

TOWN OF GREENWICH AGENDA
Audit Meeting
January 17, 2023 | 6:30 pm

Pledge of Allegiance to the Flag.
Roll Call.

AUDIT BILLS

Approve Meeting Minutes: December 28, 2022 & January 4, 2023

AUDIT

1. Town Court
2. Town Clerk
3. Planning Board
4. ZBA

ADJOURN MEETING

Greenwich Town Court
Charge Volume Summary Report
All Judges

Charges from: 01/01/2022
to: 11/30/2022

Report date: 12/13/2022

Statute	Charges Received	Charges Disposed
PL	42	37
VTL	342	403
AM	26	19
PHL	1	1
CIV	11	12
TL	1	1
ECL	7	0
PMC	0	1
TOTALS	430	474

Total money collected and remitted to State Comptroller:

Fines: 17773.00
Surcharges: 12689.00
Civil Fees: 1505.00
Total: 31967.00

Greenwich Town Court
Summary Report of Cases Started
Judge Scott R. Lucey
 Report date: 12/13/2022

01/01/2022 to 11/30/2022
 All Judges

STATUTE	STARTED	CLOSED	FINE	SURCHG	CIVIL FEE
PL	19	4	275.00	125.00	0.00
VTL	104	41	2855.00	1877.00	0.00
CIV	6	3	0.00	0.00	105.00
AM	7	5	125.00	0.00	0.00
ECL	5	0	0.00	0.00	0.00
TOTALS	141	53	3255.00	2002.00	105.00

ADDITIONAL INFORMATION

Number of DWIs - 1192:	5	Closed: 0	Fines/Fees: \$0.00
Number of AUOs - 511:	1	Closed: 0	Fines/Fees: \$0.00
Number of Speeds - 1180:	17	Closed: 7	Fines/Fees: \$1651.00
Number of Defendants:	93		
Total Number Charges:	141		
Average Charges/Defendant:	1.52		
Number of Small Claims:	6		

NOTE: Dollars are calculated for fines assessed, not amount collected.

Checklists for Review of Justice Court Records

Bank Reconciliations

- ▼ Are bank accounts reconciled promptly after bank statements are received?

YES NO

Last Bank Reconciliation for Each Bank Account: Date Performed Month Ending

Additional Supporting Records

- ▼ Is a list of bail maintained?
- ▼ Is a record of uncollected installment payments maintained?

YES NO

Dockets and Case Files

- ▼ Are separate dockets maintained for various classifications of cases, such as Vehicle and Traffic, Criminal, Civil and Small Claims?
- ▼ Are case files maintained for all cases?
- ▼ Are indexes maintained for all cases?
- ▼ Do dockets for disposed cases appear to be complete?
- ▼ Do dockets for disposed cases agree with amounts reported?

YES NO

Accountability

- ▼ Is accountability determined at the end of each month?
- ▼ Do accountability amounts agree with bank reconciliations and supporting information?

YES NO

Last Determination of Accountability: Date Performed Month Ending

Reports to Division of Criminal Justice Services

- ▼ Are reports made timely to the Division of Criminal Justice Services?
- ▼ Has the court received any notices regarding late reporting?
If yes, why were reports late and what corrective actions were taken?

YES NO

Checklists for Review of Justice Court Records

Reports to Justice Court Fund

YES NO

- ▼ Are monthly reports made timely to the Justice Court Fund?
- ▼ Do reported amounts agree with cash receipt and disbursement books?
- ▼ Do reported amounts agree with docket dispositions and case files?

Last Report Submitted: *Month Ending* *Date* *Amount*

- ▼ Has the court received any notices regarding late reporting?
If yes, why were reports late and what corrective actions were taken?
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Reporting to Department of Motor Vehicles - TSLE&D Program

YES NO

- ▼ Is information reported timely to TSLE&D?
 - ▼ Has the court received any notices regarding late reporting?
If yes, why were reports late and what corrective actions were taken?
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- ▼ Are reports from TSLE&D to the court maintained and utilized?

Last TSLE&D Report Available: *Date* _____

- ▼ How many cases are shown as pending in the last TSLE&D report? _____
 → Is the number of pending cases reasonable?
 → How many cases are shown as pending for more than 90 days? _____
 → What actions have been taken to dispose of these cases?
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Overall Evaluation

Account#	Account Description	Fee Description	Qty	Local Share
	Vital Statistics	Birth Certificate - Village	1	0.00
		Birth Certificate - Village Genealogy	1	0.00
		Death Certificate - Village	69	0.00
		Sub-Total:		\$0.00
A.2130	Refuse & Garbage Charges	Recycle-CRT TV. Large	7	280.00
		Sub-Total:		\$280.00
A1255	Conservation	Conservation	142	1,063.69
	Town Clerk Fees	Marriage License Fee	26	437.50
	Vital Statistics	Marriage Certificate - Genealogy	1	22.00
	Vital Statistics	Marriage Certificate - Town	22	220.00
		Sub-Total:		\$1,743.19
A1289	Other Income	Return Check Fee	2	40.00
		Sub-Total:		\$40.00
A1355.4	Assessor - Contractual	Assessor	1	8.46
		Sub-Total:		\$8.46
A2130	Refuse & Garbage Charges	Recycle-CRT Monitors	2	10.00
		Recycle-CRT TV Medium	12	180.00
		Recycle-LCD TV. Large	11	165.00
		Recycle-LCD TV. Medium	1	5.00
		Sub-Total:		\$360.00
A2401	Interest & Earnings	Interest Town Clerk Checking	13	0.65
		Sub-Total:		\$0.65
A2544	Dog Licensing	Exempt Dogs	1	0.00
		Female, Spayed	363	3,267.00
		Female, Unspayed	60	1,020.00
		Male, Neutered	319	2,871.00
		Male, Unneutered	90	1,530.00
		Replacement Tags	11	33.00
	Enumeration Fee	Dog Licenses	82	820.00
		Sub-Total:		\$9,541.00
A2611	Dog Fines	Dog Impoundment Fees	4	189.13
		Sub-Total:		\$189.13
A2655	Minor Sales	Photocopies	381	101.25
		Sub-Total:		\$101.25
B1603	Vital Statistics	Birth Certificate - Town	1	10.00
		Birth Certificate - Town Genealogy	5	110.00
		Death Certificate - Town	88	880.00
		Death Certificate - Town Genealogy	1	22.00
		Sub-Total:		\$1,022.00
B2110	ZBA Application Fees	ZBA Fees	3	289.37
		Sub-Total:		\$289.37
B2115	Planning Application Fees	Planning Board Fees	13	12,050.00

