present), Karen Hunsinger Town Clerk.*

*Also present; Jordan Douglas, Jeff Blow, Kevin Vought, William Leonard, Darryl Seward, Brad and Jo Bartholomew.*

***MINUTES***

*The motion to approve the minutes from February 27, 2019 made by B. Middleton 2nd by R. Thetga.*

*Roll Vote; R. Thetga (aye), B. Middleton (aye), E. Woods (aye), B. Crannell (Abstain) K. Engelbert (aye). Carried 4-0-0-1*

***CEO REPORT –***  *Was submitted and is on file in the Clerk’s Office.*

***DCO REPORT –*** *Was submitted and is on file in the Clerk’s Office*

***CLERKS REPORT –*** *Was submitted and is on file in the Clerk’s Office*

***SUPERVISORS REPORT –*** *Was submitted and is on file in the Clerk’s Office*

***JUSTICE REPORT – Justice Byer’s***

 ***Fines $ 10,752.00***

 ***Surcharges $ 7,141.00***

 ***Civil fees $ 2,185.00***

 ***Total $ 20,078.00***

 ***Total Cases 149***

 ***Justice Grinage***

 ***Fines $ 4,261.65***

 ***Surcharges $ 2,778.35***

 ***Civil Fees $ 945.00***

 ***Total $ 8,345.00***

 ***Total Cases 74***

***QUESTIONS, COMMENTS & CRITICISMS FROM THE PUBLIC***

***NEW BUSINESS***

* *Appoint Barb Crannell as REAP representative and approve REAP annual membership fee.*

*The motion to appoint B. Crannell as REAPS representative and to approve annual membership fee, made by B. Middleton 2nd by E. Woods.*

*Roll Vote;*

*R. Thetga (aye), B. Middleton (aye), E. Woods (aye), B. Crannell (Abstain), K. Engelbert (aye). Carried 4-0-0-1*

*RESOLUTION #7*

*ACKNOWLEDGEMENT AND ACCEPTING*

*JUSTICE AUDITS*

***WHEREAS;*** *Bookkeeper Sheila Middleton has finished her review for the Town of Nichols Justice Court of Michael T. Byers internal control procedures over the Justice accounts, and*

***WHEREAS;*** *Bookkeeper Middleton**performed the following procedures;*

*1). Reviewed Justice Byers internal control policies and procedures.*

*2). Performed a proof of cash test, which consisted of reconciling the receipts and disbursements for the year.*

*3). Examined monthly reports to NYS for completeness, clerical accuracy, and timely filing to determine whether the State reports appear to be accurate and complete with the correct amounts of remittance.*

 *a). traced all items to the cash receipts journal for the month, making sure no receipts where omitted.*

 *b). traced the total amount remitted to the State for that month, to the cash disbursements journal.*

 *c). examined copies of cancelled checks, noting date, payee, signature, amount and endorsement.*

*4).examined the year end cash balance (2018) to determine that funds were attributed to;*

 *a). held bail money.*

 *b). outstanding checks.*

***SO BE IT RESOLVED;*** *that the results of testing were as follows;*

*Proof of cash*

*Finding:*

*All records for Justice Byers were in good order.*

*Recommendation: None*

*Dated March 1, 2019*

***WHEREAS;*** *Bookkeeper Sheila Middleton has finished her review for the Town of Nichols Justice Court of A. Lynette Nickels internal control procedures over the Justice accounts, and*

***WHEREAS;*** *Bookkeeper Middleton**Performed the following procedures;*

*1). Reviewed Justice Nickels internal control policies and procedures.*

*2). Performed a proof of cash test, which consisted of reconciling the receipts and disbursements for the year.*

*3). Examined monthly reports to NYS for completeness, clerical accuracy, and timely filing to determine whether the State reports appear to be accurate and complete with the correct amounts of remittance.*

 *a). traced all items to the cash receipts journal for the month, making sure no receipts where omitted.*

 *b). traced the total amount remitted to the State for that month, to the cash disbursements journal.*

 *c). examined copies of cancelled checks, noting date, payee, signature, amount and endorsement.*

*4).examined the year end cash balance (2018) to determine that funds were attributed to;*

 *a). held bail money.*

 *b). outstanding checks.*

***SO BE IT RESOLVED;*** *that the results of testing for Justice Nickels were as follows;*

*Proof of cash*

*Finding:*

*All records for Justice Nickels were in good order.*

*Recommendation: None*

*Dated February 25, 2019*

*The motion to accept the Annual Audit of the Justice Departments was made by B. Crannell 2nd by B. Middleton*

*Roll Vote;*

*R. Thetga (aye), B. Middleton (aye), E. Woods (aye), B. Crannell (Abstain), K. Engelbert (aye). Carried 5-0-0-0*

