

Board of Trustees Meeting
Village of Baxter Estates
315 Main Street, Port Washington, New York
May 12, 2017
9:00AM

Meeting Minutes

Present: Mayor Nora Haagenon
Deputy Mayor Comer
Trustee Chris Ficalora
Village Clerk-Treasurer Chrissy Kiernan

Also present: None

Mayor Haagenon opened the meeting at approximately 9:00AM with a verification of a quorum.

1. Baxter House

Trustee Ficalora reported that a press release to the media and the Village email distribution list prepared by him will go out today regarding the Building Inspector's Order to Demolish the Baxter House for life-safety issues yesterday.

2. Review of Qualified Auditing Firm Proposals

Village Clerk-Treasurer Chrissy Kiernan put out a Request for Proposals (RFP) in April to nine qualified certified public accounting firms. The Village received five complete proposals. Two of the five proposals received were within our budget allotment for fiscal year 2017-2018. The two firms under review were Nawrocki Smith LLP and Cullen & Danowski, LLP. Deputy Mayor Comer and Trustee Ficalora further reported that they both checked the references for each of these firms and that they both received many excellent remarks and recommendations, however, the lower estimate of the two was from Cullen & Danowski, LLP.

3. Resolution to Select Auditing Firm

On motion of Deputy Mayor Comer seconded by Trustee Ficalora, it was unanimously RESOLVED, that the Village engage the services of Cullen & Danowski, LLP to perform an independent audit of the financial affairs of the Village for the fiscal period commencing June 1, 2017 and ending May 31, 2018.

4. Tax Warrant

Clerk-Treasurer Kiernan explained that the 2017-2018 Tax Warrant must be signed by the Mayor and kept on file by the Clerk-Treasurer each year.

On motion by Deputy Mayor Comer, seconded by Trustee Ficalora, it was RESOLVED that Mayor Haagenon shall be authorized to issue the 2017/2018 Tax Warrant to Village Clerk-Treasurer, Chrissy Kiernan, as follows: You are hereby commanded to receive and collect from the several persons named in the 2017 Assessment Roll, the several sums named in the last column thereof opposite their respective names for the following purposes: Taxes are levied to provide services necessary for the maintenance, upkeep & betterment of the Village. As shown on the tax roll, the total amount for this purpose is \$593,546.46 and total Village Assessments are \$653,579. You will proceed to collect such taxes and assessments and all interest and penalties payable thereon in the manner provided by law.

There being no further business before the Board, on motion of Deputy Mayor Comer, seconded by Trustee Ficalora, it was unanimously RESOLVED that the meeting be and hereby is adjourned at 9:45AM.


Chissy Kiernan, Village Clerk-Treasurer
Clerk to the Board