



**BOARD OF TRUSTEES  
Village of Watkins Glen  
OFFICIAL NOTICE OF REGULAR MEETING  
JANUARY 4, 2022**

A meeting of the Board of Trustees for the Village of Watkins Glen will be held on January 4, 2022 at 6:00 pm in the Board Room of the Municipal Building, 303 North Franklin Street, Watkins Glen, New York

**AGENDA**

**1. PLEDGE OF ALLEGIANCE**

**2. NEW ADDITIONS TO AGENDA**

**3. PUBLIC BE HEARD**

**4. APPROVAL OF MINUTES**

- a. Minutes from Regular Board Meeting held on December 21, 2021.

**5. REPORTS**

- a. Parks Report
- b. Streets Report
- c. Codes Report
- d. Water Report *\*no attach*
- e. Electric Report
- f. Sewer Report
- g. Superintendents Report *\*no attach*
- h. Police Report *\*no attach*
- i. Fire Report
- j. Treasurer's Report *\*no attach*

**6. VOTING ITEMS**

- a. Clute Park Campground Expansion Project – RFQ Award to LaBella (\$22,100.00)
- b. MOU – Police Benevolent Association
- c. Office of the State Comptroller – Village Justice Corrective Action Plan (letter dated December 1, 2021)
- d. Wastewater Treatment Plant Operator 2A – Bradley Gallow – additional provisional appointment effective 12/23/21 until next unknown exam date. *\*no attach*
- e. Post Keyboard Specialist position for Village Office (\$16.00/hr.) *\*no attach*
- f. Create and Post Part-Time Clerk position for Parks Dept. (\$14.00/hr.) *\*no attach*

The Board of Trustees meets on the first and third Tuesday of the month at 6:00pm in the Board Room of the Municipal Building. All meetings are voting meetings, which opens with a public comment period. Meeting agendas are created from prior public input, Department operating and planning issues and requests made to the Board. The Board reserves the right to limit verbal comments to three minutes if necessary and to request written comments on lengthy or complex issues. This information may then be used to create committee agendas, with the speaker or author invited to attend.



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**7. AUDIT**

- a. General Audit dated January 3, 2022 = \$181,990.26
- b. Online Audits = \$587,715.64
  - i. *December sales tax = \$4,455.91*
  - ii. *2020 Serial Bond Interest = \$6,031.25*
  - iii. *EFC Loan Payments VOWG = \$368,172.00 + \$42,180.85*
  - iv. *EFC Loan Payments Montour = \$150,990.00 + \$15,885.63*

**8. BOARD CONCERNS/NEW BUSINESS**

- a. Resignation – Village Office, Keyboard Specialist Jennifer Schoffner effective January 7, 2022
- b. Audit Notice – completion of Village of Watkins Glen for June 1, 2020 – May 31, 2021
- c. Audit Notice – completion of Village of Watkins Glen Justice for April 1, 2015 – June 30, 2020

**9. EXECUTIVE SESSION**

- a. Personnel – Village Court

**10. ADJOURNMENT**

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## REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE VILLAGE OF WATKINS GLEN HELD TUESDAY, DECEMBER 21, 2021

### PLEDGE OF ALLEGIANCE

The public session of the meeting was called to order at 6:00 pm by Deputy Mayor Louie Perazzini. Present were Deputy Mayor Louie Perazzini, Trustee Laurie DeNardo, Trustee Nan Woodworth, Trustee Bob Carson, Village Clerk Lonnie Childs and Treasurer Rhonda Slater. Absent was Mayor Luke Leszyk and Superintendent Terry Wilcox. Also present were Parks and Event Center Manager Craig Bond and Sergeant Ethan Mosher. There were three other persons in attendance.

### PUBLIC BE HEARD

Attorney Josh Navone was present to inquire about the zoning law updates. He was informed that there is a public hearing tentatively planned for January 18, 2022 to review the proposed local law.

### APPROVAL OF MINUTES

Minutes for Regular Meeting December 7, 2021

Trustee Laurie DeNardo made the motion to approve the minutes for the Regular Board of Trustees meeting held on December 7, 2021. Trustee Bob Carson seconded the motion. The Board then voted on the motion and the vote was as follows:

Yeas: Deputy Mayor Louie Perazzini, Trustee Bob Carson, Trustee Laurie DeNardo

Nays: None

Abstain: Trustee Nan Woodworth

Absent: Mayor Luke Leszyk Motion Carried.

### DEPARTMENT REPORTS

Trustee Nan Woodworth made the motion to approve the department heads reports. Trustee Nan Woodworth seconded the motion. The Board then voted on the motion and all were in favor. Motion Carried.

Trustee Laurie DeNardo made the motion to amend the current skating rates of a flat \$7/person to \$5/person with own skates and \$7/person with skate rental. Trustee Nan Woodworth seconded the motion. The Board then voted on the motion and all were in favor. Motion Carried.

### VOTING ITEMS

#### BST Proposal for Services

Trustee Laurie DeNardo made the motion to approve the proposal for services from BST & Co. CPAs LLP for the completion of the audit of basic financial statements, the preparation of the NYPA report and the filing of the Annual Update Documents at a cost of \$34,600.00, plus travel expenses. Trustee Bob Carson seconded the motion. The Board then voted on the motion and all were in favor. Motion Carried.

#### Intermunicipal Agreement for Police Dispatch Services

Trustee Laurie DeNardo made the motion to enter into an intermunicipal agreement for the County of Schuyler for police dispatch services for calendar year 2022 in the amount of \$12,000/year. Trustee Nan Woodworth seconded the motion. The Board then voted on the motion and all were in favor. Motion Carried.

## AUDIT

### General Audit

Trustee Bob Carson made the motion to approve the general audit dated December 20, 2021 and December 21, 2021 in the following amounts:

General	\$51,639.10	Sewer	\$7,101.56
Electric	\$184,465.73	Water	\$12,799.13
Joint Activity (CVWRF)	\$12,005.28	Madison Ave/Rte. 14	\$115.76

Trustee Laurie DeNardo seconded the motion. The Board then voted on the motion to approve and all were in favor. Motion Carried.

### Online Audit

Trustee Laurie DeNardo made the motion to approve the online audit to pay the November fines and fees in the amount of \$2,135.00. Trustee Bob Carson seconded the motion. The Board then voted on the motion to approve and all were in favor. Motion Carried.

### JPC Audit

Trustee Nan Woodworth made the motion to approve the JPC audit in the amount of \$117,121.64. Trustee Laurie DeNardo seconded the motion. The Board then voted on the motion to approve and all were in favor. Motion Carried.

## BOARD CONCERNS

### CFA Grant Awarded #110959

The Village of Watkins Glen was awarded the Environmental Protection Fund Local Waterfront Revitalization Program's 2021 Consolidated Funding Application grant to design and construct improvements at Clute Park, including waterfront walking pathways and ADA compliant playground equipment. This is the phase III part of the Project Seneca, Clute Park Redevelopment plan. The grant was awarded in the amount of \$375,000 and has a 25% local match requirement. There will be a kickoff meeting held on January 4, 2022.

### HCR CDBG Grant Awarded #110193

The Village was also awarded a second Community Development Block Grant for the water system improvements phase one, part 2 for the improvements to the Water Treatment Plant. The grant was awarded in the amount of \$1,250,000. The Village was already awarded the 2020 CDBG grant for phase one, part one - water intake improvements in June of 2021 in the amount of \$1,250,000.

### Seneca Lake Event Center Logo

Parks and Event Center Manager Craig Bond provided the Board with sample logos to help promote and market the new Seneca Lake Event Center. The Board provided input on the samples, but no definitive logo was selected. It was mentioned that in the past the Village has held contests for the solicitation of logo ideas. The Board further discussed the potential need for a part-time staff to help with the marketing and social media updates for the Seneca Lake Event Center.

### Job Posting – Parks Temporary Seasonal Labor

Village Clerk Lonnie Childs informed the Board that the Parks Department has posted a position for temporary, seasonal help to assist Parks and Recreation Coordinator Diane Carl with the 2022 campground reservations with a rate of pay of \$14.00/hr.

## EXECUTIVE SESSION

There was no executive session.

**ADJOURN**

With no further business to come before the Board, Trustee Laurie DeNardo made the motion to adjourn at 6:35 pm. Trustee Nan Woodworth seconded the motion. The Board then voted on the motion and all were in favor. Motion Carried.

Meeting Adjourned.

Respectively Submitted,

Rhonda E Slater  
Treasurer

## **Parks and Events Board Report**

For January 4, 2022

### **Hiring/Staffing:**

- Parks Clerk – up to 20 hours – revised title – previously approved at last board meeting

### **Recreation Programs:**

- Ice-Skating:
  - Mon to Thu 4 to 8, Fri 4 to 9, Sat 11 to 9, Sun 11 to 7
  - Ice-rink Closing – March 20<sup>th</sup> – First Day of Spring
  - Fire-pit – January – back order
- Roller-Skating:
  - Mar 18 opening – tentative date
  - Volunteers to assist Parks and Recreation Staff
  - Admissions - POS

### **Beautification of Parks:**

- Updated Plan and Quotes for 5-foot path have been requested
  - ½ Mile
  - 1 Mile
  - Overlap with ADA Playground

### **Campground Potential Expansion:**

- RFQ – Scoring Matrix Attached
  - Michelle Hyde – limited hours to assist with project
- Cargill
  - Jan well work – started today
  - Well work 31 scheduled until Apr 2022
  - Officially accepted 25 new sites – Phase I - requested
- Surveyor work scheduled

### **Programming/Special Events:**

- Summer Rec – Youth Bureau – smaller Summer Rec for 2022 planned
- High School – Sculpture Walk – with Cargill funds – STEM alignment

### **Board Concerns:**

- Skaters after hours
- CFA – State Award – Kick Off meeting held

Thanks for reading – Craig - Parks and Event Center Manager

**STREET DEPARTMENT**  
**December 20, 2021 – January 2, 2022**

**December 20<sup>th</sup> thru December 26<sup>th</sup>**

- **Bags and brush pick up**
- **Did UFPO's**
- **Trash pickup**
- **Managers Meeting**
- **Fallin down tree cleanup**
- **Salt roads**
- **Went through MSD book to keep it upgraded**
- **Went and picked up electric dept. chainsaws for them**
- **Had county do some brush mowing around ditch lines**

**December 27<sup>th</sup> thru January 2<sup>nd</sup>**

- **Bags and Brush pick up**
- **Did UFPO'S**
- **Trash Pickup**
- **Managers Meeting**
- **Salt roads**
- **Put up police parking only signs behind municipal building**
- **Stump grinding at Clute Park**
- **Tree cutting with the Electric Dept.**
- **Repair stop sign that was hit on Second and Jackson**
- **Cleaned off storm basins**
- **Picked up Christmas trees**

## **December 2021 Codes Department Report**

### **Code Official -Time Off**

1. 2 regular sick days
2. 4 bereavement days – Father-in-Law
3. 5 Covid sick days – Quarantine
4. 2 Covid sick days – Side effects after quarantine.

### **Complaints/Violations:**

1. Rubbish & property maintenance – 2
2. Working without a building permit. – 1

### **Permits issued in December 2021:**

1. 7 new permits issued: Electric service; Sewer lateral; Handicap ramp; Complete home remodel; Demolition of unsafe structure; Interior home demolition.

