

Town of Andes
Regular Meeting
February 9th, 2021 6:00PM
Andes Town Hall and Via Zoom

Present:

Councilman Thomas Hall
Councilman Shayne Moshier
Councilman Ritchie Gabriel

Councilman Dale Cole
Supervisor Wayland 'Bud' Gladstone
Town Clerk Kimberly Tosi

Others (Via Zoom):

Peter Calvert- Andes Gazette
Mark Pezzatti
Mary Davis
Karen Kropp-By the Books

Pia Dehne
Vinnie Comperatore
Eric Van Benschoten

Call to Order:

The meeting was called to order at 6:02PM by Supervisor Gladstone

Pledge:

The pledge of allegiance was led and recited by Councilman Cole.

Minutes:

Motion to approve the 2021 Organizational and January Regular Meeting Minutes, made by Councilman Moshier, Seconded by Councilman Hall. All in favor, Motion carried.

Privilege of the Floor:

N/A

Reports:

Supervisor's Report

*January 14th- I attended a Zoom Meeting, National Academy of Science Review for comments to NYC DEP. My comments were the importance of keeping open land and protecting farms.

The benefits of DEP's program for municipalities, economic viability and job creation.

*January 14th- I received a call from Jane Berghammer regarding the Andes Senior Citizen money for 2021. She said they didn't need it, the Town will be leave the money in case they do.

*I received a phone call from Dave Warne, NYC DEP, regarding road access on properties through DEP lands. They identified seventeen parcels in the first round of notifications, thirteen which were in Andes. He reported it has been going well.

*NYSERDA has a new program with money for clean energy. I will look into this to see what opportunities are available to the Town. **Councilman Hall suggested to see if there was a program for the pellet stove at the highway garage.**

*We are still working on cell coverage. We are working on drafting a letter to our State representatives this week asking for their assistance.

*New York State has issued a form for farmers who did not generate enough income in 2020 due to COVID-19, to maintain their status in regards to the Town assessments. Form RP-305-f must be completed and returned to the Assessor by March 1st. For help with this form you may reach out to Cornell Cooperative Extension.

Date Check Rec'd	Check Details	Amount
1/12/21	Thomas Joyce-Town Justice	\$1,272.00
1/13/21	Kimberly Tosi-Town Clerk	\$1,141.00
1/14/21	Margaret Moshier-Tax Collector	\$600,000.00
1/14/21	Town of Andes Sewer-Hwy for fuel	\$22.31
1/19/21	Nicholas Burton-Town Justice	\$243.00
1/21/21	Margaret Moshier-Tax Collector	\$500,000.00
1/27/21	Margaret Moshier- Tax Collector	\$500,000.00
2/3/21	Kimberly Tosi-Town Clerk	\$3,469.50
2/3/21	Kimberly Tosi-DECALS	\$0.28
2/3/21	Delaware County-NYC Snow Removal	\$25,794.63
2/3/21	IDA-PILOT	\$967.73
2/3/21	ACS-Hwy for fuel	\$7,110.78
2/3/21	AFD-Hwy for fuel	\$1,275.47
2/3/21	Amthor Welding Service-Refund	\$277.97
2/3/21	Otsego Auto Crushers	\$485.10
2/4/21	NYS-FEMA Disaster 4397 (Nov 2018 Flooding) PW 156 & AMD 157	\$15,156.70

Respectfully Submitted,
Bud Gladstone, Supervisor

Code Enforcement/Building Inspector Report

- 8 Building applications submitted
- 5 permits issued
- 6 inspections performed
- 1 violation recorded

Total funds brought in for 5 permits, \$2280.00

Also 10 title searches were completed for a total of \$450.00 in fees

The printer was set up to send pdf forms which now allows us to do the entire application and permitting process electronically. I am also coordinating with planning, zoning and the assessor to bring insight into how we can work together. I also completed my 1st training course and will start my second of 6 weeks of Training on Feb 9.

Please let everyone know that they can always reach me on email (andesbuildingandcode@gmail.com). I sent out Over 50 email in response to building questions and applications in January.

Thank you,
Al Mohr, Andes CEO

Committees:

Transfer Station-

The contract with Alpine Roofing was signed. They will fit us in to their schedule as soon as possible, weather being a factor.

*A sign will be ordered stating that no dumping is allowed by contractors, from Delaware County DPW.

Highway-

*A follow up on the request from Highway Superintendent Bouton regarding posting of Main Street, for no parking during winter months. The Town Attorney is working on developing the necessary local law to implement this.

Other-

*Time Clocks have been ordered for the Transfer Station employees and lifeguards.

Town Calendar:

February

Date	Item	Department
2/8	Planning Board Meeting 7:30PM	Planning
2/9	Establishment of 2021 Spring Bids for approval at February Meeting	Highway Superintendent/ Town Clerk
2/9	Town Board Meeting 6:00PM	Town Board
2/9	Annual Accounting	Tax Collector, Town Clerk, Supervisor's Bookkeeper, and Justices
2/15	Town Hall Closed	Building, Assessor, and Town Clerk
2/22	Zoning Board Meeting (if needed) 7:00PM	Zoning

March

Date	Item	Department
3/8	Planning Board Meeting 7:30PM	Planning
3/4	2021 Spring Bids Due 10:00AM	Highway Superintendent/ Town Clerk
3/4	2021 Spring Bid Opening 10:00AM	Town Clerk/Supervisor
3/9	Town Board Meeting	Town Board
3/22	Zoning Board Meeting (if needed) 7:00PM	Zoning

April

Date	Item	Department
4/8	2021 Hauling Bids Due 12:00PM	Highway Superintendent/ Town Clerk
4/8	2021 Hauling Bids Opening 12:01PM	Town Clerk/Supervisor
4/12	Planning Board Meeting 7:30PM	Planning
4/13	Town Board Meeting 7:00PM	Town Board
4/26	Zoning Board Meeting (if needed) 7:00PM	Zoning

Motions:

Motion to authorize Highway Superintendent Bouton to advertise for the 2021 Material, Mowing, and Rental bids. Bids will be due on March 4th, 2021 at 10:00AM. Bids will be opened on March 4th, 2021 at 10:00AM. Bids will be awarded at the March Regular Monthly Meeting on March 9th, 2021 at 6:00PM, made by Councilman Hall, Seconded by Councilman Moshier. All in favor, Motion carried.

Motion to approve the January 2021 Supervisor's, Justices', Tax Collector's and Town Clerk's Financial Reports, made by Councilman Gabriel, Seconded by Councilman Cole. All in favor, Motion carried.

Motion to authorize Supervisor Gladstone to sign the DCO contract with the Heart of the Catskills Humane Society, made by Councilman Moshier, Seconded by Councilman Hall. All in favor, Motion carried.

Resolutions:

Resolution 4 of 2021 Triangle Property Quit Claim Deed Transfer

WHEREAS, Mary O. Davis is the owner in fee simple of certain real property situated in the Town of Andes, Delaware County, New York,

WHEREAS, Mary O. Davis desires to quit claim deed the property and the Town desires to acquire the Property for municipal use;

NOW, THEREFORE, the Town agree to the following terms and conditions.

1. Conveyance. Mary O. Davis has agreed to convey and the Town agrees to accept the Property described herein upon the terms and conditions stated herein. This Resolution and the provisions set forth herein are dependent upon Mary O. Davis providing and delivering to the Town a fully executed, acknowledged and recordable deed to the Town together with all other signed documents required for the recording of said deed in the Delaware County Clerk's Office.
2. Town's Representations and Warranties. The Town represents and warrants to said Mary O. Davis the following, which representations and warranties shall survive Closing:
 - a.) The Town's governing body has approved the acquisition of the Property;
 - b.) The Town shall maintain ownership of the Property and shall restrict the use of the Property to municipal purposes; and
 - c.) The Town has full power and authority to enter into this agreement.
3. Payment of Costs. The Town agrees to pay all recording fees required by the conveyance of the Property and all other related costs, including examination of title and title insurance.
4. Closing. Closing shall take place via mail and the Town Attorney, on behalf of the Town shall deliver at Closing, in proper form so as to be recordable in the Delaware County Clerk's Office, a quit claim deed.

