

A G E N D A
Tobyhanna Township
Board of Auditors
Meeting
January 3 2018
6:00 PM

1. Call Meeting to Order: Interim Chair
2. Appoint Chairperson
3. Appoint Secretary
4. Consider the minutes of the January 4, 2017 Board of Auditors Meeting
5. Consider Acceptance of Auditors' Salary
6. Township Manager's Recommendation for 2018 Salary and Health Benefits
7. Auditors approve 2018 Salary and Health Benefits
8. Entertain a motion establishing the 2018 Mileage Rate
9. Public Comment
10. Motion to adjourn meeting

Before

THE TOBYHANNA TOWNSHIP BOARD OF AUDITORS

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Reorganizational Meeting

- - -

Tobyhanna Township Municipal Building

105 Government Center Way

Pocono Pines, Pennsylvania, 18350

Wednesday, January 3, 2018, beginning at 6:00 PM

Present:

Autumn Canfield, Interim Chair

Troy Counterman, Member

John Kerrick, Member

Daniel Serfass, Member

Appearance:

Heidi Pickard

Brendon Carroll

AUTUMN CANFIELD: All right guys, it looks like it's six o'clock, so as your interim chair, I will call the meeting to order. Um, first order of business, can I have a nomination for chairman?

JOHN KERRICK: Troy Counterman.

DANIEL SERFASS: I second.

AUTUMN CANFIELD: All in favor?

JOHN KERRICK: All in favor.

DANIEL SERFASS: Aye.

TROY COUNTERMAN: Okay. Second order of business, we got to do a budget here? Not just the secretary?

JOHN KERRICK: Secretary.

TROY COUNTERMAN: All right, I'll make a motion—I'll accept a motion for secretary.

JOHN KERRICK: Daniel.

JOHN KERRICK: What is your last name?

DANIEL SERFASS: Serfass.

JOHN KERRICK: Serfass.

TROY COUNTERMAN: I'll second that motion. All in favor? All in favor?

JOHN KERRICK & DANIEL SERFASS: Aye.

TROY COUNTERMAN: Okay, motion approved. Okay, and this is where it gets a little sticky here. Consider the minutes for January 4th, 2017 Board of Auditors meeting. How do we go about this, cause I was the only one—

AUTUMN CANFIELD: We did speak with our solicitor, yes, we spoke with our solicitor. He said as long as you read them, you are all able to approve them.

TROY COUNTERMAN: Okay.

JOHN KERRICK: I read them, but I wouldn't have any idea.

TROY COUNTERMAN: Okay. Um, from what I read, everything is correct.

JOHN KERRICK: So, with that I'll make a motion to approve.

TROY COUNTERMAN: Second?

DANIEL SERFASS: I'll second.

TROY COUNTERMAN: All in favor?

JOHN KERRICK: Aye.

DANIEL SERFASS: Aye.

TROY COUNTERMAN: Okay, um, consider acceptance of auditor's salary. Um, what we've done in the past, is we waive our salary. It's \$10 an hour in Class 2 Township Code, we're here for about ten minutes, so, um, I'll make a motion that we waive the salaries.

DANIEL SERFASS: I second that.

TROY COUNTERMAN: All in favor?

DANIEL SERFASS: Aye.

JOHN KERRICK: Yep.

TROY COUNTERMAN: Approved. Ah, township manager's recommendation for 2018 salary and health benefits.

AUTUMN CANFIELD: Um, yes, so John passed on his recommendation to me based on Heidi's recommendation of not raising her salary. He would like to do that as well as give her the health benefits that are in our policy manual.

TROY COUNTERMAN: Okay, so, the--the request is zero increase?

AUTUMN CANFIELD: Yes.

TROY COUNTERMAN: And keep the--the health benefits.

AUTUMN CANFIELD: Yes.

HEIDI PICKARD: And it's-- just to clarify, that was all benefits that were in the employee manual which is already—

AUTUMN CANFIELD: Yes, so all of the benefits that are allotted to our full time employees of the township.

JOHN KERRICK: I—Question. Well, I don't feel that that's fair, I feel that she would be the same as any other employee. That at review time, I would assume that the manager would review her, that she is entitled to 0-3% like anyone else. That's my recommendation.

DANIEL SERFASS: Was it her opinion that she should—

AUTUMN CANFIELD: This is Heidi Pickard, she is our finance director, and it was, yes, her recommendation that the salary not be raised. There is money allocated in the budget, 3% I believe, if the auditors so choose.

HEIDI PICKARD: Everybody in the township was put in as up to 3%.

AUTUMN CANFIELD: Yes.

HEIDI PICKARD: So it would be 0-3% based on a review.

TROY COUNTERMAN: Okay. I was thinking about this today, um, as elected auditors of the township, we set the salary, so um, and it's just my opinion, I mean, speak up if you want to, um, I think we should set a salary instead of the up to, because if we're gonna do the up to, and leave it up to the supervisors, then why are we sitting here.

