

**NORTH CORNWALL TOWNSHIP  
BOARD OF AUDITORS**

Reorganization Meeting Minutes  
January 9, 2018 at 6:00PM

The North Cornwall Township Board of Auditors held their annual organization meeting on January 9, 2018, at 6:00 PM at the Township offices located at 320 South 18<sup>th</sup> Street, Lebanon, PA 17042 as required by state statute. The meeting was duly advertised and properly posted in accordance with the guidelines.

The meeting was opened at 6:00 P.M.

In attendance: Tom Davis, Darryl Loose and Thomas Long, Township Manager/Secretary. Newly elected David Haller, who was notified, did not attend the meeting.

The first point of business was to set the slate of officers for the 2018 year. Mr. Davis made the motion to appoint Mr. Loose as Chairman, seconded by Mr. Loose. Vote was unanimous.

Mr. Loose made motion to appoint Mr. Davis as Vice-Chairman. Mr. Davis seconded the motion with all voting in favor.

Mr. Loose made motion to appoint Mr. Haller as secretary. Mr. Davis seconded the motion with all voting in favor. This concluded this segment of business.

Mr. Davis made motion to approve the January 10, 2017 meeting minutes. Mr. Loose seconded the motion with all voting in favor.

The Auditors then reviewed the listing of recommendations made by the Board of Supervisors at their reorganization meeting held January 2, 2018. Those dispositions are as follow:

1. Appointment was made for Sam Abram to serve as the Treasurer at no compensation. Bonding amount is recommended at \$1,000,000.00. (No action required by Board of Auditors)
2. Appointment was made for Thomas J. Long to serve as the Secretary at no compensation. (No action required by Board of Auditors)
3. Move to recommend to the Board of Auditors that compensation for all working supervisors be set at a rate not to exceed the full-time highway foreman employee.

4. Move the appointment of Stanilla, Siegel and Maser LLC, as the qualified CPA firm to perform the 2017 year-end audit as required by Section 904 of the Second Class Township Code for compensation not to exceed \$11,900.00 by Resolution #2018-3.
5. Move to compensate all township non-uniform employees and agents to attend approved seminars, workshops, etc. at their normal hourly rate and if a personal vehicle is used for traveling, mileage will be paid at the rate set by the North Cornwall Township Board of Auditors and to recommend a mileage rate of \$.54.5 per mile in accordance with the PA Department of Revenue recommended rate to the auditors.

Mr. Davis made a motion to accept all recommendations. Mr. Loose seconded the motion with all voting in favor.

There was no public comment.

With no further business to come before the Board, by motion of Mr. Loose, seconded by Mr. Davis the meeting concluded at 6:04 PM. Vote was unanimous

Respectfully submitted,

Thomas J. Long, Secretary  
North Cornwall Township

Tjl-1/10/18

**Review Recommendations to the Board of Auditors  
By the North Cornwall Township Board of Supervisors  
at the January 9, 2018 Reorganizational Board Meeting**

1. Appointment was made for Sam Abram to serve as the Treasurer at no compensation. Bonding amount is recommended at \$1,000,000.00.
2. Appointment was made for Thomas J. Long to serve as the Secretary at no compensation.
3. It is accepted that the Roadmaster position will not be held by an elected official, but by an hourly employee, the Road Foreman, and it was approved that an hourly rate of \$24.65 would be paid to any Supervisor working in an emergency capacity such as snow removal.
4. Action was taken by the Board of Supervisors to engage the firm of Stanilla, Siegel and Maser LLC, as the qualified CPA firm to perform the 2017 year-end audits as required by Section 904 of the Second-Class Township Code for compensation not to exceed \$11,900.00.
5. Action was taken by the Board of Supervisors to recommend the eligible mileage reimbursement rate for employees attending bona fide Township related functions to be set in accordance with the IRS standard mileage rate of \$.54.5 cents per mile when using their personal vehicles.

Thomas J. Long Sr.  
Township Manager/ Secretary  
North Cornwall Township  
320 South 18th Street  
Lebanon, Pa. 17042