### **December 16th - Zoning Board Meeting:**

1. Meeting cancelled – No applications.
2. All future Meeting times changed to 6:30 PM.

### **December 22nd - Planning Board Meeting:**

1. Meeting cancelled – Not enough members could attend.

### **New Zoning Code:**

1. “Public Work-shop, open house” was held December 1<sup>st</sup>.
2. Public comments to be reviewed by Village Board prior to final approval.
3. Public hearing tentatively scheduled for January 18<sup>th</sup>.

### **In-Service Training – 3 hours: Commercial Energy code.**

### **Building safety Inspector – Scot Cole**

1. 14 hours of in-service training.
2. performed 22 inspections. Performed 4 follow up Inspections.
3. Sent out 3 nuisance letters.
4. Performed 4 building permit inspections and assisted Code Official due to illness.
5. Participated in many zoning/planning and general village discussions.

### **SCOPED / DRI Projects:**

1. Seneca Sunrise – Residence remodel framing has started.
2. 15 N Franklin St. (Little Joe’s)– Re-Framing has begun.



## BOARD MINUTES FOR ELECTRIC DEPARTMENT

December 29 2021

### Week of December 20th 2021

- Substation checks.
- \* UFPOs, safety review.
- \* Confirming pole numbers on street inventory.
- Installed new transformer 3<sup>rd</sup> street parking lot, splitting loads from previous complaints.
- Trucks materials and storeroom. Deliveries.
- Meter reading, transfers.
- Service complaints/requests.
- Installed new service 2<sup>nd</sup> street apartment remodel, Valent.
- Decoration repairs.

### Week of December 27th 2021

- Meter reading, delinquents, transfers, account confirmations.
- Substation
- UFPOs
- Clean and maintenance of shop.
- Vehicle maintenance and cleaning.
- transformer records and field work.
- job review, vehicle specs for replacement.
- Shared services, Town of Reading, tree cutting dangerous trees.
- Started village tree cutting and tree trimming, village wide.

WASTEWATER DEPARTMENT  
WORK REPORT

Dec 21<sup>st</sup>, 2021 – Jan 4<sup>th</sup>, 2022

- Operation and maintenance of WW facility
- Monthly JPC meetings
- Daily and weekly samples
- Daily lab testing
- Vouchers
- DMR and OPS report completed and submitted November
- Training of OIT (ongoing)
- Start 2022 spreadsheets
- Start building shelving units for storage (ongoing)
- Contractor in plant to fix heating unit for sludge building
- Unplug sewer rt 14 near Elks Club
- Reset phone system in plant
- Flushing of sewer in front of EC cooper
- Tour of plant given to John King and son
- Sewer blockage 146 old corning road, homeowner issue
- Performance appraisals done on 2 employees
- Battery back up unit ordered for sludge press
- 2 replacement pumps ordered for Salt point Rd, and Watkins Brewery lift stations
- Phosphorous removal chemicals ordered
- Call from Syracuse University to do study on influent for presence of COVID in wastewater. Will send bottles.

Regards  
Terry A Wilcox



WATKINS GLEN FIRE DEPARTMENT

201 N. PERRY STREET

WATKINS GLEN NY, 14891

607-535-7700

CHIEF: JASON HUDSON

Firechief@watkinglen.us

January 4<sup>th</sup> 2022  
Village Board Meeting

Agenda:

- December 2021 Incident Reports
- New Member Kevin Basch, Lives on Co. 28 across from storage building. Kevin is brand new to the fire service and is very interested in helping out his community.
- 2022 has an extensive training program set up.

2021 Year End Report:

- Total Calls: 503
- Total Training Hours: 44 Trainings Totaling 115 hours

Thank You  
Jason Hudson

Fire Chief WGFD  
Firechief@watkinglen.us

Watkins-Glen

Incident Type Report (Summary)

Alarm Date Between {12/01/2021} And {12/31/2021}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
<b>1 Fire</b>				
111 Building fire	1	2.85%	\$0	0.00%
160 Special outside fire, Other	1	2.85%	\$0	0.00%
	<u>2</u>	<u>5.71%</u>	<u>\$0</u>	<u>0.00%</u>
<b>3 Rescue &amp; Emergency Medical Service Incident</b>				
300 Rescue, EMS incident, other	9	25.71%	\$0	0.00%
311 Medical assist, assist EMS crew	2	5.71%	\$0	0.00%
321 EMS call, excluding vehicle accident with	3	8.57%	\$0	0.00%
	<u>14</u>	<u>40.00%</u>	<u>\$0</u>	<u>0.00%</u>
<b>4 Hazardous Condition (No Fire)</b>				
400 Hazardous condition, Other	2	5.71%	\$0	0.00%
412 Gas leak (natural gas or LPG)	2	5.71%	\$0	0.00%
424 Carbon monoxide incident	1	2.85%	\$0	0.00%
	<u>5</u>	<u>14.28%</u>	<u>\$0</u>	<u>0.00%</u>
<b>5 Service Call</b>				
522 Water or steam leak	1	2.85%	\$0	0.00%
551 Assist police or other governmental agency	3	8.57%	\$0	0.00%
	<u>4</u>	<u>11.42%</u>	<u>\$0</u>	<u>0.00%</u>
<b>6 Good Intent Call</b>				
611 Dispatched & cancelled en route	6	17.14%	\$0	0.00%
	<u>6</u>	<u>17.14%</u>	<u>\$0</u>	<u>0.00%</u>
<b>7 False Alarm &amp; False Call</b>				
743 Smoke detector activation, no fire -	3	8.57%	\$0	0.00%
746 Carbon monoxide detector activation, no CO	1	2.85%	\$0	0.00%
	<u>4</u>	<u>11.42%</u>	<u>\$0</u>	<u>0.00%</u>
<b>Total Incident Count:</b>	<b>35</b>		<b>Total Est Loss:</b>	<b>\$0</b>

**CLUTE PARK CAMPGROUND EXPANSION RFQ RESULTS**

<b>Firm Submittal</b>	<b>Experience with the Village</b>	<b>Relevant Project Experience</b>	<b>Qualifications of Project Team</b>	<b>Familiarity with Area/Project</b>	<b>References</b>	<b>Score</b>	<b>TOTAL SCORE</b>	<b>PHASE I FEE PROPOSAL</b>
<b>Available Points</b>	<b>5</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>20</b>		
Hunt	3	4	4	4	3	18	<b>53</b>	<b>\$35,620.00</b>
Hunt	4	3	4	4	3	18		
Hunt	3	4	4	4	2	17		
LaBella	4	4	4	4	3	19	<b>59</b>	<b>\$22,100.00</b>
LaBella	5	4	4	4	3	20		
LaBella	5	4	4	4	3	20		
Larson Design Group	5	4	4	4	2	19	<b>57</b>	<b>\$37,520.00</b>
Larson Design Group	5	4	4	4	3	20		
Larson Design Group	5	3	4	4	2	18		

## MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is entered into by and between the negotiating teams for the Village of Watkins Glen ("Village") and the Police Benevolent PBA of Watkins Glen, Inc ("PBA"), affiliated with the New York State Union of Police PBAs, Inc. (NYSUPA), referred to collectively as the parties.

**WHEREAS**, the Village and the PBA are parties to a collective bargaining agreement which has an expiration date of May 31, 2020; and

**WHEREAS**, the parties have now reached an agreement as of the date of execution of this Memorandum of Agreement ("MOA") on the terms and conditions for a successor collective bargaining agreement for the period of **June 1, 2020 through May 31, 2024** and wish to memorialize their understanding, in writing, pending the signing of a new collective bargaining agreement; and

**WHEREAS**, upon execution of this MOA by the negotiating committees of both the Village and PBA, the parties agree to comply with the following:

1. All parties who sign this MOA shall support and endorse it for ratification by their respective bodies. This MOA is subject to ratification by the PBA and Village as set forth herein.

2. All terms and conditions of the collective bargaining agreement, which has an expiration date of May 31, 2020, shall remain in full force and effect except as agreed to be modified herein.

3. The PBA shall hold a ratification vote no later than **December 24, 2021**.

4. Upon a majority vote of the members in attendance at the required ratification vote by the PBA of this MOA, counsel for the Village shall be notified by NYSUPA of its successful passage or failure.

5. In the event that the majority of members in attendance at the PBA ratification vote support this MOA, the Village shall then place this matter on the agenda for its Village Board meeting to be conducted no later than ~~December 31, 2021~~ **January 4, 2022** at which a ratification vote of this MOA shall be conducted. *NW JP*

6. After ratification by the PBA and Village, all new terms and conditions shall become effective immediately, except those that may have an implementation date(s) that occurs at a specific period within the contract period. All terms and conditions that have no specific implementation date shall become effective on the first (1<sup>st</sup>) day of the MOA, **June 1, 2020**.

7. NYSUPA shall prepare a draft "red lined" collective bargaining agreement for the Village's review, consideration and response that it reflects the expired agreement and this MOA, no later than **75** calendar days after the successful ratification vote of the Village Board.

After mutual agreement by the parties to the "draft red lined" collective bargaining agreement, a final draft shall be forwarded thereafter to be executed by the parties.


8. The Village agrees that any and all payments under the MOA are retroactive to the first day of the MOA, June 1, 2020 and that all retroactive money due and owing, if any, shall be paid by separate check as soon as practicable, but not later than two pay periods after full ratification of the MOA. The Village shall provide a worksheet to any unit member receiving retroactive money setting forth how the calculation(s) was made and what it represents.

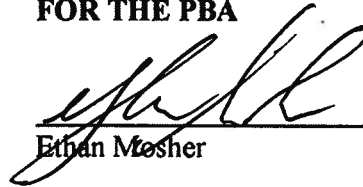
9. The parties agree that upon approval of the ~~Legislature~~ **Village Of Watkins Glen Board** by resolution after ratification by the PBA, this MOA shall have the full force and effect of the collective bargaining agreement between the parties. *fu D NW*

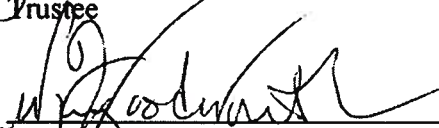
**NOW, THEREFORE**, in consideration of the promises and mutual covenants contained herein, upon ratification by the PBA and approval by the Village Board, the parties agree that a successor collective bargaining agreement to the one that has an expiration date of May 31, 2020 shall reflect the following terms as attached to this MOA.

**FOR THE VILLAGE**

**FOR THE PBA**

  
\_\_\_\_\_  
Laurie Denardo  
Trustee  
Date 12/23/21

  
\_\_\_\_\_  
Ethan Mesher  
Date 12/27/21

  
\_\_\_\_\_  
Nan Woodworth  
Trustee  
Date 12/23/21

1. **HOUSEKEEPING** – Delete dates no longer applicable, make grammatical and spelling corrections mutually agreed upon.
2. **ARTICLE 6 – COMPENSATION**

### **6.1 Wage Rates**

#### **6.1.1 Base Wage Rates**

Amend as follows:

All full time employees shall be paid pursuant to the following:

6/1/20 – 5/31/21 - All full-time employees employed by the Village at the time of the ratification of the parties' MOA shall be paid a bonus equal to the sum of 3% of their 6/1/19 – 5/31/20 actual earnings (annual base salary and overtime).\*

5/31/21 – 3% increase to salary schedule at each step.\*

6/1/21 – \$.50 adjustment at each step, plus 1 ½% increase at each step.\*

12/1/21 – \$.50 adjustment at each step, plus 1 ½% increase at each step.\*

6/1/22 – \$.40 adjustment at each step, plus 3% increase at each step.

