TOWN OF FINE

Agenda
Town Board Meeting
October 8, 2025

1. **AUDIENCE PARTICIPATION**
2. **PRESENTATIONS:**
   - 2.1. **COUNTY UPDATE** -County Legislator- Larry Denesha
3. **DEPARTMENT UPDATES:**
   - 3.1. **DOG CONTROL OFFICER (Sandy Griffin)**
     - 3.1.1. Report
   - 3.2. **CODE ENFORCEMENT OFFICER (Craig Demmon)**
     - 3.2.1. Code Report
   - 3.3. **HIGHWAY DEPARTMENT (Tracy Typhair)**
   - 3.4. **STAR LAKE WATER DEPARTMENT (Mark Hall)**
   - 3.5. **TOWN CLERK/TAX COLLECTOR: (Hope Dolan)**
     - 3.5.1. Report
4. **ADOPT MINUTES FROM PREVIOUS MEETING**
   - 4.1. Regular Meeting, September 10, 2025 (correction of budget transfer)
   - 4.2. Joint Town Board Meeting, October 1, 2025
   - 4.3. Budget Workshop, October 7, 2025
5. **SUPERVISOR/TOWN BOARD:**
   - 5.1. Review Supervisor's Financial Report
   - 5.2. Review and Authorize Budget Amendments
   - 5.3. Review and Authorize Payment of Town Bills (Abstract of Vouchers)
6. **COMMITTEE UPDATES:**
   - 6.1. **ARENA: (Carlton Kerr/Melissa Streeter)**
     - 6.1.1. Minutes
     - 6.1.2. Financials
   - 6.2. **GOLF COURSE: (Jeremy Thompson/Dave Downey):**
     - 6.2.1. Minutes
     - 6.2.2. Golf Course Audit
   - 6.3. **CF YOUTH COMMISSION (Sam Bryant):**
   - 6.4. **OSWEGATCHIE CEMETERY (Carlton Kerr/Gigi Hayden):**
7. **OLD BUSINESS:**
   - 7.1. Review Action Plan
8. **NEW BUSINESS:**
   - 8.1. Town Clerk and Tax Collector Audits
   - 8.2. Code Enforcement Officer Audit
   - 8.3. Supervisor Audit
   - 8.4. Safety Audits of town buildings
   - 8.5. Set the Preliminary Budget Hearing

TOWN OF FINE
DOG CONTROL MONTHLY REPORT

Dog Control Officer Report
Month- Oct-25

# of dogs seized for the town:	# taken to the shelter:	# held at local kennel:
0	0	0

# of trips conducted for dog control:
1

# of home visits to dog owners
1

# of DCO Final Notices
& Rabies Vac Info given out
6 (mailings)

# of tickets issued for dog violations:
3

# of miles traveled for dog control:
45
$$$ for mileage- $47.50

Dog Complaints Received
1

# of Summons Served
0

NOTES:

I hereby certify, that this report is a true statement of all activity conducted by me, as dog control officer for the time period stated.

Sandra Griffin
Dog Control Officer

Date Received	Receipt #	Permit #	Name/Address	Project/Tax Map #	Amount		Date Given to Town for Deposit
					Cash	Check	
9/5/25	218013	25-036	Richard Kovacs 3 5th st	new Home 225.071-1-10		63.00	10/2/25
9/12/25	218014	25-037	Steve Golden 51 Scotts Point Star Lake	Septic System 224.029-4-2311	25.00		
9/17/25	218015	25-038	Duwane & Rebecca Dusher ADK Land Trust 18 Spring St. Fine	Garage 202.029-2-24		35.28	
9/23/25	218016	25-038	1561 Dublin Hill RD William Martin Aurora NY 13026	Septic System 213.000-7-12		25.00	
			Grand Total for the Month		25.00	123.28	
					148.28		

The Fine Town Board held its regular meeting on Wednesday, September 10, 2025, at the Municipal Office Building in Star Lake. Attendance was taken, and a quorum was present. The meeting was called to order with the Pledge of Allegiance at 6:30 PM.

Board Members	Present	Absent	Late	Arrived
Supervisor Jeremy Thompson	X			
Councilman Philip Giardino	X			
Councilman Carlton Kerr	X			
Councilman Samuel Bryant	X			
Councilwoman Gigi Hayden	X			

Others present were H. Dolan, Town Clerk; H. Leader, D. Ziemba, M. Friden, D. Downey, C. Cook, N. Martin, S. Dumke; and Larry Denesha, County Legislator.

Sewer District – Dave Ziemba explained to the board that there is a new bunkhouse being built in the hamlet of Wanakena. This bunkhouse will have water and sewer hookups. He would like the board to consider charging for another sewer hookup. Henry Leader, our town attorney, will review our present law on sewer rates and let the board know if an amendment is necessary. Jeremy will talk with our code enforcement officer to see what the plans for the bunkhouse show and make sure that he is advising people on the proper way to hook up to public utilities.

Blighted properties – Sue Dumke was present to discuss blighted properties in the towns of Clifton and Fine. She has concerns about these properties bringing down all of our property values, and some of them going up for tax sale and then people having to pay to clean them up. Jeremy invited her to the joint town board meeting on the 1st of October to discuss it with Clifton. He also told her that a few of those properties are works in progress and it takes time to get the results we are looking for. Sue would like to see the towns add garbage pickup to the taxes.

Exemption – Jeremy explained a current exemption that we have. It is the Capital Improvement Exemption that gives people a partial exemption on improvements that they make to their homes. This is to encourage people to fix up their homes and not penalize them for it.

Historian - Mark Friden has been busy with his historian duties. He gave a presentation in Wanakena. He has looked into a grant to replace the historic marker on the Skate Creek Rd. He can apply for that in October. He has applied for a Rock Charitable Fund grant for the Fine Town Hall for a building conditions survey. LaBella submitted a proposal to do the survey, and they are willing to wait on the proposal to see if the town is awarded the grant. Grant awards are announced in January, and they would do the survey in the spring.

Grant – Sam asked about the Downtown Revitalization Grants and if they would apply for the Fine Town Hall. Jeremy suggested he look into what types of things they would cover.

Boat Launch – It was on the agenda to discuss the Wanakena Boat Launch and invasive species. There was a concern about invasive species being introduced to the Oswegatchie River and Cranberry Lake, and a suggestion to limit what boats could use the "boat launch" in Wanakena. The board was not interested in addressing this, as that is not an official boat launch, and there is some controversy over who actually owns that property.

Report – The Dog Control Officer report was submitted to the board.

Report – The Code Enforcement Officer report was submitted to the board.

Report – 09/2025-109 Moved by C. Kerr, seconded by S. Bryant to accept the Town Clerk's Monthly Report as presented.

Ayes: 5 Noes: 0 Carried.

Minutes – 09/2025-110 Moved by S. Bryant, seconded by G. Hayden the minutes from the August 13th meeting were accepted as presented.

Ayes: 5 Noes: 0 Carried.

Reports – 09/2025-111 Moved by P. Giardino, seconded by G. Hayden to Supervisor Financial Reports were accepted as presented.

Ayes: 5 Noes: 0 Carried.

Budget – 09/2025-112 Moved by S. Bryant, seconded by P. Giardino to adopt the attached budget amendments.

Ayes: 5 Noes: 0 Carried.

Bills – 09/2025-113 Moved by G. Hayden, seconded by S. Bryant the town bills represented by vouchers 25-309 through 25-345 be paid.

General Fund -	*$ 24,482.06*
Highway Fund -	*$265,147.70*
Youngs Rd Bridge -	*$524,251.18*
Golf Course -	*$ 3,288.98*
Sewer District -	*$ 382.08*
Water District -	*$165,974.20*
Total -	*$983,526.20*

Ayes: 5 Noes: 0 Carried.

Loan – 09/2025-114 Moved by G. Hayden, seconded by C. Kerr to authorize a temporary loan of $250,000.00 from the General Fund to the Youngs Road Capital Project Fund for cash flow purposes to pay expenditures required before reimbursements are received.

Ayes: 5 Noes: 0 Carried.

County – Larry Denesha, our County Legislator, was present to update the board on what is happening at the county. The county has approved a resolution for the demolition of 4231 SH 3 in Star Lake. This should be done before winter. There is also a resolution to raise the income ceiling limit on the senior citizens' exemption at the county level to $25,000. There are two resolutions dealing with delinquent tax liens that have caused quite a stir around the county. There are some properties that are delinquent in taxes, some for many years, that for whatever reason the county will not foreclose on. These resolutions will make certain properties exempt from taxes until such time that they can be cleaned up and placed back on the tax rolls. This is a huge financial burden for the county, and the purpose of these resolutions is to address these problems. The county has every intention of working with the towns where these properties are identified. The county will announce soon who the Emergency Services Director will be.

Arena – The arena financials were presented to the board. Their committee meeting was held last night. They will be switching some lights over to LED. They will be advertising in October for someone to make the ice. If any board member has questions about switching over the arena insurance to the Town of Clifton, please give them to Jeremy. He will forward them to John Russell so that their agent can answer them. Their agent will not be at the joint meeting.

Golf Course – The golf course clubhouse will be closing on October 12th. They will need to hire a contractor to remove a tree from the course.

Audit – 09/2025-115 Moved by P. Giardino, seconded by S. Bryant to accept the 2024 Golf Course Audit as presented.

Ayes: 5 Noes: 0 Carried.

Action Plan- The action plan was reviewed.

Local Government Conference – The Local Government Conference in Potsdam is coming up in October if anyone town official is interested in attending. It is a good conference, close to home.

EV Charging – Trey Talbott sent Jeremy a request for EV charging stations in the town. Sam will look into this and report back to the board.

Budget Workshop – The 2026 budget workshop is set for Tuesday, October 7th at 6:30 PM at the office building.