NOW BE IT FURTHER RESOLVED, that the Town of Andes Supervisor, may hereby sign any and all documents as may be necessary for the accomplishment and transfer of the real property referred to herein.

Proposed by: Councilman Moshier

Seconded by: Councilman Cole

Roll Call:

Councilman Moshier---Aye

Councilman Cole---Aye

Councilman Gabriel---Aye

Councilman Hall---Aye

Supervisor Gladstone---Aye

Resolution 5 of 2021 Zoning Board of Appeals Member

Be it resolved, that the Town Board of the Town of Andes, hereby appoints Harland Dye to serve as Member of the Zoning Board of Appeals with a term of February 9th, 2021 to December 31st, 2023

Proposed by: Councilman Hall

Seconded by: Councilman Gabriel

Roll Call:

Councilman Moshier---Aye

Councilman Cole---Aye

Councilman Gabriel---Aye

Councilman Hall---Aye

Supervisor Gladstone---Aye

Resolution 6 of 2021 Streetscape Committee

Be it resolved, by the Andes Town Board that pursuant to the need for the establishment of a Committee for the upcoming Streetscape Project, through the Main Street Grant, one is hereby created. The following are the members of the Streetscape Committee, Supervisor Wayland ‘Bud’ Gladstone, Judy Garrison, Debbie Marmaro, Debbie Abbate, and Robyn Ciccone.

Proposed by: Councilman Gabriel

Seconded by: Councilman Cole

Roll Call:

Councilman Moshier---Aye

Councilman Cole---Aye

Councilman Gabriel---Aye

Councilman Hall---Aye

Supervisor Gladstone---Aye

Resolution 7 of 2021 Budget Amendments and Transfers

BE IT RESOLVED, by the Town Board of the Town of Andes to make the following budget transfers and amendments to close out the 2020 budget.

Town of Andes			
2020 Budget Transfers			
<u>General Fund:</u>			
From:	To:		
A1990.4 Contingency	A1220.4 Supervisor Expense		\$ 180.00
A1990.4 Contingency	A1410.4 Town Clerk Expense		\$ 80.00
A1990.4 Contingency	A1620.41 Bld. Expense Court		\$ 3,050.00
A1990.4 Contingency	A1620.42 Train Station Expense		\$ 850.00
A1990.4 Contingency	A1910.4 Insurance		\$ 4,800.00
A1990.4 Contingency	A1920.4 Municipal Dues		\$ 400.00
A1990.4 Contingency	A9030.8 Social Security		\$ 20.00
A1990.4 Contingency	A9962.4 Drug Testing & Training		\$ 105.00

A5032.4 Hwy Garage Expense	A7710.4 Parks, Contractual	\$ 3,150.00
A5032.4 Hwy Garage Expense	A7410.4 Library	\$ 14,500.00
A1620.4 Bld. Expense Town Hall	A8160.11 Transfer Stn Seasonal	\$ 6,400.00
A9060.8 Health Insurance	A7140.1 Pool Employee Wages	\$ 3,000.00
A9060.8 Health Insurance	A7140.4 Pool Expense	\$ 2,575.00
A9060.8 Health Insurance	A8160.1 Transfer Stn Att Wages	\$ 1,650.00
A1420.4 Attorney Expense	A8160.4 Transfer Station Exp.	\$ 2,000.00
A9010.8 State Retirement	A5010.4 Hwy Supt Expense	\$ 710.00
		\$ 43,470.00
<u>Highway Fund:</u>		
From:	To:	
DA5142.1 Snow Removal Salary	DA5110.1 General Repairs Salary	\$ 26,500.00
DA5142.1 Snow Removal Salary	DA9010.8 State Retirement	\$ 1,450.00
	DA5142.4 Snow Removal Expense	\$ 7,550.00
DA5110.4 General Repair Expense	DA9730.7 BAN Interest	\$ 18,000.00
DA5110.4 General Repair Expense	DA5130.2 Machinery Equipment	\$ 64,000.00
DA5110.4 General Repair Expense	DA5130.2 Machinery Equipment	\$ 45,000.00
DA9060.8 Health Insurance		
		\$
		162,500.00
<u>Water Fund:</u>		
From:	To:	
F8310.4 Contingency	F9030.8 Social Security	\$ 2.00
F8320.1 Utilities	F8310.4 Professional Services	\$ 1,000.00
F8330.1 Chemicals	F8310.4 Professional Services	\$ 1,200.00
F8310.4 Contingency	F8310.4 Professional Services	\$ 998.00
Capital Reserve Account	F8310.4 Professional Services	\$ 1,000.00
		\$ 4,200.00
<u>Sewer Fund:</u>		
From:	To:	
421 Utilities	442 Maint/Rep Collection System	\$ 19,250.00
463 Professional Services	442 Maint/Rep Collection System	\$ 8,750.00
463 Professional Services	452 Insurance	\$ 400.00
463 Professional Services	200 Asset Management	\$ 7,350.00
440 Maint/Rep Bldg/Grounds	200 Asset Management	\$ 1,450.00
440 Maint/Rep Bldg/Grounds	Gladstone Hollow	\$ 2,000.00

			\$ 39,200.00
General Fund:			
A5032.4 Hwy Garage Fire Expense	\$ 260,000.00		
A2680 Insurance Recoveries		\$ 260,000.00	
A1110.41 JCAP Expense	\$ 1,500.00		
A3002 JCAP Grant		\$ 1,500.00	
Highway Fund:			
DA5130.2 Machinery Equipment	\$ 60,100.00		
DA2680 Insurance Recoveries		\$ 60,100.00	
Water Fund:			
Increase overall budget for additional items			
F2770 Unclassified Revenues	\$ 16,100.00		
Well Project		\$ 13,300.00	
F8310.4 Professional Services		\$ 2,800.00	

Proposed by: Councilman Moshier
Seconded by: Councilman Hall

Roll Call:

Councilman Moshier---Aye
Councilman Cole---Aye
Councilman Gabriel---Aye
Councilman Hall---Aye
Supervisor Gladstone---Aye

Resolution 8 of 2021 Extension of Senior Limited Income Exemption

WHEREAS, the state disaster emergency has resulted in limited hours in municipal offices and rendered seniors homebound; and

WHEREAS, many seniors do not have the ability to file their real property tax exemption applications in person due to safety precautions and lack the ability to find such applications online; and

WHEREAS, Governor Cuomo has issued Executive Order 202.83, which grants local governments the ability to adopt a resolution extending the exemption status for those seniors entitled to certain real property tax exemptions;

NOW THEREFORE, BE IT RESOLVED, that the assessor shall extend the 2020 exemption status for those individuals receiving the senior exemption for limited income exemption through 2021 without a renewal application except in the circumstances elucidated below; and

BE IT RESOLVED, that the assessor may require a renewal application if he or she believes that an owner that qualified for the 2020 exemption has since changed their primary residence, added another owner to the deed, transferred the property to a new owner, or died.

