

Schuylerville/Victory Board of Water Management
Special meeting-Corrective Action Plan (CAP)
January 25, 2011

Present: Commissioners Blake and Lloyd, Alternate Miers and Healy, and Brenda Buchanan, Recording Secretary.

Chairperson Blake stated that this meeting was for the purpose of the Corrective Action Plan for the audit for the period of June 1, 2007 to August 31, 2009 done by the Office of the New York State comptroller. This meeting would also include a few issues that immediately affect this CAP.

Announcements:

It was noted the dates of the following meetings:

February 2, 2011 for the purpose of budget preparation (Victory 6pm)

February 8, 2011 for the purpose of cross Connection Control (Victory 6pm)

February 8, 2011 for the regular monthly meeting (7pm)

OLD/NEW:

There was a resolution presented to change the pay period from Thursday through Wednesday to be Monday through Sunday, this change would take effect immediately. **Commissioner Lloyd made a motion to approve the change in the pay period and it was seconded by Chairperson Blake, all ayes, motion passed.**

Software:

There was a discussion on two proposal that were presented to the board: BAS and KVS. These Proposals were Business Automation Services Inc. for \$13,400.00 and KVS Information Systems, Inc. for \$15,759.00. There was a discussion on the different cost for the annual support. (BAS-\$2,300 and KVS-\$1,692) Training was also discussed as it would depend on the amount of training required for the exact cost. Conversion and licensing was also discussed, as the conversion was in question on if this was negotiable. There was a discussion on a third quote, but it has not been received and the board decided to wait on this vote until the next meeting, giving this 3rd quote time to come in before a decision is made.

AUD: (Annual update documents)

There was a discussion on the AUD's being complete and hiring a firm to complete these reports. It was stated that the current approval in the meeting minutes from January 2010, WDR (Whittemore, Downen & Ricciardelli LLP). There has been a call put into their office to see if this proposal still stands and if they have an associate which could start immediately on these back reports. It was also determined to look into some other firms for some quotes.

S/V BOWM

January 25, 2011

Page two

CAP: (Corrective Action Plan)

There was a discussion on the date that the CAP needs to be returned to the Comptroller's Office. This date will be verified with the Glens Falls Office. Chairperson Blake presented the Board with some duties and responsibilities of Water Commissioners. The board reviewed these duties and responsibilities, and made some corrections. She stated she would like to present them to the villages for approval.

After some discussion the following were key points to be added to the CAP response:

- The S/V BOWM is currently in the process of purchasing new software for general ledger, accounts payable, payroll, budgeting and updating the utility billing process. This software is anticipated to be in place by the start of the fiscal year, June 1, 2011.
- Monthly financial statements will be generated for the board through this new software. The Board will have access to the most updated information available at any time.
- Audits will be completed annually following the close of the fiscal year. These audits will be completed by an outside auditing firm.
- The board will assure that the AUD's are completed and filed within 60 days of the close of the fiscal year.

There was some miscellaneous discuss:

- Training for the Commissioners
- Hard drive needed for new software
- Intermunicipal agreement needs to be reviewed.

The CAP will be reviewed again at the next meeting on February 2, 2011, at the Village of Victory at 6pm.

Adjourn:

Commissioner Lloyd made a motion to adjourn the meeting and it was seconded by Alternate Healy, all ayes, motion passed.

Respectfully Submitted,
Brenda S. Buchanan,
Recording Secretary