Adjourn – 09/2025-116 Moved by C. Kerr, seconded by S. Bryant the meeting was adjourned at 8:29 PM.

Ayes: 5 Noes: 0 Carried.

Respectfully submitted,

Hope M. Dolan

Hope M. Dolan, Town Clerk

BUDGET AMENDMENTS AND TRANSFERS 09/10/2025

BUDGET AMENDMENTS –

GENERAL FUND:

Transfer $2,172.00 from Contingency A19904 to
$1,640.00 Building CE – Community Center A16204.4 (transfers remainder of 2021 insurance claim to CE $1,637.78) and
$ 532.00 to traffic control A33104

GOLF COURSE:

Transfer $900.00 from Contingency SPG19904 to Personal Services – Fertilizer SPG72501

Transfer $4,000 from Fund Balance SPG915 to Contractual Expense – Clubhouse SPG72504.1

A joint town board meeting with the Towns of Clifton and Fine was held on Wednesday, October 1, 2025, at the Clifton-Fine Community Center in Star Lake. A quorum of both boards was present. The meeting was called to order with the Pledge of Allegiance by Supervisor Thompson at 6:30 PM.

Board Members	Present	Absent	Late	Arrived
Fine Supervisor Jeremy Thompson	X			
Fine Councilman Philip Giardino	X			
Fine Councilman Carlton Kerr	X			
Fine Councilman Sam Bryant	X			
Fine Councilwoman Gigi Hayden		X		
Clifton Deputy Supervisor John Russell	X			
Clifton Councilman William Griffin	X			
Clifton Councilwoman Mary Zuhlsdorf		X		
Clifton Councilman Brett Blackmer	X			

Other officials present: H. Dolan, T. Provost, and N. Russell.

Guests: C. Cook, D. Downey, M. Friden, L. Denesha, L. & S. Gilbert, S. Persson-Dumke, K. Greenwald, D. Landy, K. Daboll-Lavioe, T. & V. Russell.

Audience Participation – There was discussion on property cleanups and blighted houses, and what the two towns should be doing to address this issue.

Arena – Arena cash & investments as of 8/31/2025 are $25,971.39. The rental rates for the arena were tabled until the committee can meet to discuss suggestions for 2026.

Budget – 10/2025-117 Moved by C. Kerr, seconded by B. Blackmer to approve the 2026 Arena Budget as presented, and each town contribute $14,000 for the Arena Operations.

Ayes: 7 Noes: 0 Carried.

Insurance – 10/2025-118 Moved by C. Kerr, seconded by S. Bryant to authorize the Town of Clifton to take over the insurance coverage for the arena effective 1/1/2026 and reduce the total coverage to $1 million.

Ayes: 7 Noes: 0 Carried.

IMA – 10/2025-119 Moved by C. Kerr, seconded by S. Bryant to amend the Intermunicipal Agreement for the arena.

Ayes: 7 Noes: 0 Carried.

Golf Course – Golf Course cash and investments as of 8/31/2025 are $100,289.00 plus $3,163.00 in the water reserve fund.

IMA – 10/2025-120 Moved by S. Bryant, seconded by B. Blackmer to amend the Intermunicipal Agreement for the golf course.

Ayes: 7 Noes: 0 Carried.

Course Rates – 10/2025-121 Moved by W. Griffin, seconded by P. Giardio to accept the new golf course rates for 2026 as presented by the golf course committee.

Ayes: 7 Noes: 0 Carried.

Dates of Operation: 10/2025-122 Moved by C. Kerr, seconded by W. Griffin to accept the dates of operation as follows: Grounds Crew will be 4/20/2026-10/13/2026, and the clubhouse will run from 4/27/2026 to 10/11/2026.

Ayes: 7 Noes: 0 Carried.

Raw Water Rate – 10/2025-123 Moved by S. Bryant, seconded by B. Blackmer to keep the raw water rate charged to the golf course at $1,350.00 for 2026.

Ayes: 7 Noes: 0 Carried.

Budget – 10/2025-124 Moved by P. Giardino, seconded by C. Kerr to approve the 2026 Golf Course Budget as presented.

Ayes: 7 Noes: 0 Carried.

Employees: 10/2025-125 Moved by C. Kerr, seconded by W. Griffin to approve the following employees and their rate of pay for 2026:

Grounds Superintendent – Gary Jessmer at a salary of $19,552.00

Grounds Laborers – Doran Johnson at minimum wage, and to hire one other full-time seasonal employee

Clubhouse Attendants – Pay at minimum wage, and to hire three for the clubhouse, with one of them being a manager position who will do scheduling, ordering, and the daily and weekly sheets

Fertilizer Applicator – Paul Hanley at a rate of $17.00/hr plus a couple's membership, cart storage, and trail fees

Paul Guiles - $17.51/hour

Driving Range – Jon Birchenough for a single membership and cart trail fees.

Ayes: 7 Noes: 0 Carried.

Clubhouse Lease – Club Grub has plans to come back again next year. They have some suggestions about changing the kitchen. The Department of Health and the code enforcement officer need to be contacted before any changes are made. There are concerns about the cost and having to bring things up to code with any changes.

Authorize 10/2025-126 Moved by C. Kerr, seconded by P. Giardino to authorize the use of golf course fund balance up to $20,000 to purchase a Buffalo blower, an air conditioner for the clubhouse, and a sprayer for liquid fertilizer chemicals.

Ayes: 7 Noes: 0 Carried.

Water District – There was discussion on the water district and the overages charged for properties that had leaks that went unreported this year. The town clerk will check to see if we can do a correction before the tax bills are printed. There was also a discussion on how to add a customer if they are not in the district. This would involve amending the district, and it will be costly and require a lot of paperwork and legal notices.

Youth Commission – Youth Commission cash and investments as of 8/31/2025 are $10,123.59, but this does include a temporary loan from the Town of Fine of $15,000 until the reimbursements from both towns are received.

Budget – 10/2025-127 Moved by S. Bryant, seconded by B. Blackmer to approve the 2026 contribution from both towns of half of the actual expenses up to $8,492.00.

Discussion: The Youth Committee has not met yet to prepare a budget.

Ayes: 7 Noes: 0 Carried.

Committee- The Committee representatives for each town are William Griffin from Clifton and Sam Bryant from Fine.

Community Center – 10-2025-128 Moved by S. Bryant, seconded by B. Blackmer to amend the Intermunicipal Agreement for the Community Center.

Ayes: 7 Noes: 0 Carried.

Community Center Heat – Jeremy is going to contact a contractor to try to get the heat issues at the community center fixed before winter.

Refrigerators – 10/2025-129 Moved by S. Bryant, seconded by C. Kerr to authorize the replacement or repair of the two town-owned refrigerators in the kitchen of the community center.

Ayes: 7 Noes: 0 Carried.

Black Fly Program – The Town of Clifton has agreed to take over running the black fly program and bill the Town of Fine quarterly for their share of the expenses. There was discussion on changing them to salaried positions instead of hourly to cover the towns for workers' compensation when their hours vary depending on the weather.

Economic Development – Jeremy would like to see the Economic Development Organization pick back up and the two towns become more involved with economic development.

Next Joint Meeting – The next joint town board meeting will be on **April 1, 2026, at 6:30 PM at the Community Center**, unless a special meeting is called.

Adjourn – 10/2025-126 Moved by C. Kerr, seconded by B. Blackmer the meeting was adjourned at 8:04 PM.

Ayes: 7 Noes: 0 Carried.

Respectfully submitted,

Hope M. Dolan

Hope M. Dolan, Town Clerk

TOWN OF FINE BUDGET WORKSHOP OCTOBER 7, 2025

The Fine Town Board held their budget workshop on Tuesday, October 7, 2025, at the Municipal Office Building in Star Lake. Attendance was taken and a quorum was present. The workshop began at 6:30 PM.

Board Members	Present	Absent	Late	Arrived
Supervisor Jeremy Thompson	X			
Councilman Philip Giardino	X		X	7:15 PM
Councilman Carlton Kerr	X			
Councilman Samuel Bryant	X			
Gigi Hayden, Town Councilwoman		X		

Town officials present:	Present	Absent
Hope Dolan, Town Clerk	X	
Tracy Typhair, Highway Superintendent	X	

Others present: Chris Cook.

The board went over the 2026 Tentative Budget. Employees will see a 3% raise for the most part. $50,000 was added to the budget for community action. Fund balance is being used to decrease the taxes. There were a few changes made to the budget, it will be discussed again at the October 8th meeting

The workshop ended at 7:53 PM.

