

Town of Albion
Special Meeting: Audit Tax Collector for 2019
June 11, 2019

Present: Supervisor Aaron Walter
Councilman Randy Mattison
Councilman Lonny Mattison
Councilman Richard Corlis Sr.
Councilman Richard Mullin
Recording Secretary: Amy J. Ford, Town Clerk

Supervisor Walter called the meeting to order at 6:00pm.

Mrs. Ford explained the following: 1) she received a disc that has all 2019 taxes on it; if she needed to make a copy of any bill she could. The format of the bills is different on the tax software; the County's section of the tax bill is on the disc version.

2) The tax binder has different sections in it as follows: A) tax warrant & receipts. B) Journals & deposit slips. C) un-paid's – copy goes back to the county. D) Bank statements – Jan. to Dec. 2019. E) Escrow info: list of banks & requested taxes. F) County changes – mostly addresses. G) Apportionments & corrections to any bill. H) Utilities: usually paid to the County & the town receives credit. Towers Unlimited pays the Town of Albion directly.

The latest bank statement shows the balance of the checkbook being \$5.05. Mrs. Ford stated that a check for \$2.05 for an overpayment from 2018 hasn't been cashed; along with a \$2.00 overpayment from this year hasn't been cashed. She needs to keep one dollar in the account to keep it open. She will make a notation in the checkbook that the balance is \$5.05.

Mrs. Ford stated that she received a letter from Deputy Treasurer Twiss that says that the monies directed to be paid by the warrant from the County Legislature to the Town of Albion's Tax Collector for the levy of 2019 is fully paid and satisfied.

**Motion made by Councilman L. Mattison seconded by Councilman Corlis to adjourn the meeting.
Motion carried. Adopted (5-0) Supervisor Walter – aye; Councilman R. Mattison – aye; Councilman L. Mattison – aye; Councilman Corlis – aye; Councilman Mullin – aye**

Supervisor Walter called the meeting to a close at 6:13pm.

Respectfully submitted,
Amy J. Ford, RMO
Town Clerk