

**TOWN OF ENFIELD
SPECIAL/AUDIT TOWN BOARD
MEETING MINUTES
WEDNESDAY, JANUARY 17, 2007
7:00 P.M.**

A special/audit meeting of the Town Board of the Town of Enfield was held Wednesday, January 17, 2007 at the Enfield Town Hall, 168 Enfield Main Road, Ithaca, New York with Supervisor Owens presiding. The meeting was the annual audit of financial records.

Present: Supervisor Jean Owens, Councilperson Jennifer Fisher, Councilperson Peggy Hubbell, Councilperson Sandra Small, Councilperson Robert Harvey and Town Clerk Alice Laue.

Others Present: Justices Betty Poole and James Varricchio

Tompkins County Payroll Certification

Councilperson Small presented to the Board the Tompkins County 2007 Payroll Certification form reflecting the various appointments/salaries made at the Town Board's January 10, 2007 organizational meeting and highlighted the additional positions added to the form that have not yet been approved by the Board.

Motion moved by Councilperson Small, seconded by Councilperson Fisher that the Board approve the additional positions and salaries for Wayne A. Snyder (Cemetery Laborer) at \$1,520/yr., Wayne C. Snyder (Cemetery Laborer) at \$898/yr., George Laue (Cemetery Laborer) at \$625/yr., and Leslie Phelps (Typist) at \$16.00/hr. and that the Town Supervisor be authorized to sign said Payroll Certification.

Discussion: Cemetery Laborers salaries reflect a 3% increase. The Typist salary remained the same as 2006.

Vote: Councilperson Fisher aye, Councilperson Hubbell aye, Councilperson Small aye, Councilperson Harvey aye, Supervisor Owens aye. Motion carried.

2006 Town Justices' Payroll Error

Supervisor Owens announced that a 2006 payroll error was discovered while she was preparing the 2007 organizational resolutions. She realized that last year all positions received a 3% increase except the Justices. Town Clerk Laue corrected by saying that she waived her 3% increase so that her Deputy Town Clerk could attend a conference. Councilperson Hubbell added that at the time, the Justices wanted to waive their 3% salary increase and wanted their Court Clerks to get an additional 3% increase making a total increase for the Court Clerks 6%. Supervisor Owens said the Court Clerks did receive a 3% increase but did not receive a 6%

increase but rather the Justices received their 3% increase. As a result the Justices salary line ran short at the end of the year by \$582. Councilperson Small remembered that she had pointed this out at the 2006 organizational meeting, however the change was never made on the books. Justice Poole summarized that she was under the impression that if the Court Clerks did not receive an additional 3%, the Justices would receive their 3% increase. Supervisor Owens apologized for the confusion and added that the error had been corrected in the resolution made at the December year-end Board meeting by transferring money out of the Code Office salary line to the Justices salary line.

Supervisor Owens also added that in preparing this year's organizational resolutions, she based the 3% salary increase off from the 3% increase from last year. Councilperson Small wondered if a further resolution would need to be made to make an adjustment for 2007. Councilperson Harvey asked if the Justices would be willing to give up their 3% increase this year to their Court Clerks. The Justices agreed that they would like to forego their 2007 3% salary increase if they could give it to their Court Clerks, making a total for the Court Clerks 6%. Supervisor Owens summarized that the Justices salaries would remain the 2006 annual figure and the Court Clerks would be increased by 6% over their 2006 salaries. Supervisor Owens said she would present a resolution at the February Town Board meeting reflecting this.

Annual Audit of Financial Records

The Town Board reviewed the Town Justices (Justice Poole and Justice Varricchio) 2006 year-end financial records, which included their annual reports, receipt books, checkbooks, bank statements and monthly reports and found all records to be in excellent condition. Bail poundage, forfeiting bail, comparison in cases over previous year, case types and the State's action plan for towns and villages justice courts were discussed.

Justices Poole and Varricchio commended Councilperson Harvey for all his hard and dedicated work with the renovations being made to the Community Building in an effort to moving the Courts over to the building.

Justice Poole highlighted that there might be a grant coming up for capital projects up to \$30,000, which could help in the renovation work being done at the Community Building. Councilperson Harvey encouraged her to apply. Justice Poole added that she is also looking into something whereby the state may help absorb some of the costs toward cleaning court facilities.

The Town Clerk's and Town Supervisor's financial records were also reviewed and determined to be in order. The Supervisor's final spreadsheet was not available but would be soon. Supervisor Owens indicated that she would replace the 2006 financial records with the 2007 financial records and move the 2006 records down a drawer.

Councilperson Hubbell commented that she had not received a SPCA annual report. Supervisor Owens said she received a year-end report and made copies for the Board.

Adjournment:

Motion made by Councilperson Small, seconded by Councilperson Hubbell that the January 17, 2007 Special/Audit Town Board Meeting adjourn.

Discussion:

Vote: Councilperson Fisher aye, Councilperson Harvey aye, Councilperson Hubbell aye, Councilperson Small aye, Supervisor Owens aye. Motion carried.

Meeting adjourned at 8:30 p.m.

Respectfully submitted,

Alice Laue
Town Clerk