Respectfully submitted,

Hope M. Dolan

Hope M. Dolan, Town Clerk

Town of Fine

Abstract of Vouchers October 2025

ContactName	InvoiceNumber	InvoiceDate	Description	LineAmount	AccountCode	Fund
Business Card	25-363	9/23/2025	2155SEP2025 SUNY Conference registration (C. Kerr)	$35.00	A10104	A
Business Card	25-363	9/23/2025	2155SEP2025 Amazon office supplie for town justice	$569.80	A11104	A
Christine M. Cook	25-351	9/30/2025	SEP2025 consulting services	$350.00	A12204	A
Hoffman Eells Group CPA's, PC, The	25-381	9/30/2025	bookkeeping services	$2,750.00	A12204	A
Business Card	25-363	9/23/2025	2155SEP2025 Amazon office supplies for tax collector	$58.37	A13304	A
Nationalgrid	25-373	9/30/2025	48338-02103 town hall	$36.10	A16204.1	A
DNB Trash Removal	25-378	9/30/2025	Trash removal for 2 months	$56.00	A16204.2	A
Nationalgrid	25-373	9/30/2025	04411-07008 town barn	$274.11	A16204.2	A
Slic Network Solutions	25-375	9/30/2025	4427308 town barn phone	$52.11	A16204.2	A
Advanced Business Systems, Inc.	25-366	9/19/2025	633499 contact base fee	$40.75	A16204.3	A
Business Card	25-363	9/23/2025	2155SEP2025 copier paper	$40.96	A16204.3	A
DNB Trash Removal	25-378	9/30/2025	Trash removal for 2 months	$56.00	A16204.3	A
Nationalgrid	25-373	9/30/2025	26425-49122 office building	$142.41	A16204.3	A
Pitney Bowes Bank Inc.- Reserve Account	25-361	9/22/2025	PostageSEP2025 postage	$600.00	A16204.3	A
Slic Network Solutions	25-375	9/30/2025	4427308 office phone lines	$138.21	A16204.3	A
MX Fuels	25-382	9/30/2025	F1258312 21.1 fuel oil	$57.98	A16204.4	A
Nationalgrid	25-373	9/30/2025	82110-28007 CF Community Center	$221.10	A16204.4	A
Slic Network Solutions	25-375	9/30/2025	4427308 community center phone	$29.88	A16204.4	A
Wanakena Water Co. Inc.	25-376	9/30/2025	6395 water bill for Wanakena bathroom	$158.75	A16204.5	A
Nationalgrid	25-373	9/30/2025	31052-33013 Star Lake Speed sign	$24.03	A30104	A
Sandra Griffin	25-364	9/30/2025	sept2025 45 miles for dog control	$31.50	A35104	A
Sandra Griffin	25-364	9/30/2025	sept2025 stamps	$15.60	A35104	A
Nationalgrid	25-373	9/30/2025	26352-95100 street lights	$2,216.75	A51824	A
Star Lake Water District	25-358	9/19/2025	Corr2025 to clear up corrections of error for water dist	$3,240.00	A631	A
Bargain Hunter	25-365	9/25/2025	9205 Youngs rd bridge	$18.50	A64104	A
Hartford Group Benefits	25-368	9/30/2025	137323883937 life insurance	$28.32	A90458	A
Guardian Life Ins Company Of America	25-372	9/30/2025	DBLQTR3 2025 General Fund Share	$80.35	A90558	A
Excellus Health Plan - Group	25-355	9/10/2025	44750679 general fund share ins	$3,173.85	A90608	A
Excellus Health Plan - Group	25-354	9/10/2025	44752201 general fund share dental ins	$172.10	A90608	A
				$14,668.53		
Joseph Kennedy	25-359	9/17/2025	mowing 2025 Prorated maintenance contract for 2025 - previous	$1,053.00	A88104.1	A*
				$1,053.00		

Town of Fine

Abstract of Vouchers October 2025

Barrett Paving Materials, Inc	25-348	9/4/2025	4277621 cold patch	$551.37	DA51104	DA
MX Fuels	25-382	9/30/2025	F1258307 87 Octane gasoline	$224.63	DA51104	DA
MX Fuels	25-382	9/30/2025	F1257370 301 Dyed ULSD	$759.12	DA51104	DA
MX Fuels	25-382	9/30/2025	F1257931 230.9 Dyed ULSD	$599.99	DA51104	DA
Todd Supply, Inc.	25-383	9/30/2025	231734 protactant wipes	$20.97	DA51104	DA
Todd Supply, Inc.	25-383	9/30/2025	231744 supplies for hwy dept	$11.99	DA51104	DA
Beam Mack Sales & Service DBA Conway Beam Truck Group	25-350	9/10/2025	268438W parts for hwy	$297.00	DA51304	DA
Cook Brothers Truck Parts Co.	25-377	9/18/2025	2485749 parts for hwy	$80.28	DA51304	DA
Cook Brothers Truck Parts Co.	25-377	9/18/2025	2482437 parts for hwy	$14.99	DA51304	DA
Corporate Billing	25-347	9/10/2025	X813022874 parts for hwy	$476.43	DA51304	DA
Corporate Billing	25-347	9/10/2025	X813022739 parts for hwy	$2,481.50	DA51304	DA
Corporate Billing	25-347	9/10/2025	X813022953 parts for hwy	$144.82	DA51304	DA
Corporate Billing	25-347	9/10/2025	X813023029 parts for hwy	$30.00	DA51304	DA
Corporate Billing	25-347	9/10/2025	X813023150 return	-$1,535.16	DA51304	DA
Corporate Billing	25-347	9/10/2025	X813023149 return	-$76.68	DA51304	DA
G&R Auto Parts	25-380	9/10/2025	5161-419903 return	-$17.28	DA51304	DA
G&R Auto Parts	25-380	9/10/2025	5161-418089 return	-$10.00	DA51304	DA
G&R Auto Parts	25-380	9/10/2025	5161-419812 parts for hwy	$370.76	DA51304	DA
G&R Auto Parts	25-380	9/10/2025	IC-419941 return	-$5.00	DA51304	DA
G&R Auto Parts	25-380	9/10/2025	IC-419942 return	-$72.84	DA51304	DA
Gillee's Auto	25-360	9/15/2025	10291 parts for hwy	$1,809.63	DA51304	DA
Henderson Products, Inc.	25-369	9/25/2025	430099 parts for hwy	$304.91	DA51304	DA
Penn Power Group	25-356	9/11/2025	R574839S Transmission work	$13,992.91	DA51304	DA
Todd Supply, Inc.	25-383	9/30/2025	231687 supplies for hwy dept	$17.16	DA51304	DA
Hartford Group Benefits	25-368	9/30/2025	137323883937 life insurance	$56.64	DA90458	DA
Guardian Life Ins Company Of America	25-372	9/30/2025	DBLQTR3 2025 HWY fund share	$46.80	DA90558	DA
Excellus Health Plan - Group	25-355	9/10/2025	highway fund share ins	$11,478.73	DA90608	DA
Excellus Health Plan - Group	25-354	9/10/2025	highway fund share dental ins	$379.61	DA90608	DA
Excellus Health Plan - Group	25-354	9/10/2025	water share dental ins	$34.42	SW90608	DA
				$32,467.70		
Barton & Loguidice, PC	25-349	9/2/2025	24 youngs road bridge project	$29,357.16	H351202	H3
J. E. Sheehan Contracting Corp.	25-362	9/15/2025	3 youngs road bridge project	$92,450.00	H351202	H3

J. E. Sheehan Contracting Corp.	25-362	9/15/2025	4 Youngs Road Bridge Project	$179,155.00	H351202	H3
				$300,962.16		
Business Card	25-363	9/23/2025	2155SEP2025 credit for order never received	-$44.50	SPG72501.1	SPG
Bargain Hunter	25-365	9/25/2025	9205 Golf course ad	$18.50	SPG72504.1	SPG
Business Card	25-363	9/23/2025	2155SEP2025 golf course supplies	$44.88	SPG72504.1	SPG
Nationalgrid	25-373	9/30/2025	11298-54281 clubhouse	$621.19	SPG72504.1	SPG
Williamson Services, LLC.	25-374	9/30/2025	Oct2025 trash removal for October	$149.80	SPG72504.1	SPG
Adirondack Golf Car	25-346	9/18/2025	740 parts for golf carts	$597.00	SPG72504.2	SPG
Barrett Paving Materials, Inc	25-348	9/4/2025	4277621 cold patch	$483.83	SPG72504.2	SPG
Dragun Signs	25-379	9/22/2025	2381 remainder of cost for signs	$1,320.75	SPG72504.2	SPG
G&R Auto Parts	25-380	9/10/2025	5161-419088 parts for golf course	$145.65	SPG72504.2	SPG
Grassland Equipment & Irrigation	25-367	9/11/2025	1403154 parts for golf course	$314.77	SPG72504.2	SPG
MX Fuels	25-382	9/30/2025	F1258777 250.6 gal 91 Octane gasoline	$767.74	SPG72504.2	SPG
MX Fuels	25-382	9/30/2025	F1258778 147.2 gal NRLM fuel	$383.46	SPG72504.2	SPG
Nationalgrid	25-373	9/30/2025	18747-05273 cart storage building	$82.17	SPG72504.2	SPG
Todd Supply, Inc.	25-383	9/30/2025	231511 spray paint	$4.99	SPG72504.2	SPG
Todd Supply, Inc.	25-383	9/30/2025	231550 supplies for golf course	$14.07	SPG72504.2	SPG
Todd Supply, Inc.	25-383	9/30/2025	231648 box fan	$27.99	SPG72504.2	SPG
Todd Supply, Inc.	25-383	9/30/2025	231672 supplies for golf course	$25.98	SPG72504.2	SPG
Todd Supply, Inc.	25-383	9/30/2025	231723 supplies for golf course	$12.17	SPG72504.2	SPG
Woodchop Shop	25-370	9/20/2025	304583 service order for golf course	$25.00	SPG72504.2	SPG
Guardian Life Ins Company Of America	25-372	9/30/2025	DBLQTR3 2025 golf course share	$53.65	SPG90558	SPG
				$5,049.09		
Nationalgrid	25-373	9/30/2025	02011-27004 Front St Lift station	$88.50	SS81204	SS
Nationalgrid	25-373	9/30/2025	09050-60004 S Shore Rd lift station	$179.08	SS81204	SS
Slic Network Solutions	25-375	9/30/2025	4427308 sewer district phone lines	$56.04	SS81204	SS
Guardian Life Ins Company Of America	25-372	9/30/2025	DBLQTR3 2025 Sewer District fund share	$7.80	SS90558	SS
				$331.42		
Converse Laboratories, Inc.	25-352	9/10/2025	74612 water testing	$559.00	SW83104	SW
Development Auth. of the North Country	25-353	9/12/2025	343970 base contract services	$808.33	SW83104	SW
Nationalgrid	25-373	9/30/2025	56990-87105 pump house	$437.64	SW83104	SW
Nationalgrid	25-373	9/30/2025	44459-10005 water tank	$69.11	SW83104	SW
Nationalgrid	25-373	9/30/2025	74253-36006 filtration plant	$1,144.29	SW83104	SW

