

TOWN OF PARMA

1300 Hilton Parma Road
P.O. Box 728
Hilton, New York 14468
Office (585) 392-9462
Fax (585) 392-6659

TOWN BOARD MEETING

April 4, 2023

6:30 P.M.

James Roose
Supervisor
Linda M Judd
Councilperson
Tina Brown
Councilperson
David Ciuffo
Councilperson
Mark Acker
Councilperson

This Meeting Will Be Recorded by the Town Clerk

Pledge of Allegiance

Moment of Silence

Emergency Exit Instructions

Roll Call

Minutes of March 21, 2023 Town Board Meeting

Town Clerk Report

Highway Superintendent Report

Parks and Recreation Director Report

Building Inspector Report

Library Report

PUBLIC HEARING:

PUBLIC FORUM:

BUSINESS ITEMS:

1. Acceptance of 2022 Justice Court Audit
2. Add fee to Fee Schedule
3. Printer Disposal

INFORMATIONAL ITEMS:

LIAISON REPORTS

WARRANT:

ADDITIONAL INFORMATION:

ADJOURNMENT:

"This institution is an equal opportunity provider, and employer. To file a complaint of discrimination, write:
USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410,
or call (800) 795-3272 (voice) or (202) 720-6382 (TDD)"

FIXED ASSET DISPOSAL LIST

Authorization to dispose of the following items:

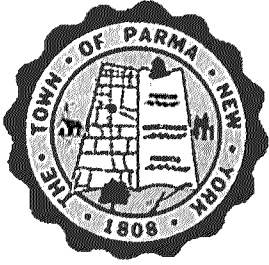
- Dell printer/scanner (tag #3321)

**ADD ONE-DAY MARRIAGE OFFICIANT LICENSE FEE TO THE APPROVED
FEE SCHEDULE**

WHEREAS, New York State recently adopted legislation amending Domestic Relations Law to allow for a one-day marriage officiant to solemnize marriages, with an effective date of March 28, 2023; and

WHEREAS, issuance of the one-day marriage officiant license will be handled by Town or City Clerks, subject to a \$25 fee; and

THEREFORE, BE IT RESOLVED, that the Parma Town Board makes the following revision to the approved Fee Schedule by adding a new fee for a One-Day Marriage Officiant License:



TOWN OF PARMA

Jim Roose
Supervisor

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Office (585) 392-9462
Fax (585) 392-6659

To: Parma Town Board

From: Jim Roose, Parma Town Supervisor

Subject: Justice Court Annual Audit

Town Boards are required to perform an annual audit of the Justice Court funds. This audit may be performed by either the Town Comptroller or the Town may engage with an accountant or CPA. The Office of Court Administration supplies instructions and a checklist which provides the Town with the general tools to properly perform the annual audit and provide reasonable assurance that work performed by the individuals who handle moneys as part of their duties are properly monitored and reviewed.

For 2022, I and my Finance Director, Diana Christodaro, performed a review using the NYS checklist of general recordkeeping requirements for the Justice Court Clerks. This review was conducted on March 9, 2023, and included the examination of:

- Cash Receipts
- Cash Disbursements
- Bank Reconciliations
- Additional Supporting Records
- Dockets and Case Files
- Cash Book Reconciliation
- Reports to the Division of Criminal Justice Services
- Reports to the Justice Court Fund
- Reporting to the Department of Motor Vehicles – TSLED Program

No significant issues were found during my review. Copies of the Checklists for both Justices are attached for your review and acceptance.