6/1/23 – 3% increase at each step.

**\* All other salary increases shall be fully paid retroactively to 5/31/21**

#### **6.1.2 Sergeant Differential\*\***

6/1/20 – N/C

6/1/21 – change to \$1.70 per hour

6/1/22 – change to \$1.95 per hour

6/1/23 – change to \$2.20 per hour

#### **6.1.2-A Sergeant -in- Charge Differential\*\***

6/1/20 – N/C

6/1/21 – change to \$3.00 per hour

6/1/22 – change to \$3.25 per hour

6/1/23 – change to \$3.50 per hour

**\*\*Increases fully paid retroactive to 6/1/21**



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**14.1 Duration of Agreement**

Insert "2020" and "2024" where "2016" appears.

# Village of Watkins Glen

## Justice Court Operations

DECEMBER 2021



OFFICE OF THE NEW YORK STATE COMPTROLLER  
Thomas P. DiNapoli, State Comptroller

# Contents

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# Report Highlights

## Village of Watkins Glen

### Audit Objective

Determine whether the Village of Watkins Glen (Village) Justices collected, recorded, deposited, reported and remitted Justice Court (Court) collections in a timely and accurate manner.

### Key Findings

The Justices did not ensure all fines and fees were properly collected, recorded, deposited, reported and remitted in a timely and accurate manner.

- The Justices did not prepare monthly accountabilities. As a result, recording and reporting errors occurred and went undetected, and Court collections were not deposited intact. The net effect of the reporting errors was a \$3,320 overpayment to the Justice Court Fund. In addition, Justice Miller had a shortage totaling \$421 that remained through Justice Decker's term.
- 1,311 cases were not properly reported to the Department of Motor Vehicles (DMV).
- The Court's computerized accounting system was unsecure and did not require sequentially issued receipts and allowed the clerks to delete or modify transactions without supervisory approval or the creation of an audit log.

### Key Recommendations

- Ensure that monthly accountabilities of all Court accounting records are completed.
- Review the recording and reporting errors identified in this report and make necessary corrections.
- Upgrade the Court's computerized accounting system software to the most secure version.

Village officials agreed with our recommendations and have initiated or indicated they planned to initiate corrective action.

### Background

The Village, located in the Towns of Dix and Reading in Schuyler County, is governed by an elected Board of Trustees (Board) composed of a Mayor and four Trustees. The Board is responsible for the general oversight of operations and finances. The Justice is personally responsible for money received by the Court and supervises Court staff in performing Court-related functions.

The Village has one elected Justice. Justice Miller's term covered April 1, 2015 through March 30, 2019 and Justice Decker's term began on April 1, 2019.

A Court clerk (clerk) assists the Justice with processing cases and related financial transactions, including submitting monthly financial activity reports and the disposition of traffic tickets to various New York State agencies. Two part-time clerks were responsible for maintaining Court records during the audit period. The former clerk resigned on May 31, 2019 and the current clerk was appointed in May 2019.

#### Quick Facts

##### Court Collections

April 1, 2015 – June 30, 2020

Justice Miller	\$656,905
Justice Decker	\$231,224

### Audit Period

June 1, 2017 – June 30, 2020. We extended the audit period back to April 1, 2015 to prepare Justice Miller's accountability.

# Justice Court Operations

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The Court has jurisdiction over vehicle and traffic, criminal, civil and small claims cases brought before it. The Justices adjudicate legal matters within the Court's jurisdiction and administer money collected from fines, surcharges, civil fees, restitution and bail. Court disbursements include returning bail, transferring money to other courts and remitting fines and fees collected monthly to the Village Treasurer (Treasurer).

## How Should the Justices Account for Court Operations?

Justices are responsible for maintaining complete and accurate accounting records and safeguarding all money collected by the Court. In addition, Justices should ensure that clerks issue receipts to acknowledge the collection of all funds paid to the Court, record each receipt in the accounting records and deposit all funds intact (i.e., in the same amount and form as received) as soon as possible but no later than 72 hours from the date of collection, exclusive of Sundays and holidays.

On a monthly basis, Justices should ensure bank reconciliations and an accountability are completed by preparing a list of Court liabilities and comparing it to reconciled bank balances and money on hand. Court liabilities should equal the available cash balance and any discrepancies should be investigated and resolved.

Justices are required to submit monthly reports detailing all fines, fees, surcharges and forfeited bail collected to the JCF and remit fines and fees collected to the Treasurer each month. Justices should maintain accurate records indicating the date bail was remitted to the Court, who paid it and when it was returned or applied to fines and fees.

## The Justices Did Not Prepare Monthly Accountabilities

Each Justice maintained one bank account for fines, fees and bail. While the clerks completed monthly bank reconciliations, neither the Justices nor the clerks prepared monthly accountabilities to ensure that all collections were accurately accounted for and discrepancies could be promptly identified.

We prepared accountabilities for Justice Miller as of March 31, 2019 and Justice Decker as of July 23, 2020. We found the former clerk's recording and JCF reporting errors went undetected and uncorrected and money was not deposited intact, which resulted in a shortage totaling \$421 for Justice Miller that carried forward to Justice Decker (Figure 1).

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Justices are responsible for maintaining complete and accurate accounting records and safeguarding all money collected by the Court.

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Figure 1: Court Accountabilities

	Justice Miller	Justice Decker
<b>Bank account balance</b>	\$16,961	\$12,482
<b>Add: Deposits in transit</b>	50	4,890
<b>Less: Outstanding checks</b>	(1,444)	(80)
<b>Adjusted Bank Balance</b>	<b>\$15,567</b>	<b>\$17,292</b>
<b>Due from the JCF</b>	\$2,895	\$3,320
<b>Cash on hand in the Treasurer's office</b>	660	460
<b>Cash on hand found in case files</b>	543	543
<b>Due from the Treasurer</b>	262	337
<b>Cash on hand during cash count</b>	0	1,440
<b>Total Court Assets</b>	<b>\$19,927</b>	<b>\$23,392</b>
<b>Known Court Liabilities</b>		
<b>Due to the JCF (previous month's fines and fees collected)</b>	\$11,145	\$15,160
<b>Pending bail</b>	7,800	6,950
<b>Due to defendants for overpayments</b>	581	881
<b>Restitution</b>	629	629
<b>Due to the Town of Dix</b>	193	193
<b>Total Known Court Liabilities</b>	<b>\$20,348</b>	<b>\$23,813</b>
<b>Total Shortage</b>	<b>(\$421)</b>	<b>(\$421)</b>

The former clerk performed all financial duties and maintained case files for the Court. Specifically, she collected fines and fees, issued computerized collection receipts, recorded financial transactions in the computerized accounting system, prepared and made deposits, prepared the monthly JCF report, uploaded traffic law violation dispositions to DMV, received bank statements and performed bank reconciliations. During the current clerk's tenure, both the current clerk and Justice performed these financial duties.

In addition, Court fines and fees were collected at the Village Clerk and Treasurer's office (Village Office) and stored in a safe until the Court clerk obtained them during Court hours. Also, parking tickets issued by the Village Police Department (Police Department) were paid at the Village Office and remitted monthly to the Court along with a monthly report. Because the Board did not adopt written policies and procedures related to parking tickets, the Police Department did not maintain an inventory of parking tickets and voided tickets were occasionally destroyed.

Village Office staff did not consistently record the form of payment, amount paid or payee on the parking tickets or issue duplicate receipts for all parking tickets. As a result of these deficiencies, we were unable to account for all parking tickets and found 16 of the 25 monthly parking ticket reports contained errors.

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During the period June 1, 2017 through May 30, 2019, we found 29 unrecorded and five inaccurately recorded transactions in the computerized accounting program. Nine of these 34 transactions totaling \$781 were cash collections not deposited. In addition, one properly recorded \$50 cash collection was not deposited.

During the period April 1, 2015 through May 31, 2017, we identified seven unrecorded, undeposited cash collections totaling \$793. In total, from April 1, 2015 through May 31, 2019, the former clerk did not deposit 17 cash collections totaling \$1,624. We located \$543 of the undeposited cash in four case files during our audit fieldwork. Justice Decker transferred \$660 to the Treasurer as unidentified money.

Also, we found the former clerk did not report the disposition of 41 cases, and inaccurately reported 12 cases, including three transactions the former clerk reported twice to the JCF in error. Further, the former clerk made similar recording and reporting errors during the period April 1, 2015 through May 31, 2017.

These errors occurred because the former clerk lacked training and the Court's computerized accounting system software was not the most secure version. As a result, the software version allowed the former clerk to delete, void or modify transactions and previously issued receipts without supervisory approval. In addition, the software did not require the issuance of sequentially numbered receipts.

The New York State Unified Court System can upgrade the Court's software to a secure version at no cost. Justice Decker told us he was unaware that the Court was using an unsecure version of the software and that a more secure version was available. Justice Decker stated that he would look into getting the more secure version for the Court.

Although Justice Decker and the current clerk accurately recorded transactions, not all transactions were accurately reported to the JCF. Specifically, the current clerk did not report seven dismissed or transferred cases to the JCF and inaccurately reported three cases to the JCF, all of which had no applicable payment.

In December 2019, the Justice recorded the application of \$200 in bail to a defendant's fine and fees that the former clerk did not record in October 2018. Because the Justice used the actual October 2018 transaction date, this payment was not reported to the JCF in the December 2019 report and \$200 is still owed to the JCF. The net result of all these recording and reporting errors was that the JCF was overpaid \$3,320.

Furthermore, the former clerk did not report 347 adjudicated cases to DMV and inaccurately reported 256 cases. The current clerk did not report 529 adjudicated

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... [F]rom  
April 1, 2015  
through May  
31, 2019,  
the former  
clerk did  
not deposit  
17 cash  
collections  
totaling  
\$1,624.

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cases to DMV because she was unaware of the procedure to do so, and Justice Decker did not report 179 adjudicated cases to DMV. Neither Justice ensured that all adjudicated cases were reported to DMV.

Our publication *Handbook for Town and Village Justices and Court Clerks* available on our website at [www.osc.state.ny.us/files/local-government/publications/pdf/jch.pdf](http://www.osc.state.ny.us/files/local-government/publications/pdf/jch.pdf) is a useful resource the Justice and clerk can refer to.

### **What Do We Recommend?**

The Justices should:

1. Ensure that monthly accountabilities of all Court accounting records, including the reconciliation of cash assets and known liabilities, are completed and reviewed for accuracy, and any discrepancies are promptly investigated and resolved.
2. Ensure bank deposits reconcile to receipts and that money is deposited intact.
3. Deposit all the money found in the case files.
4. Remit overpayments to defendants, restitution payments to victims and payments owed to the Town of Dix.
5. Review the reporting errors identified in this report and report them to the JCF and DMV, as appropriate and ensure that the clerk properly records and reports Court activity.
6. Ensure receipts are issued in sequence and review receipts for any gaps in sequence.
7. Upgrade the Court's accounting system software to the most secure version.

