

**Frank S. Venezia**

*Chairman*

**Joseph P. Richardson**

*Vice Chairman*

**Tim McCann**

*Secretary*

**Victoria Storrs**

*Assistant Secretary*

**Sandra Shapard**

*Member*

**Tim Maniccia**

*Member*

**David Kidera**

*Member*

## TOWN OF BETHLEHEM

*Albany County - New York*

### INDUSTRIAL DEVELOPMENT AGENCY

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**Thomas P. Connolly**

*Executive Director,*

*Assistant Secretary and*

*Agency Counsel*

*518-447-3303*

**Allen F. Maikels**

*Treasurer, Chief Financial Officer*

*and Contracting Officer*

*518-487-4679*

**Elizabeth Staubach**

*Economic Development*

*Coordinator*

*Ext. 1189*

**Robin Nagengast**

*Assistant to the Executive Director*

*and Clerk*

*Ext. 1164*

### Meeting Minutes

**Wednesday, January 25, 2017**

**2:00 PM, Room 101A**

A meeting of the Town of Bethlehem Industrial Development Agency Audit Committee was convened in public session in the Bethlehem Town Hall, 445 Delaware Ave., Delmar, NY at 2:00p.m., on Wednesday, January 25, 2017.

Attendance was recorded as follows:

<u>Committee Members Present</u>	<u>Committee Members Absent</u>	<u>Counsel Present</u>	<u>Town Staff Present</u>	<u>Auditors Present</u>
Frank Venezia Joe Richardson	Tim McCann		Tom Connolly Al Maikels Robin Nagengast	John Criscione Ken Claflin

Chairman Venezia called the meeting to order at 2pm noting the presence of a quorum.

The minutes of the July 27, 2016 meeting were approved as amended on a motion by Mr. Richardson, seconded by Chairman Venezia.

Ken Claflin is the new lead partner with Cusack & Company for the Agency.

#### **Scope of Audit**

The audit has begun. No issue meeting the March 31 deadline.

The next Committee meeting when the draft audit will be reviewed was scheduled for February 24 following the IDA Regular Meeting.

#### **Executive Session with auditor(s)**

Mr. Connolly, Mr. Maikels, and Ms. Nagengast left the meeting at 2:11pm and Ken Claflin and John Criscione from Cusack & Company, CPAs, P.C. met with the audit committee members.

Mr. Connolly, Mr. Maikels and Ms. Nagengast returned to the meeting at 2:16pm.

#### **Motion to Adjourn**

The meeting was adjourned on a motion by Mr. Richardson, and approved by all members at 2:17pm.

Respectfully submitted,  
Robin Nagengast