

**Donna M. Lakes**  
**Town Clerk/Registrar**  
**Town of Newfane**  
**2737 Main Street, Newfane, New York, 14108**  
**(716) 778-8822 #2 Fax: (716) 638-4183**  
[donna@townofnewfane.com](mailto:donna@townofnewfane.com)

TO: TOWN BOARD MEMBERS

DATE: January 24, 2024

Minutes Filed in Clerk's Office:

Tourism Board Minutes January 9, 2024

Approval of Mobile Home Park Licenses for 2024:

Newfane Country Estates LLC., 2329 Lockport Olcott Road, Newfane, NY

Newfane Country Estates South, LLC., 6021 Ketchum Ave., Newfane, NY

Olcott Country Estates, 1643 Lockport Olcott Road, Olcott, NY

Communications and Petitions:

Request Water/Sewer Blanket Purchase Order amendment

Approval of January 4, 2024 Reorganizational Meeting Minutes as amended

Jon Miller request Highway Deputy Superintendent and Clerk appointment

Jon Miller request permission to attend 2024 Advocacy Days.

Justice Barnes request Justice Court Clerk appointment

Supervisor request appointment of Confidential Assistant

Approve 2023 Justice Court Audit



# Tourism Board Meeting Minutes

Monday, January 9, 2024 - 8:30am  
Newfane Town Hall Community Center

## 1. Attendance

### a. Board Members

X Gina Guido-Redden - Chairperson  
A Morgan Calhoon  
X Bill Koller  
X Christine Kelemen  
X Cate Banks Orr  
A Barb Miller  
X Jim Sansone  
X Ann Schulze  
X Janet Steggles  
X Jane Voelpel  
X Stella Wilson

**X Quorum Met (at least 6 members)**

### b. Liaisons/Town Hall Representatives

A Karen Young - Lakeview Liaison  
X Sue Neidlinger - Town Board  
X Bill Clark - Town Historian  
X John Syracuse - Town Supervisor  
X Pete Robinson – Town liaison for Tourism

### c. Members of the Public (if applicable)

Bridget Newton

## 2. Budget

### a. Review 2023 Year END Budget Report - Tourism

#### i. Approve the Year-to-Date Report

**1. Motion: Motion Final Budget Report. Motion made by Jane Voelpel to accept the report, motion seconded by Kate Orr and Carried.**

### b. Review 2023 Year END Budget Report – LKV (including close up of the budget report for the renovation of the food shop)

#### i. Approve the Year-to-Date Report

**1. Motion: Motion to accept the Year-end budget report for LKV made by Stella Wilson, seconded by Kate Orr, motion carried.**

### c. 2024 Budget

#### i. 2024 Revenue Plan - Tourism

- \$20,000 from Town Budget
- Arts Grant – pending – will know in spring - 2023 was \$3,000
- County Contribution to guide – pending – will know in summer – 2023 was \$1,000

#### ii. Expenses that came off 2024 spending plan: \$2150 total – Tourism (*so that we could fund the expenses that were added (iii)*)

- \$1400 movie license (permanent reduction)
- \$750 Olcott Concert Series (2024 reduction)
- (We rec'd a \$1000 credit from the Print Shop toward 2025 guide, but we are not reducing the reserve for that expense unless we have to)

