

**TOWN OF HECTOR  
ANNUAL FINANCIAL AUDIT MEETING  
February 20, 2018**

**Members Present:**

Alvin J. White, Supervisor  
Elizabeth Martin, Councilwoman  
William Preston, Councilman  
Justin Boyette, Councilman  
Jessica Rodgers, Councilwoman  
Robert Barton, Councilman

**Others:**

Jane M. V. Ike, Clerk  
Irene VanNederynen  
Dale Jaynes, Town Justice  
Dan Fitzsimmons, Town Justice

Called to order at 5:20pm by Supervisor White, followed by Pledge of Allegiance.

**Public Comment:** None

Purpose of meeting was to audit the 2017 financial books and records of Department Heads. Supervisor White explained the audit process for new board members.

**Justice Court:**

Dale E. Jaynes, Town Justice: Audit check list reviewed and answered.

**RESOLUTION #46** – offered by Boyette, seconded by Preston

Resolved to have audited and approve the books, records and reports of Town Justice Dale Jaynes for 2017 as presented. Ayes 6, Nays 0

Daniel Fitzsimmons, Town Justice: Audit check list reviewed and answered. Judge Fitzsimmons explained his current court position with the County and the special dispensation that allows him to continue as Town Justice.

**RESOLUTION #47** – offered by Preston, seconded by Martin

Resolved to have audited and approve the books, records and reports of Town Justice Daniel Fitzsimmons for 2017 as presented. Ayes 6, Nays 0

**Town Historian**

**RESOLUTION #48** – offered by Boyette, seconded by Preston

Resolved to have reviewed the annual report for 2017 from Town Historian Sandra Bradford. Ayes 6, Nays 0

**Water District Billing & Collection:** Water Collection Clerk Jane Ike presented the Water billing and collections records for 2017 covering billing; collections; deposits, monthly reports; procedures followed; reviewed balancing procedures with the Supervisor's Office.

**RESOLUTION #49** – offered by Martin, seconded by Rodgers

Resolved to have audited and approve the books, records and reports for Water District Billing & Collection for 2017 as presented by Water Collection Clerk Jane Ike. Ayes 6, Nays 0

**Town Clerk:** Clerk Jane Ike presented 2017 check book records, deposits and disbursements, monthly reports; stats for hunting licenses, dog licenses, births, deaths, accessible parking, etc.

**RESOLUTION #50** – offered by Barton, seconded by Boyette

Resolved to have audited and approve the books, records and reports of Town Clerk Jane Ike for 2017 as presented. Ayes 6, Nays 0

**Code Enforcement:** Clerk Jane Ike presented 2017 reports and financial records for Building Permits, Fire Inspections, Permit Renewals, Solid Fuel & Pool Installations; and total permit fees collected. Board asked questions about monthly reports and how they could be informed regarding types of construction happening in the Town.

**RESOLUTION #51** – offered by Rodgers, seconded by Preston

Resolved to have audited and approve the books, records and reports presented by Town Clerk Jane Ike for Code Enforcement for 2017 as presented. Ayes 6, Nays 0

**Tax Collection:** Tax Collector Jane Ike presented 2017 tax collection records, explained processes and procedures; presented check book records, deposits, disbursements including monies paid to Supervisor and County Treasurer; amount of full payments; first installments; & delinquent bills given to County.

**RESOLUTION #52** – offered by Boyette, seconded by Martin

Resolved to have audited and approve the books, records and reports of Town Tax Collector Jane Ike for 2017 as presented. Ayes 6, Nays 0

**Town Supervisor:** Supervisor White presented 2018 check book records, reconciliations, deposits, disbursements, ledgers and reports by fund, etc.

**RESOLUTION #53** – offered by Boyette, seconded by Rodgers

Resolved to have audited and approve the books, records and reports for 2017 for General Fund A & B, Highway Fund DA & DB; Water District; Fire Protection Districts; Ambulance Districts and Trust & Agency as presented by Town Supervisor Alvin White. Ayes 6, Nays 0

**Other Business:**

**Junk Yard License Renewals:** Will be approved at the March 13<sup>th</sup> meeting. Board members were instructed to do a drive by inspection prior to our meeting.

**RESOLUTION #54** – offered by Barton, seconded by Martin

Resolved to authorize printing of 100 copies of the new Business Directory at an approximate cost of \$1.30 each to be offered for sale at \$2.00 per copy; and further resolved to rescind Resolution #42 dated February 13, 2018. Ayes 6, Nays 0

**RESOLUTION #55** – offered by Martin, seconded by Preston

Resolved to amend the Personnel Policy adopted by Resolution #195 dated December 30, 2009 to change the 1 year separation requirement to any paid appointed position. Ayes 6, Nays 0

Adjourned at 8:43pm on a motion by Councilwoman Martin, seconded by Councilwoman Rodgers.

Respectfully submitted,

Jane M. V. Ike, Clerk