



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  
December 14, 2015 at 3:00 pm  
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 3:10 pm.

Motion made by Mayor Hubbard and seconded by Trustee Phillips to accept the minutes of the last meeting (October 5, 2015.) Motion carried.

**Old Business:**

- Tanks and Metering: There are fobs for cars and also personal ID's. Same system for Village as for Greenport Fire Department. Training of fueling to take place. Treasurer's office will monitor logs of fuels. First print-out of system to be discussed at February meeting.
- Accounts Payable Procedure Review  
Preliminary abstract is for review, and final is for Board. Memo to be sent from Treasurer to include cut-off date for each month, through 2016. Memo to go to all Departments.

**New Business**

- Procurement Policy Review
  - 29-1A. Aggregate amount-across all funds, or particular to each individual fund. (Emergency repairs are not considered in aggregate total.) Memo required to back-up Emergency repair. Aggregate totals "need to be watched."
  - 29-2B. Public works contracts.  
Resolutions to be attached  
Guideline Solicitation List  
Sole source provider - needs a letter
  - 29-6C PO's always written for amounts over \$ 100.00.

Annual bids already noticed:

Diesel  
87 Octane  
Heating Oil  
Snow Removal  
Trees

Hurricane insurance and liability / umbrella were discussed, especially at Marina.

- Cash Policy  
Mc Cann Campground: taking cash?  
Bulk of payments are checks and credit cards.  
Audits of tents to include - cash collected for tent spots  
Cash audit not done  
Procedure between Campground and Marina was audited  
Cash collected anywhere in Village needs a receipt.

Check on Marina insurance (through McMann-Price) - is it Seasonal?

**Recommendations to Village Board:**

None

**Close Meeting:**

Motion made by Trustee Roberts and seconded by Mayor Hubbard at 4:10 p.m. to adjourn. All in favor. The next meeting will be held on February 8, 2015 at 3:00 p.m. at Village Hall.