



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

**Audit Committee Meeting Minutes**  
**October 5, 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 3:04 pm.

Motion made by Mayor Hubbard and seconded by Trustee Phillips to accept the minutes of the last meeting (August 10, 2015.) Motion carried.

**Old Business:**

- Village – Wide Audit
  - ~ Presentation will be scheduled for November (or December.)
  
- Light Plant Tanks
  - ~ Plumbing in place, with tanks to be delivered within two weeks.
  - ~ Question employee ID and vehicle id capabilities – can do both or need to select only one? Also, supposed to be diesel and regular gas, to be confirmed. (Also, GFD has to be "vehicle only".)
  - ~ For employees, we would want ID cards per person. Check on employee ID's – do all employees have them?
  
- Yearly Bids
  - ~ Specifications are being compiled from the various Utility Departments.
  - ~ Treasurer Brandt will work on specs, such as for two men and a backhoe and drainage. Snow removal related items will also be on the list, as is the addition of a landscaper bid, including for [the pruning / mulching / mowing of] Greenhill Cemetery. These are all to be included on the Treasurer's Work Session report this month, with November advertising, and then selections to be made ASAP.

**New Business**

- Review of Accounts Payable Procedure
  - ~ Trustee to review Preliminary Abstract. The State requires initialing by the Trustee of each voucher. (Treasurer Brandt to save a copy of each Preliminary Abstract.)
  - ~ Trustee to come in by Thursday, after Preliminary, for review.
  - ~ GFD will have its own Preliminary abstract, but the vouchers will be incorporated into the final abstract, so that there is only one final.
  - ~ Trustee Roberts asked if there is a "better, more efficient" way to "do this", referring to the abstract process. Treasurer Brandt responded that there is not.
  - ~ Outdated PO'S – status of them questioned by Mayor Hubbard. The bulk of the outdated PO's were for the Electric Department. (There was one PO for the Clerk's Office, which Deputy Clerk Oddon asked to "keep open".)

**Recommendations to Village Board:**

None

**Close Meeting:**

Motion made by Mayor Hubbard and seconded by Trustee Roberts at 3:45 p.m. to adjourn. All in favor. The next meeting will be held on December 14, 2015 at 3:00 p.m. at Village Hall.