

**MINUTES OF THE SPECIAL MEETING OF THE TOWN BOARD OF THE TOWN OF FORT ANN HELD ON THURSDAY, JANUARY 17, 2019 AT 10:00 A.M. AT THE FORT ANN TOWN HALL**

**PRESENT:** Supervisor Richard Moore  
Councilwoman Gretchen Stark  
Councilman Dennis Fletcher  
Councilwoman Deborah Witherell  
Councilman Samuel Hall

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

Supervisor Moore called the meeting to order at 10:00 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, 2018 – December 31, 2018.

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.

Meeting was closed at 11:25 a.m.

Dated: January 17, 2019

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