3. Expenses that were added to 2024 spending plan: \$2607 total - Tourism
  - \$500 2025 Fishing Expo (permanent)
  - \$581 SESAC Music Rights (permanent)
  - \$31 Increase in ASCAP Fee (permanent)
  - \$1495 2nd guide distribution service (permanency TBD)
  - i. Credits applied to 2024 spending plan from 2023 surplus (\$4095) - Tourism
    - \$1260 Forge Ahead Distribution (southern tier)
    - \$1495 Brand Connect (BCI) Distribution (Company 2) (thruway WNY to Central NY)
    - \$600 Back of LKV sign
    - \$740 toward social media
  - b. Vote to approve 2024 Spending Plan - Tourism
    - i. **Approve the Year-to-Date Report**
      1. **Motion: Jim Sansone motioned to approve the 2024 Spending Plan; seconded by Kate Orr, Motion Carried.**
4. Volunteer Hours Review
  - a. 2024 Volunteer Commitments – please review and get changes back to Gina
    - i. Commitments per member needed for existing and the following new tasks
      - *New task – updating the website calendar for year- **DONE***
      - *New task – writing quarterly Tourism article for newsletter*
      - *Task owned by Rachel and is now open - arrange Friday Night Musicians for LKV – **Gina Redden (musicians) and Ann Schulze(wineries) volunteered***
5. Old Business
  - a. Fishing Expo - February 15-18, 2024
    - a. Thursday (12pm – 8pm) - Karen and Kris
    - b. Friday (12pm – 8pm) – Gina and Eoin
    - c. Saturday (9am - 2pm) – Ann and Martin
    - d. **Saturday (2pm – 8pm) – OPEN - Kate Orr and Christine Kelemen volunteered.**
    - e. Sunday (9am-3pm) – Janet and David
  - b. Jane Voelpel – Friday music should be done by the date of the Fishing Expo. Anne S to arrange wineries, and Gina to arrange the music. Flyer to be prepared for the Fishing Expo.
  - c. Jane V reported that the Printing of the books is on hold – printer is waiting for a shipment of paper. Jane also working on coordinating delivery of the books to other fishing shows.
  - d. Bicentennial - Bill Clark reported on the Bicentennial progress. Dinner information for March out to the public. Karen Young picking up dinner tickets. Bicentennial Banner going up on overpass by Gordie's.
  - e. Eclipse – Sue N – waiting for info from Newfane Central on intent to close the school.
6. New Business
  - a. Niagara County Request for ideas/participating in Niagara USA's 250<sup>th</sup> anniversary committee (see attached) - **Gina and Bridget are interested in being on the committee. Gina will follow up.**
  - b. Town of Newfane Info sign, Stella Wilson will follow up with John Syracuse and Jon Miller regarding placing the sign at the Caboose.

7. Social Media Update - Karen Young

**2023 FB Stats**

- Total Reach: 163,100
- 9826 Followers
- 21,932 Page Views

\*Top 5 Posts for year:

1. Beach closed for season
2. Beach open extra hours
3. Brownies announcement
4. Small town Christmas list
5. Solar Eclipse

\*I've started scheduling the Visitor Guide paid advertising posts for the new year so feel free to like/love/comment on them!

8. Lakeview Village Update – Gina Redden reported: Construction in progress on Brownies continues. Open shops are filled (Karen- Christmas shop) other new occupant will be Mama's Mission – dried food kits.
9. Town Hall Tourism-Related Updates – Sue Neidlinger - Robert Horanburg will be liaison for LKV and Pete Robinson will be the tourism liaison from the Town. Rails to Trails plan still in progress. Shawn got commitment from Niagara Co for funds. More info to follow (John Syracuse) John S reported that the town is looking at paving the parking south of the shops.
10. Swearing in of new Tourism Board Members: Donna Lakes swore in all 2024 Tourism Board members in attendance.
11. Public Comments (if applicable)
12. Adjourn Motion: **Motion to adjourn made by Stella Wilson, seconded by Gina Guido Redden, motion carried.**

Minutes taken by Janet Steggles 1/9/2024

SUPERVISOR  
716-778-8531  
  
TOWN CLERK  
716-778-8822  
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TAX COLLECTOR  
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BUILDING INSPECTOR  
716-778-5947  
  
WATER/SEWER  
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## TOWN OF NEWFANE

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MAINTENANCE  
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6176 McKee Street  
Newfane, New York 14108

TDD 1-800-662-1220

1/24/2024


To The Honorable Town Board,

The Water Department has inadvertently left Moley Industries off of their blanket purchase order list for 2024. I am asking you to please add them to the list. The total budgeted amount of \$79,000.00 for the approved purchase orders will stay the same, only the corrected amounts being distributed among the vendors will change.

The updated 2024 blanket purchase order list is attached.

Thank you for your consideration in this matter.

