



**Audit Committee Meeting Minutes
August 10, 2015 3pm
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 3:04 pm.

Motion made by Mayor Hubbard and seconded by Trustee Roberts to accept the minutes of the last meeting (June 8, 2015.) Motion carried.

Old Business:

- Electric Audit
 - ~ 8/31/2015 due date to NYPA, with draft available sooner.
- Credit Card Rate Report
 - ~ See attached.
 - ~ BNB was charging 2% "off the top". There are reduced rates based on each individual transaction.
 - ~ October 1st - new machines.
 - ~ Mitchell Park Marina: pre-authorize credit card, to save the "key-in" cost(s).
 - ~ Need to find out "activity" in the Marina, money and deposit-wise. (Up front paid in full?)
- Light Plant Tanks
 - ~ See attached.
 - ~ Treasurer Brandt to check if system can have both employee ID and vehicle ID capabilities, instead of selecting just one.
- Yearly Bids
 - ~ Should be completed by mid-next week.
- Docks and Moorings
 - ~ Manwaring - insurance missing.
 - ~ Sweat - permit missing.
 - ~ The Clerk's office is to circulate all applications to the Audit Committee -ie- RR Dock, Baymen's Dock, Moorings, Visitor's Dock, and road ends, if any permit exists.

New Business:

Auditors will be at Village Hall from 9/14-9/18.
AUD - to be completed by auditors.

Recommendations to Village Board:

None

Close Meeting:

Motion made by Mayor Hubbard and seconded by Trustee Phillips at 4:08 p.m. to adjourn. All in favor. The next meeting will be held on October 5, 2015 at 3:00 p.m. at Village Hall.

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

Greenport Utilities

| | Sales Total | Fees Total | Effective Rate |
|-------------------------------------|--------------|------------|----------------|
| May | \$ 37,909.29 | \$ 779.30 | 2.05% |
| <i>New Rates Effective June 1st</i> | | | |
| June | \$ 29,412.94 | \$ 364.92 | 1.24% |
| July | \$ 38,845.26 | \$ 495.50 | 1.27% |