Town of Fine

Abstract of Vouchers October 2025

Nationalgrid	25-373	9/30/2025	04856-31016 water meter pole	$26.70	SW83104	SW
Slack Chemical Co Inc	25-357	9/1/2025	489288 supplies for water dist 7/9	$835.00	SW83104	SW
Slack Chemical Co Inc	25-357	9/1/2025	491340 supplies for water dist 8/13	$1,047.80	SW83104	SW
Slack Chemical Co Inc	25-357	9/1/2025	218220 drum return credit 7/9	-$240.00	SW83104	SW
Slack Chemical Co Inc	25-357	9/1/2025	219235 drum credit return 8/13	-$270.00	SW83104	SW
Slack Chemical Co Inc	25-357	9/1/2025	209648 drum return credit 6/26	-$250.00	SW83104	SW
Slic Network Solutions	25-375	9/30/2025	4427308 water district internet & phone	$80.14	SW83104	SW
SUNY ESF	25-371	9/26/2025	2025 legislative lunch to discuss water concerns	$324.00	SW83104	SW
Hartford Group Benefits	25-368	9/30/2025	137323883937 life insurance	$9.44	SW90458	SW
Guardian Life Ins Company Of America	25-372	9/30/2025	DBLQTR3 2025 Star Lake water fund share	$15.60	SW90558	SW
Excellus Health Plan - Group	25-355	9/10/2025	star lake water share ins	$1,057.95	SW90608	SW
				$5,655.00		
			Abstract Total-	$360,186.90		

I hereby certify that the vouchers listed on this abstract were audited and allowed in the amounts shown. Authorization is herby given and direction is made to pay each of the claimants the amounts listed.

Town Clerk (Auditing Clerk)

Date

Jeremy Thompson - Supervisor

Philip Giardino - Town Board Member

Carlton Kerr - Town Board Member

Samuel Bryant - Town Board Member

Gigi Hayden - Town Board Member

CLIFTON FINE ARENA

Balance as of 9/01/2025	**$**	**25,971.39**
	$	-
Concession	$	-
Rentals	$	-
Town's Clifton & Fine share of revenues (Fine)	$	-
Donation	$	-
Monies received from Hockey Assoc for benches/net	$	-
Total Receipts	$	-
Balance total	$	25,971.39
Disbursements		
Transfer to TA Payroll Unemployment	$	-
National grid	$	-
Ferrellgas	$	-
Town of Fine	$	-
Transer to cover UI payment 1ST QTR	$	-
NCC	$	-
SLC Waste Dept	$	-
Bargain Hunter	$	-
SLIC	$	27.39
Stop payment fee	$	-
Todd Supply	.	
Fine Heating & Plumbing	$	145.00
Total Disbursed	$	172.39
BALANCE IN CHECKING ACCOUNT		
as of 9/30/2025	**$**	**25,799.00**
Total Arena Funds	**$**	**25,799.00**

TOWN OF CLIFTON

ARENA

CHECK REGISTER DATE

FOR THE PERIOD 09/01/2025 THROUGH 09/30/2025

Date	Check #	Payee	Status	Amount
09/11/2025	2324	FINE HEATING & PLUMBING		145.00
09/11/2025	2325	SLIC NETWORKS SOLUTIONS		27.39
			TOTAL	172.39

TOWN OF CLIFTON

ARENA RECR DISTRICT
DETAIL OF REVENUES
September 2025

		Modified budget	Earned 2025	Unearned Balance	%
DEPARTMENTAL INCOME					
SP2012	RECREATION CONCESSIONS	300.00	1,048.09	-748.09	0.0
SP2025	SPECIAL REC FACILITY CHARGES	200.00	1,340.00	-1,140.00	0.0
SP2070	DONATIONS & CONTRIBUTIONS	0.00	10.00	-10.00	0.0
	TOTAL DEPARTMENTAL INCOME	500.00	2,398.09	-1,898.09	0.0
INTERGOVERNMENTAL CHARGES					
SP2390	SHARE OF JT ACCT	28,000.00	28,000.00	0.00	0.0
	TOTAL INTERGOVERNMENTAL CHARGES	28,000.00	28,000.00	0.00	0.0
	TOTAL REVENUES:	28,500.00	30,398.09	-1,898.09	0.0

TOWN OF CLIFTON

ARENA RECR DISTRICT
DETAIL OF EXPENDITURES
September 2025

		Adopted budget	Modified budget	Expended 2025	Encumbered	Posted Balance	Open Expenses	Balance	Remain.%
CULTURE AND RECREATION									
OTHER CULT & RECR									
SP7989.100	OTHER CULT & RECR - PERSONNEL SERVICES	3,570.00	3,570.00	1,100.51	0.00	2,469.49	0.00	2,469.49	69.2
SP7989.200	OTHER CULT & RECR - EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
SP7989.410	OTHER CULT & RECR - SNACK BAE SUPPLIES	300.00	300.00	330.99	0.00	-30.99	0.00	-30.99	0.0
SP7989.420	OTHER CULT & RECR - LIGHTS HEAT & PHONE	8,000.00	8,000.00	9,894.09	0.00	-1,894.09	-27.39	-1,921.48	0.0
SP7989.460	OTHER CULT & RECR - REPAIR REG BLDG EXP	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00	3,500.00	100.0
SP7989.470	OTHER CULT & RECR - ALL OTHER EXPENSE	12,500.00	12,500.00	11,321.49	0.00	1,178.51	-31.50	1,147.01	9.4
	TOTAL:	27,870.00	27,870.00	22,647.08	0.00	5,222.92	-58.89	5,164.03	18.7
	TOTAL CULTURE AND RECREATION	27,870.00	27,870.00	22,647.08	0.00	5,222.92	-58.89	5,164.03	18.7
EMPLOYEE BENEFITS									
EMPLOYEE BENEFITS									
SP9030.800	SOCIAL SECURITY	498.00	498.00	84.20	0.00	413.80	0.00	413.80	83.1
SP9035.800	MEDICARE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
SP9050.800	Unemployment Insurance	132.00	132.00	23.87	0.00	108.13	0.00	108.13	81.9
	TOTAL:	630.00	630.00	108.07	0.00	521.93	0.00	521.93	82.8
	TOTAL EMPLOYEE BENEFITS	630.00	630.00	108.07	0.00	521.93	0.00	521.93	82.8
	TOTAL EXPENDITURES:	28,500.00	28,500.00	22,755.15	0.00	5,744.85	-58.89	5,685.96	20.2

TOWN OF CLIFTON - ARENA RECR DISTRICT

BALANCE SHEET

September 2025

ASSETS

SP200	A/P CHECKING	0.00
SP201	ARENA CHECKING	25,799.00
SP391	DUE FROM OTHER FUNDS	0.00
	TOTAL	25,799.00

LIABILITIES AND FUND BALANCE

SP600	ACCOUNTS PAYABLE	0.00
SP630	DUE TO OTHER FUNDS	0.00
	TOTAL	0.00
	UNEXPENDED FUND BALANCE	25,799.00
	TOTAL LIABILITIES & FUND BALANCE	25,799.00

CFGC Committee Meeting Minutes

Agenda: September 17, 2025
Meeting Time: 6:30 pm
Members: Bill Griffin, John Russell, Dave Downey, Bob LaTray Herb Snider and Cheryl Schuyler
Absent/Excused: Jeremy Thompson,
Employees: none
Guests: Max Watson, and Chris Cook
Meeting called to order at: 6:30 pm

1) Old Business:

A. Review and Approval of Aug. 2025 minutes:

a. Discussion: one correction: Guest: Chris Cook present

b. Motion to accept: Bob Latray **2nd** John Russell — All Approved Motion Carried

B. Closing: Closing begin 13 October with clubhouse closing Sunday **12 October** at the end of business day. **Power to remain on until 3 November. (Info) Club Grub will stay open till business falls off. No later than end of October.** May close when clubhouse closes.

D. Tree Trimming on 4 and 14. Gary has yet to take the marked trees down (open)

Discussion: I have not received an estimate back. I did bring up Bob's suggestion that the town could hire Roger Folsum to bring these trees down, our board thought that it should be put out to bid as a contractor with them having their own insurance. They seemed reluctant even to have Gary and his crew take down these trees. Lawyer was at Town Meeting and not sure if Town Employee could do this. No answers – remains open.

E. Water lines to new tees:

a. A proposed change or addition to Sr. Tees (Open)
b. Placement and priority on improving present Sr. Tees, most felt that #1 and #9 needed to be highest priority. (open)

1. I have communicated with Tracy, they have yet to begin working on the road shoulders, but when they do we can have 5 or 6 loads to be delivered to the end of the driving range.

2. Spoke with Gary regarding delivery near point of use on #1 and #9 and he is concerned that it might be an issue, but we can address it when it gets closer to time dirt is available. May be delivered over by Arena for proximity to #1 and #9.

F. Signage Proposal: John asked for deposit of ½ of the estimate which had increased due to increase in his costs. (open Oct)

Discussion: I have been working with John on these signs and gave him the go ahead to print. Sign color will be closer to what you see on the Adirondack Signs, more Brown and Yellow, just wanted us aware. Will not be hung until spring, when they arrive.

G. Memorial for Anita Backus discussed with Roger and he would be pleased with anything; he felt a plaque in the clubhouse would be appreciated. (open/John) Have not talked with Julie or Roger.

H. Update on the Cushman and green's aerator: (open/John) John needs books for Cushman, have no spark. Ground issue is easily fixed, changed and got a new key assembly installed. Need to discuss with Gary. Have not looked at smaller one.