Sincerely,

  
Michael R. Mills  
Water/Sewer Superintendent

Board Meeting to  
amend 2024 Blanket  
Purchase Order

## BLANKET PURCHASE ORDERS - 2024

1. K & S CONTRACTOR SUPPLY	5,000
2. WNY AUTO	5,000
3. LNR INDUSTRIES	10,000
4. NIAGARA IMPLEMENT	2,500
5. NIAGARA FRONTIER EQUIPMENT	2,500
6. CORE & MAIN	10,000
7. JACUS TOPSOIL	2,500
8. BEDFORD (blacktop repairs)	5,000
9. FLINTS	3,000
10. SHELBY/EAGLE HARBOR (stone)	6,000
11. WAYNE'S REPAIR SHOP	1,500
12. CUSTOM CREWS INC	6,000
13. RIC	10,000
14. Highway Dept.	5,000
15. Moley Ind.	5,000

TOTAL **\$79,000**

WATER **\$47,400**  
SEWER **\$31,600**

  
\_\_\_\_\_

21. Appoint Troy D. Barnes as Member of Zoning Board of Appeals, 2-year term ending 12, 31, 2025.
22. Appoint Troy D. Barnes Zoning Board of Appeals Chairman for 2024.
23. Appoint Zachary Hanczarowski to a 5-year term ending 12, 31, 2028.
24. Appoint Marcy Ferington to a 5-year term ending 12, 31, 2028.
25. Appoint Robin Bower Zoning Board Secretary for 2024.
26. Set Official Zoning Board Meetings for the 3<sup>rd</sup> Tuesday of the month at 7:00 p.m. as needed.
27. Reappoint Mildred M. Kramp Planning Board Secretary for the year 2024.
28. Appoint William Clark, Planning Board Chairman for 2024.
29. Set Official Planning Board Meetings for the 4<sup>th</sup> Tuesday of the month at 7:00 p.m. as needed.
30. Appoint Town Tourism Committee Meeting Members, Gina Guido-Redden, Chairman, Barbara Miller, Jane Voelpel, James Sansone, Ann Schulze, Morgan Calhoun, Janet Steggles, Stella Tothill Wilson, Bill Koller, Christine Kelemen and Catherine Banks-Orr for 2024.
31. Oath of Office by appointed employees. Must see Clerk's Office and sign before the first paycheck is received.
32. Set Official Town Board Meeting dates and times. The 4<sup>th</sup> Wednesday of each month at 7:00 p.m. for 2024 unless otherwise announced.
33. Set Official Publications. The Lockport Union Sun & Journal, the Town quarterly Newsletter, along with the Town Website for information.
34. Signature Facsimile – Authorize Supervisor to use Facsimile in 2024.
35. Authorize Supervisor to prepay bills prior to the Board review to avoid late charges and/or take advantage of discounts for 2024.
36. Set Board compensation rates. Zoning and Planning Boards as follows: Chairman \$65.00, Members \$55.00, Secretary \$80.00 per meeting for 2024.
37. Authorize Supervisor to invest Town monies in accordance with the Town Investment Policy and for the best interest of the Town for 2024.
38. Set salary for Election Machine Inspectors/Custodians:
  - A. Machine Custodians - \$125.00 per election
  - B. Election Machine Inspectors - \$5.00 per machine.
39. Set 2024 polling locations – Olcott Fire Hall & Newfane Community Center
40. Per Diem reimbursement allotment - \$50.00 per day on Town business only and with receipts.
41. Approve Water Department Blanket Purchase Order Request at \$47,000.00 for Water Department and \$31,600.00 for Sewer Department per Mike Mills, Water Superintendent.
42. Approve Highway Department Blanket Purchase Order Request at \$47,500.00 per Jonathan Miller, Highway Superintendent.
43. Approve Agreement To Spend Town Highway Funds, the amount of \$784,469.00 on approximately 69.39 miles of Town Highways.
44. Appoint Section 504 Coordinator/Grievance Officer for the Town of Newfane, Donna M. Lakes, Town Clerk, for 2024.
45. Appoint Fair Housing Officer for the Town of Newfane, David Schmidt, Building Inspector and Code Enforcement Officer.

The Supervisor indicated that those are the entire items on the slate and asked for a Motion to move the entire slate. Motion made by Councilwoman Neidlinger, second by Councilman Horanburg on the question. Hearing no questions, the Supervisor asked for a Roll Call Vote.