Proposed by: Councilman Cole
Seconded by: Councilman Hall

Roll Call:

Councilman Moshier---Aye

Councilman Cole---Aye

Councilman Gabriel---Aye

Councilman Hall---Aye

Supervisor Gladstone---Aye

Resolution 9 of 2021 Provide Direct COVID-19 Related Federal Aid to All Municipalities

WHEREAS, towns provide essential services to the 9 million New Yorkers living in towns including, but not limited to, ambulance, police and fire protection services, building and code enforcement, and highway maintenance, and have continued to do so throughout the ongoing health crisis; and

WHEREAS, the coronavirus pandemic has created significant financial stress for local governments due to lost sales tax revenue as well as other sources of revenue, such as permit fees, justice court fines, and mortgage recording tax; and

WHEREAS, to date, only one town out of 933 in New York State has been eligible for COVID-19 federal stimulus funding, and the Town of Andes has received no relief; and

WHEREAS, lost revenue for local governments combined with lack of funding will result in the reduction of essential services or shifting the cost onto real property taxpayers, many who are experiencing their own financial stress; and

NOW THEREFORE, BE IT RESOLVED, that the Town of Andes calls upon United States Congressional Representative Antonio Delgado, Senator Charles Schumer, and Senator Kirsten Gillibrand, to support federal funding related to the coronavirus pandemic that is directly delivered to all municipalities, regardless of population size.

Proposed by: Councilman Gabriel
Seconded by: Councilman Moshier

Roll Call:

Councilman Moshier---Aye
Councilman Cole---Aye
Councilman Gabriel---Aye
Councilman Hall---Aye
Supervisor Gladstone---Aye

Resolution 10 of 2021 Restore the Federal SALT Tax Deduction

WHEREAS, New York State taxpayers have relied upon deductions from federal income tax for state income tax, real property taxes and mortgage interest (SALT) since the inception of the tax code; and

WHEREAS, the ability to deduct state income taxes, real property taxes and mortgage interest enables and encourages homeownership, creating cohesive communities that attract businesses and residents to New York's towns; and

WHEREAS, increased federal taxation and the resulting reduction in municipal services harms local housing markets, decreases home values, erodes local tax bases and accelerates residential and business flight from New York; and

WHEREAS, the reduction of the state and local tax deductions in 2018 with the adoption of the Tax Cuts and Jobs Act (H.R. 1) resulted in a form of double taxation on New Yorkers and imposed fiscal stress on taxpayers and local governments;

NOW THEREFORE, BE IT RESOLVED, that the Town of Andes calls upon United States Congressional Representative Antonio Delgado, Senator Charles Schumer, and Senator Kirsten Gillibrand, to restore the SALT deduction to the previous cap to ensure fair and equitable taxation for all New York taxpayers.

Proposed by: Councilman Hall
Seconded by: Councilman Cole

Roll Call:

Councilman Moshier---Aye
Councilman Cole---Aye
Councilman Gabriel---Aye
Councilman Hall---Aye
Supervisor Gladstone---Aye

Approval of Bills:

Motion to approve Encumbered General Warrants #413-414 totaling \$6,749.94

General Warrants #8-49 totaling \$272,571.64

Highway Warrants #4-41 totaling \$37,805.52

FEMA Warrants #1 totaling \$345.00

WWTP Warrants #3-17 totaling \$43,841.19

Water Warrants #2-11 totaling \$4,801.25, made by Councilman Gabriel,

Seconded by Councilman Hall. All in favor, Motion carried.

Districts:

Water-

Sewer-

Annual Audit:

*Supervisor & Bookkeeper

The Town's Bookkeeper, Karen Kropp, presented the Town Board with the year ending presentation. The General Fund, added roughly \$30,000 to its fund balance. The Highway Fund balance increased significantly as the reimbursement from the 2019 CHIPS program was received in early 2020. The Sewer District, added \$98,000 to its balance, however it does still have a 'due to' line, with monies due to another fund, which will be paid back after our second quarter NYC DEP payment. The Water District, has a negative fund balance of roughly \$25,000, adding \$12,000 to that deficit in 2020. Operation costs of the Water District have been increasing and this will have to be evaluated when the board reviews the 2022 Water District Budget.

*Tax Collector

Tax Collector Margaret Moshier's books were evaluated by the board and all was in order.

***Justices**

Justice Nicholas Burton and Justice Thomas Joyce provided their books to the board for review. All was in order.

***Town Clerk & District Clerk**

Town Clerk and District Clerk Tosi, presented the board with the Town Clerk financial records as well as the records for the Water and Sewer District bill collection. All was in order.

Adjourn:

Motion to adjourn made by Councilman Hall, Seconded by Councilman Moshier. All in favor, 7:35PM.



(1/21)

Attach to Form RP-305-r, *Agricultural Assessment Renewal Certification*.

Agricultural and Markets Law § 305-f provides an exception to the \$10,000/\$50,000 gross average sales requirement on the 2021-2022 assessment roll. The owner of real property that qualified for an agricultural assessment on the 2020-2021 assessment roll can continue to receive the agricultural assessment on that property on the 2021-2022 assessment roll, even if the average annual gross sales requirement (\$10,000 or, if less than 7 acres, \$50,000) is not met, if the owner can demonstrate that the land would have met the average annual gross sales requirement but for the COVID-19 disaster emergency pursuant to 2020 Executive Order 02.

County Cooperative Extension: Complete Part 2.

Mark an **X** in the appropriate boxes.

1. Did all of the lands identified above receive an agricultural assessment on the 2020-2021 assessment roll?
Only lands receiving the agricultural assessment on the 2020-2021 assessment roll are eligible. Yes ☐ No ☐
2. Is the combined acreage of all lands identified above seven or more acres (*if less than 7 acres the \$50,000 average gross sales requirement applies*)? Yes ☐ No ☐
3. Describe gross sales generated from land described above. Specify type of production, date production was initiated, and the average gross sales that would have been produced but for the COVID-19 disaster emergency.

[illegible]

Part 1 (continued)

4. The above information relating to normal average yield per acre and gross sales value per unit was obtained from (mark an **X** in one box):
- ☐ Personal records ☐ Cooperative Extension Service
5. Specify the actual gross sales value received from land used in agricultural production for each of the relevant years used in computing average annual gross sales value.

2019	2020
\$	\$

Part 2

I, _____, being a duly authorized agent of the Cooperative Extension Service in _____ County, hereby certify that to the best of my knowledge the following constitutes a true statement of facts relating to the application filed by _____.

1. That the gross sales from agricultural production described by the applicant in Part 1 were reduced as a result of the COVID-19 disaster emergency.
2. That the total normal gross sales value of the production described in Part 1 on line 3 reflects a reasonable selling price for such production.

Agent's signature	Date
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Part 3

Certification: I hereby certify that the above information on this application constitutes a true statement of facts to the best of my knowledge.

Penalty for false statements: A person making false statements on an application for an exemption is guilty of an offense punishable by law.

Owner's signature	Date
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CEDARWOOD ENVIRONMENTAL SERVICES

8-12 Dietz Street, Suite 303, Oneonta NY 13820 • Phone 607-441-3246 • FAX 607-441-3251

**TOWN OF ANDES, NY
TOWN BOARD MEETING
REPORT BY CEDARWOOD ENVIRONMENTAL SERVICES
January 8, 2021**

1. Water System

Daily usage of treated water from the water system averaged 22,100 gallons per day for the month of December 2020.

2. Plant Purchases

Fleet pump & Service installed new pressure tank, valves, etc. for Gladstone Hollow pressure system at Water Treatment Plant at a cost of \$9,486.00.

3. O&M

Changed some filters in December 2020.

4. Equipment

5. Distribution System

6. Library Well

Ran well on December 18, 2020.

CEDARWOOD ENVIRONMENTAL SERVICES

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TOWN OF ANDES, NY TOWN BOARD MEETING REPORT BY CEDARWOOD ENVIRONMENTAL SERVICES February 4, 2021

1. Water System

Daily usage of treated water from the water system averaged 25,400 gallons per day for the month of January 2021..