* *Annual Town Clerks Conference – K. Hunsinger*

*The annual conference will be held in Syracuse at the Syracuse Marriot Hotel on May 5th thru the 8th K. Hunsinger and Deputy Town Clerk T. Middendorf, would like to attend the Conference. Deputy T.C. Middendorf will be going for the Town of Tioga due to being a deputy in both Towns and the Town of Tioga’s Town Clerk will not be attending this year’s conference. Town Clerk Hunsinger and Deputy Middendorf will be sharing a room to cut expenses. Both Clerks feel the Annual Conferences are a must for learning purposes, and that the information they take away from the conferences helps in the upcoming year due to the never ending changes that our offices experience in a year’s time.*

*The motion to approve the Town Clerk to attend the Annual Town Clerks Conference, made by B. Crannell 2nd by E. Woods.*

 *Roll Vote;*

 *R. Thetga (aye), B. Middleton (aye), E. Woods (aye), B. Crannell (Abstain), K. Engelbert (aye). Carried 5-0-0-0*

* *The Upstate Towns Association Annual meeting will be held in Windsor on April 11, 2019 at 7:00 pm.*

***OTHER NEW BUSINESS FROM BOARD MEMBERS***

***UPDATE FROMTOWN DEPARTMENTS/PERSONNEL:***

* *Highway Dept. – K. Vought*

*K Vought stated that the Highway Dept. has been getting diesel fuel from Economy Heating, which has in the past been on the County bid site for Diesel fuel, however this year Economy is not on the County bid site. K. Vought is in process of changing to Scott Smith and Son, whom are on the County site and the Diesel fuel will be cheaper through them.*

* *Mowing tractor for Highway Dept., a discussion ensued over a 2004 mowing tractor that Town of Barton is selling for $15,000.00. Barton bought mower from County, discussion over age and price, K. Vought feels waiting and seeing if Town could purchase either newer or brand new next year or in a couple years would be a better idea but that he understands it’s the Town Boards decision but that is his recommendation. The Town Board agreed with Vought. Also Brad Bartholomew suggested the State auctions.*
* *K. Vought ordered pipe for Smith Creek Rd. looked into putting footers in for pipe; the boring for this project will be $10,000.00. K. Engelbert suggested that the Town Highway crew cut down trees limbs and branches around where they intend to put pipe on Smith Creek Rd. to prepare for work to be done.*
* *Building Grounds – R. Thetga Jr.*

*Town Board looked over materials left in Town Clerk’s office by R. Thetga Jr. for the purchase of a commercial mower and a trailer to haul equipment. A discussion ensued about mowers and trailers, Supervisor Engelbert suggested to go with what R. Thetga Jr. suggested, in the commercial mower due to the amount of lawns that he will be mowing and for safety purposes.*

*The motion to authorize the Director of Buildings & Grounds Ray Thetga Jr. to purchase a mower and hauling trailer, made by K. Engelbert 2nd by B. Middleton*

*Roll Vote;*

*R. Thetga (abstain), B. Middleton (aye), E. Woods (aye), B. Crannell (Abstain), K. Engelbert (aye). Carried 4-0-0-1*

* *Planning Board – B. Crannell*

*No meeting, no Quorum for meeting.*

***OLD BUSINESS***

 *New York Rising/Comprehensive Plan - B. Crannell*

*Three (3) Counties are authorized for a $3 million grant for creeks and river’s, this could help with the Wappasening creek and flooding. The Pennsylvania side is cleaning out the Wappasening creek down to New York State border.*

*REAP Update – B. Crannell – meeting on March 13, 2019*

*Update on Highway Garage – K. Engelbert*

*There will be a meeting at the Highway Garage site on March 27, 2019 at 11:00 am all Board Members are invited.*

*Elation pulldown for 7th and 8th payment went out this week.*

***OTHER OLD BUSINESS FROM BOARD MEMBERS***

***ACCEPT REPORTS AND PAY BILLS***

*The motion to accept the reports and pay bills, made by B. Middleton 2nd by R. Thetga.*

*Roll Vote*

*R. Thetga (aye), B. Middleton (aye), E. Woods (aye), B. Crannell (Abstain), K. Engelbert (aye). Carried 5-0-0-0*

***ADDITIONAL QUESTIONS, COMMENTS & CRITICISMS FROM THE PUBLIC***

***EXECUTIVE SESSION***

***ADJOURN***

*The motion to adjourn the meeting at 7:35, made by B. Middleton 2nd by B. Crannell.*

*Roll Vote;*

*R. Thetga (aye), B. Middleton (aye), E. Woods (aye), B. Crannell (Abstain), K. Engelbert (aye). Carried 5-0-0-0*

*Karen Hunsinger*

*Town Clerk*

*03/13/2019*