

=====

TOWN OF GEDDES
ADMINISTRATIVE/ETHICS COMMITTEE
Meeting Minutes
Committee Members
Supervisor Albrigo – Chairman
Assistant Supervisor Weber

Meeting held on Tuesday, April 4, 2018 @ 6:00 pm

=====

1. **Conflict of Interest Forms for all employees:**
 - Police chose not to return completed form. Chief and Captain of police did complete form. Follow-up with Chief Gillett as to why police did not complete form. All other employees have returned completed forms.

2. **Violence and harassment in the workplace:**
 - 95% of all employees have attended session. A webinar has been set up for those who were unable to attend one of the sessions.

3. **Comptroller Services Update –**
 - Have begun reporting to the Town Board on fund balances, actual expenses vs. budget and bank account reconciliations. 2017 IRS 1099's have been completed and mailed timely
 - The 2017 AUD report is due 05/01/2018, however, the audited financials have not been finalized. Peggy Rowe will request an extension to the deadline.

4. **Bonadio – 2016 YE audit**
 - The Town of Geddes main financial audit has been started on 2/3/2018 and should take up to 3 weeks to finalize.

5. **NYS Comptroller Office Audit –**
 - Audit has started – no official report has been made available to date.

6. **Town Manager Position:**
 - A job description will be sent to all councilors for their review and feedback.