

West Seneca Audit Committee Meeting  
Organizational Meeting Minutes Draft  
December 2<sup>nd</sup>, 2020 @7PM  
West Seneca Community Center Conference Room  
1300 Union Road West Seneca NY 14224

In Attendance: Councilman William Bauer, Councilman Jeffrey Piekarec, Resident Volunteer Michael Casciano, Resident Volunteer Robin Stolinski

The meeting is called to order at 7:04 PM

\*Committee Members Bauer, Casciano, Piekarec, Stolinski, went around the room introducing themselves, talking about their family, professional background, and why they wanted to be a part of this committee.

\*Committee members went over the scope of our work discussing samples of vendor reports from the finance department. Committee members discussed the town procurement policy, and possible ways to improve them, members Casciano and Stolinski asked members Piekarec and Bauer questions about town approval process procedures. Members Bauer and Piekarec answered those questions about town approval procedures.

\*Committee members discussed what types of vendors we would like to review at our next meeting in January as well as procedures for collecting distribution of material and timeframes for receiving. Per the passage of the resolution establishing the committee by the town board will notify finance director of what we need no later than 14 days before our next audit meeting and finance director will gather and distribute the material electronically no later than 7 days before the next audit committee meeting. Member Casciano suggested that we pick one large vendor and one small vendor to review each month.

Member Bauer motioned that we review Modern Waste Disposal and Chuddy Paper, Member Piekarec seconded the motion of these 2 vendors, and all committee members voted unanimously in favor of reviewing those 2 vendors.

AYES

NOES

PIEKAREC

BAUER

CASCIANO

STOLINSKI

\*Committee members discussed who should be chairman and secretary. Both spots must be approved by the full town board. Committee members agreed that they would recommend that the town board appoint member Bauer as Chairman for 2021 and Member Piekarec as Secretary for 2021. Both Bauer and Piekarec agreed they would serve if approved by the full town board.

\*Committee members discussed a meeting schedule for 2021. Member Piekarec motioned that the committee meet on the 2<sup>nd</sup> Tuesday of each month at 6pm starting with Tuesday January 12<sup>th</sup>. And so on

throughout the year. Committee member Stolinski seconded the motion. The motion was approved unanimously.

AYES

NOES

PIEKAREC

BAUER

STOLINSKI

CASCIANO

Public Comment: There was no comments from the public.

Motion by Piekarec to adjourn the meeting, seconded by Stolinski, the vote was unanimous in favor of adjourning the meeting at 7:56PM

AYES

PIEKAREC

BAUER

STOLINSKI

CASCIANO

Prepared by Jeffrey Piekarec

Presumed Audit Committee Secretary