

**TOWN OF GEDDES  
ADMINISTRATIVE/ETHICS COMMITTEE  
Meeting Minutes**

**Committee Members**

Supervisor Albrigo – Chairman  
Assistant Supervisor Weber  
Councilor Martin Kelly  
Councilor Susan LaFlex

**Meeting held on Wednesday, May 5, 2018 @ 6:00 pm**

=====

1. **Ethics -**
  - No complaints filed with the Ethics Board as of May 5, 2018
  
2. **Senator DeFrancisco – capital project funds available:**
  - Senator DeFrancisco contacted the Town of Geddes to inform the Supervisor that funding was available for capital projects. The Supervisor, Town Engineer and this committee formulated a list of Town projects and estimated cost for each project with a total amount of approximately \$250, 000. The list was forwarded to Sen. DeFrancisco’s office prior to the deadline for consideration.
  
3. **Town Manager Position:**
  - A job description will be sent to all councilors for their review and feedback.
  - Councilor Kelly expressed that the position should focus on HR related responsibilities and may be called HR Director. This issue will be discussed further at the next Admin. Committee meeting.
  
4. **Comptroller Services Update –**
  - The finance committee will review recommendations of the NYS Comptroller’s office to help determine the monthly financial information to distribute to the Town Board.
  - 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.
  
5. **NYS Comptroller Office Audit –**
  - The audit is a work in progress. The Town Supervisor has not received any official or unofficial report to date. It is expected that the audit will end in June 2018.
  -
  
6. **Cell Tower –**
  - The Town expected a payment in 2017. Peggy reported that none was received. Legal counsel to follow-up.