I. Air conditioner: (Dave) Open for April 2026 (see below)

J. Solar Fountain for 4 (Open for Oct)

K. Roger Folsum worked with Tracy to have 3 tons of cold pack delivered, he and a crew worked to get some needed repairs to our cart paths done. I think we all can agree this needed to be done and are thankful, however this should be discussed before the fact whenever possible. Thanks to Roger Folsom, Lenny Gardner and Ed VanEmmerick for getting this on the cart paths.

Discussion: Need to change hours, business has really fell off.

Motion: Change hours, beginning Monday September 22, to just Weekends. Friday 12-5, Sat 9-5 and Sunday 9-3. All Approved

Motion Carried

L. Review of Financial Statements:

Discussion: none

All Approved

Motion to approve: Cheryl Schuyler **2nd:** Bob Latray Motion Carried

2. New Business:

A. Next Meeting: Oct 15, 2025, 6:30 pm @ Town Office. Last meeting of the year.

B. Preparing for next year.

a. **Open/new positions – PT ground person to be increased to a FT position, so 2 FT grounds and Gary. 3 Attendant positions and possibly one of those positions a manager type position with a great many more responsibilities. Like Scheduling, ordering, daily and weekly financial sheets and more responsibilities. Will depend on applicants.**

a. **Discussion: Positions have been advertised in the Bargain Hunter and on the courses FB page.** No applicants, as yet. Will Advertise in spring.

b. Budget preparation – (Chris and Dave)

a. Discussion on proposed budget and fee changes.

b. **I think at the Oct joint town board meeting we ask to use our reserve to purchase a buffalo blower and air conditioner for the clubhouse and** sprayer for liquid chemicals.

c. Request to modify kitchen area. Asking about Possibly moving stove and hood from the arena. (This too will need discussion at the joint town board meeting)
They want to remove bathrooms and then expand kitchen. Will do a great deal of work themselves. May need input regarding permits.

BUDGET: Rate sheet presented – See attached.
Motion to submit to Joint Boards. John Russell 2nd: Bob Latray
All approved
Motion Carried

2026 Proposed Budget – see attached
Motion to submit proposed budget for 2026 to Joint Town Boards.
Motion: Herb Snider 2nd: Bob Latray
All Approved
Motion Carried

C. Committee members input:

Dave: Paul Hanley has requested he get a "couple membership" included with his job, in lieu of a raise. He is our Chemical applicator and gets his membership, use of a cart, cart storage and trail fees included in his job. He has his own cart, so no cart use needed. Motion to give Paul Hanley a "couple membership" and cart storage, and trail fees. In lieu of a pay raise. By Bob Latray 2nd: John Russell. All Approved Motion Carried

Bill: Nothing

Bob: Thanks to Roger, Lenny and Ed for work on the cart trails. Concerned with greens needing to be top dressed. Will need to check with Gary on Aerator condition and spreading top dressing sand. Needs to be done and Tees need to be done.

Cheryl: Nothing

Herb: Nothing

John: Nothing

D. Employee Input: None Present

E. Guest Input:

Max: Nothing

Chris: Nothing

Motion to adjourn: John Russell **2nd:** Herb Snider

All Approved

Motion Carried

Meeting Adjourned at: 19:30

Agenda is Bold

Respectfully Submitted:

Cheryl Schuyler

Town of Fine Action Plan
September 2025

Department	Subject	Who is responsible?	Date added to Action Plan	Done?
Cemetery	Get estimates and quotes for a grant	**Carlton Kerr & Jeremy Thompson**	**4/9/2025**	
Community Center	Get estimates for baseboard heating or new piping for in-floor heat filled with water	**Jeremy Thompson**	**4/2/2025**	
Federal Budget	Write a letter in opposition to federal budget cuts	**Jeremy Thompson**	**5/14/2025**	
Petition	Write a letter to the state DOT regarding the speed limit on Ridge Road	**Jeremy Thompson**	**6/11/2025**	
Ambulance Service	Write letter of support	**Jeremy Thompson**	**08/13/2025**	
Sewer District	Review Local Law to see if we need to amend rates for sewer district	**Henry Leader**	**9/10/2025**	
Codes	Check with Craig about bunkhouse permit	**Jeremy Thompson**	**9/10/2025**	
Grants	Look into Downtown Revitalization Grant for Fine Town Hall	**Sam Bryant**	**9/10/2025**	
Youth Commission	Submit reimbursement for Youth Commission Grant	**Chris Cook & Lydia Kerr**	**9/10/2025**	
EV Charging	Research & report back to board on adding an EV charging station	**Sam Bryant**	**9/10/2025**	

Appendix D – General Recordkeeping Requirements for Town Clerks continued

Checklist for Review of Town Clerk's Records

Cash Receipts	**YES**	**NO**
Is the cash receipts journal up-to-date?	☒	☐
Is the cash receipts journal maintained in a manner that identifies the date received, payer, purpose, and the amount either individually or totals referenced to subsidiary receipt records (e.g., water rents receipts register)?	☒	☐
Are un-deposited cash receipts safeguarded? In locked file cabinet	☒	☐
Are duplicate deposit slips kept? Deposit image is returned with bank statement	☒	☐
Do deposit amounts agree with cash receipt amounts?	☒	☐
Are deposits made timely (no later than the third business day after $250 has been collected) and recorded up-to-date? *Last Recorded Deposit: Date* 12/31/24 *Amount* $ 47.00	☒	☐
Is the cash receipts journal totaled and summarized monthly? Town Clerk Report	☒	☐

Cash Disbursements	**YES**	**NO**
Is the cash disbursements journal up-to-date? Manual checkbook	☒	☐
Is the cash disbursements journal maintained in a manner to identify amounts disbursed either individually	☒	☐
Are pre-numbered checks used for all disbursements made by check?	☒	☐
Are all checks signed by the town clerk?	☒	☐
Are canceled checks or check images returned with bank statements and maintained on file? check images	☒	☐
Are all unused checks properly controlled (blank check stock)? In locked file cabinet	☒	☐
Are checks recorded up-to-date? *Last Recorded Check: #* 1656 *Date* 12/17/24 *Amount* $25.00	☒	☐

Cash Reconciliations	**YES**	**NO**
Are bank accounts reconciled? *By Whom?* Hope Dolan *How Often?* Each month *Who Reviews/Verifies Them?* Town Councilman	X	☐
Is the bank reconciliation performed timely after the bank statement is received?	X	☐
Are reconciliations documented and available for review?	X	☐
Does the reconciled bank balance agree with the cash balance recorded in the accounting records? and check book	X	☐

Last Bank Reconciliation for Each Bank Account		
Bank Account	Date Performed	Month Ending
Town Clerk	1/06/25	December 31, 2024

Deposit Protection	**YES**	**NO**
Has the bank pledged adequate, eligible securities to protect town clerk deposits that exceed FDIC insurance, if applicable?	N/A	☐

Accountability	**YES**	**NO**
Is accountability (what the town clerk owes) determined at the end of each month?	X	☐
Does the accountability amount agree with the bank reconciliation and supporting records? Town Clerk Report	X	☐
Are unissued licenses and permits (e.g., dog licenses) safeguarded?	N/A	☐
Are revenues from town clerk fees comparable with those of previous years?	X	☐

Licenses are printed from the system

Financial Reporting	**YES**	**NO**
Are monthly reports and payments made timely to the supervisor?	X	☐
Are monthly reports and payments made timely to other agencies?	X	☐
Do reported amounts on monthly reports agree with cash receipts and disbursements books?	X	☐

Cash receipts amounts come from the same computer software system.

Appendix D – General Recordkeeping Requirements for Town Clerks continued

Receivables *(if applicable, such as water rents)* Sewer rents	**YES**	**NO**
Are receivable control accounts maintained?	☒	☐
Is there indication that the receivable control accounts are reconciled to the detail subsidiary records? Maintained in Xero accounting system	☒	☐

Comments and Conclusions

The cash receipts and disbursements reporting of the Town Clerk for 2024 is in compliance with requirements. All funds received are recorded in the BAS Town Clerk software. Town of Fine sewer rents/penalties are also recorded in the XERO accounting software where detailed accounts receivable records are maintained. Funds are deposited into a Town Clerk bank account and at the end of the month, a report is run from the software to generate the Town Clerk Monthly Report, which shows all sources of receipts and recaps all disbursements required. This is provided to the Town Board each month. The Town Clerk writes a check to 1) NYS DOH for the state share of Marriage License fees 2) NYS Department of Agriculture for the state share of dog license fees and 3) the Town of Fine supervisor for the local share to be retained for the preceding plus other items. The state share of hunting & fishing licenses is remitted by an ACH initiated by the NYS DEC. A bank reconciliation is completed after the end of each month.

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There are no recommendations.

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See the attached Town Clerk Report of consolidated activity for 2024.

