



**Chautauqua, Cattaraugus, Allegany & Steuben Counties**

# **Southern Tier Extension Railroad Authority**

Center for Regional Excellence, 4039 Route 219, Suite 200, Salamanca, New York 14779  
TEL (716) 945-5301 FAX (716) 945-5550 TDD (716) 945-5301

**"This institution is an equal opportunity organization"**  
**John Margeson, Chairman**

## **STERA AUDIT COMMITTEE**

### **MINUTES – May 19, 2008**

The Audit Committee of the Chautauqua, Cattaraugus, Allegany and Steuben Southern Tier Extension Railroad Authority met at 9:00 AM on May 19, 2008 in the Conference Room in the office of the Southern Tier West Regional Planning and Development Board in the Center for Regional Excellence, 4039 Route 219, Suite 200, Salamanca, New York. The following persons were in attendance:

#### **Committee Members In Attendance**

James Griffin, Chairman  
Jay Gould  
Karl Kruger  
Thomas Livak

#### **Representing**

Steuben County  
Chautauqua County  
Allegany County  
Cattaraugus County

#### **Committee Members Not In Attendance**

None

#### **Others Attending**

Richard Zink, Treasurer

#### **Representing**

STERA

#### **Call to Order and Introduction of Those Present**

Committee Chairman James Griffin called the meeting to order at 9:00 AM.

#### **Committee Business**

Mr. Zink presented the audit for the year ending December 31, 2007 to the Audit Committee in draft form. There was discussion regarding the audit. The Committee indicated that it would communicate and meet with the auditor regarding the form of the audit, to clarify the content of the audit, to determine compliance with the Public Authorities Accountability Act, and to develop recommendations for the Board.

The Audit Committee had issues that it wanted to clarify, including (a) the origins of the relationship between STERA and Southern Tier West per which STERA makes payment of 2% on construction contracts to Southern Tier West as payment for administration of those contracts, (b) the circumstances under which current liabilities exceeded current assets at the end of 2007, (c) the status of providing both an annual report and an audit to Southern Tier West and the Counties, and (d) the need for more timely monthly information flow from WNYP to allow for timely preparation of monthly financial statements.

Mr. Griffin previously had noted that he felt that STERA had missed a reporting deadline for its annual report, and might need to request an extension. He also noted that he was under the impression that STERA needed to file with the State and federal tax departments. Mr. Zink disseminated to the Board an opinion letter from Harris Beach in which Harris Beach outlined the annual reporting requirements of STERA. STERA's reporting requirements include reports to Southern Tier West, the counties, and to the NYS ABO. There are no reporting requirements with respect to State and federal tax departments.

Mr. Griffin noted that per a second opinion letter provided by Harris Beach, its meetings are open to the public and adequate notice must be given to the media in advance of all scheduled meetings.

**Public Comment**

There was no public comment.

**Next Meeting Date and Agenda for Next Meeting**

Mr. Griffin noted that the Audit Committee probably would next meet before the next Board meeting to discuss appropriate matters.

**Adjournment**

The Board adopted a resolution to adjourn at 9:25 AM (Kruger, Livak, passing unanimously).

I certify that this is an accurate summary of the meeting of the Audit Committee of the Chautauqua, Cattaraugus, Allegany and Steuben Southern Tier Extension Railroad Authority held on the date indicated above.

Name: \_\_\_\_\_

Office: \_\_\_\_\_

Date: \_\_\_\_\_