

## Niagara County Brownfield Development Corporation

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**AUDIT COMMITTEE MEETING MINUTES**  
**Niagara County Brownfield Development Corporation**  
**Monday, December 15, 2020**

**Meeting held via WebEx:**

Webex: <https://niagaracounty.webex.com/niagaracounty/j.php?MTID=m9b9cf1bbd0f442a0ceec2d123bc854eb>

**Members Present:** Chairman Robert Restaino, Vice Chairman Richard Updegrove,  
Secretary Michael Casale


**Others Present:** Sara Dayton & Seth Hennard (Lumsden & McCormick), Amy Fisk, Scott Hapeman, Thomas Burgasser, Jacqueline Minicucci, Elizabeth Kraus (H. Sichernan), Joy Keubler, Kelly Culp-Burton & Terry Culp-Burton (Enterprise Silo & Lumber Co.), Brianne Frawley (Vizone Co.)

- 1.0 The meeting was called to order at 11:04 a.m. by Chairman Restaino
- 2.0 Roll was called. Board members present were Chairman Restaino, Vice Chairman Updegrove, and Secretary Michael Casale

### **ACTION ITEMS**

- 3.0 Presentation of 2020 Niagara County Brownfield Development Corporation Audit. Seth Hennard and Sara Dayton, Auditors with Lumsden & McCormick, LLC presented the findings of the recent audit conducted by his firm for the year ending September 30, 2020. Mr. Hennard reviewed the NCBDC Financial Statements report dated September 30, 2020, Communication with Those Charged with Governance Letter and Management Letter, both dated December 15, 2020. Ms. Dayton stated there were no issues or deficiencies.
- 4.0 A motion to recommend the audit report be accepted at the annual board of directors meeting was made by Mr. Updegrove and seconded by Mr. Restaino. Unanimous. Carried.
- 5.0 A motion for adjournment at 11:20 a.m. was made by Mr. Casale and seconded by Mr. Updegrove. Unanimous. Carried.

Respectfully submitted,

  
Jacqueline P. Minicucci  
Recording Secretary