

A special meeting was held by the Town Board of the Town of Ballston on Saturday morning, April 21, 2012 at the Town Hall on Charlton Road. Members present were Supervisor Patricia Southworth, Councilman Jeremy Knight, Councilman Timothy Szczepaniak and Councilman William Goslin. Also present was Town Clerk Carol Shemo. Councilwoman Mary Beth Hynes and Town Attorney Murry Brower were absent.

Supervisor Southworth called the meeting to order at 8:40 a.m. and the Pledge of Allegiance was recited.

The purpose of this meeting was to vote on two time sensitive items. The first was to authorize an employee to attend and record the Planning Board Meeting on Wednesday, April 25, 2012 for the Secretary of the Planning Board who is on sick leave. The second item was to approve West and Company to close our accounting records for 2011 at a cost of \$7,850. This company will be able to start this week and the process should take one week. The State Comptroller's Office has given the Town an April 30<sup>th</sup> deadline and the Supervisor has sent a letter to the State Comptroller's Office stating that we are in the process of closing our books.

**RESOLUTION 12-65**

**APPOINTMENT OF PLANNING BOARD SECRETARY FOR THE APRIL 25, 2012 PLANNING BOARD MEETING**

A motion was made by Councilman Szczepaniak and seconded by Councilman Knight to authorize Carrie Fisher, Deputy Town Clerk, to attend and record the Planning Board Meeting on Wednesday, April 25, 2012 and prepare the minutes at a cost of \$15.00 per hour.

Adopted: Ayes 4 Councilman Szczepaniak , Councilman Knight, Councilman Goslin  
Supervisor Southworth

Nays 0

At 8:45 a.m. Councilwoman Hynes entered the meeting.

**RESOLUTION 12-66**

**AUTHORIZATION TO CONTRACT WITH WEST AND COMPANY**

A motion was made by Councilwoman Hynes and seconded by Councilman Knight to authorize West and Company to close the Town's accounting records for 2011 at a cost of \$7850.

Adopted: Ayes 5 Councilwoman Hynes, Councilman Szczepaniak, Councilman Knight,  
Councilman Goslin and Supervisor Southworth

Nays 0

A discussion was held concerning problems with the new payroll processing system. There were double payroll payments, changes in withholding taxes and retirement credit issues. Supervisor Southworth stated the problems were corrected. The next payroll should be correct.

Supervisor Southworth stated she had received some response to the bookkeeping position advertised in the newspaper and on the website.

A motion was made by Councilwoman Hynes and seconded by Councilman Goaslin to adjourn the meeting.

Respectfully submitted,

Carol R. Shemo  
Town Clerk