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Submitted by Christine Cook, Accounting Consultant to the Town of Fine 9/16/25

Account#	Account Description	Fee Description	Qty	Local Share
		event cancelled - refund of total	1	-30.00
		Refund of Community Center Deposit	1	-15.00
			Sub-Total:	-$45.00
A1255		Refund of a certified marriage record	0	-10.00
	Certified Copy of Marriage Record	Certified Copy - Marriage	1	10.00
	Conservation	Conservation	67	258.65
	Enumeration Fee	Enumeration Fee	16	80.00
	Marr. Lic.	Marriage Licensing Fees	9	157.50
	Misc. Fees	Certified Copy - Marriage	12	120.00
	Town Clerk Fees	Postcards	7	6.00
			Sub-Total:	$622.15
A14104	Town Clerk	Postage reimbursement	2	36.03
			Sub-Total:	$36.03
A1603	Misc. Fees	Certified Copy - Birth	25	250.00
		Certified Copy - Death	95	950.00
			Sub-Total:	$1,200.00
A2410		Refund of Comm Center Deposit	2	-40.00
		Refund of Community Center Deposit	2	-30.00
		Refund of Deposit	20	-350.00
		Refund of Deposit for Community Center	1	-25.00
	Rental of Real Property	Profit/Non-resident Security Deposit	2	50.00
		Rent (Non-Resident)	2	50.00
		Rent (Residential)	26	460.00
		Resident Rent	1	30.00
		Residential Security Deposit	28	480.00
			Sub-Total:	$625.00
A2544	Dog Licenses	Additional Dog Census Fee	2	10.00
	Dog Licensing	Female, Spayed	110	495.00
		Female, Unspayed	26	273.00
		Male, Neutered	110	495.00
		Male, Unneutered	55	577.50
			Sub-Total:	$1,850.50
A2555	Building Permits	Building Permits	14	7,567.53
			Sub-Total:	$7,567.53
A2655	Book Fees	More Stories	6	22.50
		Murder Stories	6	12.00
		Stories - Fine	8	22.50
		Two Towns-Centuries	5	63.00
	Books	Adirondack Guides	7	22.00
		History Of Schools	7	8.00
		Hotels & Churches (large Print)	6	6.00
		Hotels & Churches In The Town Of Fine	6	6.00

Account#	Account Description	Fee Description	Qty	Local Share
			Sub-Total:	**$162.00**
A2770	Misc. Fees	Copies	65	16.25
		Faxes	30	58.00
			Sub-Total:	**$74.25**
SS2120	Sewer Rents	Wanakena Sewer Rents	26	27,680.00
			Sub-Total:	**$27,680.00**
SS2128	Penalties On Sewer Rents	Penalties On Sewer Rents	2	39.30
	Sewer Penalties	Wanakena Sewer Penalties	3	30.80
			Sub-Total:	**$70.10**
SW2142		refund of unmetered sale of water	1	-50.00
	Unmetered Sale Of Water	Unmetered Sale Of Water	10	650.00
			Sub-Total:	**$600.00**
			Total Local Shares Remitted:	**$40,442.56**

Amount paid to:	NYS Ag. & Markets for spay/neuter program	463.00
Amount paid to:	NYS Environmental Conservation	5,214.35
Amount paid to:	State Health Dept. for Marriage Licenses	202.50

Total State, County & Local Revenues: $46,322.41

Total Non-Local Revenues: $5,879.85

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, Hope Dolan, Town Clerk, Town of Fine 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.

Supervisor Date Town Clerk Date

Town Clerk Monthly Report
September 01, 2025 - September 30, 2025

Account#	Account Description	Fee Description	Qty	Local Share
A1255	Conservation	Conservation	21	102.56
			Sub-Total:	**$102.56**
A1603	Misc. Fees	Certified Copy - Birth	2	20.00
		Certified Copy - Death	1	10.00
			Sub-Total:	**$30.00**
A2410	Rental of Real Property	Rent (Residential)	4	100.00
		Resident Rent	1	90.00
		Residential Security Deposit	3	75.00
			Sub-Total:	**$265.00**
A2544	Dog Licensing	Female, Spayed	9	40.50
		Female, Unspayed	2	21.00
		Male, Neutered	13	58.50
		Male, Unneutered	4	42.00
			Sub-Total:	**$162.00**
A2555	Building Permits	Building Permits	1	130.00
			Sub-Total:	**$130.00**
A2655	Books	Adirondack Guides	1	4.00
			Sub-Total:	**$4.00**
A2770	Misc. Fees	Faxes	1	5.00
			Sub-Total:	**$5.00**

Total Local Shares Remitted: $698.56

Amount paid to:	NYS Ag. & Markets for spay/neuter program	40.00
Amount paid to:	NYS Environmental Conservation	1,756.44

Total State, County & Local Revenues: $2,495.00

Total Non-Local Revenues: $1,796.44

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, Hope Dolan, Town Clerk, Town of Fine 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.

Supervisor	Date	Town Clerk	Date
		Camila Hunt	10/1/25

Appendix D – General Recordkeeping Requirements for Town Clerks

Adequate accounting records and effective procedures should be in place to account for and report town clerk financial activities properly. Some basic and essential recordkeeping and reporting procedures include the following:

1. Maintain a cashbook, which chronologically identifies all receipts and disbursements.
2. Make all disbursements by check, except as otherwise authorized by law, such as authorized petty cash disbursements.
3. Maintain official bank accounts in designated depositories.
4. Deposit all moneys received to official bank account no later than the third business day after $250 has been collected (Town Law Section 30 [1-a]).
5. Perform a monthly reconciliation of cash with amount in the bank and related liabilities.
6. Prepare monthly reports and remit collections to the supervisor and agencies on a timely basis:
   - To the Town Supervisor – for fees and other moneys collected belonging to the town no later than the fifteenth day of each month following receipt (Town Law Section 27[1]).
   - To the New York State Department of Health – for marriage license fees on or before the fifteenth day of each month (Domestic Relations Law Section 15[3]).
   - To the New York State Department of Agriculture and Markets – Dog Licensing Unit and County Treasurer – for dog license fees on or before the fifth day of each month (Agriculture and Markets Law Section 111[])).
   - To the New York State Department of Environmental Conservation (DEC) – for conservation (hunting/fishing) license fees as applicable via the DEC's automated system (Environmental Conservation Law Section 11-0713; 6 NYCRR Section 177.4).

Appendix E – General Recordkeeping Requirements for Tax Collecting Officers continued

Checklist for Review of Tax Collecting Officer's Records

Settlement	YES	NO
Is a copy of the collector's or receiver's settlement sheet available?	X	☐
Have all settlement issues/concerns been adequately resolved?	X	☐

Bank Accounts	YES	NO
Is the bank account reconciled after bank statements are received? $13.57 outstanding check as only reconciling item *Last Bank Reconciliation for Each Bank Account:* *Date Performed* 9/10/25 *Month Ending* 8/31/25	X	☐
Note: Tax collector's bank account balance should be **$0.00** at the beginning of the collection period		

Cash Receipts	YES	NO
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?	X	☐
Are deposits identified?	X	☐
Are duplicate deposit slips kept?	X	☐
Do deposit amounts agree with cash receipt amounts?	X	☐
Are bank deposits timely or (for towns) within 24 hours of collection?	X	☐

See Comments

Cash Disbursements	YES	NO
Are pre-numbered checks used for all disbursements other than petty cash?	X	☐
Are all checks signed by the tax collector or receiver?	X	☐
Are canceled checks or check images returned with bank statements and maintained on file?	X	☐

Deposit Protection	YES	NO
Has the bank pledged adequate, eligible securities to protect tax collector deposits that exceed FDIC insurance protection, when applicable?	X	☐

Financial Reporting	**YES**	**NO**
Are payments made at least weekly to the supervisor?	X	☐
Are receipt forms issued by the supervisor to acknowledge collection?	X	☐
Are payments made timely to the county treasurer?	X	☐

Accountability	**YES**	**NO**
Are penalties assessed/collected on late payments?	X	☐
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?	X	☐
Is the tax collector or receiver treating his/her own tax bills properly, e.g., penalties, if required?	X	☐
Are interest earnings remitted to the supervisor and/or the county as appropriate? (Check county resolution for guidance.)	N/A	☐
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.?	X	☐

Comments and Conclusions

The cash receipts and disbursements reporting of the Tax Collector for 2025 is in substantial compliance with requirements. All funds received are deposited into the Tax Collector bank account and recorded in the Allen-Tunnell software provided by St. Lawrence County. St. Lawrence County pre-populates this program with all amounts due from the Town of Fine taxpayers for the combined County and Town tax warrants. As payments are received and recorded, the Tax Collector then remits appropriate payments to both the County and the Town Supervisor. Once the deadline for tax payments has passed, the Tax Collector prepares a final "settlement" showing the final payment to the County and the remaining "not collected" taxes.

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Comment: Taxes received in January through March were deposited within 24 hours, although a few received in April and May were deposited less frequently due to the declining volume of activity and weekends. Based on the volume of activity, this variation in timing is reasonable.

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Submitted by Christine Cook, Accounting Consultant to the Town of Fine 9/16/25

Town of Fine
Tax Collector Activity for 2025

	2025	
County		
Property Tax-County Tax Levy	858,515.07	
School ReLevy	75,429.01	
County Chargebacks	100,974.73	
Adj due to/(from) County	3,780.00	
Omitted Taxes	-	
Rounding Difference	(0.84)	
Total to be Collected	1,038,697.97	
Corrections of Error/Adjustments	-	
Unpaid 2nd Notice Fees	218.00	
Unpaid Returned check fees		
Payments made to the County	905,703.07	
Rounding Difference	(2.12)	
Taxes Not Collected	132,779.02	
	OK - Agrees to Settlement Statement	
Town		
Property Tax-Town of Fine Tax Levy including Fine Fire Protection	1,366,312.00	Per 2025 Budget
FINE FIRE DIST	102,118.00	
STAR LAKE FIRE DIST	82,380.00	
Star Lake Water District	269,460.00	Per 2025 Budget
Unpaid Sewer/Other (Re-Levied)	2,678.87	Per 2025 Budget
Unpaid Property Clean-Up Charge	-	
Rounding Difference		
Total to be Collected	1,822,948.87	Payable to Supervisor-Agrees
Payments made to the Town of Fine	1,822,948.87	
Difference	-	should be zero
	OK	
Grand Total To Be Collected	2,937,075.85	
Less School Tax ReLevy	(75,429.01)	
Adj due to/(from) County	-	
Actual Warrant	2,861,646.84	
	OK	
Property Taxes-Fine Town Budget	1,366,312.00	Agrees
Property Taxes Recorded as Actual in Town of Fine Accounting Records	1,366,312.00	Agrees

Appendix E – General Recordkeeping Requirements for Tax Collecting Officers

In order to accomplish their responsibilities and properly account for tax collections, collectors and receivers of taxes and assessments should, and in some cases must, comply with the following:

1. Maintain tax warrants, tax rolls, tax bills (statement of taxes due), and other documents relating to tax accounts.
2. Maintain a cashbook, which chronologically identifies all receipts and disbursements.
3. Maintain official bank accounts in designated depositories.
4. Issue acceptable receipt forms to acknowledge all moneys collected (tax bill and tax receipts are generally one document).
5. Deposit all moneys received in a timely manner.
   For Towns Only: Deposit to the appropriate bank account(s) within 24 hours of collection.
6. Make all disbursements by check except for authorized petty cash payments.
7. **For Towns Only:** Generally, remit tax collections to the supervisor at least once a week until payment in full of all moneys payable to him/her pursuant to the warrant have been made.
8. **For Towns Only:** After payment to the supervisor in full of all moneys payable to him/her pursuant to the warrant, remit additional tax collections, if any, to the county treasurer by the 15th day of the month following collection.
9. Prepare a list of unpaid taxes at expiration of the warrant, and complete settlement with the county treasurer, if applicable.