Account#	Account Description	Fee Description	Qty	Local Share
			Sub-Total:	\$12,050.00
			Total Local Shares Remitted:	\$25,625.05
Amount paid to:	NYS Ag. & Markets for spay/neuter program			1,132.00
Amount paid to:	Nys Dept. Of Health			562.50
Amount paid to:	NYS Environmental Conservation			20,391.31
Amount paid to:	Village Of Greenwich Registrar			722.00
Total State, County & Local Revenues:		\$48,432.86		
			Total Non-Local Revenues:	\$22,807.81

To the Supervisor:

Pursuant to Section 27, Sub 1, of the Town Law, I hereby certify that the foregoing is a full and true statement of all fees and monies received by me, Kimberly E. Whelan, Town Clerk, Town of Greenwich during the period stated above, in connection with my office, excepting only such fees and monies, the application of which are otherwise provided for by law.

_____ Supervisor	_____ Date	_____ Town Clerk	_____ Date
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2022 Annual Planning Board Audit Report

Activities for 2022:

Minor Subdivisions/Boundary Line Adjustments:	12 – 1 Applications Pending
Major Subdivisions:	1
Special Use Permits:	4 –2 Renewals, 2 New Applications (Solar)
Site Plan Review:	3

Fees Submitted for 2022:

Minor Subdivision Application Fees:	\$700.00
Major Subdivision Application Fees:	\$300.00
Boundary Line Adjustment Fees:	\$150.00
Minor Subdivision Lot Fees:	\$125.00
Minor Subdivision Recreation Fees:	\$350.00
Special Use Permit Fees:	\$100.00
<u>Site Plan Review Fees:</u>	<u>\$15,350.00</u>
2022 Grand Total All Fees:	\$17,075.00

2021 Total Fees:	\$3,275.00
	(+13,800 in 2022)

RESOLUTION NO. -23
Payt. of Bills 1/17/23

Resolution by Councilman
Seconded by Councilman

and passed unanimously by said Board,

RESOLVED, that the following vouchers on Abstract #2301 be approved and audited and the Supervisor be authorized to pay said bills from their respective funds:

Vouchers #1 – # in the amount of \$

RESOLUTION NO. -23
App. of Minutes 12/28/22 &
01/04/2023

Resolution by Councilman
Seconded by Councilman

and passed unanimously by said Board,

RESOLVED, that the minutes of December 28, 2022 and January 4, 2023 meetings be approved and accepted as submitted.

RESOLUTION NO. -23
Audit & Approval for 2022 Records - Justice Flynn

Resolution by Councilman
Seconded by Councilman

and passed unanimously by said Board,

RESOLVED, that the 2022 criminal and civil dockets of Justice Leo Flynn have been duly examined and that the fines and fees therein shown to have been collected have been turned over to the proper officials as required by law, and be it further

RESOLVED, that records of Justice Leo Flynn for the Year 2022 be not/approved and not/accepted as submitted.

RESOLUTION NO. -23
Audit & Approval for 2022 Town Clerk Records

Resolution by Councilman
Seconded by Councilman

and passed unanimously by said Board,

RESOLVED, that the 2022 records of Town Clerk Kimberly Whelan have been duly examined and that the fees therein shown to have been collected have been turned over to the proper officials as required by law, and be it further

RESOLVED, that the Town Clerk's report for the Year 2022 be not/approved and not/accepted as submitted.

RESOLUTION NO. -23
Audit & Approval for 2022 Planning Board Fees

Resolution by Councilman
Seconded by Councilman

and passed unanimously by said Board,

RESOLVED, that the 2022 fee records of Planning Board Clerk Joanna Messina have been duly examined and that the fees therein shown to have been collected have been turned over to the proper officials as required by law, and be it further

RESOLVED, that the Planning Board Clerk's report for the Year 2022 be not/approved and not/accepted as submitted.

RESOLUTION NO. - 23
Audit & Approval for 2022 ZBA Fees

Resolution by Councilman
Seconded by Councilman

and passed unanimously by said Board,

RESOLVED, that the 2022 fee records of ZBA Clerk Amanda Willetts have been duly examined and that the fees therein shown to have been collected have been turned over to the proper officials as required by law, and be it further

RESOLVED, that the ZBA Clerk's report for the Year 2022 be not/approved and not/accepted as submitted.