Appendix 10 – Annual Checklist for Review of Justice Court Records

Name of Municipality: Town of Parma

Month Reviewed: January 2022 Through December 2022

Name of Justice:

Michael Sciorfino

Review Performed By:

Jim Rose

 Date

3/9/23

Annual Checklist for Review of Justice Court Records

Yes No

Cash Receipts Book

- ▶ Are pre-numbered receipt forms issued for all collections? X ○
- ▶ Are duplicate receipts kept for court records? X ○
- ▶ Are receipts recorded up-to-date? X ○
Last recorded receipt:
 # MAS15714 Date 12/30/22 Amount \$20
- ▶ Is the receipt book maintained in a manner to identify date received, payer, and the amount of fines, fees, bail and other categories of collection? X ○
- ▶ Are deposits identified? X ○
- ▶ Are duplicate deposit slips kept for court records? X ○
- ▶ Are deposits made within 72 hours of collection (exclusive of Sundays and holidays)? X ○
- ▶ Are deposits recorded up-to-date? X ○
Last recorded deposit:
 Date 12/30/22 Amount \$20
- ▶ Is the receipt book totaled and summarized at the end of each month? X ○
Last Month Totaled and Summarized December \$3110

Cash Disbursements Book

- ▶ Are pre-numbered checks used for all disbursements other than petty cash? X ○
- ▶ Are all checks signed by the Justice? X ○
- ▶ Are canceled checks (or check images) returned with bank statements and kept for court records? X ○
- ▶ Are checks recorded up-to-date? X ○
Last recorded check:
 # 1036 Date 1/3/23 Amount \$4625

Bank Reconciliations

- ▶ Are bank accounts reconciled promptly after bank statements are received? X ○
Last Bank Reconciliation for Each Bank Account:
 Date Performed not dated Month Ending December 2022

Additional Supporting Records

- ▶ Is a list of bail maintained? X ○
- ▶ Is a record of uncollected installment payments maintained? X ○

Annual Checklist for Review of Justice Court Records

Yes No

Dockets and Case Files

- ▶ Are separate dockets maintained for various classifications of cases, such as Vehicle and Traffic, Criminal, Civil and Small Claims? X ○
- ▶ Are case files maintained for all cases? If manual, an index is an alphabetical list of cases with case numbers as a cross-reference. This will assist in locating cases since case files are filed by disposition date. If computerized, the index is maintained in the system and can be accessed at any time by name, ticket number or address. X ○
- ▶ Do dockets for disposed cases appear to be complete? X ○
- ▶ Do dockets for disposed cases agree with amounts reported? X ○

Cash Book Reconciliation

- ▶ Is the cash book reconciled to the adjusted bank balances at the end of each month? X ○
- ▶ Does the cash book total agree with the bank reconciliation and supporting information? X ○

Last Cash Reconciliation:

Date Performed not dated Month Ending December 2022

Reports to the Division of Criminal Justice Services

- ▶ Are reports made timely to the Division of Criminal Justice Services? X ○
- ▶ Has the court received any notices regarding late reporting?
If yes, why were the reports late and what corrective actions were taken? _____ ○ X

Reports to the Justice Court Fund

- ▶ Are reports made timely to the Justice Court Fund? X ○
- ▶ Do reported amounts agree with docket dispositions and case files? X ○
- ▶ Do reported amounts agree with cash receipt and disbursement books?
Last report submitted: Month Ending Dec 2022 Date 1/1/23 Amount \$14,025 X ○
- ▶ Has the court received any notices regarding late reporting?
If yes, why were the reports late and what corrective actions were taken? _____ ○ X

Annual Checklist for Review of Justice Court Records

Yes No

Reporting to the Department of Motor Vehicles - TSLED Program

- ▶ Has the court received any notices regarding pending cases?
If yes, why were the cases pending and what corrective actions were taken, if any _____
Failure to appear

Note: Cases over 60 days are eligible to be Scofflawed. TSLED sends a monthly listing of pending cases to the Court. The court should respond either manually or electronically to TSLED with the outcome of these pending cases.

- ▶ Are reports from TSLED to the court maintained and utilized?
Last TSLED Report Available: Date December 2022
Note: Courts can access reports on-line from TSLED at any time.

