

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

445 DELAWARE AVENUE

DELMAR, NEW YORK 12054

Telephone: (518) 439-4955

Fax: (518) 439-5808

Email: info@bethlehemida.com

www.bethlehemida.com

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 24, 2018

8:00 AM, 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 8:00a.m., on Wednesday, January 24, 2018.

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 Criscone

Chairman Venezia called the meeting to order at 8:02am noting the presence of a quorum.

The minutes of the February 24, 2017 meeting were approved as amended on a motion by Mr. Richardson, seconded by Chairman Venezia.

Scope of Audit

The audit is underway and the PARIS report is in progress. Drafts are expected by the end of January and will be reviewed for accuracy and completeness. The next Audit Committee meeting is scheduled for February 12 at 9am.

Executive Session with Auditor

Upon motion by Mr. Richardson, seconded by Mr. McCann, the Audit Committee went into executive session at 8:08am. Mr. Connolly, Mr. Maikels, and Ms. Nagengast left the room and John Criscone from Cusack & Company, CPAs, P.C. met with the Audit Committee members.

Mr. Connolly, Mr. Maikels and Ms. Nagengast returned to the meeting at 8:13am.

Chairman Venezia signed the engagement letter for Cusack & Company, CPAs, PC.

Motion to Adjourn

The meeting was adjourned on a motion by Mr. McCann, seconded by Mr. Richardson, at 8:22am.

Respectfully submitted,
Robin Nagengast