The Board should:

8. Develop written policies and procedures related to parking tickets, including having the Police Department maintain an inventory of unissued, issued and voided parking tickets, and ensuring staff in the Village Office consistently record and report parking tickets payments and issue duplicate receipts for all parking ticket payments.



# Appendix A: Response From Village Officials

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## Watkins Glen Village Court

303 N. Franklin Street  
Watkins Glen, NY 14891  
Honorable Steven M. Decker

Office of the State Comptroller  
Division of Local Government and School Accountability

December 1, 2021

To Whom it may concern,

The Village of Watkins Glen Court is in receipt of the preliminary draft findings for the audit of the Justice Court. In response to the findings, the court has commenced the following corrective actions.

During the course of the audit, the 1,311 DMV cases that were improperly reported were brought to the attention of the Judge and Clerk and those have been now properly reported to DMV. Although most of the monthly accountability errors occurred during Judge Miller's term, the current Judge and Clerk will work with the contact person provided to them to ensure all money collected by the Village of Watkins Glen Court is properly reported to the Justice Court Fund, ALL money found in old case files is properly deposited and reported to the Justice Court Fund, and that any overpayments received are remitted to defendants.

The past practice of allowing the Village Clerk and Treasurer staff to collect fines has been terminated. All fines are now paid directly to the court during normal court hours and are properly deposited. The exception to this is parking fines. The past practice was that parking fines were paid to the Village Clerk's staff and stored for the current month and at the end of the month all checks, cash and money orders were given to the court and deposited by the court. This practiced allowed some bad checks to be deposited into the court's account and caused problems. This practice has been amended and now all checks, cash and money orders from parking tickets are collected by Village Clerk staff, deposited into a Village Account and a check is issued to the Village Court for deposit once a month. A spreadsheet is completed showing ALL parking tickets issued and paid. At the request of the Mayor, I met with Sergeant Ethan Mosher of the Village of Watkins Glen Police Department and a new practice is in place in which his department will report all Parking tickets issued and voided to Village Clerk staff so that there is an accountability of ALL parking tickets.

In January 2022, I will contact the Office of Court Administration and upgrade the Village of Watkins Glen's Court room program to the most secure version. In the interim, any receipts that were issued in error due to glitches in current system, are noted and documented for further review.

I would like to thank the Comptroller's Office for their time and dedication during the court's audit. It was not an easy process due to Covid restrictions.

Respectfully Submitted,

Honorable Steven M. Decker

## Appendix B: Audit Methodology and Standards

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We conducted this audit pursuant to Article V, Section 1 of the State Constitution and the State Comptroller's authority as set forth in Article 3 of the New York State General Municipal Law. To achieve the audit objective and obtain valid audit evidence, our audit procedures included the following:

- We interviewed Village officials and reviewed Board minutes and annual audits to gain an understanding of Court financial activities.
- For the audit period, we compared fines and fees recorded in the Court's computerized accounting software to those reported to DMV and JCF to determine whether there were any variances. We traced all variances to supporting documentation to determine the cause and significance.
- We compared the duplicate court cash receipts issued for funds collected by Village Office staff to the fines and fees recorded in the Court's computerized accounting software to determine whether all money was recorded and deposited.
- We reviewed bank statements, monthly JCF and cashbook reports and duplicate receipts to determine the former Justice's assets and liabilities back to April 1, 2015.
- For the audit period, we obtained deposit compositions and available credit card receipts and compared them to the fines and fees recorded in the Court's computerized accounting software, DMV and JCF reports, to determine whether all money deposited was recorded and reported.
- We reviewed bank reconciliations prepared by the clerks for the audit period.
- We performed a count of Court cash on July 23, 2020 and prepared accountabilities for Justice Miller as of March 31, 2019 and Justice Decker as of July 23, 2020 to determine whether cash on hand agreed with known liabilities.
- We reviewed all disbursements for the audit period to determine whether payments were proper and recorded in the Court's computerized accounting software.
- We reviewed bail activity to determine pending bail as of March 31, 2019 and July 23, 2020.
- We analyzed parking ticket spreadsheets for the audit period to determine the number of tickets issued and paid each month and whether they were reported accurately to the JCF.

We conducted this performance audit in accordance with generally accepted government auditing standards (GAGAS). Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objective.

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We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objective.

Unless otherwise indicated in this report, samples for testing were selected based on professional judgment, as it was not the intent to project the results onto the entire population. Where applicable, information is presented concerning the value and/or size of the relevant population and the sample selected for examination.

The Board has the responsibility to initiate corrective action. A written corrective action plan (CAP) that addresses the findings and recommendations in this report should be prepared and provided to our office within 90 days, pursuant to Section 35 of General Municipal Law. For more information on preparing and filing your CAP, please refer to our brochure, *Responding to an OSC Audit Report*, which you received with the draft audit report. We encourage the Board to make the CAP available for public review in the Village Clerk's office.

## Appendix C: Resources and Services

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### **Regional Office Directory**

[www.osc.state.ny.us/files/local-government/pdf/regional-directory.pdf](http://www.osc.state.ny.us/files/local-government/pdf/regional-directory.pdf)

### **Cost-Saving Ideas** – Resources, advice and assistance on cost-saving ideas

[www.osc.state.ny.us/local-government/publications](http://www.osc.state.ny.us/local-government/publications)

### **Fiscal Stress Monitoring** – Resources for local government officials experiencing fiscal problems

[www.osc.state.ny.us/local-government/fiscal-monitoring](http://www.osc.state.ny.us/local-government/fiscal-monitoring)

### **Local Government Management Guides** – Series of publications that include technical information and suggested practices for local government management

[www.osc.state.ny.us/local-government/publications](http://www.osc.state.ny.us/local-government/publications)

### **Planning and Budgeting Guides** – Resources for developing multiyear financial, capital, strategic and other plans

[www.osc.state.ny.us/local-government/resources/planning-resources](http://www.osc.state.ny.us/local-government/resources/planning-resources)

### **Protecting Sensitive Data and Other Local Government Assets** – A non-technical cybersecurity guide for local government leaders

[www.osc.state.ny.us/files/local-government/publications/pdf/cyber-security-guide.pdf](http://www.osc.state.ny.us/files/local-government/publications/pdf/cyber-security-guide.pdf)

### **Required Reporting** – Information and resources for reports and forms that are filed with the Office of the State Comptroller

[www.osc.state.ny.us/local-government/required-reporting](http://www.osc.state.ny.us/local-government/required-reporting)

### **Research Reports/Publications** – Reports on major policy issues facing local governments and State policy-makers

[www.osc.state.ny.us/local-government/publications](http://www.osc.state.ny.us/local-government/publications)

### **Training** – Resources for local government officials on in-person and online training opportunities on a wide range of topics

[www.osc.state.ny.us/local-government/academy](http://www.osc.state.ny.us/local-government/academy)

## Contact

Office of the New York State Comptroller  
Division of Local Government and School Accountability  
110 State Street, 12th Floor, Albany, New York 12236

Tel: (518) 474-4037 • Fax: (518) 486-6479 • Email: [localgov@osc.ny.gov](mailto:localgov@osc.ny.gov)

[www.osc.state.ny.us/local-government](http://www.osc.state.ny.us/local-government)

Local Government and School Accountability Help Line: (866) 321-8503

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### **ROCHESTER REGIONAL OFFICE** – Edward V. Grant Jr., Chief Examiner

The Powers Building • 16 West Main Street – Suite 522 • Rochester, New York 14614-1608

Tel (585) 454-2460 • Fax (585) 454-3545 • Email: [Muni-Rochester@osc.ny.gov](mailto:Muni-Rochester@osc.ny.gov)

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Voucher Abstract

Village of Watkins Glen

VC 00027381 LED bulbs  
 01/03/2022 19,102

01000BULBS 1000Bulbs.com  
 1 2022

257.88  
AMOUNT ACCOUNT NO  
 257.88 FF.0440.000  
ACCOUNT DESCRIPTION  
 DUE FROM OTHER GOV'TS - DIX

TOTAL VOUCHERS FOR VENDOR: 01000BULBS

# OF VOUCHERS: 1

TOTAL AMOUNT:

257.88

VC 00027378 updated software for CPR training  
 12/30/2021 19,102

AMERICANHE American Heart Association, Inc.  
 12 2021

250.00  
AMOUNT ACCOUNT NO  
 250.00 AA.3410.400  
ACCOUNT DESCRIPTION  
 FIRE - CONTRACTUAL

TOTAL VOUCHERS FOR VENDOR: AMERICANHE

# OF VOUCHERS: 1

TOTAL AMOUNT:

250.00

VC 00027368 burn dressing, zip ties, first aid supplies  
 12/29/2021 19,102

000APPLIED Applied Industrial Technologies, Inc.  
 12 2021

341.07  
AMOUNT ACCOUNT NO  
 11.56 EE.0787.000  
 329.51 EE.0787.000  
ACCOUNT DESCRIPTION  
 REPAIRS TO GENERAL PROPERTY  
 REPAIRS TO GENERAL PROPERTY

TOTAL VOUCHERS FOR VENDOR: 000APPLIED

# OF VOUCHERS: 1

TOTAL AMOUNT:

341.07

VC 00027384 licensing fee balance  
 01/03/2022 19,102

00000ASCAP ASCAP  
 1 2022

198.35  
AMOUNT ACCOUNT NO  
 198.35 AA.7140.420  
ACCOUNT DESCRIPTION  
 COMM CENTER - CONTR. - MATERIALS &  
 MAINTENANCE

Voucher Abstract

Village of Watkins Glen

TOTAL VOUCHERS FOR VENDOR: 00000ASCAP # OF VOUCHERS: 1 TOTAL AMOUNT: 198.35

VC 00027350 FD wireless phone & tablet 11/1/21 - 12/1/21 00FIRSTNET AT&T MOBILITY 12 2021 87.80

12/29/2021 19,102  
LINE DETAIL DESCRIPTION AMOUNT ACCOUNT NO ACCOUNT DESCRIPTION  
001 FD wireless phone & tablet 11/1/21 - 12/1/21 87.80 AA.3410.400 FIRE - CONTRACTUAL

TOTAL VOUCHERS FOR VENDOR: 00FIRSTNET # OF VOUCHERS: 1 TOTAL AMOUNT: 87.80

VC 00027382 shop towels, oil, lube, hydraulic lube 0AUTOPARTS Auto Parts of Watkins Glen, LLC 1 2022 131.39

01/03/2022 19,102  
LINE DETAIL DESCRIPTION AMOUNT ACCOUNT NO ACCOUNT DESCRIPTION  
001 shop towels 36.76 AA.5110.420 STREET MAINT - CONTR. - MATERIALS & MAINTENANCE  
002 oil and lube 89.49 AA.5110.422 Street Maint - Lubrication  
003 hydraulic lube 5.14 AA.5110.422 Street Maint - Lubrication

VC 00027383 ratchet 0AUTOPARTS Auto Parts of Watkins Glen, LLC 1 2022 38.19

01/03/2022 19,102  
LINE DETAIL DESCRIPTION AMOUNT ACCOUNT NO ACCOUNT DESCRIPTION  
001 ratchet 38.19 FF.8340.420 TRANSMISSION - MAINTENANCE & REPAIRS

