



## Niagara County Brownfield Development Corporation

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### AUDIT COMMITTEE MEETING MINUTES Niagara County Brownfield Development Corporation Wednesday, December 18, 2025 9:00 a.m.

**Members Present:** Chairman Robert Restaino, Vice Chairman Richard Updegrove, Secretary Andrea Klyczek

**Members Absent:** None

**Others Present:** R. Thomas Burgasser, Amy Schifferli, Scott Hapeman, Margit Denning, Jenna Sheehan, Nick Gatto, Andy Romanowski

- 1.0 The meeting was called to order at 9:00 a.m. by Chairman Robert Restaino
- 2.0 Roll was called. Board members present were Chairman Robert Restaino, Vice Chairman Richard Updegrove, and Secretary Andrea Klyczek.

### **ACTION ITEMS**

- 3.0 Presentation of 2025 Niagara County Brownfield Development Corporation Audit. Jenna Sheehan, Auditor with Lumsden & McCormick, LLC presented the findings of the recent audit conducted by their firm for the year ending September 30, 2025. Ms. Sheehan reviewed the NCBDC Financial Statements report, the Communication with Those Charged with Governance Letter, and Management Letter. Ms. Sheehan stated there were no issues or deficiencies and the audit was considered clean.
- 4.0 A motion to recommend the audit report be accepted at the annual board of directors meeting was made by Ms. Klyczek and seconded by Mr. Restaino. Unanimous. Carried.
- 5.0 A motion for adjournment at 9:18 a.m. was made by Mr. Updegrove and seconded by Ms. Klyczek. Unanimous. Carried.

Respectfully submitted,

  
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Margit Denning  
Recording Secretary