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.
<table>
<thead>
<tr>
<th></th>
<th>Sales Total</th>
<th>Fees Total</th>
<th>Effective Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>May</td>
<td>$37,909.29</td>
<td>$779.30</td>
<td>2.05%</td>
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*New Rates Effective June 1st*

<table>
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</tr>
</thead>
<tbody>
<tr>
<td>June</td>
<td>$29,412.94</td>
<td>$364.92</td>
<td>1.24%</td>
</tr>
<tr>
<td>July</td>
<td>$38,845.26</td>
<td>$495.50</td>
<td>1.27%</td>
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