

William G. MacMillan-Chairman
Gordon H. Mahley, Jr. Louis R. Morrette
James A. Wood James L. Zido
Terry R. Hickey - Secretary
Gerard F. Parisi - Treasurer

Bi-Monthly meeting held July 16, 2008

Meeting called to order by Chairman Wm. G. MacMillan at 7:00 p.m.

PRESENT: Comm. MacMillan, Comm. Mahley, Comm. Morrette,
Comm. Wood, Comm. Zido

GUESTS: Bryans and Gramuglia CPA's LLC

BID OPENING: Three bids were received in response to the request for bids for the paving the district six parking lot as follows: Carver Sand and Gravel LLC, Bob Talham, Inc., Town Construction and Paving Co. A motion was made by Comm. Morrette and seconded by Comm. Wood to accept the bid from Carver Sand and Gravel LLC subject to acceptance of a Permissive Referendum pursuant to section 6 (g) of the general Municipal Law, a resolution to authorize funds to be drawn from the House Reserve Fund for the purpose of paving the parking lot on District #6 property. By a roll call vote with Comm. Wood voting yes, Comm. Morrette voting yes, Comm. Mahley voting no, Comm. Zido voting yes, Comm., MacMillan voting yes Carver Sand and Gravel was selected. Final vote in favor 4/1.

Invited guests presentation began at 7:30 p.m.

Mr. Robert V. Gramuglia, CPA, introduced a power point presentation describing the methods used to prepare an audit of District Six finances and financial procedures conforming to New York State regulations. Mr. Gramuglia indicated that our procedures and records are in excellent shape. Several recommendations were offered to improve procedures in the areas of check reconciliation, hall rental records, and tracking of gasoline credit card usage and including packing slips with invoices to prove agreement of purchase orders and material received. Mr. Gramuglia indicated that most of these matters have already been addressed by the Board.

MEETING RESUMED AT 8:12 p.m.

MOTION TO PAY THE BILLS:

A motion to pay the bills listed on the abstract dated July 16, 2008, was made by Comm. Wood and seconded by Comm. Morrette. Motion carried 5/0.

TRANSFER TO GENERAL FUND:

Motion to transfer funds from Savings to General Fund checking account to pay bills made by Comm. Wood and seconded by Comm. Mahley. Motion carried 5/0.

NEW BUSINES:

The Commissioners discussed the following recommendations made by the auditors in regard to the Hall Rental procedures: contracts should be numbered with that number used to make a "trail" to follow all paperwork concerning each rental agreement. A new District checking account will be set-up at the Bank of America for Hall Rental purposes requiring a Commissioners or the Secretary to be the second signature on all checks. A calendar showing rentals will also carry the contract number. These recommendations are being made to protect the District and the District personnel handling money accounts. A motion was made by Comm. Wood to prepare and follow a new procedure for the Hall Rental process. The results of a roll call vote are as follows: Comm. Morrette – yes, Comm. Mahley – yes, Comm. Zido – yes, Comm. Wood – yes, Comm. MacMillan – yes. The motion passed 5/0. The Assistant Treasurer will work with the Rental Coordinator to put recommendation into place.

Comm. MacMillan adjourned the meeting at 8:27 p.m.

Respectfully submitted,

Terry R. Hickey, Secretary