



Village of Mamaroneck Budget Committee

Meeting Date: September 20, 2016
Time: 7.30pm
Location: Regatta Conference Room

Attendees:

Budget Committee Members:

John Campbell
Keith Waitt, Chair
Stephanie Lividini
John Fall

Committee Members not in Attendance:

Adam Honig
Carlo Rea
Diane Hirschberg, Secretary

Village Staff in Attendance:

Daniel Sarnoff

The meeting convened at 7:35pm
The minutes for the August 16th, 2016 meeting were unanimously approved.
The following topics were discussed:

1) Audit of the Procurement Process against new Policy

At the last meeting, as stated in the Minutes, the Committee requested that an independent audit be undertaken of the process against the new policy. Dan had said that a current annual audit was underway and that a separate one would be unnecessary.

KW asked if this current audit had reviewed the procurement process and if so, what findings were available. Dan was not able to tell us, so KW requested that this be provided at the next meeting.

2) Credit Card Limit

During the Committee's review of the Procurement Policy, Dan believes that the wrong aggregate limit for credit card usage was provided. The Master credit card limit was given as \$25,000 and he now believes it is \$50,000. He will confirm as soon as possible. CONFIRMED at \$50,000 during Nov meeting.

3) Best Value Purchasing

A draft of a local law for the VOM for Best value Purchasing was presented to the Committee for our review by Dan Sarnoff. The committee had directed Dan to draft the law based on best practices and local laws enacted by the Village of Croton, Town of Westfield and Town of Ulster.

Upon review the committee felt that the draft had omitted certain wording and clauses that were included in the laws of other municipalities (namely Westfield and Sullivan) and that these should be included in the VOM law. The Committee felt that the requirements outlined in Sullivan County's law should all be included (A through E), as well as the inclusion of the words "village contracts for services involving an expenditure of more than \$35,000." Dan said he would refer to his attorney that drafted the law.

KW asked that Dan ensures this draft be put on the Agenda of the BoT as soon as possible. (BOT approved in November)

5) Field Fees

Dan mentioned that the Recreation Committee had not moved any further forward with a discussion on the fees for fields at HIP. KW suggested that the BC and RC convene to move this forward. The suggestion is that there should be a special joint meeting the BC and RC on the evening of October 12th to discuss our cost analysis and the RC recommendations. Dan agreed to arrange and sent the RC the cost analysis in advance.

6) Fees

At the next BC meeting in October, KW asked that the committee review all Fees and make recommendations to the appropriate committees and the BoT. Dan agreed to send the members of the BC the latest fee schedule prior to the next meeting.

Next Meeting is on Tuesday 18th October CANCELLED

The meeting adjourned at 8:50pm