



P.O. Box 1, Pocopson PA 19366
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www.pocopson.org

Annual Auditors Organization Meeting
Tuesday, January 7, 2020, 6:30 P.M.

In attendance were Charles Benzel, Joyce Wertz, and Timothy Connolly (via telephone). Also in attendance was Ricki Stumpo and Treasurer Peggy Lennon.

1. Call to Order: The meeting was opened at 6:31 p.m.
2. Election of Chair: Benzel moved, Connolly seconded to appoint Wertz as Chair; motion carried unanimously.
3. Election of Secretary: Wertz moved, Connolly seconded to appoint Benzel as Secretary; motion carried unanimously.

4. Announcements

The Auditors are:

- (Mary) Joyce Wertz, elected on 11/5/19 to a 4-year Auditor position (term expiring 12/31/2023)
- Timothy Connolly, elected on 11/3/15 to a 6-year Auditor position (term expiring 12/31/2021).
- Charles Benzel, appointed on 1/6/2020 to serve in the position of Auditor (position was vacated per written notice by the Chester County Department of Voter Services on 12/18/2019) until appointment term ending on 12/31/2021 or until elected.

5. Acknowledgment of Board of Supervisors appointment of CPA firm to perform 2019 audit in place of elected auditors:

At the Board of Supervisors meeting of October 28, 2019, the certified public accounting firm of Barbacane, Thornton, & Company was appointed via Resolution 2019-18 to examine all the accounts of the Township for Fiscal Year 2019 and to replace the elected Township auditors as to certain statutorily authorized duties.

6. Determination of compensation for the current year for supervisors employed by the Township: Per the Pennsylvania Second Class Township Code, the Auditors



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determine the compensation for the current year for supervisors who are also employed by the township. Ricki Stumpo is an elected Supervisor and is employed by the Township as Receptionist.

The Auditors received a document listing this information:

- Mrs. Stumpo's pay rate was \$16.31/hour for calendar year 2019.
- The Board of Supervisors increased employee pay by 2.5% for calendar year 2020 for all full-time and permanent part-time Township employees, effective 1/1/2020. Merit raises of 2.1 - 2.5% were additionally given to the Treasurer, Secretary, and Public Works Director.
- All employees received performance evaluations in late 2019. Office employees' scores ranged from 5.5 to 6.0 ("Meets Expectations").

Mrs. Stumpo requested to address the auditors. She stated that she been employed by the Township for 17 years and provided several examples of how her duties have expanded in that time. She noted that the Administrative Assistant hired in 2017 started at a rate of \$20.00/hour and the cleaning person for the office is paid \$25.00/hour. The Treasurer noted that the cleaning person is an independent contractor and not a Township employee. Mrs. Stumpo stated that she feels she should be paid at least as much as the starting salary for the Admin. She also stated that her pay rate was fine when her husband was alive, but that as a widow responsible for all bills herself, she feels that a raise is due.

The Treasurer noted as a point of order that the Auditors could meet in Executive Session if they wished to discuss the issue privately. They said they would like to do so, but first requested the job descriptions for the Receptionist and Admin positions, as well as the 2020 pay rate for the Admin, which were provided by the Treasurer.

Mrs. Stumpo left the room at 7:00 PM. The Auditors asked the Treasurer a few questions about overlap between the Admin and Receptionist jobs. Treasurer stated that both positions report to the Secretary and therefore the Treasurer was not aware of all of the differences in the positions; but Treasurer said that, broadly, the Admin has more extensive computer skills, including updating and loading new content to the website. The Admin also assists the Secretary with open records requests.



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Treasurer stated that while the Admin can fill in for the Receptionist when she is absent, the Receptionist cannot fill in for the Admin.

Treasurer left the room at 7:05 PM. The Auditors met in Executive Session and reconvened at 7:30 PM.

Motion: Benzel moved, Wertz seconded to compensate the Township Receptionist at the hourly rate of \$21.43 while Ricki Stumpo is employed in that position and is serving as Supervisor in 2020. This rate is to include all tasks performed as Receptionist, including opening and closing the building outside of regular business hours (for events such as Homeowners Association meetings hosted at the Township Building); motion carried unanimously.

Motion: Benzel moved, Wertz seconded that in addition to the wages as set forth above, the Auditors approve the Receptionist position receiving all benefits as provided for in the Personnel Handbook as may be changed from time to time; motion carried unanimously.

7. Other Business: None

8. Adjournment: At 7:36 PM, Benzel moved, Wertz seconded to adjourn the meeting; motion carried unanimously.


Joyce Wertz, Chair


Peggy Lennon, Treasurer