

Before

THE TOBYHANNA TOWNSHIP BOARD OF AUDITORS

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Reorganizational Meeting

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Tobyhanna Township Municipal Building

105 Government Center Way

Pocono Pines, Pennsylvania, 18350

Tuesday, January 7, 2020, beginning at 6:00 PM

Present:

JULIA HEILAKKA, Interim Chair

TROY COUNTERMAN, Member

CHAD KNECHT, Member

HEIDI PICKARD, Member

Appearances:

EDWARD TUTRONE

JULIA HEILAKKA: It is 6:03, so let's call this meeting to order. Let's please begin with the Pledge of Allegiance.

[The Pledge of Allegiance is recited.]

JULIA HEILAKKA: Uh, item number one appoint a chairperson. Do I have any nominations?

HEIDI PICKARD: Um, I'll make a nominate, I'll nominate Troy Counterman.

CHAD KNECHT: Second.

JULIA HEILAKKA: We have a motion and second. Any questions or comments from the public? Call the vote Heidi?

HEIDI PICKARD: I vote in favor.

JULIA HEILAKKA: Call the vote Chad?

CHAD KNECHT: In favor.

JULIA HEILAKKA: Troy?

TROY COUNTERMAN: I vote in favor.

JULIA HEILAKKA: Congratulations, the meeting is yours.

TROY COUNTERMAN: Okay. The next order of business is we need to appoint a secretary. I'll make a motion we appoint Heidi as the secretary.

CHAD KNECHT: I'll second that.

TROY COUNTERMAN: K, all in favor?

HEIDI PICKARD: Aye.

CHAD KNECHT: Aye.

TROY COUNTERMAN: Aye. Okay, consider the minutes of January 8<sup>th</sup>, 2019 Board of Auditors meeting. Um, prior to the meeting the discussion was can the two new members, um, approve the minutes, and yes. As long as I read them and everything is okay, um, still one current member according to the solicitor from last year, that was fine. So anybody who can can approve them also. Um, so, I read through them. Everything is accurate, so I'll make a motion to, uh, approve the minutes from January 8<sup>th</sup>, 2019 Board of Auditors meeting.

CHAD KNECHT: Second.

TROY COUNTERMAN: Call the vote. Chad?

CHAD KNECHT: I vote in favor.

TROY COUNTERMAN: Heidi?

HEIDI PICKARD: I vote in favor.

TROY COUNTERMAN: And I vote in favor. Acceptance of the Auditor's salary. What we've been doing in the past, uh, the State sets our rate at \$10 an hour, and we're really only here for about 15 minutes, so uh, what we've done in the past was we have gone-foregone the uh, the the salary for the meeting. It will only be a couple bucks. So, uh, we have -

EDWARD TUTRONE: [inaudible] minimum of an hour?

TROY COUNTERMAN: What's that?

EDWARD TUTRONE: You don't get a minimum of an hour?

JULIA HEILAKKA: Please state your name for the record, sir.

EDWARD TUTRONE: Ed Tutrone.

JULIA HEILAKKA: Thank you.

TROY COUNTERMAN: So, do we have a discussion on it? Do we keep it the same?

CHAD KNECHT: Same.

HEIDI PICKARD: Same.

TROY COUNTERMAN: K, so I'll uh, entertain a motion to, uh, forego the auditors' salary.

CHAD KNECHT: Second.

HEIDI PICKARD: Second.

TROY COUNTERMAN: K, uh, all in favor?

HEIDI PICKARD: Aye.

CHAD KNECHT: Aye.

TROY COUNTERMAN: And aye. Uh, we need to entertain a motion establishing the 2020 mileage rate reimbursement from, uh, for the township supervisors. We don't do it for the employees, correct? Just the supervisors.

AUTUMN CANFIELD: I believe that's accurate. They did it for, I believe, the employees yesterday.

TROY COUNTERMAN: Okay.

HEIDI PICKARD: And I would offer up that we use whatever the current IRS mileage rate is.

TROY COUNTERMAN: Yeah, uh -

AUTUMN CANFIELD: 57.5 cents per mile.

