

## **Minutes of the Town of Westport Regular Board Meeting on July 11, 2019**

The meeting was called to order by Supervisor Tyler at 7:00 p.m.

Members present on a roll call were:

Councilperson Page  
Councilperson Kirkby  
Councilperson Viens  
Councilperson Morrison  
Supervisor Tyler

Others Present:

Julie Schreiber, Town Clerk

### **RESOLUTION #113 APPROVAL OF MINUTES**

On a motion by Councilperson Viens, seconded by Councilperson Morrison, and approved on a roll call vote.

5 Ayes Page, Kirkby, Viens, Morrison, Tyler  
0 Nays

**RESOLVED** to accept the minutes of the June 25, 2019 regular meeting as received.

### **COMMITTEE REPORT**

**YOUTH COMMISSION** – No meeting was scheduled for this month.

### **NEW BUSINESS**

### **RESOLUTION #114 APPROVAL OF BILLS**

On a motion by Councilperson Morrison, seconded by Councilperson Page, and approved on a roll call vote.

5 Ayes Page, Kirkby, Viens, Morrison, Tyler  
0 Nays

**RESOLVED** to authorize payment of bills on Abstract 13 in the amount of \$33,713.85 for Vouchers 330-364.

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**MONTHLY REPORTS** – The supervisor is in receipt of the Town Clerk’s and Town Court’s June reports and provided the council with a report of the Town’s monthly financial statement.

**RESOLUTION #115**  
**COURT CLERK TRAINING**

On a motion by Councilperson Viens, seconded by Councilperson Kirkby, and approved on a roll call vote.

5 Ayes Page, Kirkby, Viens, Morrison, Tyler  
0 Nays

**RESOLVED** to authorize Catherine Simmer to attend court clerk training on July 16-17 in Potsdam and payment of her actual and necessary expenses.

**DOT USE AND OCCUPANCY** – The DOT has requested that the town sign a Use and Occupancy Permit Application for the Westport Trailhead. The permit would allow for handicap parking spaces and a trailhead for bicycles. Supervisor Tyler will speak to the town’s insurance company and lawyer and discussion will continue at the next meeting.

**RESOLUTION #116**  
**CREDIT CARD PROCUREMENT AND USE POLICY**

**WHEREAS**, the Town of Westport has encountered delays and higher pricing in various procurements by not being able to purchase directly online or from vendors in which no line of credit is established; and

**WHEREAS**, the New York State Comptroller has promulgated recommended guidelines for credit card accountability and minimization of error, misuse, and fraud.

**THEREFORE BE IT RESOLVED**, that the Town of Westport authorizes the use of town credit cards subject to, and regulated by, the following Town Policy for Credit Card Use and Procurement Policy:

**Authorization for Use of Credit Cards**

1. The Town Board shall, by resolution, authorize and appoint a credit card custodian(s) prior to application and issuance of a credit card.
2. The Town Clerk will conduct training to each authorized custodian on proper and authorized uses of the credit card prior to usage. The Town Clerk will document training and acknowledgement by each custodian that they understand their duties and responsibilities regarding credit card use.

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3. Official Town of Westport credit cards will be issued in the name of the authorized custodian. Any unauthorized use of the credit card will be the financial responsibility of the custodian and will result in termination and confiscation of the credit card.
4. The Town Clerk will periodically conduct analysis of credit card activity of each authorized credit card to determine if unauthorized purchases have occurred.
5. The Town Clerk will review and update annually a master list of all credit cards and provide the master list to the Town Board for entry into the minutes.
6. Any credit cards that are not needed or accounted for shall be cancelled.

**Credit Card Use**

1. Credit card use for personal expenses is strictly prohibited – no exceptions.
2. Credit cards that allow cash advances or cash back from purchases are NOT authorized.
3. The Town Board shall determine the authorized credit limit and maximum balance for each card and card holder and require prior approval before any activity above these limits.
4. Any credit card holders who use the card for “emergency” purposes will provide clear documentation to justify the need in person to the Town Board.
5. The Town Board will determine if certain types of vendors or purchases use Merchant Category Codes, such as charges from dry cleaners or health spas (see Accredited Standards Committee X9).
6. Credit cards will not be used via unsecured means or vulnerable means of transaction, specifically:
  - Telephone purchases
  - FAX purchases
  - Gasoline pump card readers
  - Mail-in purchases using credit card data

**Safeguarding Credit Card Use**

1. All credit cards will be kept in the possession of the Town Clerk in a secure location, such as a locked desk drawer. Cards will be signed out via a log when the authorized user requires the card for purchases or travel.
2. Segregate procurement duties among staff, such as approval, verification, and payment of claims.
3. The Town Supervisor will review all credit card purchases and the Town Board will approve all purchases.
4. All billing statements will be broken down by credit card holder.
5. Review bills and watch for red flags such as unusual destination or items.
6. The Town Supervisor will verify that the items purchased were actually received.
7. The Clerk to the Supervisor will conduct periodic reconciliation of bills, statements, and receipts for each credit card account.

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8. Follow up on any identified discrepancies.
9. Purchases and charges not approved by the Town Board will be the responsibility of the cardholder to pay.
  - Any lost or stolen credit cards will be cancelled immediately as well as any cards held by employees upon retirement, departure, or termination.

**Credit Card Purchases**

1. No claim will be paid without proper documentation and presentation of:
  - Purchase invoice/receipt
  - Credit card receipt
  - All receipts are to be itemized and each purchase initialed by the cardholder acknowledging he/she made the purchase.
  - The purpose of each purchase will be annotated.
  - Card holders will provide the names of anyone who incurred the expense (Ex. if food was supplies at a meeting, indicate who was there.)
2. All credit card activity will be retained for a period not less than two years.

**RESOLUTION #117**  
**CREDIT CARD CUSTODIAN**

On a motion by Councilperson Viens, seconded by Councilperson Morrison, and approved on a roll call vote.

5 Ayes      Page, Kirkby, Viens, Morrison, Tyler  
0 Nays

**RESOLVED** to appoint the Supervisor and Deputy Supervisor as credit card custodians.

**RESOLUTION #118**  
**FIREFIGHTER RECOGNITION**

On a motion by Councilperson Morrison, with a unanimous second, the Town Board wishes to recognize the Westport Fire Department and their families for cleaning up and preparing the beach house property for their annual pig roast.

**SUPERVISOR'S COMMENTS** – Charter Communications sent a letter regarding a change in their lineup.

**COUNCILPERSON COMMENTS** – Councilperson Page asked about the carbon credits. Supervisor Tyler stated that he is waiting on a response.

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**RESOLUTION #119**  
**ADJOURNMENT**

On a motion by Councilperson Kirkby, with a unanimous second, the meeting was adjourned at 7:25 p.m.

Minutes respectfully submitted,

Julie Schreiber, Town Clerk