

**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](mailto:info@bethlehemida.com)

[www.bethlehemida.com](http://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 23, 2019**

**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 23, 2019.

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 Liz Staubach	John Criscone

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

The minutes of the February 12, 2018 meeting were approved as amended on a motion by Mr. Richardson, seconded by Chairman Venezia.

#### Scope of Audit

Mr. Criscone discussed the scope of the audit and the review of internal controls. Drafts will be available shortly. The next Audit Committee meeting is scheduled for February 11 at 8am.

#### Executive Session with Auditor

Upon motion by Mr. Richardson, seconded by Chairman Venezia, the Audit Committee went into executive session at 8:13am. Mr. Connolly, Mr. Maikels, Ms. Staubach, 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 8:16am.

#### Motion to Adjourn

The meeting was adjourned on a motion by Mr. Richardson, seconded by Chairman Venezia, at 8:34am.

Respectfully submitted,  
Robin Nagengast