

**Audit Committee Meeting Minutes
April 21, 2014 at 2:00 p.m.
236 Third Street, Greenport, NY 11944
Village Hall Conference Room**

Please note that the following is not a verbatim account.

Attendance: Mayor David Nyce, Trustee Mary Bess Phillips, Trustee Julia Robins, Village Clerk Sylvia Lazzari Pirillo, Treasurer Robert Brandt, Deputy Treasurer Stephen Gaffga.

Call to Order:

Meeting called to order at 2:06 p.m.

Motion made by Mayor David Nyce and seconded by Trustee Julia Robins to accept minutes of last meeting. Motion carried.

Old Business:

~ **In-House Cash Audits**

Deputy Treasurer Gaffga will be in charge of random audits at various locations. (Per the Corrective Action Plan from OSC, the performance of audits is to be directed by the Treasurer's Office.) Water machines will be audited as well.

~ **IT Security Update** – discussion re: moving the server from public view.

~ **Cleaning Services Update** – reaching out to local companies/individuals, as previous RFP's have not netted response.

New Business:

~ Tentative Dates

7/16-7/18 - Electric

9/8 – 9/12 – Village – wide

~ Robert will broach the subject of the Village – wide audit being completed earlier in the year.

~ Letters to Department Heads and ad – hoc committees re: dollars left over from one year to be carried over to new budget year.

~ Trustee Phillips questioned meter readings, and specifically reading of meters that “may have been forgotten about.” Deputy Treasurer Gaffga asserted that he and Brennen McMahon are working on this consistently. Trustee Phillips asked about “checks and balances” on estimated meter readings. Deputy Treasurer Gaffga replied that he ensures through the owner that access is granted. He also stated that we have “about twenty” meters that fall into the estimated category.

~ Trustee Phillips asked about meters at employees’ or former employees’ homes, and corresponding “checks and balances” thereof.

~ Every meter is to be read – physically – at least once per year, according to Mayor Nyce. Deputy Treasurer Gaffga will make sure this is carried through.

Close Meeting

Motion made by Mayor David Nyce and seconded by Trustee Mary Bess Phillips at 2:34 p.m. to adjourn. All in favor. The next meeting will be held on June 16, 2014 at 2:00 p.m. at Village Hall.