2. Plant Purchases

3. O&M

Changed some filters in January 2021.

4. Equipment

5. Distribution System

6. Library Well

Ran well on January 28, 2021.

CEDARWOOD ENVIRONMENTAL SERVICES

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**TOWN OF ANDES, NY
TOWN BOARD MEETING
REPORT BY CEDARWOOD ENVIRONMENTAL SERVICES
January 8, 2021**

1. WWTP Plant

Plant effluent flow averaged 59,000 gallons per day for the month of December 2020.

2. SPDES Compliance/NYSDEC, NYCDEP

The plant discharges treated effluent to the Tremper Kill Brook. The WWTP had an overflow at the influent pump station starting on 12/25/20 and ending on 12/26/20. The overflow was caused by heavy rain combined with snow melt resulting in area flooding and extremely high flows to the WWTP. The overflow flows to catch basins then to the pond behind the WWTP.

3. Collection System.

4. Plant Purchases.

5. Plant O&M

All running well.

6. Plant Equipment

7. Gladstone Hollow Septic System

CEDARWOOD ENVIRONMENTAL SERVICES

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**TOWN OF ANDES, NY
TOWN BOARD MEETING
REPORT BY CEDARWOOD ENVIRONMENTAL SERVICES
February 4, 2021**

1. WWTP Plant

Plant effluent flow averaged 57,000 gallons per day for the month of January 2021.

2. SPDES Compliance/NYSDEC, NYCDEP

The plant discharges treated effluent to the Tremper Kill Brook. The WWTP was in compliance for January 2021.

3. Collection System.

Blacktop was placed over areas where sewer and water lines were repaired. This work was required by NYSDOT and the work was done by Delaware Bulldozing at a cost of \$10,484.25.

4. Plant Purchases.

5. Plant O&M

All running well.

6. Plant Equipment

7. Gladstone Hollow Septic System

Town of Andes General Fund
Balance Sheet
As of December 31, 2020

	Dec 31, 20
ASSETS	
Current Assets	
Checking/Savings	
A200 Accounts Payable	25,638.97
A201 Savings	212,265.70
A203 Health Reimbursement Acct	10,063.85
SL200 - Street Lighting Cash	5,589.63
A202 Pool Upgrade	31,976.24
Total Checking/Savings	285,534.39
Accounts Receivable	
Accounts Receivable	1,960.20
Total Accounts Receivable	1,960.20
Other Current Assets	
A231.3 Revaluation	4,137.80
A231.2 Shavertown	36,992.60
A231.1 Dunraven	23,312.66
A231 Good Neighbor	218,036.29
A231.4 Rural Cemetary	1,169.01
Due from Water Fund	24,599.67
Total Other Current Assets	308,248.03
Total Current Assets	595,742.62
TOTAL ASSETS	595,742.62
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
A690 Justice Clearing Account	3,331.11
A600 Accounts Payable	6,749.94
Total Other Current Liabilities	10,081.05
Total Current Liabilities	10,081.05
Total Liabilities	10,081.05
Equity	
A914.3 Revaluation	4,137.80
A914.2 Shavertown	36,992.60
A914.1 Dunraven	23,312.66
A914 Good Neighbor	218,036.29
A910 Pool Upgrade	31,976.24
A909 - Reserved Fund Equity	36,000.00
SL911 Street Lights Fund Bal.	5,589.63
A911 Fund Balance	199,102.16
Net Income	30,514.19
Total Equity	585,661.57
TOTAL LIABILITIES & EQUITY	595,742.62

Town of Andes General Fund
Budget vs. Actual
January through December 2020

	Jan - Dec 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
A1001 Property Taxes	702,952.00	702,952.00	0.00	100.0%
A1081 Payments In Lieu of Taxes	836.59			
A1090 Int. & Penalty on Taxes	9,592.46	10,000.00	-407.54	95.9%
A1255 Town Clerk Fees	3,028.09	800.00	2,228.09	378.5%
A2115 Planning Board Fees	405.00			
A2190 Sale of Cemetary Lots	550.00			
A2401 Interest & Earnings	592.44	750.00	-157.56	79.0%
A2555 Licenses & Bldg. Permits	16,638.00	5,000.00	11,638.00	332.8%
A2610 Fines & Bail	5,551.50	7,500.00	-1,948.50	74.0%
A2611 Dog Money	308.00	300.00	8.00	102.7%
A2680 Insurance Recoveries	250,796.03	260,000.00	-9,203.97	96.5%
A2701 Refund of Prior Year Exp.	325.13			
A2770 Misc	104.83			
A2770 Election Exp. Reimbursed	3,550.00	4,000.00	-450.00	88.8%
A3000 NYSERDA Grant	8,000.00			
A3001 Per Capita State Aid	7,937.00	8,000.00	-63.00	99.2%
A3002 JCAP Grant	1,255.43	1,500.00	-244.57	83.7%
A3004 Youth Program	500.00	350.00	150.00	142.9%
A3005 Mortgage Tax	34,783.58	25,000.00	9,783.58	139.1%
Total Income	1,047,706.08	1,026,152.00	21,554.08	102.1%
Expense				
DOS Grant	8,000.00			
General Government Support				
A1010.1 Councilman Salary	16,000.00	16,000.00	0.00	100.0%
A1110.1 Justice Salary	17,606.00	17,606.00	0.00	100.0%
A1110.11 Justice Clerk	6,955.36	7,132.00	-176.64	97.5%
A1110.4 Justice Expense	4,261.00	4,400.00	-139.00	96.8%
A1110.41 JCAP Expense	1,497.90	1,500.00	-2.10	99.9%
A1220.1 Supervisor Salary	16,000.00	16,000.00	0.00	100.0%
A1220.13 Dept Supervisor Salary	550.00	550.00	0.00	100.0%
A1220.4 Supervisor Expense	6,876.98	6,880.00	-3.02	100.0%
A1220.41 Bookkeeper Contractual	10,463.00	10,500.00	-37.00	99.6%
A1330.1 Tax Collector Salary	8,700.00	8,700.00	0.00	100.0%
A1330.4 Tax Collector Expense	832.22	900.00	-67.78	92.5%
A1355.1 Assessor Salary	46,554.00	46,554.00	0.00	100.0%
A1355.11 Bd. Of Assessment Rev.	800.00	800.00	0.00	100.0%
A1355.4 Assessor Expense	3,020.85	4,200.00	-1,179.15	71.9%
A1410.1 Town Clerk Salary	28,329.00	28,329.00	0.00	100.0%
A1410.11 Dept Town Clerk Salary	1,503.75	1,600.00	-96.25	94.0%
A1410.4 Town Clerk Expense	1,775.05	1,780.00	-4.95	99.7%
A1420.11 Attorney (Merzig)	4,304.00	4,304.00	0.00	100.0%
A1450.4 Election Expense	3,810.96	4,240.00	-429.04	89.9%
A1460.1 R.M.O. Salary	1,375.00	1,375.00	0.00	100.0%
A1620.4 Bld. Expense Town Hall	6,305.25	6,600.00	-294.75	95.5%
A1620.41 Bld. Expense Court	9,537.25	9,550.00	-12.75	99.9%
A1620.42 Train Station Expense	1,837.77	1,850.00	-12.23	99.3%
A1650.2 Shared Vehicles	283.59	2,000.00	-1,716.41	14.2%
A1670.4 Central Mailing & Print	5,046.67	5,500.00	-453.33	91.8%
A1910.4 Insurance	52,792.15	52,800.00	-7.85	100.0%
A1920.4 Municipal Dues	2,500.00	2,500.00	0.00	100.0%
A1990.4 Contingency	0.00	515.00	-515.00	0.0%
Total General Government Support	259,517.75	264,665.00	-5,147.25	98.1%
Transportation				
A5010.1 Hwy Supt Salary	51,315.00	51,315.00	0.00	100.0%
A5010.12 Deputy Hwy Supt Salary	853.00	853.00	0.00	100.0%
A5010.4 Hwy Supt Expense	1,605.46	1,610.00	-4.54	99.7%
A5032.4 Hwy Garage Fire Expense	258,783.09	260,000.00	-1,216.91	99.5%
A5032.4 Hwy Garage Expense	15,340.86	15,350.00	-9.14	99.9%
Total Transportation	327,897.41	329,128.00	-1,230.59	99.6%

