# West Seneca Internal Audit Committee

November 10, 2026, Meeting Minutes

***DRAFT*** 5:00 PM CCL Small Conference Room

1300 Union Rd West Seneca NY 14224

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**Call meeting to order 5:01 PM**
**Pledge of Allegiance**
**Roll Call:**

Chairman: Mary Sherman - Present
Secretary: Scott Robertson - Present
Members: Mary McGuire - Present
Deborah VanWey-Kociencki - Absent
Pamela Schmidt – Remote

**Minutes:**
Motion to approve July 14th, 2026, Meeting Minutes.

- Motion by Mary Sherman, second by Pamela Schmidt: Aye: 3 No: 0 Abstain: 1

Motion to approve September 8th, 2026, Meeting Minutes.

- Motion by Mary McGuire, second by Scott Robertson: Aye: 4 No: 0 Abstain: 0

**Announcements:** IAC set the dates for 2027 calendar year and will remain bi-monthly. They are as follows: **1/12/27, 3/9/27, 5/11/27, 7/13/27, 9/14/27, and 11/9/27**

**Old Business:**
The committee reviewed Verizon Wireless bills from January and May 2026. Information provided was satisfactory, however, additional questions were raised:

- Why are there no usages for a couple of phone lines
  - 3 lines disconnected and service was discontinued.
- Why do some lines have different price points.
  - This is due to data, type of service, and type of plan for the line.
- Why no telephone Sub GL Code (50420) for Attorney, Engineer and Codes Departments
  - Waiting for an answer. This will remain under old business.

**New Business:**
Review the Amazon Invoices for May and June 2026 and potential user lists/accounts. Continuing discussions relative to questions raised under Old Business.

- All users have been verified. Looking for more info on a few accounts. May/June 2026 Invoices check out. No further issues or concerns.

**Administrative:**
**Finance Department Documents:**
The IAC will continue to request more in-depth information relating to items that are discussed.

**Meeting Agenda/Reports/Minutes Procedure:**
The IAC will be determining items and issues to be discussed and brought up for future IAC meetings.
**Public Comments:** None
**Adjournment 5:45 pm:**

- Motion by Mary McGuire, second by Pamela Schmidt: Aye: 4 No: 0 Abstain: 0