

WEST SENECA INTERNAL AUDIT COMMITTEE MEETING MINUTES

2-09-21 @6PM

West Seneca Community Center 1250 Union Rd.

COMMITTEE MEMBERS:

William Bauer – WS Councilman, IAC Chair

Jeffrey Piekarec – WS Councilman, IAC Secretary

Michael Casciano – Resident/ taxpayer Volunteer

Robin Stolinski – Resident / taxpayer Volunteer

Thomas Robertson Jr – Resident / taxpayer Volunteer

The Meeting is called to order by Chairman Bauer.

Roll Call: All Committee Members are present.

Motion by Bauer, Second by Stolinski to Approve Meeting Minutes for 1-12-21 Meeting.

AYES

NOES

BAUER

PIEKAREC

STOLINSKI

CASCIANO

ROBERTSON JR

MOTION APPROVED 5-0

Briefing on Friday February 5, 2021 site visit to West Seneca Highway Department and meeting with Brian Adams, Highway Superintendent: members Stolinski and Bauer visited highway/sanitation department to review sanitation weigh procedures. While bad weather limited some aspects of the visit, both committee members were given a thorough and informative review of the process.

The committee then discussed sanitation and recycling procedures, as well as union work rules, equipment, and sanitation routes. After a lengthy discussion, the committee agreed on developing tracking metrics to track the amount of garbage that is picked up and disposed of each day.

Committee Members discussed procedures for monitoring paper and office supply usage from Chuddy. Currently clip board tallies exist for what is received and inventoried within the building and grounds department. Only General Crew Chief and Working Chief have keys to room where supplies are stored. Committee agreed to revisit this topic at our next meeting

work on procedures to track supplies once it gets to the various departments, where operational usage is not currently measured.

Highway Equipment Parts invoices for January 2021 did not arrive until the day of meeting, committee agreed to hold off discussing these invoices further until committee members have had a chance to review it. This will be revisited at the March Meeting.

Public Comments: There were no comments from members of the public.

Scheduling of next meeting date and time: The Next Meeting of the Audit Committee will be on Tuesday March 9th at 6PM.

Motion by Piekarec Second by Robertson to Adjourn the meeting at 7:12PM

AYES	NOES
BAUER	
PIEKAREC	
STOLINSKI	
CASCIANO	
ROBERTSON JR.	

Motion Carried 5-0

Minutes prepared by:
Jeffrey Piekarec
IAC Secretary