Town of Andes General Fund
Budget vs. Actual
January through December 2020

	Jan - Dec 20	Budget	\$ Over Budget	% of Budget
Culture/Recreation/Economic				
A7110.4 Parks, Contractual	5,138.14	5,150.00	-11.86	99.8%
A6510.4 Andes American Legion	211.96	450.00	-238.04	47.1%
A6772.4 Andes Senior Citizens	1,150.00	1,150.00	0.00	100.0%
A7140.1 Pool Employee Wages	33,970.16	34,000.00	-29.84	99.9%
A7140.4 Pool Expense	26,558.11	26,575.00	-16.89	99.9%
A7410.4 Library	54,077.20	54,100.00	-22.80	100.0%
Total Culture/Recreation/Economic	121,105.57	121,425.00	-319.43	99.7%
Home & Community				
A8010.1 Code Enforcement Off.	6,031.00	6,031.00	0.00	100.0%
A8010.11 ZBA Clerk	1,570.00	1,570.00	0.00	100.0%
A8020.1 Building Insp. Salary	28,950.00	28,950.00	0.00	100.0%
A8020.13 Planning Bd Clerk Sal.	3,625.00	3,625.00	0.00	100.0%
A8020.4 CEO/BdIn/PIBd/ZBA Exp.	1,034.46	1,500.00	-465.54	69.0%
A8020.41 Del. Co. Planning Bd.	3,500.00	3,500.00	0.00	100.0%
A8030.4 Planning & ZBA	715.18	850.00	-134.82	84.1%
A8160.1 Transfer Stn Att Wages	17,145.27	17,150.00	-4.73	100.0%
A8160.11 Transfer Stn Seasonal	9,588.59	9,600.00	-11.41	99.9%
A8160.4 Transfer Station Exp.	17,856.39	18,000.00	-143.61	99.2%
Total Home & Community	90,015.89	90,776.00	-760.11	99.2%
Public Safety				
A3310.1 School Cross Gd.	1,298.50	1,855.00	-556.50	70.0%
A3510.1 Dog Control Off. Sal.	3,310.00	3,310.00	0.00	100.0%
A3510.4 Do.g Control Exp	0.00	100.00	-100.00	0.0%
Total Public Safety	4,608.50	5,265.00	-656.50	87.5%
Health				
A4010.1 Health Officer Salary	828.00	828.00	0.00	100.0%
A4020.1 Reg. of Vital Stat. Sal	1,375.00	1,375.00	0.00	100.0%
Total Health	2,203.00	2,203.00	0.00	100.0%
Employee Benefits				
A9055.8 - Unemployment Taxes	981.87	2,000.00	-1,018.13	49.1%
A9010.8 State Retirement	33,275.00	34,290.00	-1,015.00	97.0%
A9030.8 Social Security	22,816.55	22,820.00	-3.45	100.0%
A9060.8 Health Insurance	51,092.44	51,775.00	-682.56	98.7%
A9962.4-Drug Testing & Training	1,105.00	1,105.00	0.00	100.0%
Total Employee Benefits	109,270.86	111,990.00	-2,719.14	97.6%
Debt Service				
A9720.6 Statutory Bond Prin.	52,200.00	52,200.00	0.00	100.0%
A9720.7 Statutory Bond Int.	45,033.75	45,500.00	-466.25	99.0%
A8810.4 Shavertown Cemetery	500.00	1,500.00	-1,000.00	33.3%
A8810.41 Rural Cemetary	0.00	1,500.00	-1,500.00	0.0%
Total Debt Service	97,733.75	100,700.00	-2,966.25	97.1%
Total Expense	1,020,352.73	1,026,152.00	-5,799.27	99.4%
Net Ordinary Income	27,353.35	0.00	27,353.35	100.0%
Other Income/Expense				
Other Income				
SL1001 Street Lights RPT	8,000.00	8,000.00	0.00	100.0%
Total Other Income	8,000.00	8,000.00	0.00	100.0%

Town of Andes General Fund
Budget vs. Actual
January through December 2020

	Jan - Dec 20	Budget	\$ Over Budget	% of Budget
Other Expense				
Street Lighting				
SL5182.4 Street Lighting	4,839.16	8,000.00	-3,160.84	60.5%
Total Street Lighting	4,839.16	8,000.00	-3,160.84	60.5%
Total Other Expense	4,839.16	8,000.00	-3,160.84	60.5%
Net Other Income	3,160.84	0.00	3,160.84	100.0%
Net Income	30,514.19	0.00	30,514.19	100.0%

Town of Andes Highway Fund

Balance Sheet

As of December 31, 2020

	Dec 31, 20
ASSETS	
Current Assets	
Checking/Savings	
DA200 Accounts Payable	324,706.31
DA201 Savings	305,727.29
Total Checking/Savings	630,433.60
Other Current Assets	
Due From Sewer Fund	288,595.18
D231.1 Coulter Rd Retrofit	155,449.09
D231.2 High Street Retrofit	31,394.90
Total Other Current Assets	475,439.17
Total Current Assets	1,105,872.77
TOTAL ASSETS	1,105,872.77
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
DA602 Due to FEMA	138,779.25
Total Other Current Liabilities	138,779.25
Total Current Liabilities	138,779.25
Total Liabilities	138,779.25
Equity	
D914.1 Coulter Rd Retrofit	155,449.09
D914.2 High Street Retrofit	31,394.90
DA911 Fund Balance	402,130.20
Net Income	378,119.33
Total Equity	967,093.52
TOTAL LIABILITIES & EQUITY	1,105,872.77