A Roll Call Vote was taken by the Town Clerk as follows:

Councilwoman Neidlinger: Aye  
 Councilman Robinson: Aye  
 Councilman Horanburg: Aye  
 Supervisor Syracuse: Aye  
 Councilman Coleman: Absent

4 – Ayes 0 – Nays

1 Absent

Motion Carried

**BLANKET PURCHASE ORDERS - 2024**

1. K & S CONTRACTOR SUPPLY	10,000
2. WNY AUTO	5,000
3. LNR INDUSTRIES	10,000
4. NIAGARA IMPLEMENT	2,500
5. NIAGARA FRONTIER EQUIPMENT	2,500
6. CORE & MAIN	10,000
7. JACUS TOPSOIL	2,500
8. BEDFORD (blacktop repairs)	6,000
9. FLINTS	3,000
10. SHELBY/EAGLE HARBOR (stone)	6,000
11. WAYNE'S REPAIR SHOP	1,500
12. CUSTOM CREWS INC	6,000
13. RIC	10,000
14. Highway Dept.	4,000

TOTAL **\$79,000**

WATER **\$47,400**  
SEWER **\$31,600.0**

*Reorg meeting*

*Michael Mills*



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716-778-8531

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TDD 1-800-662-1220

January 5, 2024

Town Board of Newfane  
Newfane, NY 14108

Dear Board Members:

I am respectfully requesting permission to keep Steve Soles as my Deputy Superintendent and Julie Nankey as my Highway Clerk for my 2024-2027 term.

Thank you for your attention.  
Sincerely,

Jon Miller  
Highway Superintendent

SUPERVISOR  
716-778-8531

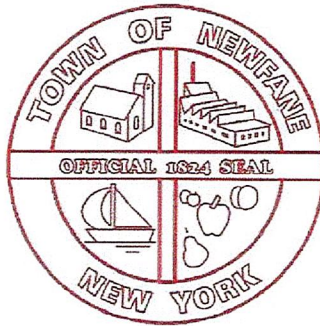
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TDD 1-800-662-1220

January 9, 2024

Town Board of Newfane  
Newfane, NY 14108

Dear Board Members:

I am respectfully requesting permission to attend the 2024 Advocacy Days (Local Roads Are Essential) On March 5<sup>th</sup>- March 6<sup>th</sup> in Albany at a cost not to exceed \$500 for room, food and bus ride.

Thank you for your attention.  
Sincerely,

Jon Miller  
Highway Superintendent

Bruce M. Barnes  
Newfane Court Justice  
2896 Transit Rd. Newfane, NY  
14108

Date: Jan. 10<sup>th</sup>, 2024

To the Newfane Town Supervisor and the Newfane Town Board,

I respectfully request that Gary M. Garlock be re-appointed  
to be my Justice Court Clerk.

Sincerely,

Bruce M. Barnes

A handwritten signature in black ink that reads "Bruce M. Barnes". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Newfane Town Justice

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TDD 1-800-662-1220

To: Newfane Town Councilmembers  
From: Supervisor John Syracuse  
Re: Re-appointment Of Mary L. Zeller  
Date: 1/24/24

Please accept this as my formal request to re-appoint Mary L. Zeller to the position of Confidential Assistant to the Town Supervisor effective 1/1/24 at a pay rate of \$24.25/hour.

January 19, 2024

To Supervisor Syracuse and The Newfane Town Board:

On January 19, 2024, we reviewed the 2023 financial records of Judge Bruce Barnes and Judge Scott Boudeman of the Newfane Justice Courts. During this audit, we found all records to be orderly and correct.

All deposits and anything dispersed were made in a timely and efficient manner. All records were complete, neat and orderly.

Respectfully submitted,

Susan Neidlinger,  
Councilwoman

Handwritten signature of Susan Neidlinger in black ink.

Richard Coleman  
Councilman

Handwritten signature of Richard Coleman in black ink.

January 19, 2024

To Supervisor Syracuse and The Newfane Town Board:

On January 19, 2024, we reviewed the 2023 financial records of Judge Bruce Barnes and Judge Scott Boudeman of the Newfane Justice Courts. During this audit, we found all records to be orderly and correct.

