

VILLAGE OF ALTAMONT
REGULAR BOARD MEETING
February 4, 2014

Mayor James M. Gaughan
Trustee William F. Aylward, Absent
Trustee Kerry Dineen
Trustee Christine Marshall, Absent
Trustee Dean Whalen

Patty Blackwood, Clerk
Jeffrey Moller, Supt. of Public Works, Absent
Robert White, Altamont Fire Chief
Todd Pucci, Altamont Police Chief, Absent
Catherine Hasbrouck, Treasurer, Absent
Marijo Dougherty, Archives & Museum

General Public: 15

7:00 p.m.

Mayor Gaughan called the meeting to order with the Pledge of Allegiance.

American Legion presented a commendation to the Altamont Police Department and expressed their appreciation for their outstanding support and assistance throughout the year, particularly for their successful "Wounded Warrior Project" fundraiser.

Robert White, Chief Altamont Fire Dept., reported 7 calls for the month of January, most calls being alarm drops. Chief White reminded residents to shovel their fire hydrants out. Chief White reported Altamont Fire Department is in need on new members and Annual Fireman's Ball is to be held on March 22nd.

Marijo Dougherty, Archives & Museum, reported a reception will be held on February 16th at Village Hall for the new exhibit titled "Ingenious Minds: Early Altamont Inventors" sponsored by Barton & Loguidice. On February 19th, Altamont Free Library, in collaboration with Altamont Archives and Museum, will host an event titled "Altamont Inventors". Trustee Dineen thanked Marijo Dougherty and volunteers for their tremendous work in the museum.

Mayor Gaughan reported Altamont Free Library Gala will be held on February 8th. Mayor Gaughan reported the upcoming exhibit "Ingenious Minds: Early Altamont" is the 15th exhibit Altamont Archives & Museum has held over the last several years.

Trustee Whalen made a motion seconded by Trustee Dineen to approve the Treasurer's report; #16, #17 and transfer of funds as submitted. **Roll Call: All in favor**

Public Comment:

No comments from the public.

Trustee Whalen made a motion seconded by Trustee Dineen to approve authorizing Mayor Gaughan to sign a 2-year telephone agreement with Verizon in the amount of \$333.99/month for phone service per recommendation of Catherine Hasbrouck, Treasurer. This agreement includes all the same phone numbers, one unlimited long distance and local phone line, nine unlimited local phone lines, ten phone lines with features such as Caller ID and Call Waiting, High Speed Internet and Cloud Storage. The agreement would result in a net savings of \$200 per month compared to current telephone agreements. **Roll Call: All in favor**

Trustee Dineen made a motion seconded by Trustee Whalen to approve of Fireman's Service Credits listing. **Roll Call: All in favor**

Trustee Dineen made a motion seconded by Trustee Whalen to approve holding Budget Workshops on March 6th, March 20th and March 27th (if needed) at 6pm.
Roll Call: All in favor

Trustee Whalen made a motion seconded by Trustee Dineen to approve request to dispose of the following records according to the Record Retention and Disposition Schedule MU-1 as recommended by Patty Blackwood, Village Clerk:

Per Schedule MU-1, page 64 – Claims and Warrants – 1.[275] Claims for payment (approved or disallowed), including claim, vendor's voucher and bill: Retention 6 years.

**Vouchers Dating: June 1, 2005 through May 31, 2006
June 1, 2006 through May 31, 2007**

Per Schedule MU-1, page 66 – General Accounting and Miscellaneous – 17.[282] Receipt (received) or copy of receipt (issued) other than for payment of taxes: Retention 6 years.

Water and Sewer payment receipts April 2003 through October 2007

Per Schedule MU-1, page 173 – Tax Collection – 1.[595] Tax Collection Records – a. Tax collection data file, returned copy of tax bill, copy of receipt issued taxpayer, collector's daily accounts, receiving office tapes, records of overpayment, rebate or refund, record or notice of payment of post-due taxes, report on tax monies collected, request for extension of time to collect taxes, and similar records: Retention: 6 years`

Village Tax Receipts – 2003, 2004, 2005, 2006, 2007

Copies of Village Tax Bills – 2003, 2004, 2005, 2006, 2007

Per Schedule MU-1, page 65 – General Accounting and Miscellaneous – 3.[247] Journal recording chronological entries of all fiscal transactions: Retention: 6 years

Accounting General Fund Journal FY 2003 through 2007

Water Fund Journal FY 2003 through 2007

Sewer Fund Journal FY 2003 through 2007

Water and Sewer Journal April 2003 through April 2007

Per Schedule MU-1, page 61-62 – Fiscal, Banking, and Investment – 2.[264] Canceled check (including payroll check) – Retention – 6 years.

T&A Account Check Stubs 12/26/2002 to 05/25/2006

General Account Check Stubs 05/14/2003 to 05/25/2006

Roll Call: All in favor

Trustee Dineen made a motion seconded by Trustee Whalen to approve of Board Minutes for January 7, 2014. **Roll Call: All in favor**

Trustee Dineen made a motion seconded by Trustee Whalen to adjourn at 7:15 p.m.
All in favor

Respectfully Submitted,

Patty Blackwood
Clerk