



236 THIRD STREET
GREENPORT NY 11944

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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
April 11, 2016
236 Third Street, Greenport, NY 11944
Village Hall Conference Room

Attendance: Mayor George W. Hubbard Jr., Trustee Mary Bess Phillips, Village Administrator Paul J. Pallas, Treasurer Robert Brandt, Village Deputy Clerk Odon. Trustee Roberts was excused.

Call to Order:
Meeting called to order at 4:04 pm.

Motion made by Mayor Hubbard and seconded by Trustee Phillips to accept the minutes of the last meeting (December 14, 2015.) Motion carried.

Old Business:

Light Plant Tanks & Metering of Fuel

Metering fuel usage changed from monthly to weekly reporting, sorted by Departments.

Upcoming month's weekly reports will become "data intensive" and "formulated" for aiding the auditing process against the incoming fuel invoices.

Audit of bank set up procedure at Ice Rink, Marina and Carousel

Treasurer Brandt reported that the audit for the abovementioned areas resulted in "no issues". Going forward, the Treasurer's Department will perform routine audits.

New Business:

Sewer and Water Fund Rate Study

Treasurer Brandt introduced this new subject for discussion to begin research for an outside vendor to analyze the cost vs. current revenues.

Mayor Hubbard requested estimated pricing for both rate studies before a final decision is rendered to contract with an outside service.

Treasurer Brandt will work on providing updated information to the Audit Committee members in the upcoming weeks.

SCNB – Bank account interest, collateral vs. letter of credit

Treasurer Brandt will continue his research on account interest offers with M & T Bank.



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RFP - Auditors

The Committee members discussed the recent RFP received – i.e. - the “pros and cons” for each response received. Treasurer Brandt will provide further information before the next Board of Trustees Work Session meeting.

Invoice Cloud – on line utility bill paying portal

Recent webinar showed overall the software is simple to use. However, the transaction fees will be costly.

Anniversary of Reviewer for Board of Trustees Abstract:

Trustee Phillips starting in April, and going forward will review the Village’s monthly abstract.

Recommendations to Village Board:

None

Close Meeting:

Motion made by Mayor Hubbard and seconded by Trustee Phillips to adjourn. All in favor.

The next meeting will be held on June 13, 2016 at 4:00 pm at Village Hall.