JOHN KERRICK: It wouldn't be the supervisors. It would be the manager on a, on a performance review, on her annual review. I—I can't review her because I don't know what her performance is, what she [indistinct], I do know right, takes care of the bills and things, but I-I don't feel, I don't feel that I am qualified to review her.

TROY COUNTERMAN: Well, as of right now, cost of living is up 2.2% per 2017 and whatnot.

JOHN KERRICK: For all the employees in the budget it was put 0-3—

TROY COUNTERMAN: 0-3.

JOHN KERRICK: --depending on their review. I don't think it should--

DANIEL SERFASS: Given the fact that cost of living is up 2.2, I think it's only fair that we essentially compensate the cost of living increase as well, so I think that there should at least be a bare minimum of 2.2% increase.

TROY COUNTERMAN: Okay, or follow through, follow suit with the supervisors at 0-3.

DANIEL SERFASS: Correct.

TROY COUNTERMAN: So 2.2% is what you are recommending.

DANIEL SERFASS: Yes.

TROY COUNTERMAN: Because of cost of living.

DANIEL SERFASS: Yes.

TROY COUNTERMAN: John, questions, comments?

JOHN KERRICK: That's I—I, you know my thing, I think we should be the same, all employees should be the same

TROY COUNTERMAN: They should be the same.

JOHN KERRICK: That's—

TROY COUNTERMAN: I'm okay with that too. I'm just bringing it up. I did a little bit of research before I came up, and, and the 2.2% is what cost of living went up, so. Anybody want to make a motion?

DANIEL SERFASS: I will make a motion that the salary should be a 2.2% increase from the 2017 year.

TROY COUNTERMAN: Second?

JOHN KERRICK: I'll second it, but...

TROY COUNTERMAN: Okay. Well, motion and a second. All in favor?

JOHN KERRICK: Aye.

DANIEL SERFASS: Aye.

TROY COUNTERMAN: Aye. Approved. 2.2.

AUTUMN CANFIELD: As well as the health benefits--

TROY COUNTERMAN: And with the health benefits, correct, that is currently in the employee handbook.

JOHN KERRICK: Is that for a 40-hour week? Salary for a 40-hour week? Is that how we split it last year?

HEIDI PICKARD: We just said it was hour, so, it is at least 40-hour [indistinct].

JOHN KERRICK: Okay. Just asking.

TROY COUNTERMAN: Yeah, it's a salaried position, it's not an hourly position. Uh, approve, auditors approve the 2018 salary and health benefits—we did that already—uh, entertain a motion for establishing the 2018 mileage rate reimbursement. Uh, again, Dan, what we've done in the past, we've always gone with the IRS reimbursement rate. Uh, we don't wanna, try not to fix it, um.

DANIEL SERFASS: Make it flexible, just in case the IRS--

TROY COUNTERMAN: If it goes up,

DANIEL SERFASS: Okay,

TROY COUNTERMAN: It goes up, if it goes down, it goes down, so we always try to stay with what the IRS recommends.

DANIEL SERFASS: I think that's a good idea.

JOHN KERRICK: Make that motion?

DANIEL SERFASS: I make the motion that the mileage rate will stay constant with the IRS guidelines throughout the year.

TROY COUNTERMAN: Second?

JOHN KERRICK: I'll second that.

TROY COUNTERMAN: Motion and a second, all in favor?

JOHN KERRICK: Aye.

DANIEL SERFASS: Aye.

TROY COUNTERMAN: Aye. Any public comment?

HEIDI PICKARD: Thank you for your time.

BRENDON CARROLL: What is the mileage rate?

TROY COUNTERMAN: Uh, mileage rate currently right now is 54.5. 18 cents a mile driven for medical or moving purposes and 14 cents a mile, uh, driven for service or charitable organizations. So, she would be at 54.5 percent.

BRENDON CARROLL: The Board of Supervi—that's for you?

HEIDI PICKARD: That's what he's saying, for the—

BRENDON CARROLL: No, it's just for you.

TROY COUNTERMAN: Yeah, if Heidi would have to—

BRENDON CARROLL: Go somewhere. Okay.

TROY COUNTERMAN: Go somewhere with her own vehicle, the mileage rate reimbursement will be 54.5.

BRENDON CARROLL: Is that – is that on our reorg meeting.

[Indistinct]

JOHN KERRICK: And put mileage in, that's for everybody.

TROY COUNTERMAN: Yeah, it's basically for you guys too, but we have to set it for her.

BRENDON CARROLL: Yeah, okay.

TROY COUNTERMAN: Okay, no public comment other than Miss Pickard?

HEIDI PICKARD: Thank you for your time.

BRENDON CARROLL: Yeah, thanks.

TROY COUNTERMAN: Motion for adjournment.

JOHN KERRICK: So moved.

TROY COUNTERMAN: At, what is that, 6:08? 6:09.

Minutes recorded by Julia Heilakka

Respectfully submitted:



Secretary