TOTAL VOUCHERS FOR VENDOR: 0AUTOPARTS # OF VOUCHERS: 2 TOTAL AMOUNT: 169.58

VC 00027351 Recycling - January 2022 service 00CARDINAL Cardinal Disposal 12 2021 4,250.00

12/29/2021 19,102  
LINE DETAIL DESCRIPTION AMOUNT ACCOUNT NO ACCOUNT DESCRIPTION  
001 Recycling - January 2022 service 4,250.00 AA.8160.400 REFUSE & GARBAGE - CONTRACTUAL

TOTAL VOUCHERS FOR VENDOR: 000CARDINAL # OF VOUCHERS: 1 TOTAL AMOUNT: 4,250.00

VC 00027385	8500 phosphate	00000000CTC	Carus Corporation
01/03/2022	19,102	1 2022	3,370.34
<u>LINE</u>	<u>DETAIL DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT NO</u>
001	8500 phosphate	3,370.34	FF.8330.400
TOTAL VOUCHERS FOR VENDOR: 00000CARDIUS		# OF VOUCHERS: 1	TOTAL AMOUNT: 3,370.34

VC 00027387	webinars, concession items, towels	00000000CTC	Chemung Canal Trust Company
01/03/2022	19,102	1 2022	371.89
<u>LINE</u>	<u>DETAIL DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT NO</u>
001	NYCOM webinars	90.00	AA.8010.400
002	Walmart - sheet, towels, spray, lights	69.58	AA.7140.430
003	Sam's Club - concession inventory	212.31	AA.7140.400
TOTAL VOUCHERS FOR VENDOR: 00000CARDIUS		# OF VOUCHERS: 1	TOTAL AMOUNT: 3,370.34

VC 00027391	cors, heaters, lanyards, lights, radios, ice skate	00000000CTC	Chemung Canal Trust Company
01/03/2022	19,102	1 2022	3,652.29
<u>LINE</u>	<u>DETAIL DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT NO</u>
001	Zoom	14.99	AA.1410.420
002	Microsoft Office licenses	4.00	AA.1210.400
003	Microsoft Office licenses	16.00	AA.1010.400
004	Microsoft Office licenses	20.00	AA.1410.400
005	Microsoft Office licenses	12.00	AA.3120.420
006	Microsoft Office licenses	8.00	AA.5110.400
007	Microsoft Office licenses	8.00	EE.0781.500
008	Microsoft Office licenses	4.00	AA.1220.400
009	Microsoft Office licenses	8.00	AA.8010.400
010	Microsoft Office licenses	12.00	FF.8310.400
011	Microsoft Office licenses	12.00	AA.7110.400
012	Microsoft Office licenses	4.00	JT.8110.425
013	Microsoft Office licenses	4.00	AA.1110.400
014	Microsoft Office licenses	4.00	AA.3410.400
015	Olle's Bargain Outlet - cords and rug	220.71	AA.7140.430
TOTAL VOUCHERS FOR VENDOR: 00000CARDIUS		# OF VOUCHERS: 1	TOTAL AMOUNT: 3,652.29

<u>ACCOUNT DESCRIPTION</u>	<u>ACCOUNT DESCRIPTION</u>
CLERK - MATERIALS & MAINTENANCE	CLERK - MATERIALS & MAINTENANCE
MAYOR - CONTRACTUAL	MAYOR - CONTRACTUAL
BOARD OF TRUSTEES-CONTRACTUAL	BOARD OF TRUSTEES-CONTRACTUAL
CLERK - CONTRACTUAL	CLERK - CONTRACTUAL
POLICE - CONTR. MATERIALS & MAINTENANCE	POLICE - CONTR. MATERIALS & MAINTENANCE
STREET MAINT - CONTR EXP	STREET MAINT - CONTR EXP
OFFICE SUPPLIES & EXPENSE	OFFICE SUPPLIES & EXPENSE
SUPT - CONTRACTUAL EXPENSE	SUPT - CONTRACTUAL EXPENSE
ZONING - CONTRACTUAL	ZONING - CONTRACTUAL
ADMIN - CONTRACTUAL	ADMIN - CONTRACTUAL
PARKS - CONTRACTUAL	PARKS - CONTRACTUAL
SEWER ADMINISTRATION - OFFICE SUPPLIES	SEWER ADMINISTRATION - OFFICE SUPPLIES
MUNICIPAL COURT - CONTRACTUAL	MUNICIPAL COURT - CONTRACTUAL
FIRE - CONTRACTUAL	FIRE - CONTRACTUAL
COMM CENTER - MATER&SUPPL EXP	COMM CENTER - MATER&SUPPL EXP



Voucher Abstract

Village of Watkins Glen

016	Tractor Supply - patio heaters	299.97	AA.7140.430	COMM CENTER - MATER&SUPPL EXP
017	Amazon - lanyards	66.28	AA.7140.430	COMM CENTER - MATER&SUPPL EXP
018	Walmart - branches	79.56	AA.7140.430	COMM CENTER - MATER&SUPPL EXP
019	Walmart - Christmas lights	479.36	AA.1010.400	BOARD OF TRUSTEES-CONTRACTUAL
020	Walmart - Christmas lights	208.95	AA.1010.400	BOARD OF TRUSTEES-CONTRACTUAL
021	McAfee renewal	140.39	AA.1410.420	CLERK - MATERIALS & MAINTENANCE
022	Amazon - radios	124.00	AA.3120.423	Police Maint - Clothing & Safety Supplies
023	Superior Supply Company - Packard motor	142.70	FF.8320.420	SOURCE OF SUPPLY - MAINTENANCE & REPAIRS
024	LL Bean - 16 pairs of ice skates	1,279.84	AA.7140.430	COMM CENTER - MATER&SUPPL EXP
025	Amazon - disposable face masks	15.98	AA.1410.420	CLERK - MATERIALS & MAINTENANCE
026	Walmart - concession inventory	202.16	AA.7140.430	COMM CENTER - MATER&SUPPL EXP
027	Wilson Store Equipment - aprons, thermos, display	261.40	AA.7140.430	COMM CENTER - MATER&SUPPL EXP
028	tablecloths	-123.90	AA.7140.200	COMM CENTER - EQUIPMENT EXP
029	tablecloths	123.90	AA.7140.430	COMM CENTER - MATER&SUPPL EXP

TOTAL VOUCHERS FOR VENDOR: 000000CCTC # OF VOUCHERS: 2 TOTAL AMOUNT: 4,024.18

VC 00027353	Reimbursement from Target & Walmart	OCRAIGBOND	Craig Bond	142.14	ACCOMPT DESCRIPTION
12/29/2021	19.102	12	2021		COMM CENTER - MATER&SUPPL EXP
001	reimbursement- Target candy for cafe	42.92	AA.7140.430	COMM CENTER - MATER&SUPPL EXP	
002	reimbursement- Walmart cafe set up	99.22	AA.7140.430	COMM CENTER - MATER&SUPPL EXP	

TOTAL VOUCHERS FOR VENDOR: 00CRAIGBOND # OF VOUCHERS: 1 TOTAL AMOUNT: 142.14

VC 00027352	Dental & Vision Insurance for 1/1/22 - 1/31/22	0000000039	CSEA EMPLOYEE BENEFIT FUND	4,148.12	ACCOMPT DESCRIPTION
12/29/2021	19.102	12	2021		HOSPITAL & MEDICAL INS
001	Dental & Vision Insurance for 1/1/22 - 1/31/22	1,776.73	AA.9060.800	HOSPITAL & MEDICAL INS	
002	Dental & Vision Insurance for 1/1/22 - 1/31/22	197.42	FF.9060.800	HOSPITAL & MEDICAL INSURANCE	
003	Dental & Vision Insurance for 1/1/22 - 1/31/22	197.42	GG.9060.800	HOSPITAL & MEDICAL INS	
004	Dental & Vision Insurance for 1/1/22 - 1/31/22	1,073.89	EE.0785.100	EMPLOYEES WELFARE EXPENSES	
005	Dental & Vision Insurance for 1/1/22 - 1/31/22	234.28	JT.9060.800	HOSPITAL & MEDICAL INS	
006	Dental & Vision Insurance for 1/1/22 - 1/31/22	516.45	AA.9089.800	COMPENSATED ABSENCES	
007	Dental & Vision Insurance for 1/1/22 - 1/31/22	108.52	FF.9089.000	COMPENSATED ABSENCES	

Voucher Abstract

Village of Watkins Glen

008 Dental & Vision Insurance for 1/1/22 - 1/31/22  
009 Dental & Vision Insurance for 1/1/22 - 1/31/22

21.70 GG.9089.000  
21.71 EE.0233.000

COMPENSATED ABSENCES  
COMPENSATED ABSENCES

TOTAL VOUCHERS FOR VENDOR: 0000000039

# OF VOUCHERS: 1

TOTAL AMOUNT:

4,148.12

VC 00027386 Health Insurance

01/03/2022 19,102

LINE DETAIL DESCRIPTION

001 health insurance  
002 health insurance  
003 health insurance  
004 health insurance  
005 health insurance  
006 health insurance  
007 health insurance  
008 health insurance  
009 health insurance

00EMPLOYEE Employees Trust Fund  
1 2022  
10,089.05 AA.9060.800  
921.26 FF.9060.800  
2,437.91 JT.9060.800  
5,704.69 EE.0785.100  
3,646.17 AA.9089.800  
779.10 FF.9089.000  
155.82 GG.9089.000  
155.82 EE.0233.000  
921.26 GG.9060.800

24,811.08  
ACCOUNT DESCRIPTION  
HOSPITAL & MEDICAL INS  
HOSPITAL & MEDICAL INSURANCE  
HOSPITAL & MEDICAL INS  
EMPLOYEES WELFARE EXPENSES  
COMPENSATED ABSENCES  
COMPENSATED ABSENCES  
COMPENSATED ABSENCES  
COMPENSATED ABSENCES  
COMPENSATED ABSENCES  
HOSPITAL & MEDICAL INS

VC 00027398 health insurance

01/03/2022 19,102

LINE DETAIL DESCRIPTION

001 health insurance  
002 health insurance  
003 health insurance  
004 health insurance

00EMPLOYEE Employees Trust Fund  
1 2022  
4,155.27 AA.9060.800  
3,495.02 FF.9060.800  
1,570.04 JT.9060.800  
514.76 GG.9060.800

9,735.09  
ACCOUNT DESCRIPTION  
HOSPITAL & MEDICAL INS  
HOSPITAL & MEDICAL INSURANCE  
HOSPITAL & MEDICAL INS  
HOSPITAL & MEDICAL INS

TOTAL VOUCHERS FOR VENDOR: 00EMPLOYEE

# OF VOUCHERS: 2

TOTAL AMOUNT:

