

DRAFT

Village of South Glens Falls
46 Saratoga Avenue, South Glens Falls, NY 12803
September 6th, 2023
6:00 PM

Special Village Board Meeting

MAYOR NICHOLAS BODKIN PRESIDING

Minutes

Attendance:

Mayor Bodkin
Trustee Girard
Trustee Gutheil

Samantha Berg
Mary Mackrell
Jim

Absent: Trustee Orlow, Trustee Carota

1. **Discussion with the CPA:** The Mayor called the meeting to order at 6:03PM. Trustee Gutheil asked for information on what documents Mary Mackrell based her work on in the beginning, she provided they began with what information they knew to be correct from the previous firm's audit. Mary provided there was a huge reconciliation discrepancy at the beginning. She also provided reasoning for the adjustments to the fund balance. Trustee Gutheil had several other questions about accounts and the reports he was given. Samantha Berg and Mary Mackrell provided more information. Trustee Girard asked about the current payroll software, Samantha Berg and Mary Mackrell provided their thoughts. The Mayor is working on an updated non-employee handbook, Trustee Girard would like the labor attorney to review this. Trustee Girard asked about conducting an audit, Samantha Berg provided and RFP was sent out. Trustee Gutheil asked about the procedures for the time clock. Mary Mackrell recommended the Board creates policies or updates the handbook to address this. Trustee Gutheil asked about mileage vouchers and Mary Mackrell provided they should list the purpose of the trip.
Motion #090623-1 to adjourn tonight's special session. Trustee Gutheil motioned, Trustee Girard seconded. All in favor, motion passed.