Town of Andes Highway Fund
Budget vs. Actual
January through December 2020

	Jan - Dec 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
DA1001 Property Taxes	972,700.00	972,700.00	0.00	100.0%
DA2300 Transportation Services	0.00	10,000.00	-10,000.00	0.0%
DA2301 Services to Other Govts	9,430.84	20,000.00	-10,569.16	47.2%
DA2401 Interest & Earnings	389.92	1,000.00	-610.08	39.0%
DA2665 Sale of Equipment	12,350.00			
DA2680-Insurance Recoveries	61,128.45	60,100.00	1,028.45	101.7%
DA2701 Scrap Metal	0.00	500.00	-500.00	0.0%
DA2770 Unclassified Revenue	411.45	1,000.00	-588.55	41.1%
DA3501 CHIPS	611,221.67	300,000.00	311,221.67	203.7%
DA3960 FEMA	107,800.16			
DA599-Appropriated Fund Balance	0.00	65,000.00	-65,000.00	0.0%
Total Income	1,775,432.49	1,430,300.00	345,132.49	124.1%
Expense				
Highway Expenses				
DA5110.1 General Repairs Salary	207,325.40	207,500.00	-174.60	99.9%
DA5110.4 General Repair Expense	83,986.74	84,150.00	-163.26	99.8%
DA5112.2 CHIPS Project Capital	296,733.68	300,000.00	-3,266.32	98.9%
DA5120.4 Bridge Expense	0.00	4,000.00	-4,000.00	0.0%
DA5130.2- Machinery -Equipment	191,032.50	191,100.00	-67.50	100.0%
DA5130.4 Machinery Expense	134,488.96	145,000.00	-10,511.04	92.8%
DA5142.1 Snow Removal Salary	158,962.78	163,050.00	-4,087.22	97.5%
DA5142.4 Snow Removal Expense	105,525.15	105,550.00	-24.85	100.0%
Total Highway Expenses	1,178,055.21	1,200,350.00	-22,294.79	98.1%
Highway Employee Benefits				
DA9010.8 State Retirement	51,935.00	51,950.00	-15.00	100.0%
DA9030.8 Social Security	28,370.31	28,500.00	-129.69	99.5%
DA9050.8 Unemployment Insurance	553.80	1,500.00	-946.20	36.9%
DA9055.8 Disability Insurance	0.00	1,000.00	-1,000.00	0.0%
DA9060.8 Health Insurance	66,193.72	67,000.00	-806.28	98.8%
Total Highway Employee Benefits	147,052.83	149,950.00	-2,897.17	98.1%
DA9730.6 BAN Principal	35,617.89	58,000.00	-22,382.11	61.4%
DA9730.7 BAN Interest	21,841.93	22,000.00	-158.07	99.3%
FEMA				
DA8760.4 FEMA	14,747.30			
Total FEMA	14,747.30			
Total Expense	1,397,315.16	1,430,300.00	-32,984.84	97.7%
Net Ordinary Income	378,117.33	0.00	378,117.33	100.0%
Other Income/Expense				
Other Expense				
D231.2 High Street Retrofit Exp	-1.00			
D231.1 Coulter Rd Retrofit Expe	-1.00			
Total Other Expense	-2.00			
Net Other Income	2.00	0.00	2.00	100.0%
Net Income	378,119.33	0.00	378,119.33	100.0%

Town of Andes Sewer District
Balance Sheet
As of December 31, 2020

	Dec 31, 20
ASSETS	
Current Assets	
Checking/Savings	
Sewer Project Checking	73,877.63
Sewer District Savings	195,215.75
Total Checking/Savings	269,093.38
Accounts Receivable	
Accounts Receivable	6,564.44
Total Accounts Receivable	6,564.44
Other Current Assets	
S380 Relieved Sewer Rents	4,676.43
Total Other Current Assets	4,676.43
Total Current Assets	280,334.25
TOTAL ASSETS	280,334.25
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due to other funds	288,595.18
S600 Accounts Payable	65,942.68
Total Other Current Liabilities	354,537.86
Total Current Liabilities	354,537.86
Total Liabilities	354,537.86
Equity	
Fund Balance	-172,892.63
Net Income	98,689.02
Total Equity	-74,203.61
TOTAL LIABILITIES & EQUITY	280,334.25

Town of Andes Sewer District
Profit & Loss Budget vs. Actual
January through December 2020

	Jan - Dec 20	Budget	\$ Over Budget	% of Budget
Income				
Sewer Rents	39,311.43			
S2401 Interest Earnings	58.76			
S3901 NYC O&M Agreement	505,704.58			
Total Income	545,074.77			
Expense				
Gladstone Hollow	2,000.00	2,000.00	0.00	100.0%
Personal Services	12,360.00	12,360.00	0.00	100.0%
200 Asset Management	13,276.27	13,300.00	-23.73	99.8%
401 Lab Testing Supplies	655.80	1,500.00	-844.20	43.7%
403 Chemical Supplies	13,776.50	14,000.00	-223.50	98.4%
407 Office Supplies	322.08	1,100.00	-777.92	29.3%
409 Working Supplies	1,019.17	1,500.00	-480.83	67.9%
410 Postage/Delivery Fees	92.00	900.00	-808.00	10.2%
420 Telephone	3,076.19	4,600.00	-1,523.81	66.9%
421 Utilities	15,738.89	15,750.00	-11.11	99.9%
422 Utilities Fuel Supplies	2,757.96	8,000.00	-5,242.04	34.5%
431 Maintenance Contractual	5,925.65	8,000.00	-2,074.35	74.1%
440 Maint/Rep Bldg/Grounds	50.15	4,550.00	-4,499.85	1.1%
441 Maint/Rep Equipment	6,784.39	8,000.00	-1,215.61	84.8%
442 Maint/Rep Collection System	37,971.19	38,000.00	-28.81	99.9%
451 Fees/Dues	2,480.00	4,600.00	-2,120.00	53.9%
452 Insurance	12,354.15	12,400.00	-45.85	99.6%
460 Admin Serv. Legal	0.00	2,000.00	-2,000.00	0.0%
463 Professional Services	5,480.00	5,500.00	-20.00	99.6%
464 Purchased Services	292,181.25	293,756.00	-1,574.75	99.5%
465 Sludge Disposal	7,709.20	9,000.00	-1,290.80	85.7%
467 Septage Mngmt.	0.00	3,000.00	-3,000.00	0.0%
481 Microf Memb Capital Acct	0.00	3,000.00	-3,000.00	0.0%
S9030.8 Social Security	945.63	1,000.00	-54.37	94.6%
S9720.6 Debt Service Principle	9,066.62	9,066.67	-0.05	100.0%
S9720.7 Debt Service Interest	362.66	1,000.00	-637.34	36.3%
Total Expense	446,385.75	477,882.67	-31,496.92	93.4%
Net Income	98,689.02	-477,882.67	576,571.69	-20.7%

Town of Andes Water District
Balance Sheet
As of December 31, 2020

	<u>Dec 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
F200 Water District Cash	10,899.62
Total Checking/Savings	10,899.62
Other Current Assets	
F380-Relevied Water Rents	13,269.86
Total Other Current Assets	13,269.86
Total Current Assets	24,169.48
TOTAL ASSETS	24,169.48
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due To Other Funds	24,599.67
F600 Accounts Payable	15,497.94
Total Other Current Liabilities	40,097.61
Total Current Liabilities	40,097.61
Total Liabilities	40,097.61
Equity	
F911 Fund Balance	-4,035.34
Net Income	-11,892.79
Total Equity	-15,928.13
TOTAL LIABILITIES & EQUITY	24,169.48

Town of Andes Water District
Profit & Loss Budget vs. Actual
January through December 2020

	Jan - Dec 20	Budget	\$ Over Budget	% of Budget
Income				
F2770 Unclassified Revenues	16,340.00	16,100.00	240.00	101.5%
F Water Rents	73,049.93	71,026.00	2,023.93	102.8%
Total Income	89,389.93	87,126.00	2,263.93	102.6%
Expense				
Well Project	13,300.00	13,300.00	0.00	100.0%
F8310.1 Clerk Personal Services	930.00	930.00	0.00	100.0%
F8310.4 Professional Services	35,697.98	35,728.00	-30.02	99.9%
F8320.1 Utilities	5,494.91	5,500.00	-5.09	99.9%
F8320.5 Telephone/Internet	2,019.38	2,300.00	-280.62	87.8%
F8330.1 Chemicals	14,782.02	14,800.00	-17.98	99.9%
F8340.4 Property Maintenance	1,673.00	2,000.00	-327.00	83.7%
F1910.4 Insurance	1,094.19	1,500.00	-405.81	72.9%
F9030.8 Social Security	71.24	72.00	-0.76	98.9%
F9710.6 Debt Service	26,220.00	26,220.00	0.00	100.0%
Total Expense	101,282.72	102,350.00	-1,067.28	99.0%
Net Income	-11,892.79	-15,224.00	3,331.21	78.1%