34,546.17

VC 00027354 clothing- pants for Ken Barber

12/29/2021 19,102

LINE DETAIL DESCRIPTION

001 clothing- pants for Ken Barber

000FAMOUSB Famous Brands Outlet  
12 2021  
153.80 AA.5110.423

153.80  
ACCOUNT DESCRIPTION  
Street Maint - Clothing and Safety Supplies

**Voucher Abstract**

Village of Watkins Glen

VC 00027388	Boots, Jeans, Sweatshirt, Overalls-Scott Stanton	000FAMOUSB	Famous Brands Outlet
01/03/2022	19,102	1 2022	584.13
<u>LINE</u>	<u>DETAIL DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT NO</u>
001	Clothing-Scott Stanton	584.13	FF.8310.430
			<u>ACCOUNT DESCRIPTION</u>
			ADMIN - Clothing & Safety Supplies

TOTAL VOUCHERS FOR VENDOR: 000FAMOUSB      # OF VOUCHERS: 2      TOTAL AMOUNT: 737.93

VC 00027404	personnel matters, pba negotiations	0000GIRVIN	Girvin & Ferlazzo, PC
01/03/2022	19,102	1 2022	1,831.50
<u>LINE</u>	<u>DETAIL DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT NO</u>
001	personnel matters	240.50	AA.1420.400
002	pba negotiations	1,591.00	AA.1420.400
			<u>ACCOUNT DESCRIPTION</u>
			LAW - CONTRACTUAL
			LAW - CONTRACTUAL

TOTAL VOUCHERS FOR VENDOR: 0000GIRVIN      # OF VOUCHERS: 1      TOTAL AMOUNT: 1,831.50

VC 00027389	Pressure Reducing Valve	000GRAINGER	Grainger, Inc
01/03/2022	19,102	1 2022	132.63
<u>LINE</u>	<u>DETAIL DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT NO</u>
001	Pressure Reducing Valve	132.63	FF.8340.421
			<u>ACCOUNT DESCRIPTION</u>
			Transmission - valves

TOTAL VOUCHERS FOR VENDOR: 000GRAINGER      # OF VOUCHERS: 1      TOTAL AMOUNT: 132.63

VC 00027390	Copier	HIGHERINFO	Higher Information Group LLC
01/03/2022	19,102	1 2022	38.11
<u>LINE</u>	<u>DETAIL DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT NO</u>
001	contract overages sn MAE499626	15.69	AA.1110.420
002	contract base rate charges sn 4HX541531	9.00	AA.3410.400
003	contract overages sn 4HX541531	13.42	AA.3410.400
			<u>ACCOUNT DESCRIPTION</u>
			MUNICIPAL COURT - MATERIALS & MAINTENANCE
			FIRE - CONTRACTUAL
			FIRE - CONTRACTUAL

# Voucher Abstract

Village of Watkins Glen

TOTAL VOUCHERS FOR VENDOR: HIGHERINFO # OF VOUCHERS: 1 TOTAL AMOUNT: 38.11

VC 00027415	phones	000IPTOMY	Iptomy Communications, LLC	
01/03/2022	19,102	1	2022	666.44
<u>LINE</u>	<u>DETAIL DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT NO</u>	<u>ACCOUNT DESCRIPTION</u>
001	Municipal Bidg	103.25	AA.1410.410	CLERK - CONTRACTUAL UTILITIES EXP
002	Mayor	24.64	AA.1410.410	CLERK - CONTRACTUAL UTILITIES EXP
003	Code	51.63	AA.8010.410	ZONING - UTILITIES EXP
004	Police	51.63	AA.3120.410	POLICE - CONTR. UTILITIES EXP
005	Court	51.63	AA.1110.410	MUNICIPAL COURT - CONTR UTILITIES EXP
006	Parks	127.89	AA.7180.410	CAMPGROUND - UTILITIES EXP
007	Event Center	177.17	AA.7140.410	COMM CENTER - CONTR EXP - UTILITIES
008	CVWR	51.63	JT.8130.411	TREATMENT - PHONE
009	Conference/Board Room	10.56	AA.1410.410	CLERK - CONTRACTUAL UTILITIES EXP
010	Elevator	8.21	AA.1410.410	CLERK - CONTRACTUAL UTILITIES EXP
011	Police Forwarding	8.20	AA.3120.410	POLICE - CONTR. UTILITIES EXP

VC 00027416 phones 000IPTOMY Iptomy Communications, LLC  
01/03/2022 19,102 1 2022 27.46  
LINE DETAIL DESCRIPTION AMOUNT ACCOUNT NO ACCOUNT DESCRIPTION  
001 CVWR 27.46 JT.8130.411 TREATMENT - PHONE  
TOTAL VOUCHERS FOR VENDOR: 000IPTOMY # OF VOUCHERS: 2 TOTAL AMOUNT: 693.90

VC 00027405	Charles Smith J II - 201 S Decatur 65.17-2-32	0UOHNTERRY	John Terry	
01/03/2022	19,102	1	2022	3,219.70
<u>LINE</u>	<u>DETAIL DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT NO</u>	<u>ACCOUNT DESCRIPTION</u>
001	Charles Smith J II - 201 S Decatur 65.17-2-32	1,229.28	AA.0320.000	TAX SALE CERTIFICATES
002	Charles Smith J II - 201 S Decatur 65.17-2-32	417.96	AA.1090.000	INTEREST & PENALTIES ON REAL PROP TAXES
003	Charles Smith J II - 201 S Decatur 65.17-2-32	1,288.90	AA.0320.000	TAX SALE CERTIFICATES
004	Charles Smith J II - 201 S Decatur 65.17-2-32	283.56	AA.1090.000	INTEREST & PENALTIES ON REAL PROP TAXES

**Voucher Abstract**

Village of Watkins Glen

TOTAL VOUCHERS FOR VENDOR: 00JOHNTERRY # OF VOUCHERS: 1 TOTAL AMOUNT: 3,219.70

VC 00027358 engineering services- grant C1001302 000LABELLA Labella Associates  
 12/29/2021 19,102 12 2021 50,618.66

LINE DETAIL DESCRIPTION AMOUNT ACCOUNT NO ACCOUNT DESCRIPTION  
 001 engineering services- grant C1001302 50,618.66 H0.7110.401 DRI projects - LaFayette, Wayfinding, E 4th St

TOTAL VOUCHERS FOR VENDOR: 000LABELLA # OF VOUCHERS: 1 TOTAL AMOUNT: 50,618.66

VC 00027355 gas 00000LAKES Lakes Gas  
 12/29/2021 19,102 12 2021 17.51

LINE DETAIL DESCRIPTION AMOUNT ACCOUNT NO ACCOUNT DESCRIPTION  
 001 gas 17.51 AA.5110.435 STREET MAINT CONT (FUEL-VEHICLES)

VC 00027356 gas 00000LAKES Lakes Gas  
 12/29/2021 19,102 12 2021 16.52

LINE DETAIL DESCRIPTION AMOUNT ACCOUNT NO ACCOUNT DESCRIPTION  
 001 gas 16.52 AA.5110.435 STREET MAINT CONT (FUEL-VEHICLES)

VC 00027357 gas 00000LAKES Lakes Gas  
 12/29/2021 19,102 12 2021 58.91

LINE DETAIL DESCRIPTION AMOUNT ACCOUNT NO ACCOUNT DESCRIPTION  
 001 gas 45.06 AA.7110.435 PARKS CONT - FUEL-VEHICLES  
 002 gas 13.36 AA.3410.435 FIRE - CONTR. M&S (FUEL GASOLINE)  
 003 gas underpayment 0.49 AA.3410.435 FIRE - CONTR. M&S (FUEL GASOLINE)

VC 00027392 Non-ethenal Gas 00000LAKES Lakes Gas  
 01/03/2022 19,102 1 2022 14.04

LINE DETAIL DESCRIPTION AMOUNT ACCOUNT NO ACCOUNT DESCRIPTION  
 001 Fuel 14.04 FF.8320.435 SOURCE OF SUPPLY M&S- FUEL-VEHICLES

Voucher Abstract

Village of Watkins Glen

TOTAL VOUCHERS FOR VENDOR: 00000LAKES

# OF VOUCHERS: 4

TOTAL AMOUNT:

106.98

VC 00027393 Water System Improvements-2021

19,102

0000LARSON LDG Engineers & Architects, PC

1 2022

33,023.67

01/03/2022  
LINE DETAIL DESCRIPTION  
001 Water System Improvements 2021

AMOUNT ACCOUNT NO  
33,023.67 H4.8397.200

ACCOUNT DESCRIPTION  
equipment and capital outlay

TOTAL VOUCHERS FOR VENDOR: 0000LARSON

# OF VOUCHERS: 1

TOTAL AMOUNT:

33,023.67

VC 00027394 Testing

19,102

00MICROBAC Microbac Laboratories, Inc

1 2022

107.63

01/03/2022  
LINE DETAIL DESCRIPTION  
001 tests

AMOUNT ACCOUNT NO  
107.63 FF.8320.425

ACCOUNT DESCRIPTION  
Source of Supply - lab analysis

TOTAL VOUCHERS FOR VENDOR: 00MICROBAC

# OF VOUCHERS: 1

TOTAL AMOUNT:

107.63

VC 00027359 mercury testing

19,102

00MICROB-G Microbac Laboratories, Inc.

12 2021

287.00

12/29/2021  
LINE DETAIL DESCRIPTION  
001 lab work

AMOUNT ACCOUNT NO  
287.00 JT.8130.425

ACCOUNT DESCRIPTION  
SEWAGE TREAT DISP - LAB ANALYSES EXP

VC 00027360 TKN,CBOD, TP, TSS

19,102

00MICROB-G Microbac Laboratories, Inc.

12 2021

294.69

12/29/2021  
LINE DETAIL DESCRIPTION  
001 lab work

AMOUNT ACCOUNT NO  
294.69 JT.8130.425

ACCOUNT DESCRIPTION  
SEWAGE TREAT DISP - LAB ANALYSES EXP

VC 00027395 Testing

19,102

00MICROB-G Microbac Laboratories, Inc.