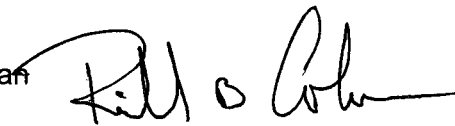
All deposits and anything dispersed were made in a timely and efficient manner. All records were complete, neat and orderly.

Respectfully submitted,

Susan Neidlinger,  
Councilwoman

A handwritten signature in black ink, appearing to read "Susan Neidlinger", written in a cursive style.

Richard Coleman  
Councilman

A handwritten signature in black ink, appearing to read "Richard Coleman", written in a cursive style.

# Appendix 10 – Annual Checklist for Review of Justice Court Records

Name of Municipality:

Newfane

Month Reviewed:

Jan. 1st 2023

Through

Dec. 31st 2023

Name of Justice:

Bruce M. Barnes

Review Performed By:

R. B. Cole
Susan Neidley

Date

1/19/2024
1/19/2024

months we checked:

January 2023 ~~SRN~~

March 2023 ~~SRN~~

June 2023 ~~SRN~~

September 2023 ~~SRN~~

# 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:*  
 # 35977    Date 12-27-23    Amount \$150.<sup>00</sup>
- ▶ 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 12-29-23    Amount \$250<sup>00</sup>
- ▶ Is the receipt book totaled and summarized at the end of each month?    
*Last Month Totaled and Summarized 12-2023*

## 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:*  
 # 1023    Date 1-3-24    Amount \$2090.<sup>00</sup>

## Bank Reconciliations

- ▶ Are bank accounts reconciled promptly after bank statements are received?    
*Last Bank Reconciliation for Each Bank Account:*  
 Date Performed 1-5-24    Month Ending 12-2023

## 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?
- ▶ 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.
- ▶ Do dockets for disposed cases appear to be complete?
- ▶ Do dockets for disposed cases agree with amounts reported?

## Cash Book Reconciliation

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

*Last Cash Reconciliation:*

Date Performed Jan. 3rd 2024 Month Ending 12-31-2023

## Reports to the Division of Criminal Justice Services

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

## Reports to the Justice Court Fund

- ▶ Are reports made timely to the Justice Court Fund?
- ▶ Do reported amounts agree with docket dispositions and case files?
- ▶ Do reported amounts agree with cash receipt and disbursement books?  
Last report submitted: Month Ending 12-2023 Date 1-3-2024 Amount \$2090
- ▶ Has the court received any notices regarding late reporting?  
If yes, why were the reports late and what corrective actions were taken? \_\_\_\_\_

# 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 \_\_\_\_\_

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 1-8-2024  
**Note:** Courts can access reports on-line from TSLED at any time.

- ▶ How many cases are shown as pending in the last TSLED report? 58
- ▶ Does the cash book total agree with the bank reconciliation and supporting information?

- Is the number of pending cases reasonable?
- How many cases are shown as pending for more than 90 days? 31
- What actions have been taken to dispose of these cases? Payment letters sent

## Overall Evaluation

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# Appendix 10 – Annual Checklist for Review of Justice Court Records

**Name of Municipality:** Town of Newfane

**Month Reviewed:** 1/1/23 **Through** 12/31/23

**Name of Justice:**

Hon. Scott Boudeman

**Review Performed By:**

<i>Rita B. Cole</i>	<b>Date</b>
<i>Susan Madley</i>	

<i>1/19/24</i>
<i>1/19/24</i>

months we checked:

