

UPPER MAKEFIELD TOWNSHIP

Board of Elected Auditors Meeting

January 5, 2016

3:00 p.m.

In attendance were Elected Auditor Howard Nenner, Elected Auditor Vic Ameye, Elected Auditor Larry S. Breeden and Appointed Auditor Craig Burton of Bee, Bergvall & Co. Also in attendance were Solicitor Mary Eberle and Township Manager Jim Pascale

I. Call to Order

The meeting was called to order by Mr. Nenner at 3:00 pm.

II. Reorganization of Board

Election of Chair

Mr. Pascale served as temporary Chair and requested nominations for Chair. A motion was made by Mr. Breeden and seconded by Mr. Nenner to elect Mr. Ameye as Chair. Motion carried by a unanimous vote.

Mr. Ameye presided over the meeting from this point.

Election of Vice-Chair

A motion by Mr. Ameye and seconded by Mr. Nenner to elect Mr. Breeden as Vice Chair. Motion carried by a unanimous vote.

Election of Secretary

Motion by Mr. Ameye and seconded by Mr. Breeden to elect Mr. Nenner as Secretary. Motion carried by a unanimous vote.

III. Approval of Minutes – January 6, 2015

Motion by Mr. Ameye and seconded by Mr. Breeden to approve the minutes of January 6, 2015. Motion carried by 2-0-1 vote with Mr. Ameye abstaining.

IV. Other Business

Mr. Ameye requested a copy of the flow chart that shows the flow of financial documents at the Township. Mr. Pascale said he would provide those documents.

Mr. Breeden requested a small parts inventory for Public Works and asked if there was an audit of the small parts inventory.

There was discussion of the duties of the elected auditors. Ms. Eberle stated that according to the Second Class Township Code, if the Board of Supervisors appoints an independent auditor, the sole function of the elected auditors is to set the salary of supervisor employees, and the auditors have no other duties or responsibilities. Upper Makefield Township has no supervisor employees. Therefore, they meet annually to reorganize.

VII. Adjournment

A motion was made by Mr. Ameye and seconded by Mr. Breeden to adjourn at 3:40 pm.

Approved January 17, 2017