1 2022

294.69

01/03/2022  
LINE DETAIL DESCRIPTION

AMOUNT ACCOUNT NO

ACCOUNT DESCRIPTION

Date: 01/03/2022  
Time: 1:04:14PM

# Voucher Abstract

User: RHOND  
Page: 10

001 lab work

Village of Watkins Glen  
294.69 JT.8130.425

SEWAGE TREAT DISP - LAB ANALYSES EXP

TOTAL VOUCHERS FOR VENDOR: 00MICROB-G

# OF VOUCHERS: 3

TOTAL AMOUNT:

876.38

VC 00027406 prv station electric

01/03/2022 19,102

LINE DETAIL DESCRIPTION  
001 PRV Station 1001-2585-468

00000NYSEG New York State Electric & Gas  
1 2022  
AMOUNT ACCOUNT NO  
18.70 FF.8320.410

18.70

ACCOUNT DESCRIPTION  
SOURCE OF SUPPLY - UTILITIES EXP

TOTAL VOUCHERS FOR VENDOR: 00000NYSEG

# OF VOUCHERS: 1

TOTAL AMOUNT:

18.70

VC 00027361 VFIS policy Fire Dept1/1/22 - 1/1/23

12/29/2021 19,102

LINE DETAIL DESCRIPTION  
001 VFIS policy Fire Dept1/1/22 - 1/1/23

00000PERRY Perry & Carroll  
12 2021  
AMOUNT ACCOUNT NO  
7,219.00 AA.3410.440

7,219.00

ACCOUNT DESCRIPTION  
FIRE - CONTR. INSURANCE EXP

TOTAL VOUCHERS FOR VENDOR: 00000PERRY

# OF VOUCHERS: 1

TOTAL AMOUNT:

7,219.00

VC 00027362 APC Backup Battery, paper towels, toilet paper

12/29/2021 19,102

LINE DETAIL DESCRIPTION  
001 APC Backup battery  
002 paper towels & toilet paper

00000QUILL Quill  
12 2021  
AMOUNT ACCOUNT NO  
76.99 AA.7180.420  
133.97 AA.1620.420

210.96

ACCOUNT DESCRIPTION  
CAMPGROUND - CONTR. - MATERIALS &  
MAINTENANCE  
MUN BLDGS - CONTR EXP - MATERIALS &  
MAINTENANCE

TOTAL VOUCHERS FOR VENDOR: 00000QUILL

# OF VOUCHERS: 1

TOTAL AMOUNT:

210.96

VC 00027363	paint trays, brushes	000WLUMBER	RCA3 Inc dba Watkins Lumber, Inc	
12/29/2021	19,102	12 2021		19.96
<u>LINE</u>	<u>DETAIL DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT NO</u>	<u>ACCOUNT DESCRIPTION</u>
001	paint trays, brushes	19.96	AA.7140.430	COMM CENTER - MATER&SUPPL EXP

VC 00027364	lumber, screws, carriage bolts	000WLUMBER	RCA3 Inc dba Watkins Lumber, Inc	
12/29/2021	19,102	12 2021		455.88
<u>LINE</u>	<u>DETAIL DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT NO</u>	<u>ACCOUNT DESCRIPTION</u>
001	lumber, screws, carriage bolts	455.88	JT.8130.431	TREATMENT - MATERIALS & SUPPLIES

VC 00027369	poly foil, sub station heat	000WLUMBER	RCA3 Inc dba Watkins Lumber, Inc	
12/29/2021	19,102	12 2021		48.98
<u>LINE</u>	<u>DETAIL DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT NO</u>	<u>ACCOUNT DESCRIPTION</u>
001	poly foil, sub station heat	48.98	EE.0787.000	REPAIRS TO GENERAL PROPERTY

TOTAL VOUCHERS FOR VENDOR: 000WLUMBER # OF VOUCHERS: 3 TOTAL AMOUNT: 524.82

VC 00027407	ice skates	RIEDELISHO	Riedell Shoes, Inc.	
01/03/2022	19,102	1 2022		2,162.00
<u>LINE</u>	<u>DETAIL DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT NO</u>	<u>ACCOUNT DESCRIPTION</u>
001	ice skates	2,162.00	AA.7140.200	COMM CENTER - EQUIPMENT EXP

TOTAL VOUCHERS FOR VENDOR: RIEDELISHO # OF VOUCHERS: 1 TOTAL AMOUNT: 2,162.00

VC 00027396	Badges-H.Connelly and W.Pike	SCHYINFOTE	Schuyler County Building and Grounds	
01/03/2022	19,102	1 2022		20.00
<u>LINE</u>	<u>DETAIL DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT NO</u>	<u>ACCOUNT DESCRIPTION</u>
001	Badges-Harley Connelly and Wade Pike	20.00	FF.8310.430	ADMIN - Clothing & Safety Supplies



Voucher Abstract

Village of Watkins Glen

TOTAL VOUCHERS FOR VENDOR: SCHYINFOTE

# OF VOUCHERS: 1

TOTAL AMOUNT:

20.00

VC 00027380 mileage reimbursement  
12/30/2021 19.102

LINE DETAIL DESCRIPTION  
001 mileage reimbursement

00SCOTCOLE Scot Cole  
12 2021  
AMOUNT ACCOUNT NO  
27.44 AA.8010.435

27.44  
ACCOUNT DESCRIPTION  
ZONING - CONTR M&S FUEL, VEHICLE

TOTAL VOUCHERS FOR VENDOR: 00SCOTCOLE

# OF VOUCHERS: 1

TOTAL AMOUNT:

27.44

VC 00027366 Ice Skating advertising  
12/29/2021 19.102

LINE DETAIL DESCRIPTION  
001 Ice Skating advertising

SEVENMOUNT Seven Mountains Media NY, LLC  
12 2021  
AMOUNT ACCOUNT NO  
900.00 AA.7140.400

900.00  
ACCOUNT DESCRIPTION  
COMM CENTER - CONTR EXPENSE

VC 00027397 Ice Skating Advertising  
01/03/2022 19.102

LINE DETAIL DESCRIPTION  
001 Ice Skating Advertising  
002 Ice Skating Advertising

SEVENMOUNT Seven Mountains Media NY, LLC  
1 2022  
AMOUNT ACCOUNT NO  
900.00 AA.7140.400  
900.00 AA.7140.400

1,800.00  
ACCOUNT DESCRIPTION  
COMM CENTER - CONTR EXPENSE  
COMM CENTER - CONTR EXPENSE

TOTAL VOUCHERS FOR VENDOR: SEVENMOUNT

# OF VOUCHERS: 2

TOTAL AMOUNT:

2,700.00

VC 00027370 bar oil, 2 cycle oil, bar wrench  
12/29/2021 19.102

LINE DETAIL DESCRIPTION  
001 bar oil, 2 cycle oil, bar wrench

SOUTHERNFL Southern Fingerlakes Equipment LLC  
12 2021  
AMOUNT ACCOUNT NO  
241.80 EE.0787.000

241.80  
ACCOUNT DESCRIPTION  
REPAIRS TO GENERAL PROPERTY

Voucher Abstract

Village of Watkins Glen

TOTAL VOUCHERS FOR VENDOR: SOUTHERNFL

# OF VOUCHERS: 1

TOTAL AMOUNT:

241.80

VC 00027365 Police Dept Cable TV 12/16/21 - 1/15/22  
12/29/2021 19,102

00SPECTRUM Spectrum

12 2021

19.38

LINE DETAIL DESCRIPTION

AMOUNT ACCOUNT NO

001 Police Dept Cable TV 12/16/21 - 1/15/22

19.38 AA.3120.410

ACCOUNT DESCRIPTION  
POLICE - CONTR. UTILITIES EXP

TOTAL VOUCHERS FOR VENDOR: 00SPECTRUM

# OF VOUCHERS: 1

TOTAL AMOUNT:

19.38

VC 00027410 return security deposit - rental 12/22/21  
01/03/2022 19,102

00SUITKOTE Suit Kote Corporation

1 2022

250.00

LINE DETAIL DESCRIPTION

001 refund security deposit

AMOUNT ACCOUNT NO

250.00 AA.0615.000

ACCOUNT DESCRIPTION  
CUSTOMER DEPOSITS

TOTAL VOUCHERS FOR VENDOR: 00SUITKOTE

# OF VOUCHERS: 1

TOTAL AMOUNT:

250.00

VC 00027408 lineworker helper ad  
01/03/2022 19,102

00000DAILY The Daily News

1 2022

56.00

LINE DETAIL DESCRIPTION

001 lineworker helper ad

AMOUNT ACCOUNT NO

56.00 EE.0781.500

ACCOUNT DESCRIPTION  
OFFICE SUPPLIES & EXPENSE

TOTAL VOUCHERS FOR VENDOR: 00000DAILY

# OF VOUCHERS: 1

TOTAL AMOUNT:

56.00

VC 00027409 ads - lineworker helper, RFQ for Clute Park  
01/03/2022 19,102

000HILLITES The Hi-Lites

1 2022

185.13

LINE DETAIL DESCRIPTION

AMOUNT ACCOUNT NO

ACCOUNT DESCRIPTION

# Voucher Abstract

Village of Watkins Glen

001 RFQ for Clute Park expansion  
 002 thank you, event center rink  
 003 lineworker helper ad

86.63 AA.7180.400  
 82.50 AA.7140.400  
 16.00 EE.0781.500

CAMPGROUND - CONTRACTUAL  
 COMM CENTER - CONTR EXPENSE  
 OFFICE SUPPLIES & EXPENSE

TOTAL VOUCHERS FOR VENDOR: 000HILITES

# OF VOUCHERS: 1

TOTAL AMOUNT:

185.13

VC 00027371 rural dev. grant, zoning, settlement, complaint  
 12/29/2021 19,102

000TREVETT Trevett Cisto Attorneys  
 12 2021

1,716.00

LINE DETAIL DESCRIPTION  
 001 rural development grant  
 002 new zoning law & zoning map  
 003 settling agreement, citizen complaint & cannabis law  
 004 rejecting settlement, recind planning board approval, code violation  
 005 arbitrage certificate

AMOUNT ACCOUNT NO  
 273.00 H4.8397.200  
 448.50 AA.1420.400  
 234.00 AA.1420.400  
 721.50 AA.1420.400

ACCOUNT DESCRIPTION  
 equipment and capital outlay  
 LAW - CONTRACTUAL  
 LAW - CONTRACTUAL  
 LAW - CONTRACTUAL

SEWER ADMINISTRATION - CONTRACTUAL - ATTORNEY

VC 00027399 Contracts-EFC Financing  
 01/03/2022 19,102

000TREVETT Trevett Cisto Attorneys  
 1 2022

324.52

LINE DETAIL DESCRIPTION  
 001 Contracts-EFC Financing

AMOUNT ACCOUNT NO  
 324.52 JT.8110.401

ACCOUNT DESCRIPTION  
 SEWER ADMINISTRATION - CONTRACTUAL - ATTORNEY

TOTAL VOUCHERS FOR VENDOR: 000TREVETT

# OF VOUCHERS: 2

TOTAL AMOUNT:

2,040.52

VC 00027373 Permit 44 fee  
 12/29/2021 19,102

000000USPS United States Postal Service  
 12 2021

265.00

LINE DETAIL DESCRIPTION  
 001 permit 44 fee  
 002 permit 44 fee  
 003 permit 44 fee  
 004 permit 44 fee

AMOUNT ACCOUNT NO  
 66.25 FF.8310.420  
 66.25 GG.8110.420  
 66.25 EE.0781.500  
 66.25 AA.1410.420

ACCOUNT DESCRIPTION  
 ADMIN - MAINT & REPAIRS EXP  
 SEWER ADMINISTRATION - MAINT&REPAIRS EXP  
 OFFICE SUPPLIES & EXPENSE  
 CLERK - MATERIALS & MAINTENANCE

# Voucher Abstract

Village of Watkins Glen

TOTAL VOUCHERS FOR VENDOR: 000000USPS # OF VOUCHERS: 1 TOTAL AMOUNT: 265.00

VC 00027372 2022 Annual maintenance fee  
12/29/2021 19,102

UTILITYSOF Utility Software Acquisitions, LLC  
12 2021

2,500.00

LINE	DETAIL DESCRIPTION	AMOUNT	ACCOUNT NO
001	2022 Annual maintenance fee	2,500.00	EE.0781.500

ACCOUNT DESCRIPTION  
OFFICE SUPPLIES & EXPENSE

TOTAL VOUCHERS FOR VENDOR: UTILITYSOF # OF VOUCHERS: 1 TOTAL AMOUNT: 2,500.00

VC 00027411 cell phones  
01/03/2022 19,102

00VERIZONW Verizon Wireless  
1 2022

151.76

LINE	DETAIL DESCRIPTION	AMOUNT	ACCOUNT NO
001	cell phones	31.25	AA.8010.410
002	cell phones	31.25	EE.0781.500
003	cell phones	89.26	JT.8130.411