February 2023 SRN RC

April 2023 SRN RC

September 2023 SRN RC

December 2023 SRN RC

# Annual Checklist for Review of Justice Court Records

	Yes	No
<b><u>Cash Receipts Book</u></b>		
▶ Are pre-numbered receipt forms issued for all collections?	<del>X</del> X	<input type="radio"/>
▶ Are duplicate receipts kept for court records?	<del>X</del> X	<input type="radio"/>
▶ Are receipts recorded up-to-date?	<del>X</del> X	<input type="radio"/>
<i>Last recorded receipt:</i>		
# <u>10069</u> Date <u>12/22/23</u> Amount <u>\$50.00</u>		
▶ 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?	<del>X</del> X	<input type="radio"/>
▶ Are deposits identified?	<del>X</del> X	<input type="radio"/>
▶ Are duplicate deposit slips kept for court records?	<del>X</del> X	<input type="radio"/>
▶ Are deposits made within 72 hours of collection (exclusive of Sundays and holidays)?	<del>X</del> X	<input type="radio"/>
▶ Are deposits recorded up-to-date?	<del>X</del> X	<input type="radio"/>
<i>Last recorded deposit:</i>		
Date <u>12/29/23</u> Amount <u>\$50.00</u>		
▶ Is the receipt book totaled and summarized at the end of each month?	<del>X</del> X	<input type="radio"/>
<i>Last Month Totaled and Summarized <u>12/2023</u></i>		
<b><u>Cash Disbursements Book</u></b>		
▶ Are pre-numbered checks used for all disbursements other than petty cash?	<del>X</del> X	<input type="radio"/>
▶ Are all checks signed by the Justice?	<del>X</del> X	<input type="radio"/>
▶ Are canceled checks (or check images) returned with bank statements and kept for court records?	<del>X</del> X	<input type="radio"/>
▶ Are checks recorded up-to-date?	<del>X</del> X	<input type="radio"/>
<i>Last recorded check:</i>		
# <u>1448</u> Date <u>1/3/24</u> Amount <u>\$935.00</u>		
<b><u>Bank Reconciliations</u></b>		
▶ Are bank accounts reconciled promptly after bank statements are received?	<del>X</del> X	<input type="radio"/>
<i>Last Bank Reconciliation for Each Bank Account:</i>		
Date Performed <u>1/3/24</u> Month Ending <u>12/2023</u>		
<b><u>Additional Supporting Records</u></b>		
▶ Is a list of bail maintained?	<del>X</del> X	<input type="radio"/>
▶ Is a record of uncollected installment payments maintained?	<del>X</del> X	<input type="radio"/>

# Annual Checklist for Review of Justice Court Records

	Yes	No
<b><u>Dockets and Case Files</u></b>		
▶ Are separate dockets maintained for various classifications of cases, such as Vehicle and Traffic, Criminal, Civil and Small Claims?	X <del>X</del>	○
▶ 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 <del>X</del>	○
▶ Do dockets for disposed cases appear to be complete?	X <del>X</del>	○
▶ Do dockets for disposed cases agree with amounts reported?	X <del>X</del>	○

## **Cash Book Reconciliation**

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

*Last Cash Reconciliation:*

Date Performed 1/3/24 Month Ending 12/2023

## **Reports to the Division of Criminal Justice Services**

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

## **Reports to the Justice Court Fund**

▶ Are reports made timely to the Justice Court Fund?	X <del>X</del>	○
▶ Do reported amounts agree with docket dispositions and case files?	X <del>X</del>	○
▶ Do reported amounts agree with cash receipt and disbursement books? Last report submitted: Month Ending <u>12/23</u> Date <u>1/2/24</u> Amount <u>\$935.00</u>	X <del>X</del>	○
▶ Has the court received any notices regarding late reporting? <b>NO</b> If yes, why were the reports late and what corrective actions were taken? _____	--	X <del>X</del>

# 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? ○    ~~XX~~  
 If yes, why were the cases pending and what corrective actions were taken, if any \_\_\_\_\_

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? ~~XX~~    ○  
*Last TSLED Report Available: Date* 12/28/23

**Note:** Courts can access reports on-line from TSLED at any time.

- ▶ How many cases are shown as pending in the last TSLED report? 42 XX    ○

- ▶ Does the cash book total agree with the bank reconciliation and supporting information? ~~XX~~    ○

- Is the number of pending cases reasonable? ~~XX~~    ○
- How many cases are shown as pending for more than 90 days? 24
- What actions have been taken to dispose of these cases?

Phone calls, letters & Scofflaw  
to defendants

**Overall Evaluation**

\_\_\_\_\_

Date: 1/3/2024

Signature: Maureen Banasjuk