(See, generally, Town Law Section 35, pertaining to the powers and duties of collectors, and Town Law Section 37, pertaining to the powers and duties of receivers of taxes and assessments.)

An Important Initial Step in the Audit Process for Tax Collectors and Receivers

Following the tax collection period, the tax collector or receiver is required to account for or settle up real property taxes that the collector or receiver was responsible for collecting. The accounting is made to the county treasurer, and is considered an important and integral part of any audit and/or oversight process.

Before the town board audits the records of the tax collector or receiver, a copy of the settlement sheet should be obtained and reviewed. If necessary, inquiry should be made with the county treasurer to find out if there were any known problems or concerns with the collector's or receiver's records or accounting at the time of settlement.

Note: An audit of the tax collector or receiver could be done any time after settlement with the county treasurer. Once the collector or receiver has settled with the county, there should be no further activity and the bank account balance should be zero (unless the bank, at the time of opening the account, required a minimum amount to be held in the account).

Appendix G – General Recordkeeping Requirements for Departments continued

Checklist for Review of Departments

The following checklist may be used for reviewing departments that receive and/or disburse cash.

Cash Receipts	**YES**	**NO**
Is the cash receipts book up-to-date?	X	☐
Is the cash receipts book maintained in a manner that identifies the date received, payer, purpose, and the amount either individually or totals referenced to subsidiary receipt records?	X	☐
Are duplicate deposit slips kept?	X	☐
Do deposit amounts agree with cash receipt amounts?	X	☐
Are deposits made timely and recorded up-to-date? *Last Recorded Deposit: Date* 12/31/24 *Amount* $25.00	X	☐
Are un-deposited cash receipts safeguarded? in locked box in locked file cabinet	X	☐
Is the cash receipts report totaled and summarized monthly?	X	☐

Cash Disbursements Not Applicable - No Cash Disbursements	**YES**	**NO**	N/A
Is the cash disbursements journal up-to-date?	☐	☐	
Is the cash disbursements journal maintained in a manner to identify amounts disbursed either individually or totals referenced to abstracts or payrolls?	☐	☐	
Are pre-numbered checks used for all disbursements (other than petty cash)?	☐	☐	
Are all checks signed by the appropriate official?	☐	☐	
If checks are signed electronically, is the signature stamp or software in the custody and control of the department head?	☐	☐	
Are canceled checks or check images returned with bank statements and maintained on file?	☐	☐	
Are all unused checks properly controlled (blank check stock)?	☐	☐	
Are checks recorded up-to-date? *Last Recorded Check: #* _______ *Date* ___________ *Amount* ___________	☐	☐	
Are payments supported by appropriate documentation? Consider comparing a sample of disbursements with supporting documentation.	☐	☐	

Cash Reconciliations N/A - No Separate Bank Account	**YES**	**NO**
Are bank accounts reconciled? *By Whom?* ________ *How Often?* ________ *Who Reviews/Verifies Them?* ________	☐	☐
Is the bank reconciliation performed timely after the bank statement is received?	☐	☐
Are reconciliations documented and available for review?	☐	☐
Does the reconciled bank balance agree with the cash balance recorded in the accounting records?	☐	☐

Last Bank Reconciliation for Each Bank Account		
Bank Account	Date Performed	Month Ending

Deposit Protection	**YES**	**NO**
Has the bank pledged adequate, eligible securities to protect deposits (held in department bank accounts) that exceed FDIC insurance protection, if applicable?	☐	☐

N/A

Accountability	**YES**	**NO**
Is accountability (what the department owes) determined at the end of each month?	☐	☐
Does accountability agree with bank reconciliation and supporting records?	☐	☐
Are receipts for the year comparable with those of previous years?	☒	☐
Are there significant safeguards for the protection of records and cash, such as a safe or a locking file cabinet, an office with a door that can be locked, regular deposits of cash, etc.? in locked box in locked file cabinet	☒	☐

N/A

Appendix G – General Recordkeeping Requirements for Departments continued

Financial Reporting	**YES**	**NO**	
Are monthly reports and payments to the chief fiscal officer timely?	X		
Are monthly reports and payments to other appropriate officials, individuals, entities, or agencies timely?			N/A
Do amounts reported agree with summarized cash receipt books?	X		
Are annual reports prepared and submitted timely? Annual Reports not Required			N/A
Do annual reports agree with the records?			

Other Concerns *(if applicable)* Does Not Apply	**YES**	**NO**	
Are receivable control accounts maintained?			N/A
Is there indication that the receivable control accounts are reconciled to the detail subsidiary records?			

Comments and Conclusions

Comments & Conclusion: The cash receipts reporting of the Code Enforcement Officer for 2024 is in substantial compliance with requirements. To expedite deposit, all funds received were remitted to the Town Clerk at the end of each month for deposit into the Town Clerk account. The Town Clerk then remits the funds as part of the Town Clerk's end of the month report to the Supervisor for deposit into the General Fund. The Code Enforcement Office does not maintain its own bank account or disburse any funds.

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See attached schedule of Building Permit Fee Income for 2024.

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Submitted by Christine Cook, Accounting Consultant to the Town of Fine 9/17/25

Town of Fine				
Code Enforcement Officer - Building Permits				
Fiscal Year ended 12/31/2024				
				Date
				Remitted to
Period Covered	Receipt #'s	Permit #'s	Amount	Town Clerk
January	none	none	-	
February	752738-752739	2024-1 thru 2024-2	84.00	02/27/2024
March	752740-752742	2024-3 thru 2024-5	759.00	03/28/2024
April	no # for 2, 752749	2024-6 thru 2024-8	350.00	04/30/2024
May	752743-752745	2024-09 thru 2024-11	175.00	05/31/2024
	no receipt #	no permit #	26.00	05/31/2024
June	752746-752747	2024-12 thru 2024-13	50.00	07/08/2024
July	752748-752754 & 752757 *	2024-14 thru 2024-20	4,243.96	07/29/2024
August	752758-752765 *	2024-21 thru 2024-26	418.25	09/03/2024
September	752766	2024-27	330.00	10/03/2024
October	752767-752772	2024-28 thru 2024-33	913.12	10/16/2024
			93.20	11/05/2024
November	752773-752776	2024-34 thru 2024-36 plus a renew	75.00	11/08/2024
		2023-46 renewal	25.00	12/02/2024
December	752777	2024-37	25.00	12/31/2024
			7,567.53	
05/14/2024	Less $100 refund of fee - no permit required		(100.00)	
	2024 Permits Revenue Account A2555		7,467.53	
Receipt #'s voided:				
752755				
752756				
752759	*			
752760	*			

Appendix C – General Recordkeeping Requirements for Chief Fiscal Officers continued

Checklist for Review of Chief Fiscal Officer's Records

Determine the types of funds in use, and whether separate cash receipts and disbursements books are maintained for the various funds or whether a single cash receipts and single cash disbursements book is maintained. The following checklist can be used for each fund maintained.

Cash Receipts All receipts are recorded by journal entry in Xero accounting software.	**YES**	**NO**
Is the cash receipts journal up-to-date?	X	☐
Is the cash receipts journal maintained in a manner that identifies the date received, payer, purpose and the amount either individually or totals referenced to subsidiary receipt records (e.g., water rents receipts register)?	X	☐
Are un-deposited cash receipts safeguarded?	X	☐
Are duplicate deposit slips kept?	X	☐
Do deposit amounts agree with cash receipt amounts?	X	☐
Are deposits made timely and recorded up-to-date? Required to be deposited within 10 days per Town Law, Section 29(2) *Last Recorded Deposit: Date* 12/19/24 *Amount* $50,962.59	☐	X-Not usually See Comments
Is the cash receipts journal totaled and summarized monthly? in Xero	X	☐

Cash Disbursements All disbursements are recorded in Xero accounting software.	**YES**	**NO**
Is the cash disbursements journal up-to-date?	X	☐
Is the cash disbursements journal maintained in a manner to identify amounts disbursed either individually or totals referenced to abstracts or payrolls?	X	☐
Are pre-numbered checks used for all disbursements (other than petty cash)?	X	☐
Are all checks signed by the chief fiscal officer and co-signed if required?	X	☐
If checks are signed electronically, is the signature stamp or software in the custody and control of the chief fiscal officer?	NA	☐
Are canceled checks or check images returned with bank statements and maintained on file?	X	☐
Are all unused checks properly controlled (blank check stock)? maintained by accounting firm	X	☐
Are checks recorded up-to-date? *Last Recorded Check: #* 12586 *Date* 12/11/24 *Amount* $ 120.00	X	☐
Is the cash disbursements journal totaled and summarized monthly?	X	☐
Are payments supported by appropriate documentation? Consider comparing a sample of disbursements with supporting documentation. sampled 10 items	X	☐

Appendix C – General Recordkeeping Requirements for Chief Fiscal Officers continued

