

**MINUTES OF THE SPECIAL MEETING OF THE TOWN BOARD OF THE TOWN OF FORT ANN HELD ON THURSDAY, JANUARY 20, 2022 AT 9:00 A.M. AT THE FORT ANN TOWN HALL**

**PRESENT:** Supervisor Samuel J. Hall  
Councilwoman Gretchen Stark  
Councilman George F. Smith  
Councilwoman Deborah Witherell

**ABSENT:** Councilman Michael D. Sexton

**OTHERS PRESENT:** Barbara Winchell, Town Clerk, Helen Denno, Budget Officer, Dane Clark, Town Justice, Jennifer Jackson, Clerk to the Supervisor

Supervisor Hall called the meeting to order at 9:00 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, 2021 – December 31, 2021.

Helen Denno, Budget Officer, answered Appendix C – General Recordkeeping Requirements for Chief Fiscal Officers,

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

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

Donna Klein, Tax Collector, retired November 23, 2021 so Helen Denno, Budget Officer, and Barbara Winchell, Town Clerk, answered Appendix E – General Recordkeeping Requirements for Tax Collecting Officers. These duties are performed by the Washington County Treasurer’s Office, 383 Broadway, Ft. Edward, New York 12828.

A resolution will be presented at the February 14, 2022 Regular Town Board meeting.

Motion to adjourn was made by Councilman Smith, second by Councilwoman Stark at 10:20 a.m.

Dated: January 20, 2022

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