

**AGENDA**  
**HOPEWELL TOWNSHIP ANNUAL AUDITORS MEETING**  
**January 3, 2024**  
**9:00 am**

**Call to Order**

**Pledge of Allegiance to the American Flag**

**Public Comment**

**MOTION** to approve Minutes of the Auditors Meeting on January 4, 2023.

**OLD BUSINESS**

- Leave payout for Ashley Branoff – left office on Feb. 2, 2023 – how much leave was she compensated for when she left office
- Did Abner Zook shadow David Elliott on January 5, 2023 as planned per minutes from January 4, 2023?
- PSATS – How leave is to be paid out when Supervisors leave office

**NEW BUSINESS**

**The 2024 Auditors assignments:**

**Chair -**

**Vice-Chair -**

**Secretary -**

**Supervisors Working at the Park** – do the Supervisors claim Supervisors Hourly Wages when working at the Park?

**Forensic Audit** – What is the Status of this Audit?

**DCED Report** – Auditors would like to be contacted when the DCED Report is finished before filing on April 1 each year.

**Holiday for Full-Time, Working Supervisors – Remains the Same for 2024**

- 10 Days Holiday – New Year's, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving and Christmas

**Personal/Sick/Bereavement for Full-Time, Working Supervisors – Remains the Same for 2024**

- Bereavement will be used as stated below per occurrence

- Four Days Bereavement for loss of Spouse, Mother, Father, Step Mother, Step Father, Children, Step Children, Mother-In-Law, Father-In-Law, Son-In-Law, Daughter-In-Law, Brother, Sister, Grandparent, Grandchildren
- One day Bereavement for loss of Brother-In-Law, Sister-In-Law, Aunt, Uncle, Friend

**Supervisor Vacation for Full-Time, Working Supervisors for 2024**

- Vacation days are given as follows for new Supervisors/Existing Supervisors:
  - 1<sup>st</sup> year – 4 Days Vacation
  - 2<sup>nd</sup> year – additional 4 Days vacation – 8 days total
  - Every year – 1 additional Day will be earned – maximum earned 20 Days
  - Starting in 2024 Calendar Year, the Maximum Carryover is 5 Days and must be used by the end of December 31 in the year the leave was carried over to.
- Year 2024 Vacation for Existing Supervisors**
  - David Elliott – 13 Days Vacation - has \_\_days Carryover to be used by end of December 31, 2024 (Start Date 1/20/2020)
  - Tyler Gamble – 12 Days Vacation – has \_\_days Carryover to be used by end of December 31, 2024 (Start Date 1/24/2022)
  - John Cover – Started Office 1/2/2024 – 4 days Vacation

**Supervisor wages**

- Wages for Supervisors was increased from \$26.00 to \$26.50 in 2023.

**Election Day – Remains same for 2024**

- If you choose to get paid for Election Day while the Office is closed, you can take one of your Personal Days. If you do not take leave, you will not get paid since the office is closed.