

## TOWN OF SANFORD

**SPECIAL MEETING**

**JANUARY 20, 2026**

**ANNUAL REVIEW OF TOWN JUSTICE COURT & TOWN CLERK FINANCIAL RECORDS YEAR 2025**

<b>PRESENT:</b>	<b>Kenny Wist</b>	<b>Supervisor</b>
	<b>Jay Vandermark</b>	<b>Councilman-Absent</b>
	<b>Alice Ray</b>	<b>Councilman-Absent</b>
	<b>Shane Lester</b>	<b>Councilman</b>
	<b>Dan Andresen</b>	<b>Councilman</b>

<b>ALSO PRESENT:</b>	<b>Deborah Proffitt</b>	<b>Town Clerk</b>
	<b>Roger Singleton</b>	<b>Town Justice</b>
	<b>Gary Holdrege</b>	<b>Town Justice</b>

Supervisor Wist called the Special Accounting Meeting of the Town Board to order, in the Town Hall, 91 Second Street, Deposit, NY 13754 at 6:00pm. This Special Meeting is to review by audit the Town of Sanford Justice Court Records and Town Clerk Records for Year 2025.

The Justice Court records were reviewed by the Town Board members. On a motion made by Shane Lester, seconded by Dan Andresen and all approved the following Resolution.

**#27-RESOLUTION-2026**  
**RESOLUTION ACKNOWLEDGLING COMPLETION**  
**OF EXAMINATION OF JUSTICE COURT RECORDS**

WHEREAS, Section 2019-a of the New York State Uniform Justice Court Act sets forth, in relevant part, the following:

“It shall be the duty of every such Justice, at least once a year upon the last audit day of such village or town, to present his records and docket to the auditing board of said village or town, which board shall examine the said records and docket, or cause same to be examined and a report thereon submitted to the board by a certified public accountant, or a public accountant and enter in the minutes of its proceedings the fact that they have been duly examined, and that the fines therein collected have been turned over to the proper officials of the village or town as required by law. Any such Justice who shall willfully fail to make and enter in such records and docket forthwith, the entries by this section required to be made or to exhibit such records and dockets when reasonably required, or present his records and docket to the auditing board as herein required, shall be guilty of a misdemeanor and shall, upon conviction, in addition to the punishment provided by law for a misdemeanor, forfeit his office”; and

WHEREAS, the Justice Court of the Town of Sanford timely presented its records and dockets to the auditing board of the Town of Sanford; and

WHEREAS, the auditing board duly examined all of the Justice Court’s records and dockets for the fiscal year ending December 31, 2025 and found there to be no issues therewith,

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Sanford hereby acknowledges that the required examination of the Town Justice Court records was conducted and that no issues were identified during said examination; and it is further RESOLVED, that the Town Clerk is directed to send a copy of this resolution to the appropriate contact at the NYS Office of Court Administration; and it is further RESOLVED that this Resolution will take effect immediately.

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A Roll Call Vote was taken as follows: Supervisor Kenny Wist: AYE; Councilman Jay Vandermark: ABSENT; Councilman Alice Ray: ABSENT; Councilman Dan Andresen: AYE; Councilman Shane Lester: AYE; NOES: None; CARRIED: Dated: January 20, 2026.

The Town Clerk’s records were reviewed by the Town Board members. On a motion made by Dan Andresen, seconded by Shane Lester and all approved the following Resolution.

**#28-RESOLUTION-2026  
RESOLUTION ACKNOWLEDGING COMPLETION OF  
EXAMINATION OF TOWN CLERK RECORDS**

WHEREAS, the Town Law Section 123 requires each Town Officer and employee who received or disbursed any money in the previous fiscal year shall account with the Town Board for such money and shall produce all supporting books, records, receipts, warrants, vouchers, and cancelled check images as authorized by General Municipal Law Section 99-b;

WHEREAS, the Town Clerk of the Town of Sanford timely presented its records and dockets to the auditing board of the Town of Sanford; and

WHEREAS, the auditing board duly examined all of the Town Clerk’s records and dockets for the fiscal year ending December 31, 2025 and found there to be no issues therewith, NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Sanford hereby acknowledges that the required examination of the Town Clerk’s records was conducted and that no issues were identified during said examination; RESOLVED that this Resolution will take effect immediately.

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A Roll Call Vote was taken as follows: Supervisor Kenny Wist: AYE; Councilman Jay Vandermark: ABSENT; Councilman Alice Ray: ABSENT; Councilman Dan Andresen: AYE; Councilman Shane Lester: AYE; NOES: None; CARRIED: Dated: January 20, 2026.

Since no further business was at hand, a motion made by Shane Lester, seconded by Dan Andresen, and all approved that the Meeting be adjourned at 7:15 PM.

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Deborah Proffitt, Town Clerk

