

Meeting Minutes
Board of Auditors,
Richhill Township, Greene County, Pennsylvania

held at

Richhill Township Municipal Building
330 Headley Hollow Rd
Wind Ridge, PA 15380

6:00PM Tuesday January 7th 2025

- 1) The meeting was called to order at 6:00PM.
- 2) Roll call of members; auditors Day, Headley, and Helphenstine all reported present.
- 3) The Pledge of Allegiance was made.
- 4) Receive public comments or questions: Travis Jones commented on general good practices and new facility for the township and anticipated increase in real estate milage. He expressed his hope that the supervisors and auditors work together for the future of the township.
- 5) New Business
 - a) Election of officers on the Board of Auditors. Mr. Helphenstine nominated Charles Day as chairman, Mr. Headley seconded, approved by unanimous voice vote. Mr. Helphenstine nominated Mr. Headley as secretary, Mr. Day seconded, approved by unanimous voice vote.
 - b) Correction to Prior Meeting Minutes: Mr. Helphenstine called to our attention that the January 2024 meeting the Board of Auditors approved immediate family member bereavement leave without specifying the scope of relationship to the deceased. Mr. Helphenstine made a motion we enter into the record that township employee bereavement leave be limited to the death of Grandparent, Parent, Sibling, Spouse, Child, Spouse of Child, Grandchild. Specifically omitted from bereavement leave are deaths of Aunt, Uncle, Niece, Nephew, and Cousin. The motion was seconded by Mr. Day, carried by unanimous voice vote. It was pointed out after the vote that employees are free to use available personal leave days to attend the funeral services of people not covered by bereavement leave.
 - c) Approval of Minutes for 5 March 2024. Mr. Headley made a motion to approve the Minutes of Auditors' 5 Mar 2024. meeting. Mr. Day seconded the motion; it carried by unanimous voice vote.
 - d) Compensation for Working Supervisors. Mr. Headley moved to increase the hourly wage by .55 per, seconded by Mr. Helphenstine, carried by unanimous voice vote. The new wage rate is \$28.00. A motion that all other benefits in the compensation package remain the same as 2024 was made by Mr. Helphenstine, seconded by Mr. Headley, and was approved by unanimous voice vote.

- 6) Old/Unfinished business. Mr. Headley requested to revisit the matter of reporting fixed assets as discussed during the 2023 audit. He pointed out guidance in the township code and on reporting forms from the Pennsylvania Dept of Community and Economic Development (DCED) providing for this information to be reported. He emphasized that reporting not only revenue and expenditure but assets that the township had purchased with public monies would give a more complete and transparent view of the township's financial standing. Chairman Day called for discussion and supervisor input. After a lengthy discussion between auditors and supervisors and the township secretary, Mr. Headley introduced a motion to report fixed assets. The motion died for lack of a second.
- 7) Receive public comments. The Township Supervisors thanked the Auditors for their work.
- 8) Adjournment. The meeting was adjourned at 6:45PM January 7th 2025.

Minutes submitted by Lawrence Headley
Secretary, Board of Auditors

Approved by Charles Day
Signed Charles Day, Date: 1 Apr 2025
Chairman, Board of Auditors