

**Frank S. Venezia**  
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*Member*

# TOWN OF BETHLEHEM

*Albany County - New York*

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### MINUTES – AUDIT COMMITTEE MEETING February 3, 2010

A regular meeting of the Town of Bethlehem Industrial Development Agency was convened in public session in the Bethlehem Town Hall, 445 Delaware Ave., Delmar, NY at 7:20 a.m., on Wednesday, February 3, 2010.

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 Brian Stenson Victoria Stanton Sweeney			Suzanne Traylor Thomas Connolly	Katherine Doran Sarah Lawyer

Chairman Venezia called the meeting to order.

Minutes of the Audit Committee meeting held March 14, 2009 were approved.

Pre audit meeting to discuss the scope and timing of the 2009 BIDA audit:

- Scheduled for 2/26/2010.
- Audit will be considered a low-risk audit due to BIDA stability and little activity.
- Suzanne discussed various audit issues relative to confirmations.
- Post audit committee meeting was scheduled for 3/12/10 at 7:30 am.
- Discussed timing of the delivery of the final report in time for the IDA meeting 3/22/10.
- The specifics of the engagement letter were discussed.

Suzanne Traylor and Tom Connolly left the meeting and the auditors from Teal, Becker & Chiamonte, CPAs, P.C. met with the audit committee members.

Suzanne Traylor and Tom Connolly returned to the meeting.

Meeting was adjourned at 7:59 am.

*Respectfully submitted: Frank S. Venezia*