



236 THIRD STREET  
GREENPORT NY 11944

Tel: (631) 477-0248  
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MAYOR  
GEORGE W. HUBBARD, JR.  
Ext. 215

TRUSTEES  
JACK MARTILOTTA  
DEPUTY MAYOR

MARY BESS PHILLIPS  
DOUGLAS W. ROBERTS  
JULIA ROBINS

VILLAGE ADMINISTRATOR  
PAUL J. PALLAS, P.E.  
Ext. 219

CLERK  
SYLVIA PIRILLO, RMC  
Ext. 206

TREASURER  
ROBERT BRANDT  
Ext. 217

**Audit Committee Meeting Minutes**  
**June 12, 2017 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, Clerk Sylvia Pirillo, Treasurer Robert Brandt

**Call to Order:**

Meeting called to order at 4:06 pm.

Motion made by Mayor Hubbard and seconded by Trustee Phillips to accept the minutes of the last meeting. Motion carried.

**Old Business:**

**Sewer and Water Rate Study:**

To go on website, following recommendation from Treasurer Brandt of how to proceed. Sewer is required right now. Water is not as crucial. Post on website: the "layman's terms" study, with actual study also.

**Review Cash Handling Procedures:**

Written procedure required for Marina Office and Carousel. Mayor Hubbard suggested getting a few bags with keys. Another camera is needed in the Marina Office.

Dances in the Park: What is this year's plan for cash contribution collection? (Must be done between now and July 3<sup>rd</sup>).

No Trustees will handle money this year at the Dances in the Park events.

Trustee Phillips wants a 6' mark at Village Hall and at the Marina Office. She also asked if there is a "robbery procedure." There should be a Village-wide "robbery procedure".

Trustee Phillips: Ask Treasurer Brandt for audit regarding Planning Board and other monies to be charged back. (Maybe not charge out the transcription fees?)

Trustee Roberts: What has been billed versus received?



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**New Business:**

None

**Recommendations to Village Board:**

Need a public hearing to increase sewer rates. (Vote in June for July meeting).

**Close Meeting:**

Motion made by Mayor Hubbard and seconded by Trustee Roberts at 4:58 p.m. to adjourn. All in favor. The next meeting will be held on August 14, 2017 at 4:00 p.m. at Village Hall.