

## **West Lampeter Township Board of Elected Auditors (BoEA) Minutes – 1/4/17**

The meeting was called to order at 2:07 p.m. with Chairman Ray Wolownik presiding. Board Members J. Harvey Groff (Secretary) and Karl Ottolini were also present. Township employees attending were Dee Dee McGuire (Twp. Mgr.) and Vicki Harnish (Twp. Finance Coordinator.)

There was no public input. Highlights of matters discussed follow:

- Minutes of the 1/5/16 meeting were approved.
- No supervisors are employed by the township; therefore, the setting of salaries for such supervisors was not required.
- Robert Patterson (Twp. Secretary/Treasurer) is bonded for \$2.5 million, and corresponding documentation was presented.
- Dee Dee McGuire (Twp. Manager) provided the BoEA with a bond renewal certificate showing she is bonded for \$100,000.
- Financial Coordinator Vicki Harnish is bonded for \$1,000,000, and that documentation was provided.
- The Twp. Board of Supervisors passed Resolution No. 2-2017 (Appointment of Public Accountants Trout, Ebersole & Groff) on 1/3/2017 to conduct the 2016 township audit. Copies of that resolution were provided to the Board members for their records. There was a general discussion of how the audit is conducted and the practices followed by Trout, Ebersole & Groff to do so as it relates to internal controls.
- Mr. Wolownik asked for a copy of the Management Letter received from Trout, Ebersole and & Groff related to the 2015 audit. After several attempts to determine and find the specific document requested, it was copied and given to all Board members.
- Motion was made and passed to adjourn at 2:50 p.m.

J. Harvey Groff (Secretary)  
January 4, 2017