Appendix E – General Recordkeeping Requirements for Tax Collecting Officers continued

Checklist for Review of Tax Collecting Officer's Records

<u>Settlement</u>	<u>YES</u>	<u>NO</u>
Is a copy of the collector's or receiver's settlement sheet available?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Have all settlement issues/concerns been adequately resolved?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<u>Bank Accounts</u>	<u>YES</u>	<u>NO</u>
Is the bank account reconciled after bank statements are received?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Last Bank Reconciliation for Each Bank Account:</i> Date Performed <u>1-14-21</u> Month Ending <u>12-20</u>		
Note: Tax collector's bank account balance should be \$0.00 at the <u>beginning</u> of the <u>collection</u> period		

<u>Cash Receipts</u>	<u>YES</u>	<u>NO</u>
Is the cash receipts journal maintained in a manner sufficient to identify the date received, payer, tax account number, tax amount, interest amount and other appropriate information?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are deposits identified?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are duplicate deposit slips kept?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do deposit amounts agree with cash receipt amounts?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are bank deposits timely or (for towns) within 24 hours of collection?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<u>Cash Disbursements</u>	<u>YES</u>	<u>NO</u>
Are pre-numbered checks used for all disbursements other than petty cash?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are all checks signed by the tax collector or receiver?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are canceled checks or check images returned with bank statements and maintained on file?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

<u>Deposit Protection</u>	<u>YES</u>	<u>NO</u>
Has the bank pledged adequate, eligible securities to protect tax collector deposits that exceed FDIC insurance protection, when applicable?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Appendix E – General Recordkeeping Requirements for Tax Collecting Officers continued

<u>Financial Reporting</u>	<u>YES</u>	<u>NO</u>
Are payments made at least weekly to the supervisor?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are receipt forms issued by the supervisor to acknowledge collection?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are payments made timely to the county treasurer?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<u>Accountability</u>	<u>YES</u>	<u>NO</u>
Are penalties assessed/collected on late payments?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the total amount of penalties collected on overdue real property taxes comparable with that collected in previous year(s)? Do the amounts look reasonable?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the tax collector or receiver treating his/her own tax bills properly, e.g., penalties, if required?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are interest earnings remitted to the supervisor and/or the county as appropriate? (Check county resolution for guidance.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are there significant safeguards for the protection of assets and cash, such as a safe or locked file cabinet, offices with locks on the door, regular deposits of cash, etc.?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Comments and Conclusions

Shayne Moshe: 2/9/21
 T.C. 2/9/21
 Althe Halim
 T.C. 2-9-21
 T.C. 2-9-21
 R. Dale
 T.C. 2-9-21

Appendix 10 - Annual Checklist for Review of Justice Court Records

Name of Municipality:

Town of Andes

Months & Year Reviewed:

January - December 2020


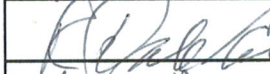
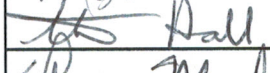
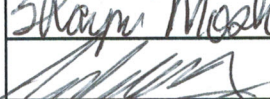
Names of Justices:

Nicholas R. Burton

Thomas H. Joyce

Review Performed By:

Date

	T.C. 11:00 A.M.	2/9/21
	T.C. 6:30 PM	2-9-21
	Hall T.C. 7:30 P.M.	2-9-21
Shayne Mosher PS		2/9/21
	T.S.	3/9/21

Annual Checklist for Review of Justice Court Records

Cash Receipts Book	Yes	No
▶ Are pre-numbered receipt forms issued for all collections?	X	
▶ Are duplicate receipts kept for court records?	X	
▶ Are receipts recorded up-to-date?	X	
<div style="margin-left: 20px;">Last recorded receipt: <u>NRB</u> # <u>1058</u> Date <u>12/3/2020</u> Amount <u>193.00</u></div> <div style="margin-left: 20px;">Last recorded receipt: <u>THJ</u> # <u>0221</u> Date <u>12/21/2020</u> Amount <u>\$100.00</u></div>		
▶ Is the receipt book maintained in a manner to identify date received, payer, and the amount of fines, fees, bail and other categories of collection?	X	
▶ Are deposits identified?	X	
▶ Are duplicate deposit slips kept for court records?		X
▶ Are deposits made within 72 hours of collection (exclusive of Sundays and holidays)?	X	
▶ Are deposits recorded up-to-date?	X	
<div style="margin-left: 20px;">Last recorded receipt: <u>NRB</u> Date <u>12/3/2020</u> Amount <u>\$243.00</u></div> <div style="margin-left: 20px;">Last recorded receipt: <u>THJ</u> Date <u>12/21/2020</u> Amount <u>\$100.00</u></div>		
▶ Is the receipt book totaled and summarized at the end of each month?	X	
<div style="margin-left: 20px;">Last Month totaled and summarized: <u>December 2020</u></div> <div style="margin-left: 20px;">Last Month totaled and summarized: <u>December 2020</u></div>		

Cash Disbursements Book	Yes	No
▶ Are pre-numbered checks used for all disbursements other than petty cash?	X	
▶ Are all checks signed by the Justice?	X	
▶ Are canceled checks (or check images) returned with bank statements and kept for court records?	X	
▶ Are checks recorded up-to-date?	X	
<div style="margin-left: 20px;">Last recorded check: <u>NRB</u> # <u>1189</u> Date <u>12/3/2020</u> Amount <u>\$636.00</u></div> <div style="margin-left: 20px;">Last recorded check: <u>THJ</u> # <u>0120</u> Date <u>12/3/2020</u> Amount <u>\$904.00</u></div>		

Bank Reconciliations	Yes	No
▶ Are bank accounts reconciled promptly after bank statements are received?	X	
<div style="margin-left: 20px;">Last Bank Reconciliation for Each Bank Account:</div> <div style="margin-left: 20px;"><u>NRB</u> Date Performed <u>12/17/2020</u> Month Ending <u>November</u></div> <div style="margin-left: 20px;"><u>THJ</u> Date Performed <u>12/17/2020</u> Month Ending <u>November</u></div>		

Cash Book Reconciliation	Yes	No
▶ Is the cash book reconciled to the adjusted bank balances at the end of each month?	X	
▶ Does the cash book total agree with the bank reconciliation and supporting information?	X	
<div style="margin-left: 20px;">Last Cash Reconciliation: <u>NRB</u> Date <u>12/17/2020</u> Month Ending <u>November</u></div> <div style="margin-left: 20px;">Last Cash Reconciliation: <u>THJ</u> Date <u>12/17/2020</u> Month Ending <u>November</u></div>		

Additional Supporting Records	Yes	No
▶ Is a list of bail maintained?	X	
▶ Is a record of uncollected installment payments maintained?	X	

Dockets and Case Files		Yes	No
▶ Are separate dockets maintained for various classifications of cases, such as Vehicle and Traffic, Criminal Civil and Small Claims?	<input checked="" type="checkbox"/>		
▶ Are case files maintained for all cases? Computerized, the index is maintained in the system and can be accessed at any time by name, ticket number or address.	<input checked="" type="checkbox"/>		
▶ Do dockets for disposed cases appear to be complete?	<input checked="" type="checkbox"/>		
▶ Do dockets for disposed cases agree with amounts reported?	<input checked="" type="checkbox"/>		

Reports to the Division of Criminal Justice Services		Yes	No
▶ Are reports made timely to the Division of Criminal Justice Services?	<input checked="" type="checkbox"/>		
▶ Has the court received any notices regarding late reporting? <i>If yes, why were the reports late and what corrective actions were taken?</i>			<input checked="" type="checkbox"/>

