

THE SMITHFIELD TOWNSHIP BOARD OF AUDITORS
REORGANIZATION MEETING
JANUARY 3, 2024, AT 5:00PM

A Reorganization Meeting of the Smithfield Township Board of Auditors was held on January 3, 2024, at the Smithfield Township Municipal Center, at 1155 Red Fox Rd, East Stroudsburg, PA 18301, and via Zoom.

Present are Auditors Audrey Bailey-Hocker, Carlos Cubas, and Katya Trofimova; Supervisors Jacob Pride, Robert Lovenheim, and Michael Albert; and Township Manager Julia Heilakka.

1. Interim Chair Audrey Bailey-Hocker calls the meeting to order at 5:00PM. A quorum is present.
2. The Pledge of Allegiance is recited.
3. Minutes
 - a. Audrey Bailey-Hocker motions to table the minutes of the January 4, 2023 meeting, Carlos Cubas seconds. Vote: all in favor; motion carries. After discussion, the Board reviews the minutes from the January 4, 2023 meeting. Audrey Bailey-Hocker motions to approve the minutes of the January 4, 2023 meeting, Carlos Cubas seconds. Vote: all in favor; motion carries.
4. Election of Officers
 - a. Chairman. Carlos Cubas motions to elect Katya Trofimova as Chairman, Audrey Bailey-Hocker seconds. Vote: all in favor; motion carries.
 - b. Vice Chairman. Audrey Bailey-Hocker motions to elect Audrey Bailey-Hocker as Vice Chairman, Carlos Cubas seconds. Vote: all in favor; motion carries.
 - c. Secretary. Carlos Cubas motions to elect Carlos Cubas as Secretary, Katya Trofimova seconds. Vote: all in favor; motion carries. Carlos Cubas recommends that Julia Heilakka takes minutes for the Board.
5. New Business
 - a. Set Supervisors' Pay Rate: \$26.59. The Board discusses the supervisor employee rate of pay. Carlos Cubas states the litigation is settled and confirms the Board should take action. Katya Trofimova motions to approve the supervisor employee rate at \$26.59/hr, Carlos Cubas seconds. Vote: all in favor; motion carries.
 - b. Mileage Reimbursement: Follow IRS Rate. Katya Trofimova motions to approve the mileage reimbursement rate at \$.67 cents a mile, to follow the IRS rate, Carlos Cubas seconds. Vote: all in favor; motion carries.

- c. Accept the 2022 Audit prepared by Riley & Associates. Julia Heilakka states the audit is not complete. Katya Trofimova motions to table the audit until it is received, Carlos Cubas seconds. Vote: all in favor; motion carries.

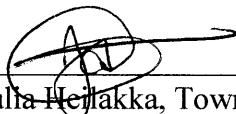
6. Public Comment

- a. Robert Lovenheim notes supervisors rarely take mileage, and request reimbursement only for long-distance travelling. Audrey Bailey-Hocker asks if the Board of Supervisors set the budget. Jacob Pride states a former auditor wanted a lesser increase than what the Board of Supervisors felt was fair. Michael Albert confirms the rate is for tasks that fall outside of the supervisors' duties. Jacob Pride states the Board of Supervisors amended the budget, and rates should be uniform.
- b. Robert Lovenheim states the supervisors are guided by the Second Class Township Code; they do not receive the employee rate for supervisor duties. Audrey Bailey-Hocker thanks the supervisors for providing clarity and is excited to start over. Michael Albert discusses approving supervisor timesheets. Katya Trofimova confirms the supervisors are not paid as employees when performing supervisor duties.

- 7. Katya Trofimova motions to adjourn, Carlos Cubas seconds. Vote: meeting adjourned at 5:24PM.

Minutes recorded by Julia Heilakka

Respectfully submitted:



Julia Heilakka, Township Secretary