Audit Committee Meeting Minutes  
August 13, 2018 4:00 p.m.  
236 Third Street, Greenport, NY 11944  
Village Hall Conference Room  

Attendance: Mayor George W. Hubbard Jr., Trustee Mary Bess Phillips,  
Trustee Douglas Roberts, Administrator Paul Pallas, Clerk Sylvia Pirillo,  
Treasurer Robert Brandt, Attorney Joe Prokop.  

Call to Order:  
Meeting called to order at 4:05 pm.  

Old Business:  
- With help from Deputy Clerk Oddon and Clerk to the Boards Lingg, all “ties out” in the escrow account now.  
- Clerk to the Boards Lingg has a spreadsheet to track the monies.  
- According to Treasurer Brandt, Clerk to the Boards Lingg created two templates.  
- Total fees should be double the original fee, to account for all incidentals, if an applicant goes in front of a Board.  

New Business:  
- Electric Fund Audit:  
  Draft report already reviewed by Treasurer Brandt, who has two questions.  
- Procurement Procedure Review:  
  Regarding public works projects – need contracts even for public works projects of under $35,000.  
- Discussion ensued regarding the use of Village contracts in addition to State and County contracts in which the vendor participates.  
- Collection of certified payroll has been a “glitch”, according to Trustee Phillips.  
- Attorney Prokop to investigate possibility of Administrator Pallas having signature authorization up to a certain amount – ie – $5,000.  

Recommendations to Village Board – None  

Close Meeting:  
Motion made by Mayor Hubbard and seconded by Trustee Roberts at 5:02 p.m. to adjourn. All in favor. The next meeting will be held on October 9, 2018 at 4:00 p.m. at Village Hall.