

**West Seneca Internal Audit Committee  
January 11, 2023, 6:00 PM Meeting Minutes  
Community Center & Library Small Conference Room  
1300 Union Rd West Seneca NY 14224**

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**Roll Call: - Chairman Breidenstein called the meeting to order at 6:00 pm**

**Present:**        Chairman-        Robert Breidenstein  
                         Secretary-        Susan Kims  
                         Members-        Mary Maguire, Mary Sherman

**Absent:**         n/a

**Notations:**    n/a

**Guests:**        n/a

**Meeting Minutes:**

Motion by **Chairman Breidenstein** and seconded by **Mary Sherman** to approve the minutes from the Internal Audit Committee meeting of **November 15, 2022**.

4-Aye            0- Noe  
Motion Carried 4-0

**Announcements:**

- Chairman Breidenstein noted the December Internal Audit Committee meeting was cancelled
- Upcoming IAC meetings will begin at 6:00 pm in the Small Conference Room at the CCL, unless otherwise noted on:

February- no meeting	August- TBD
March 14, 2023	September 12, 2023
April- TBD	October- TBD
May 9, 2023	November 14, 2023
June- TBD	December- no meeting
July 11, 2023	

**Old Business**

1. Review and accept proposed meeting dates for 2023 as noted above
2. The IAC is presently one member short and the vacancy is posted on Town Website.

**New Business**

1. Highway Department Purchases for Tires for 2022- the IAC reviewed tire purchases for 2022, invoices and purchase orders. The IAC noted internal processes were followed.

### **Administrative**

1. Decide which budget line accounts IAC is interested in reviewing at next IAC Meeting. The IAC will dive into Highway Fire purchases. This will take several meetings, and as such, there will be no meeting in February; a meeting with Ms. Straus and Mr. Adams in March 2023 to review the purchases related to the fire will be scheduled.
2. Chairman Breidenstein will request Alissa Straus, Finance Director and Brian Adams, Highway Superintendent to attend next meeting to do a detailed walk-thru of Munis and credit card purchases.
3. Chair Robert Breidenstein, read Public Comment on Decorum. This will become an institutional practice moving forward for public comment.

### **Public Comments- none**

### **Adjournment**

Motion by **Chairman Breidenstein** and seconded by **Mary Sherman** to adjourn the Internal Audit Committee meeting at 7:15 pm

4- Aye          0- Noe

Motion Carried 4-0

Respectfully submitted

*Susan Kims*

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Internal Audit Committee Secretary

January 11, 2023