



**Audit Committee Meeting Minutes
August 8, 2016 at 3:00 pm
236 Third Street, Greenport, NY 11944
Village Hall Conference Room**

236 THIRD STREET
GREENPORT NY 11944

Tel: (631) 477-0248
Fax: (631) 477-1877

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

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 4:03 pm.

Motion made by Mayor Hubbard and seconded by Trustee Phillips to accept the minutes of the last meeting. Motion carried.

Old Business:

- Discussion re: gasoline and diesel consumption readings.
- Sewer and Rate study – goes to Paul for review, and then to Clerk's Office for "general review".
 - capital improvements required; and debt service for east and west sewer studies.
 - should be a 10-year plan (instead of 5 years)
 - WWTP peaking also included in RFP
 - approximate study cost = \$ 10,000 - \$ 12,000 (Combo)
 - 2011 is last time rates were increased, and was 2008 prior
 - density which is high, like at Peconic Landing, should be included.
- Entire Board to be copied on proposed RFP.

New Business:

- Spot Audit: Clerk's Office used as "baseline", with Marina Office and Campground cash audited.
- Electric audit completed.
- General audit in September, 2016.
- Surety bond – check on amounts for Mayor and Trustees; and discussion regarding Dances in the Park and collection of monies.
- Trustee Roberts suggested a nepotism policy.
Treasurer Brandt to call NYCOM regarding "template policy", if it exists.

Recommendations to Village Board:

None

Close Meeting:

Motion made by Mayor Hubbard and seconded by Trustee Phillips at 4:45 p.m. to adjourn. All in favor. The next meeting will be held on October 11, 2016 at 4:00 p.m. at Village Hall.