HEIDI PICKARD: [inaudible]

TROY COUNTERMAN: Yeah, 57.5, uh, for business use, and it's down a half a cent from last year. So, the question I have is, as auditors. Can we, can we make the supervisors use a township vehicle?

HEIDI PICKARD: I don't know where the insurance would fall on that. Would they have to be put on the insurance as drivers on the vehicles?

AUTUMN CANFIELD: I would think we'd have to add them as drivers.

HEIDI PICKARD: They'd have to have-

TROY COUNTERMAN: Well they would be anyway, wouldn't they?

EDWARD TUTRONE: If they're not normal, like everyday drivers, they're covered. Like, that's how your staff works here anyway. If someone uses a vehicle, just the primary drivers need to be listed. At least that's what it was in the past, but you could check the insurance company.

CHAD KNECHT: Isn't it just like any other insurance company? Like if someone else drives the vehicle, as long as it's insured, then that person has insurance? It's, it's okay or not?

HEIDI PICKARD: We have all our licenses run for the employees that are using the vehicles.

TROY COUNTERMAN: I mean, my-my concern is, and my question, my follow up question would be, we don't know what mileage they're putting on there. You know what I'm saying? They could take a five-minute trip and turn it into sixty miles. I mean, we don't know. There's nothing that comes back to us as auditors of how many miles they put on their own vehicles in here.

HEIDI PICKARD: Was there a lot of mileage submitted last year?

AUTUMN CANFIELD: I honestly can't remember any.

HEIDI PICKARD: Yeah, that's what I was thinking.

TROY COUNTERMAN: Okay, it was just a question.

HEIDI PICKARD: Yeah, and I think occasionally, I think I-where I would see it more was with people going to PSATS or something like that.

TROY COUNTERMAN: Right.

HEIDI PICKARD: That was a long distance.

TROY COUNTERMAN: Okay.

JULIA HEILAKKA: And if I may, it's kind of, it's more convenient for the staff if our vehicles are not depleted when everyone goes to PSATS.

TROY COUNTERMAN: Yeah, yeah, well that I understand. But normally, if these guys are going to meetings at night or, maybe something during the day-

HEIDI PICKARD: They've never generally submitted, but that doesn't mean they couldn't start it going forward.

TROY COUNTERMAN: I'm going to have to look at that. Is that something we could ask, uh, Jonathan?

AUTUMN CANFIELD: Yeah.

TROY COUNTERMAN: Um, so what we've done in the past with the mileage rate, we didn't really set the rate per-

HEIDI PICKARD: We just set the IRS-

TROY COUNTERMAN: Per, per point or per cent, uh, we just followed, ah, their mileage rate. So if it goes up, it increases here, if it goes down, it decreases. So it's an automatic thing. So, um, I would suggest that we keep it the same, keep it the mileage rate from the IRS. Follow the IRS mileage rate reimbursement.

HEIDI PICKARD: I agree,

TROY COUNTERMAN: -in the event that it goes up or down.

HEIDI PICKARD: I agree.

TROY COUNTERMAN: So, I'll entertain a motion to establish the 2020 mileage rate.

CHAD KNECHT: Second.

HEIDI PICKARD: Is that the motion and second?

CHAD KNECHT: Mhm.

HEIDI PICKARD: Okay.

TROY COUNTERMAN: Okay, um, all in favor?

HEIDI PICKARD: Aye.

CHAD KNECHT: Aye.

TROY COUNTERMAN: Aye. Ayes have it. Public comment. Done? Hearing none, motion for adjournment.

CHAD KNECHT: Second.

TROY COUNTERMAN: All in favor?

HEIDI PICKARD: Aye.

CHAD KNECHT: Aye.

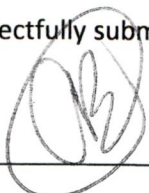
TROY COUNTERMAN: Aye.

MEETING ADJOURNED AT 6:11PM.

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Minutes recorded by JULIA HEILAKKA

Respectfully submitted:



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Secretary