

DRAFT

EAST COCALICO TOWNSHIP AUDITORS MEETING WEDNESDAY, JANUARY 4, 2023

The advertised meeting of the East Cocalico Township Auditors was called to order on Wednesday, January 4, 2023 at 4:00 p.m., held at East Cocalico Township, 100 Hill Road, Denver, PA 17517.

ATTENDANCE:

Auditors: Chairman Mark Janke, Vice Chairman Paul Keller, Secretary Joe Kadingo

Employees: Financial Administrator Judi Lumis

Visitors:* None

*Only visitors who signed in are listed.

APPROVAL OF MINUTES:

Chairman Janke stated that the July 29, 2022 Elected Auditors Meeting Minutes were present for approval. Discussions were held. Vice Chairman Keller noted a correction (typo) under the Tax Collector Bonds heading. It was noted to delete the word “The” in the last sentence of the paragraph, for the sentence to read: Following discussions, the Auditors made a motion of recommendation to the Board of Supervisors.

MOTION: Vice Chairman Keller made a motion, seconded by Secretary Kadingo, to approve the July 29, 2022 Auditor meeting minutes with the correction as noted. Chairman Janke asked if there were any other comments or questions; there were none, motion carried (3/0).

ACKNOWLEDGEMENT OF BOND RATES: The Auditors acknowledged and discussed in detail the Bond rates, keeping them the Bond rates the same in 2023 as in 2022:

a) Township Manager:	\$1,000,000
b) Township Treasurer Jeffrey Mitchell:	\$3,000,000
c) Township Assistant Treasurer Lorenzo Bonura	\$3,000,000
d) Township Financial Administrator Judith Lumis	\$1,000,000
e) Township Tax Collector Jill Cordan	\$3,000,000

Discussions were held with the Manager’s bond rate. Judi Lumis stated that the Manager’s Bond was dropped since June 2022 when the Manager left the Township, which will be renewed when a new Township Manager is selected. The Auditors stated that they will hold another meeting when a new Township Manager is hired.

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ACKNOWLEDGEMENT OF BOND RATES:

(CONTINUED)

MOTION: Secretary Kadingo made a motion, seconded by Vice Chairman Keller, to recommend keeping the Township Manager's Bond rate at \$1 million effective when a Township Manager is hired. Chairman Janke asked if there were any other comments or questions; there were none, motion carried (3/0).

MOTION: Secretary Kadingo made a motion, seconded by Chairman Janke, to recommend keeping the Township Treasurer Jeffrey Mitchell Bond at \$3 million. Chairman Janke asked if there were any other comments or questions; there were none, motion carried (3/0).

MOTION: Chairman Janke made a motion, seconded by Secretary Kadingo, to recommend keeping the Township Assistant Treasurer Lorenzo Bonura Bond at \$3 million. Chairman Janke asked if there were any other comments or questions; there were none, motion carried (3/0).

MOTION: Chairman Janke made a motion, seconded by Vice Chairman Keller, to recommend keeping the Township Financial Administrator Judith Lumis Bond at \$1 million. Chairman Janke asked if there were any other comments or questions; there were none, motion carried (3/0).

MOTION: Chairman Janke made a motion, seconded by Secretary Kadingo, to recommend keeping the Township Tax Collector Jill Cordan Bond at \$3 million. Chairman Janke asked if there were any other comments or questions; there were none, motion carried (3/0).

SET HOURLY RATE:

TREASURER AND ASSISTANT TREASURER HOURLY PART-TIME RATE (2022 RATE: \$16.65/HOUR): Lengthy discussions continued on the rate for any Township Elected Official that is also a Township employee. Judi Lumis noted that both the Treasurer and Assistant Treasurer choose not to be paid. Lengthy discussions continued. The Auditors and Judi did research on the surrounding Municipalities and what their hourly rates are. It was noted that West Cocalico Township's rate is \$22.50.

MOTION: Vice Chairman Keller made a motion, seconded by Secretary Kadingo, to recommend increasing the hourly part-time rate from \$16.65/hour to \$22.50/hour for elected officials working part-time for the Township. Chairman Janke asked if there were any other comments or questions; there were none, motion carried (3/0).

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ANY OTHER DISCUSSIONS:

BANK RECONCILIATIONS DISCUSSIONS: Judi Lumis highlighted, noting that typically the Township Manager does the reconciliations, since there has been no Township Manager for approximately six months, the Treasurer is to do the reconciliations with Judi present, although there had been some scheduling conflicts to get this done. Discussions continued with the possibility of the Auditors doing the reconciliations. Lengthy discussions continued. The Auditors agreed to help with the reconciliations February 2, 2023. Judi Lumis to discuss with the Supervisors.

ADJOURNMENT:

MOTION: There being no further business to come before the Auditors, Chairman Janke made a motion seconded by Vice Chairman Keller to adjourn the meeting at 4:35 p.m. Chairman Janke asked if there were any other comments or questions; there were none, motion carried (3/0).

Respectfully submitted,

Joe Kadingo, Auditor Secretary