

Town of Canaan, New York

Town Board Special Meeting Minutes:

December 6, 2023; 7:05-7:11 pm

In person at Town Hall

Written notice was provided to town board members via email, notice was posted on the town website, and notice was posted on town notice boards at the Town Hall downstairs and upstairs.

Moment of Silence

Pledge of Allegiance

Present

Supervisor Brenda Adams

Councilperson: Alan Miller

Councilperson Ginny Nightingale

Councilperson David Patzwahl excused

Councilperson William Powers

Also in Attendance:

Town Clerk Joshua Weisbuch

Audience: no one

APPROVALS

RESOLUTION 105 of 2023 to Hire Outside Contractor to reconcile Town Clerk 2022 Accounts

Supervisor Adams summarized the issue and the proposed solution.

As part of the annual audit of the Town Clerk's 2022 accounts conducted in February of 2023, the Town Board identified several issues that resulted in an incomplete audit. The town Audit Committee met with the Town Clerk in March of 2023 to further discuss the requirements for town clerk records, specific items that were missing or non-compliant, an action plan to address these items and a timeline to provide these items and cure the audit. The Town Clerk agreed to a timeline, and multiple, subsequent timelines, which were not met despite regular offers of assistance and requests for the materials. In early November 2023, the Town Clerk indicated his records were complete and ready for review. The Town Audit Committee met again in early November to review the records with a similar result, an incomplete audit. The Town Board has determined it is in the best interest of the town to bring in an outside bookkeeper to reconcile these records. Supervisor Adams called for a motion that the Town Board authorize the Supervisor to hire an outside contractor, Penny Hermance, d/b/a/ Penny-Wise Business Solutions, for such purpose at an hourly rate of \$35 per hour, an unbudgeted expense to be funded from emergency /contingency funds.

Councilperson Nightingale made a motion seconded by Councilperson Miller to approve hiring Penny-wise Business Solutions. 4 AYES - Motion carried.

Supervisor Brenda Adams – yes;

Councilperson Ginny Nightingale – yes;

Councilperson David Patzwahl – excused;
Councilperson William Powers – yes; and
Councilperson Alan Miller – yes.

Supervisor Adams further explained that a list was prepared of all documents related to the audit, the documents will be transported securely to Hermance’s home, and kept securely at her home office. It is difficult to estimate how many hours will be involved. Deputy Clerk Heather O’Grady will work on open items related to January through March of 2023, because these dates are outside the audit. The attorney and the accountant have been updated as to the state of the audit and proposed action. The hope is to get the work done by the end of 2023. The work will begin tomorrow with the approval of the resolution. The Town Clerk’s digital records will not be touched by this process. The bookkeeper will create a separate Quikbooks file as part of the reconciliation which can be used to update the Town Clerk records.

Supervisor Adams mentioned a petition that is being circulated to public officials to protest the expansion of the Iroquois Fracking Pipeline. She explained that the Canaan Town Board does not usually sign these documents as a governing body. She expressed an interest in supporting this document, as an individual elected official, not on behalf of the board. She offered to forward the petition to any other town board members that were interested.

Public Discussion none

Motion to Adjourn

Supervisor Adams called for a motion to adjourn. Councilperson Powers made a motion seconded by Councilperson Miller to adjourn. 4 AYES - Motion carried.

Supervisor Brenda Adams – yes;
Councilperson Ginny Nightingale – yes;
Councilperson David Patzwahl – excused;
Councilperson William Powers – yes; and
Councilperson Alan Miller – yes.

Next meeting: Special Meeting December 11, 2023 @ 6 PM
Regular meeting to follow December 11, 2023 @ 7 PM

Respectfully submitted,
Rebecca Nebesar
Deputy Clerk 2