Cash Reconciliations	**YES**	**NO**
Are bank accounts reconciled? *By Whom?* accounting firm *How Often?* monthly *Who Reviews/Verifies Them?* Town Board and Christine Cook, accounting consultant	X	☐
Is the bank reconciliation performed by a person whose job duties do not include maintaining either the cash receipts or disbursements journals or receiving or disbursing cash? No, but reviewed in detail by accounting consultant	☐	X
Is the bank reconciliation performed timely after the bank statement is received?	X	☐

Last Bank Reconciliation for Each Bank Account		
Bank Account	Date Performed	Month Ending
All Community Bank bank accounts	1/7/2025	December 31, 2024

	YES	**NO**
Are reconciliations documented and available for review? Provided to board monthly	X	☐
Does the reconciled bank balance agree with the cash balance recorded in the accounting records?	X	☐

Receivables Sewer Rents only	**YES**	**NO**
Are receivable control accounts maintained?	X	☐
Is there indication that the receivable control accounts are reconciled to the detail subsidiary records?	X	☐

Investment Records NA-No investments, only bank accounts	**YES**	**NO**
Is an investment record maintained?	NA	☐
Is the record complete and up-to-date?	NA	☐

Deposit Protection	**YES**	**NO**
Has the bank pledged adequate, eligible securities to protect deposits and investments (under the custody of the chief fiscal officer) that exceed FDIC insurance protection?	X	☐

Appendix C – General Recordkeeping Requirements for Chief Fiscal Officers continued

Indebtedness Records Minimal debt - Individual records kept. *(This record is maintained by the clerk in certain local governments)*	**YES**	**NO**
Is an indebtedness register maintained?	NA	☐
Is the register complete and up-to-date?	NA	☐

Property Records	**YES**	**NO**
Are property records maintained?	X	☐
Are the records up-to-date?	X	☐
Are all fixed assets included in the records?	X	☐
Are physical inventories taken and compared to the records?	X	☐

Financial Reporting	**YES**	**NO**
Are interim reports (budget/actual; trial balances; etc.) prepared? Monthly	X	☐
Are the reports distributed to the governing board and department heads?	X	☐
Does total year-end recorded cash agree with that reported in the annual financial report?	X	☐

Payrolls	**YES**	**NO**
Are payrolls certified/approved by the appropriate official?	X	☐
Are pay rates in accordance with collective bargaining agreements and other lawful employment contracts, or board resolutions? board resolution	X	☐
Is leave time accounted for?	X	☐

The General Recordkeeping Requirements for the Chief Fiscal Officer (Town Supervisor) for 2024 are in compliance in most regards, however they are NOT in compliance with the requirements for the following:

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1) REPEAT COMMENT - Per Town Law, Section 29(2), the supervisor must deposit and secure town moneys within 10 days after receipt . The majority of the time, funds were not deposited within 10 days of receipt. To be in compliance with Town Law, the supervisor is required to make bank deposits within 10 days of receipt of funds.

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Submitted by Christine Cook, Accounting Consultant to the Town of Fine 09/16/25

Appendix C – General Recordkeeping Requirements for Chief Fiscal Officers

Adequate accounting records and effective procedures need to be in place to properly account for and report financial activities of the local government or school district. Although most local governments and school districts maintain their accounting records electronically, the requirements are the same. Governing boards should familiarize themselves with the chief fiscal officer's recordkeeping system, whether maintained manually or electronically, before attempting to review the records. Some basic and essential record keeping and reporting requirements include the following:

1. Maintain official bank accounts in designated depositories.
2. Deposit moneys received into an official bank account and properly secure those moneys.
3. Moneys received should be deposited timely. Moneys received may be required by statute or local legislation to be deposited within a given number of days after receipt.

   Required to be deposited within 10 days per Town Law, Section 29(2)
4. Disburse moneys, by check or electronic funds transfer, throughout the year. Most payments are made for salaries and wages of municipal officers and employees (based on certified payrolls) and for contractual expenses.
5. Maintain accurate and complete accounting records to record moneys received and disbursed. Accounting records are required to be kept on a fund basis.
6. Maintain separate appropriation accounts for every appropriation.
7. Prepare and provide interim reports to the governing board.
8. Prepare in a timely manner the annual financial report, which shows the summary of the prior year fiscal activity and the results of operations for that year. The report is filed with OSC and generally with the municipal clerk.
9. Reconcile cash, receivables, and other control accounts. Reconciliations of cash in the bank to recorded cash balances, and of detailed receivables or other subsidiary accounts to related control accounts, should be made periodically (monthly is recommended) and on a timely basis.

ST. LAWRENCE COUNTY SELF-INSURANCE PLAN
48 COURT STREET
CANTON, NEW YORK 13617
PHONE: 315-379-2239
FAX: 315-379-2254

Stephen D. Button
Plan Administrator

Hattie Bice
Secretary

Jody C. Wenzel
Risk Manager

September 29, 2025

Jeremy Thompson
Supervisor, Town of Fine
4078 St. Hwy 3
Star Lake, NY 13690

Dear Supervisor Thompson,

I wanted to thank you for facilitating my visit on 9/29/2025. Overall, the Town's facilities are in good shape and most everything from last year was addressed.

I have attached my audit findings on the enclosed pages. Please note that each item has a location, severity rating, and space to note when the items have been addressed. Please indicate the date each item was corrected and forward a copy of these forms back to me for my files.

Each of these items was discussed at the time of the finding, but if there are any questions, please do not hesitate to reach out to me. My email address is JWenzel@stlawco.org and my direct line is (315) 229-3035. You can also reach me on my cell phone at (315) 244-1363.

It was a pleasure visiting your facilities. Please do not hesitate to contact myself or this office with questions on my findings or any Worker's Compensation, training, or safety issues you may have.

Sincerely,

Jody C. Wenzel
Risk Manager, St. Lawrence County Self-Insurance Plan
Cc: Tracy Typhair, Hope Dolan, Water Department

Fine Town Office Building Safety Compliance Audit

Risk Assessment Rating:	1 = Critical (Immediately)	3 = Minor (Within 60 days)
	2 = Major (Within 30 days)	4 = Observation (Within 90 days)

Location:	Description	Correction Date	Rating
Administrative	PESH poster missing - document is attached	9/29/2025	4

Town of Fine Golf Course Safety Compliance Audit

Risk Assessment Rating:	1 = Critical (Immediately)	3 = Minor (Within 60 days)
	2 = Major (Within 30 days)	4 = Observation (Within 90 days)

Location:	Description	Correction Date	Rating
Maintenance Shop	Open hole on back of welder plug		3
Maintenance Shop	Material stored in front of electrical panel under mezzanine - 36" clearance req.		3
Maintenance Shop	Electrical whip for welder should be permanently mounted		2
Maintenance Shop	No load rating on hanging shelf		3
Maintenance Shop	Check fire extinguishers monthly		4
Clubhouse	Smoke detector missing		2

Town of Fine Highway Department Safety Compliance Audit

Risk Assessment Rating:	1 = Critical (Immediately)	3 = Minor (Within 60 days)
	2 = Major (Within 30 days)	4 = Observation (Within 90 days)

Location:	Description	Correction Date	Rating
Administrative	Health & Safety Manual should be updated. New templates are attached.		4
Administrative	No Lyme Disease prevention policy found		3
Administrative	Workplace Violence policy posting missing		3
Electrical Room	Emergency light not working		3
Electrical Room	Suggest exit signs on door in electrical room		4

Town of Fine Sewer Plant at Wanakena Safety Compliance Audit

Risk Assessment Rating:	1 = Critical (Immediately)	3 = Minor (Within 60 days)
	2 = Major (Within 30 days)	4 = Observation (Within 90 days)

Location:	Description	Correction Date	Rating
	No Findings		

Town of Fine Water Plant Safety Compliance Audit

Risk Assessment Rating:	1 = Critical (Immediately)	3 = Minor (Within 60 days)
	2 = Major (Within 30 days)	4 = Observation (Within 90 days)

Location:	Description	Correction Date	Rating
Administrative	Suggest an exit sogn for the rear door.		4

Clifton / Fine Arena Safety Compliance Audit

Risk Assessment Rating:	1 = Critical (Immediately)	3 = Minor (Within 60 days)
	2 = Major (Within 30 days)	4 = Observation (Within 90 days)

Location:	Description	Correction Date	Rating
All Areas	Emergency lights not working and/or damaged		3
All Areas	Exit signs not illuminated or damaged		3
Entrance	Fire extinguisher inspection not up to date		3
Locker Room #2	Open conduit box		3
Locker Room #2	Recommend rewiring heater with metal-shielded wire		4
Locker Room #1	Fluorescent bulbs not shielded		3
Bench-side Wall	Missing outlet covers on multiple electrical boxes		3
Zamboni Room	Electrical panel not labeled as "fed from"		4
Zamboni Room	Not all breakers labeled		3
Under Bleachers	Open light sockets - install bulbs or cover plates		3
Kitchen	Not all breakers labeled		3
Kitchen	Open slot in panel box		3
Electrical Room	Recommend re-labeling all breakers - lists are old and worn		4
Outside Furnace Room	Open conduit on 480v junction box		2
Outside Furnace Room	Wires running through door opening on panel box		2
Furnace Room	Open conduit boxes above entrance door		2
Furnace Room	Open junction box above entrance		2
Furnace Room	Multiple junction boxes on wall heading towards bleachers		2
Locker #3	Missing grate on heating duct opening		4
Arena - Rear	Ladder found leaning up against electrical conduit.		2

Fine Community Center Safety Compliance Audit

Risk Assessment Rating:	1 = Critical (Immediately)	3 = Minor (Within 60 days)
	2 = Major (Within 30 days)	4 = Observation (Within 90 days)

Location:	Description	Correction Date	Rating
Entryway	Emergency light not working		2