

# UPPER MAKEFIELD TOWNSHIP

## Board of Elected Auditors Meeting

January 3, 2024

3:00 p.m.

In attendance were Elected Auditor Kari Ries, Elected Auditor Alison Strobel, Elected Auditor David Wilkinson, Appointed Auditors Anastasia Devlin and Kevin Jensen of Bee, Bergvall & Co. Also in attendance was Assistant Township Manager Judy Caporiccio and Finance Director Sandy Wenitsky.

### **I. Call to Order**

The meeting was called to order by Ms. Strobel at 3:00 pm.

### **II. Reorganization of Board**

Election of Chair

Ms. Strobel requested nominations for Chair. A motion was made by Ms. Ries and was seconded by Mr. Wilkinson to nominate Mr. Wilkinson as Chair.

A motion was then made by Ms. Strobel and seconded by Ms. Ries to nominate Ms. Strobel for Chair.

Motion to nominate Mr. Wilkinson as Chair passed by 2-1 vote with Ms. Strobel voting in opposition.

Motion to nominate Ms. Strobel as Chair failed by 1-2 vote with Mr. Wilkinson and Ms. Ries voting in opposition.

Mr. Wilkinson presided over the meeting from this point.

Election of Vice-Chair

A motion was made by Mr. Wilkinson and was seconded by Ms. Strobel to nominate Ms. Ries as Vice Chair. Motion carried by unanimous vote.

Election of Secretary

A motion was made by Mr. Wilkinson and was seconded by Ms. Ries to nominate Ms. Strobel as Secretary. Motion carried by 2-0-1 vote with Ms. Strobel abstaining.

### **III. Approval of Minutes – January 4, 2023**

A motion was made by Mr. Wilkinson and was seconded by Ms. Strobel to approve the January 4, 2023 meeting minutes. Motion carried by unanimous vote.

### **IV. Other Business**

Ms. Devlin asked if the elected auditors had any concerns regarding fraud or internal controls. They both indicated that they have no concerns.

Mr. Wilkinson explained his background in purchasing and inquired about the Township's purchasing system. Ms. Devlin, Ms. Caporiccio and Ms. Wenitsky explained the Second Class Township Code purchasing and bidding thresholds and requirements and the Pennsylvania COSTARS program.

### **VII. Adjournment**

A motion was made by Ms. Ries and seconded by Mr. Wilkinson to adjourn the meeting at 3:09 p.m.

Approved: January 7, 2025