Reports to the Justice Court Fund		Yes	No
▶ Are reports made timely to the Justice Court Fund?	<input checked="" type="checkbox"/>		
▶ Do reported amounts agree with docket dispositions and case files?	<input checked="" type="checkbox"/>		
▶ Do reported amounts agree with cash receipt and disbursement books?	<input checked="" type="checkbox"/>		
<i>Last report submitted: Month Ending <u>December</u> Date <u>1/1/2021</u> Amount <u>\$243.00</u> NRB</i>			
<i>Last report submitted: Month Ending <u>December</u> Date <u>1/1/2021</u> Amount <u>\$1,2720.00</u> THS</i>			
▶ Has the court received any notices regarding late reporting? <i>If yes, why were the reports late and what corrective actions were taken?</i>			<input checked="" type="checkbox"/>

Reporting to the Department of Motor Vehicles - TSLED Program		Yes	No
▶ Has the court received any notices regarding pending cases? <i>If yes, why were the cases pending and what corrective actions were taken, if any</i>			<input checked="" type="checkbox"/>
Note: Cases over 60 days are eligible to be Scofflawed. TSLED creates a monthly listing of pending cases for the Court. The court should respond either manually or electronically to TSLED with the outcome of these pending cases.			
▶ Are reports from TSLED to the court maintained and utilized?	<input checked="" type="checkbox"/>		
<i>Last TSLED Report Available: Date <u>August 2020</u></i> Note: Courts can access reports on-line from TSLED at any time.			
▶ How many cases are shown as pending in the last TSLED report? <u>13</u>			
<i>Is the number of pending cases reasonable?</i>	<input checked="" type="checkbox"/>		
<i>How many cases are shown as pending for more than 90 days?</i>			
<i>What actions have been taken to dispose of these cases?</i>			

Overall Evaluation

Town of Andes Justice Court

P.O. Box 335 - 5289 County Highway 1

Andes, NY 13731

Phone: 845-676 3550 / Fax: 845-676 4125

Nicholas R. Burton, Town Justice
Thomas H. Joyce, Town Justice
Carrie Hewitt Choquette, Court Clerk

Vehicle and Traffic
Small Claims
Criminal and Civil Proceedings

Thursday Evening - 5PM

ANNUAL JUSTICE REPORT Hon. Nicholas Burton

I. NUMBER OF CASES

Penal Law	23
VTL	94
NYR	27
Civil	1
AM	2
NAV	2
TL	1
TAX	1
Env. Conservation	11
Total new cases:	162 (125 defendants)

II. FINES, FEES & SURCHARGES

January	\$ 853.00
February	\$ 243.00
March	\$ 100.00
April	\$ 0.00
May	\$ 293.00
June	\$ 1,255.00
July	\$ 1,140.50
August	\$ 454.00
September	\$ 1,660.00
October	\$ 2,293.00
November	\$ 636.00
December	\$ 243.00
Total collected:	\$ 9,170.50

Submitted by Court Clerk on December 31, 2020



Carrie A. Hewitt Choquette

Andes Town Court
Summary Report of Cases Started
Judge Nicholas R. Burton

01/01/2020 to 12/31/2020

Report date: 01/07/2021

STATUTE	STARTED	CLOSED	FINE	SURCHG	CIVIL FEE
PL	23	9	0.00	0.00	0.00
VTL	94	53	6242.00	5605.00	0.00
CIV	1	0	0.00	0.00	20.00
NYR	27	21	2375.00	1650.00	2.50
AM	2	2	50.00	0.00	0.00
ECL	11	3	650.00	375.00	0.00
NAV	2	0	0.00	0.00	0.00
TL	1	1	0.00	0.00	0.00
TAX	1	0	100.00	93.00	0.00
TOTALS	162	89	9417.00	7723.00	22.50

ADDITIONAL INFORMATION

Number of DWIs - 1192:	0	Closed: 0	Fines/Fees: \$0.00
Number of AUOs - 511:	0	Closed: 0	Fines/Fees: \$0.00
Number of Speeds - 1180:	62		
Number of Defendants:	125		
Total Number Charges:	162		
Average Charges/Defendant:	1.30		
Number of Small Claims:	0		

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

Town of Andes Justice Court

P.O. Box 335 - 5289 County Highway 1

Andes, NY 13731

Phone: 845-676 3550 / Fax: 845-676 4125

Nicholas R. Burton, Town Justice
Thomas H. Joyce, Town Justice
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Vehicle and Traffic
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Thursday Evening - 5PM

ANNUAL JUSTICE REPORT Hon. Thomas Joyce

I. NUMBER OF CASES

Penal Law	23
VTL	94
Civil	1
AM	2
Env. Conservation	11
NAV	2
TL	1
TAX	1
NYR	27

Total new cases: 162 (125 defendants)

II. FINES, FEES & SURCHARGES

January	\$ 780.50
February	\$ 867.00
March	\$ 398.00
April	\$ 0.00
May	\$ 228.00
June	\$ 90.00
July	\$ 596.00
August	\$ 546.00
September	\$ 645.00
October	\$ 2,363.00
November	\$ 904.00
December	\$ 1,272.00

Total collected: \$ 8,689.50

Submitted by Court Clerk on December 31, 2020



Carrie A. Hewitt Choquette

Andes Town Court
Summary Report of Cases Started
Judge Thomas H. Joyce

01/01/2020 to 12/31/2020

Report date: 01/07/2021

STATUTE	STARTED	CLOSED	FINE	SURCHG	CIVIL FEE
PL	23	9	0.00	0.00	0.00
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AM	2	2	50.00	0.00	0.00
ECL	11	3	650.00	375.00	0.00
NAV	2	0	0.00	0.00	0.00
TL	1	1	0.00	0.00	0.00
TAX	1	0	100.00	93.00	0.00
TOTALS	162	89	9417.00	7723.00	22.50

ADDITIONAL INFORMATION

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Average Charges/Defendant:	1.30		
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NOTE: Dollars are calculated for fines assessed, not amount collected.

Account#	Account Description	Fee Description	Qty	Local Share
A1255	Certified Transcript	Certified Transcript	11	110.00
	Conservation	Conservation	51	264.06
	Death Certificate	Death Certificate	48	480.00
	Miscellaneous	Miscellaneous	5	1,681.00
	Returned Check Fee	Returned Check Fee	1	12.00
	Town Clerk Fees	Marriage Fees	8	60.00
	Transfer Station Permit	Transfer Station Permit	266	266.00
			Sub-Total:	\$2,873.06
A2115	Planning & Zoning	Planning & Zoning	7	355.00
			Sub-Total: \$355.00	
A2544	Dog Licensing	Female, Spayed	28	112.00
		Female, Unspayed	1	7.00
		Male, Neutered	41	164.00
		Male, Unneutered	1	7.00
		Sub-Total: \$290.00		
A2555	Building Permit	Building Permit	178	17,573.00
			Sub-Total: \$17,573.00	
Sewer District	Sewer Bill	Sewer Bill	115	34,059.00
			Sub-Total: \$34,059.00	
Water District	Water Bills	Water Bill	203.099	60,301.47
			999904	
			633	
			Sub-Total: \$60,301.47	
Total Local Shares Remitted:				\$115,451.53
Amount paid to:	NYS Ag. & Markets for spay/neuter program			75.00
Amount paid to:	NYS Environmental Conservation			5,136.94
Amount paid to:	State Helath Dept.			180.00
Total State, County & Local Revenues:		\$120,843.47	Total Non-Local Revenues: \$5,391.94	

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 Tosi, Town Clerk, Town of Andes 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.


Town Clerk

2/5/21
Date

Shayne Mosher
2/9/21
[Signature]
2/9/21
[Signature]
T.C. 2/9/21
[Signature]
T.C. 2-9-21