

West Seneca Internal Audit Committee

July 14, 2026, Meeting Minutes

DRAFT

5:00 PM CCL Small Conference Room

1300 Union Rd West Seneca NY 14224

Call meeting to order 5:05 PM

Roll Call:

Chairman: Open

Secretary: Mary Sherman

Members: Mary McGuire (Absent)

Deborah VanWey-Kociencki (Present)

Pamela Schmidt (Remote)

Minutes:

Motion by Mary Sherman to approve May 19, 2026, Meeting Minutes; Seconded by Deborah VanWey-Kociencki

Aye: No: 0 Abstain: 0

Announcements:

Mary McGuire – prescheduled absence

Old Business:

Vendor 180 Verizon:

Invoice 613773610

- Balance forward from prior month
- Line 716-864-0452 – Assigned to former employee

Invoice 6134965489

- Who is phone assigned to
- Why only number on this account: can't accounts be combined

Account: xxxx9780

- Why 1 person and 2 lines

Other:

- Is there a stipend for those who do not accept cell phone
- Do employees use town assigned cell phones for personal matters
- Why is there no telephone subGL (50420) for Attorney, Engineer, Codes and Cell phone posts to subGL (50419)
- Where is the Chart of Accounts

New Business:

- Discussed revising/enhancing our responsibilities
- Interest was expressed in reviewing utility bills (M. Sherman to discuss ideas with Finance)
- High-level review of the Erie County Comptroller Electric Bill

Public Comments: None

Adjournment 5:45 pm:

- Motion by Sherman, seconded by Deborah: Aye: 3 No: 0 Abstain: 0