ACCOUNT DESCRIPTION  
ZONING - UTILITIES EXP  
OFFICE SUPPLIES & EXPENSE  
TREATMENT - PHONE

TOTAL VOUCHERS FOR VENDOR: 00VERIZONW # OF VOUCHERS: 1 TOTAL AMOUNT: 151.76

VC 00027400 EM/S  
01/03/2022 19,102

000VILLAGE Village of Watkins Glen  
1 2022

18,933.49

LINE	DETAIL DESCRIPTION	AMOUNT	ACCOUNT NO
001	e/w/s municipal bldg	587.88	AA.1620.410
002	w/s library	124.00	AA.7410.400
003	e/w/s fire house	345.64	AA.3410.410
004	electric - streetlights	2,986.29	AA.5182.400
005	electric - school lights	13.55	AA.3989.400
006	e/w/s - parks	436.90	AA.7110.411
007	e/w/s - community center	4,810.58	AA.7140.410
008	e/w/s - campground	1,055.59	AA.7180.411
009	e/w/s - Glenwood cemetery	16.77	AA.8810.400
010	e/s - water dept	2,819.81	FF.8320.410

ACCOUNT DESCRIPTION  
MUN BLDGS - CONTR EXP - UTILITIES  
LIBRARY - CONTRACTUAL  
FIRE - CONTR. UTILITIES EXP  
STREET LIGHTING - CONTRACTUAL  
MISC PUBLIC SAFETY - CONTRACTUAL  
PARKS - Utilities Water/Sewer/Elect  
COMM CENTER - CONTR EXP - UTILITIES  
Campground - utilities water/sewer/ electric  
CEMETERY - CONTRACTUAL  
SOURCE OF SUPPLY - UTILITIES EXP

Voucher Abstract

Village of Watkins Glen

011	e/s - water	55.74	FF.8340.420
012	sewer lift stations	112.55	GG.8120.410
013	sewer plant water	118.50	JT.8130.413
014	sewer plant electric	5,449.69	JT.8130.414

TRANSMISSION - MAINTENANCE & REPAIRS
SANITARY SEWERS - UTILITIES EXP
TREATMENT - WATER
TREATMENT - ELECTRIC

TOTAL VOUCHERS FOR VENDOR: 000VILLAGE

# OF VOUCHERS: 1

TOTAL AMOUNT:

18,933.49

VC 00027367 supplies, heater, paint, duplex recpt  
12/29/2021 19,102

00WGSUPPLY Watkins Glen Supply Inc  
12 2021

198.84

<u>LINE</u>	<u>DETAIL DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT NO</u>
001	supplies for shop	116.99	EE.0787.000
002	heater, paint marker	76.47	EE.0787.000
003	duplex recpt	5.38	EE.0787.000

<u>ACCOUNT DESCRIPTION</u>
REPAIRS TO GENERAL PROPERTY
REPAIRS TO GENERAL PROPERTY
REPAIRS TO GENERAL PROPERTY

VC 00027375 soap  
12/29/2021 19,102

00WGSUPPLY Watkins Glen Supply Inc  
12 2021

1.99

<u>LINE</u>	<u>DETAIL DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT NO</u>
001	soap	1.99	AA.5110.420

<u>ACCOUNT DESCRIPTION</u>
STREET MAINT - CONTR. - MATERIALS & MAINTENANCE

VC 00027376 levels, square, scrub brush  
12/29/2021 19,102

00WGSUPPLY Watkins Glen Supply Inc  
12 2021

91.86

<u>LINE</u>	<u>DETAIL DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT NO</u>
001	levels, square, scrub brush	91.86	JT.8130.430

<u>ACCOUNT DESCRIPTION</u>
SEWAGE TREAT DISP - TOOLS

VC 00027377 tap cons, concrete drill  
12/29/2021 19,102

00WGSUPPLY Watkins Glen Supply Inc  
12 2021

7.00

<u>LINE</u>	<u>DETAIL DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT NO</u>
001	tap cons	4.49	AA.5110.420
002	concrete drill	2.51	AA.5110.420

<u>ACCOUNT DESCRIPTION</u>
STREET MAINT - CONTR. - MATERIALS & MAINTENANCE
STREET MAINT - CONTR. - MATERIALS & MAINTENANCE

VC 00027401 Water Filter/Carpet Knife/Spray Paint/Shelf  
01/03/2022 19,102

00WGSUPPLY Watkins Glen Supply Inc  
1 2022

163.39

<u>LINE</u>	<u>DETAIL DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT NO</u>
001	Water Filter	38.69	AA.7140.430
002	Carpet Knife	46.79	AA.7140.430
003	Spray Paint and Shelf	77.91	AA.7140.430

<u>ACCOUNT DESCRIPTION</u>
COMM CENTER - MATER&SUPPL EXP
COMM CENTER - MATER&SUPPL EXP
COMM CENTER - MATER&SUPPL EXP

# Voucher Abstract

Village of Watkins Glen

VC 00027402 Nuts and Bolts/Chlorine  
01/03/2022 19,102

00WGSUPPLY Watkins Glen Supply Inc

1 2022

21.19

LINE	DETAIL DESCRIPTION	AMOUNT	ACCOUNT NO	ACCOUNT DESCRIPTION
001	Nuts and Bolts	6.19	FF.8320.430	SOURCE OF SUPPLY - MATERIALS & SUPPLIES
002	Chlorine 5 gal	15.00	FF.0440.000	DUE FROM OTHER GOVTS - DIX

VC 00027413 drill bits  
01/03/2022 19,102

00WGSUPPLY Watkins Glen Supply Inc

1 2022

19.40

LINE	DETAIL DESCRIPTION	AMOUNT	ACCOUNT NO	ACCOUNT DESCRIPTION
001	drill bits	19.40	AA.3410.400	FIRE - CONTRACTUAL

TOTAL VOUCHERS FOR VENDOR: 00WGSUPPLY # OF VOUCHERS: 7 TOTAL AMOUNT: 503.67

VC 00027412 recruitment ad, planning board notice  
01/03/2022 19,102

000WREVIEW Watkins Review and Express

1 2022

98.40

LINE	DETAIL DESCRIPTION	AMOUNT	ACCOUNT NO	ACCOUNT DESCRIPTION
001	lineworker helper ad	70.00	EE.0781.500	OFFICE SUPPLIES & EXPENSE
002	planning board notice	28.40	AA.8020.400	PLANNING - CONTRACTUAL

VC 00027414 remainder owing for 72606  
01/03/2022 19,102

000WREVIEW Watkins Review and Express

1 2022

0.51

LINE	DETAIL DESCRIPTION	AMOUNT	ACCOUNT NO	ACCOUNT DESCRIPTION
001	remainder owing for 72606	0.51	AA.7180.400	CAMPGROUND - CONTRACTUAL

TOTAL VOUCHERS FOR VENDOR: 000WREVIEW # OF VOUCHERS: 2 TOTAL AMOUNT: 98.91

VC 00027403 Whistles/Lanyards  
01/03/2022 19,102

000WGSUPPLY Watkins Sporting Goods Inc

1 2022

28.96

LINE	DETAIL DESCRIPTION	AMOUNT	ACCOUNT NO	ACCOUNT DESCRIPTION
001	Whistles/Lanyards	28.96	AA.7140.420	COMM CENTER - CONTR. - MATERIALS & MAINTENANCE

Date: 01/03/2022

Time: 1:04:14PM

User: RHOND

Page: 18

# Voucher Abstract

Village of Watkins Glen

TOTAL VOUCHERS FOR VENDOR: 000WGSPO

# OF VOUCHERS: 1

TOTAL AMOUNT:

28.96

VC 00027374 emergency services software for plant  
12/29/2021 19,102

WIN911SOFT Win-911 Software  
12 2021

660.00

LINE DETAIL DESCRIPTION  
001 emergency services software for plant

AMOUNT ACCOUNT NO  
660.00 JT.8130.433

ACCOUNT DESCRIPTION  
Instrumentation

TOTAL VOUCHERS FOR VENDOR: WIN911SOFT

# OF VOUCHERS: 1

TOTAL AMOUNT:

660.00

TOTAL # OF VOUCHERS: 66

TOTAL AMOUNT:

181,990.26

**Voucher Abstract**

Village of Watkins Glen

Summary

		Total
AA-GENERAL FUND	AA.0200.000	59,957.91
	Total	59,957.91
EE-ELECTRIC ENTERPRISE FUND	EE.0121.000	10,534.30
	Total	10,534.30
FF-WATER FUND	FF.0200.000	13,162.55
	Total	13,162.55
GG-SEWER FUND	GG.0200.000	1,989.76
	Total	1,989.76
H0-DRI Projects	H0.0200.000	50,618.66
	Total	50,618.66
H4-Madison Ave/Rte 14 project	H4.0200.000	33,296.67
	Total	33,296.67
JT-Catherine Valley Water Reclamation Facility	JT.0200.000	12,430.41
	Total	12,430.41
Total		181,990.26



12/27/21

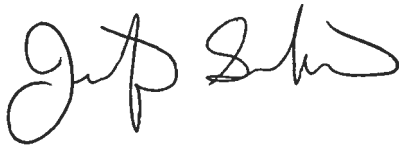
Dear Board Members, Lonnie, and Rhonda,

This letter is to inform you that I am resigning my position as keyboard specialist at the Village of Watkins Glen, effective 2 weeks from December 27, 2021. My last day will be Friday, January 7, 2022.

It has been an absolute pleasure working at the Village of Watkins Glen, and I am truly grateful for the opportunities you have given me. I have met and worked with some wonderful people.

I was offered a position that will be best for my family and I at this time.

Respectfully,

A handwritten signature in black ink, appearing to read "Jen Schoffner". The signature is written in a cursive, flowing style.

Jennifer Schoffner

## NOTICE

Notice is hereby given that the fiscal affairs of the Village of Watkins Glen for the period beginning on June 1, 2020 and ending on May 31, 2021 have been examined by BST & Co. CPAs, LLC and that the report of examination prepared by BST & Co. CPAs, LLC has been filed in my office where it is available as a public record for inspection by all interested persons. Pursuant to section thirty-five of the general municipal law, the governing board of the Village of Watkins Glen may, in its discretion, prepare a written response to the report of examination prepared by BST & Co. CPAs, LLC and file any such response in my office as a public record for inspection by all interested persons not later than April 4, 2022.

Lonnie Childs  
Village Clerk

## NOTICE

Notice is hereby given that the fiscal affairs of the Village of Watkins Glen Justices for the period beginning on April 1, 2015 and ending on June 30, 2020 have been examined by the Office of the State Comptroller and that the report of examination prepared by the Office of the State Comptroller has been filed in my office where it is available as a public record for inspection by all interested persons. Pursuant to section thirty-five of the general municipal law, the governing board of the Village of Watkins Glen may, in its discretion, prepare a written response to the report of examination prepared by the Office of the State Comptroller and file any such response in my office as a public record for inspection by all interested persons not later than April 4, 2022.

Lonnie Childs  
Village Clerk