

**WEST SENECA INTERNAL AUDIT COMMITTEE
MEETING MINUTES.**

DATE: 01/12/2021

TIME: 6:00 MEETIN HELD VIRTUALLY VIA WEBEX

MEMBERS PRESENT: Chairman William Bauer, Secretary Jeffrey Piekarec, Michael Casciano, Robin Stolinski, Thomas Robertsort Jr

Motion by Chairman Bauer to open meeting, second by Robertson

AYES NOES
BAUER
PIEKAREC
CASCIANO
STOLINSKI
ROBERTSON JR
Motion Carried 5-0

New committee member Thomas Robertson Jr introduced himself describing his experience as a professor/role in family business and eagerness to serve his town.

Motion by Bauer second by Casciano to Approve the meeting minutes from December 2nd

AYES NOES
BAUER
PIEKAREC
CASCIANO
ROBERTSON JR.
Motion Carried 5-0

Director Finance Megan Wnek introduced herself and went over town purchasing policy, invoice approval process.

Casciano asked Megan what she was looking for from audit committee. Megan mentioned reviewing the invoice, as well as reviewing internal controls in each department to confirmed that they are followed, and possibly improved. Member Stolinski expressed concern that the audit committee could be duplication work of citizens budget group. Piekarec, stated that the budget group is a not an official part of town government, but an informal advisory group of citizens to the town supervisor. Robertson asked about contract details in modern. Chairman Bauer stated that he would get that information and send to every board member.

Review and commenting on financial data received from the Finance Department.

Modern Disposal: invoice matched with po's Committee discussed disposal and sanitation disposal ticket methods, weigh options. how they are invoiced by the ton, and volume, how

they are classified. Casciano discussed having some committee members go to sanitation to do a physical tour/audit of the processes involved in this. Bauer will get with the highway superintendent about dates and times to make that happen. Bulk (rubbish) trash processes were also discussed.

Chudy Paper: invoices matched with po's. Committee discussed purchasing, storing, and distribution of paper, office supplies and PPE products. Ideas were discussed on how to check in and track material. Stolinski is going to look into creating a control log template that could be used and bring it back to committee at next meeting.

Reading of public comments: There were no public comments.

Piekarec brought up public comment procedures/open meeting laws for future meetings. Committee members agreed informally to give members of the public access ability to login at next meeting to ask questions/make comments and not just do emailed comments.

Committee discussed and agreed to review miscellaneous police account lines and large equipment line in highway department.

Piekarec stated that are next meeting is scheduled for February 9th, 2021. Bauer stated that the meeting will also likely be held virtually due to covid concerns.

Motion by piekarec to adjourn the meeting at 8:01PM

Ayes Noes

Bauer

Piekarec

Casciano

Stolinski

Robertson

Motion Carried 5-0

Minutes Prepared By

Committee Secretary Jeffrey Piekarec