



# Niagara County Brownfield Development Corporation

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**AUDIT COMMITTEE MEETING MINUTES**  
**Niagara County Brownfield Development Corporation**  
**Wednesday, December 18, 2024**  
**2:30 p.m.**

**Members Present:** Chairman Robert Restaino, Vice Chairman Richard Updegrave (Via Phone), Secretary Michael Casale

**Members Absent:** None

**Others Present:** R. Thomas Burgasser, Amy Schifferli, Scott Hapeman, Margit Denning, Seth Hennard

- 1.0 The meeting was called to order at 2:30 p.m. by Chairman Robert Restaino
- 2.0 Roll was called. Board members present were Chairman Robert Restaino, Vice Chairman Richard Updegrave (Via Phone), and Secretary Michael Casale.

## ACTION ITEMS

- 3.0 Presentation of 2024 Niagara County Brownfield Development Corporation Audit. Seth Hennard, Auditor with Lumsden & McCormick, LLC presented the findings of the recent audit conducted by their firm for the year ending September 30, 2024. Mr. Hennard reviewed the NCBDC Financial Statements report dated September 30, 2024, Mr. Hennard reviewed the Communication with Those Charged with Governance Letter and Management Letter, both dated December 13, 2024. Mr. Hennard 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. Updegrave and seconded by Mr. Casale. Unanimous. Carried.
- 5.0 A motion for adjournment at 2:45 p.m. was made by Mr. Updegrave and seconded by Mr. Updegrave. Unanimous. Carried.

Respectfully submitted,



Margit Denning  
Recording Secretary