

**MINUTES OF THE SPECIAL MEETING OF THE TOWN BOARD OF THE TOWN OF FORT ANN HELD ON THURSDAY, JANUARY 16, 2020 AT 10:00 A.M. AT THE FORT ANN TOWN HALL**

**PRESENT:** Supervisor Samuel J. Hall  
Councilwoman Gretchen Stark  
Councilman Dennis Fletcher  
Councilwoman Deborah Witherell

**OTHERS PRESENT:** Barbara Winchell, Town Clerk, Helen Denno, Clerk to the Supervisor, Dane Clark, Town Justice, Donna M. Klein, Tax Collector

Supervisor Hall called the meeting to order at 10:02 a.m.

The purpose of this meeting was to allow the Town Board to audit the records of the Tax Collector, Supervisor, Town Clerk, and Town Justice for the fiscal year January 1, 2019 – December 31, 2019.

Donna Klein, Tax Collector, answered Appendix E – General Recordkeeping Requirements for Tax Collecting Officers.

Helen Denno, Bookkeeper/Confidential Secretary to the Supervisor, answered Appendix C – General Recordkeeping Requirements for Chief Fiscal Officers,

Barbara Winchell, Town Clerk, answered Appendix D – General Recordkeeping Requirement for Town Clerks.

Town Justice Dane Clark, went over Appendix F – General Recordkeeping Requirements of Town and Village Justice Courts.

A resolution will be presented at the February 10, 2020 regular Town Board meeting.

Supervisor Hall announced that he and Helen Denno, Clerk to the Supervisor, interviewed Jennifer Jackson for the Clerk to the Supervisor – Trainee position this morning and she accepted and will start working with Helen February 3, 2020.

Motion to adjourn was made by Councilwoman Stark, second by Councilman Fletcher at 11:03 a.m.

Dated: January 16, 2020

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Barbara J. Winchell, Town Clerk  
Town of Fort Ann, New York