- ▶ How many cases are shown as pending in the last TSLED report? 106
- Is the number of pending cases reasonable?
 - How many cases are shown as pending for more than 90 days? 0
 - What actions have been taken to dispose of these cases? _____

Overall Evaluation

Appendix 10 – Annual Checklist for Review of Justice Court Records

Name of Municipality:

Town of Parme

Month Reviewed:

January 2022

Through

December 2022

Name of Justice:

Daniel Barlow

Review Performed By:

Jim Roose

Date

3/9/23

Annual Checklist for Review of Justice Court Records

Yes No

Cash Receipts Book

- ▶ Are pre-numbered receipt forms issued for all collections? ✗ ○
- ▶ Are duplicate receipts kept for court records? ✗ ○
- ▶ Are receipts recorded up-to-date? ✗ ○
Last recorded receipt:
 # DWB0262 Date 12/30/22 Amount \$25
- ▶ Is the receipt book maintained in a manner to identify date received, payer, and the amount of fines, fees, bail and other categories of collection? ✗ ○
- ▶ Are deposits identified? ✗ ○
- ▶ Are duplicate deposit slips kept for court records? ✗ ○
- ▶ Are deposits made within 72 hours of collection (exclusive of Sundays and holidays)? ✗ ○
- ▶ Are deposits recorded up-to-date? ✗ ○
Last recorded deposit:
 Date 12/30/22 Amount \$50
- ▶ Is the receipt book totaled and summarized at the end of each month? ✗ ○
Last Month Totaled and Summarized December \$2780

Cash Disbursements Book

- ▶ Are pre-numbered checks used for all disbursements other than petty cash? ✗ ○
- ▶ Are all checks signed by the Justice? ✗ ○
- ▶ Are canceled checks (or check images) returned with bank statements and kept for court records? ✗ ○
- ▶ Are checks recorded up-to-date? ✗ ○
Last recorded check:
 # 1030 Date 1/3/23 Amount \$2870

Bank Reconciliations

- ▶ Are bank accounts reconciled promptly after bank statements are received? ✗ ○
Last Bank Reconciliation for Each Bank Account:
 Date Performed not dated Month Ending December 2022

Additional Supporting Records

- ▶ Is a list of bail maintained? ✗ ○
- ▶ Is a record of uncollected installment payments maintained? ✗ ○

Annual Checklist for Review of Justice Court Records

Yes No

Dockets and Case Files

- ▶ Are separate dockets maintained for various classifications of cases, such as Vehicle and Traffic, Criminal, Civil and Small Claims? x o
- ▶ Are case files maintained for all cases? If manual, an index is an alphabetical list of cases with case numbers as a cross-reference. This will assist in locating cases since case files are filed by disposition date. If computerized, the index is maintained in the system and can be accessed at any time by name, ticket number or address. x o
- ▶ Do dockets for disposed cases appear to be complete? x o
- ▶ Do dockets for disposed cases agree with amounts reported? x o

Cash Book Reconciliation

- ▶ Is the cash book reconciled to the adjusted bank balances at the end of each month? x o
- ▶ Does the cash book total agree with the bank reconciliation and supporting information? x o

Last Cash Reconciliation:

Date Performed not dated Month Ending December 2022

Reports to the Division of Criminal Justice Services

- ▶ Are reports made timely to the Division of Criminal Justice Services? x o
- ▶ Has the court received any notices regarding late reporting?
If yes, why were the reports late and what corrective actions were taken? _____ o x

Reports to the Justice Court Fund

- ▶ Are reports made timely to the Justice Court Fund? x o
- ▶ Do reported amounts agree with docket dispositions and case files? x o
- ▶ Do reported amounts agree with cash receipt and disbursement books?
Last report submitted: Month Ending December Date 1/3/23 Amount \$2870 x o
- ▶ Has the court received any notices regarding late reporting?
If yes, why were the reports late and what corrective actions were taken? _____ o x

Annual Checklist for Review of Justice Court Records

Yes No

Reporting to the Department of Motor Vehicles - TSLED Program

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Overall Evaluation
