



236 THIRD STREET
GREENPORT NY 11944

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MAYOR
GEORGE W. HUBBARD, JR.
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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
August 13, 2018 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, Administrator Paul Pallas, Clerk Sylvia Pirillo, Treasurer Robert Brandt, Attorney Joe Prokop.

Call to Order:

Meeting called to order at 4:05 pm.

Old Business:

- o With help from Deputy Clerk Odden and Clerk to the Boards Lingg, all "ties out" in the escrow account now.
- o Clerk to the Boards Lingg has a spread sheet to track the monies.
- o According to Treasurer Brandt, Clerk to the Boards Lingg created two templates.
- o Total fees should be double the original fee, to account for all incidentals, if an applicant goes in front of a Board.

New Business:

- o Electric Fund Audit:
Draft report already reviewed by Treasurer Brandt, who has two questions.
- o Procurement Procedure Review:
Regarding public works projects – need contracts even for public works projects of under \$ 35,000.
- o Discussion ensued regarding the use of Village contracts in addition to State and County contracts in which the vendor participates.
- o Collection of certified payroll has been a "glitch", according to Trustee Phillips.
- o Attorney Prokop to investigate possibility of Administrator Pallas having signature authorization up to a certain amount – ie – \$ 5,000.

Recommendations to Village Board - None

Close Meeting:

Motion made by Mayor Hubbard and seconded by Trustee Roberts at 5:02 p.m. to adjourn. All in favor. The next meeting will be held on October 9, 2018 at 4:00 p.m. at Village Hall.