

FINAL COPY

MINUTES OF A SPECIAL MEETING OF THE BINGHAMTON - JOHNSON CITY JOINT SEWAGE BOARD

Thursday, September 24, 2020

Plant Administration Building

Members Present: Chris Papastrat, Chairman
George Kolba
Stephen Andrew
Ray Standish (Audio/Visual Attendance)
Ronald Davis

Member Absent: Edward Crumb

Also Present: Elliott Wagner, Acting Superintendent
Charles Pearsall, Business Manager
Adam Affify, Acting Head Operator
Janet Smith, Transcriptionist
Joseph Kehm, CPA, CGMA, EFPR Group

Guests: No guests were present during this meeting.

Chris Papastrat called the meeting to order at 3:00 PM. Five (5) Board Members were present. Board Member Standish was present via audio/visual attendance, and attendance was noted aloud by Janet Smith, Transcriptionist. Fire exits were identified.

Joseph Kehm, CPA, CGMA, auditor from EFPR Group spoke to the Board via speaker phone. He stated that the Single Audit report shows compliance and that he was able to perform the audit without difficulty. He advised that there was one pending matter in that a request for a legal representation letter was sent out in June to the Hinkley, Allen law firm, but to date there has been no response. Mr. Kehm asked if any of the Board Members would be able to contact James Barriere, Esq. for the letter of representation. Mr. Pearsall will try to do so.

Mr. Kolba asked if any of the processes/procedures need to be changed to assist in future audits. Mr. Kehm responded no, and he stated that the Board is doing everything EFPR Group has asked be done.

George Kolba made a motion for the Board to accept the 2019 Audit Report as prepared by EFPR Group which was emailed and dated September 21, 2020; authorize and direct that the Report and the required schedules be filed electronically with the Clearing House and other required agencies and instruct the Board Secretary to send the Report to the Owners and Board members. Ray Standish seconded the motion. Motion carried. 5/0/1 (absent)

Steve Andrew made a motion for the Board to confirm to the auditors that there were no events subsequent to the end of 2019 requiring financial statement disclosure that have not already been brought to the attention of the auditors. Ron Davis seconded the motion. Motion carried. 5/0/1 (absent)

George Kolba made a motion for the Board to authorize and direct the Chairman to sign the management representation letter. Steve Andrew seconded the motion. Motion carried. 5/0/1 (absent)

Once the representation letter is received electronically, EFPR Group will begin the process of filing the report. The Board will receive an email and then must certify the report.

The representation letter does not have to be on letterhead, as long as it is signed.

**George Kolba made a motion to adjourn.
Steve Andrew seconded the motion.
Motion carried. 5/0/1 (absent)**

Meeting adjourned at 3:15PM

Respectfully submitted,

Janet Smith
Transcriptionist

cc: Board Members
Mayor Rich David, City of Binghamton
Mayor Greg Deemie, Village of Johnson City
City Clerk, City of Binghamton
Village Clerk/Treasurer, Village of Johnson City
Alfred Paniccia, Esq.
Chuck Shager, Fiscal Officer
Elliott Wagner, Acting Superintendent
Brown & Brown Empire State
Haylor Freyer & Coon
Robert Bennett, P.E., Village of Johnson City, Engineer
Ray Standish, P.E., City of Binghamton, City Engineer
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