

Minutes of the Auditors Meeting
Wrightstown Township
Wrightstown, Pennsylvania
January 7, 2025

The reorganization meeting of the Wrightstown Township Auditors was called to order at 7:30 p.m. on January 7, 2025. The meeting was held in the Township building. Auditors in attendance were David DelBianco and Keith Daniels. Township Manager Stacy Crandell was in attendance.

DelBianco was elected Chair after a motion was made by Daniels and seconded by DelBianco. Pell was elected Vice-Chair after a motion was made by Daniels and seconded by DelBianco. Daniels was elected Secretary after a motion was made by Daniels and seconded by DelBianco.

The Auditors will approve the following at their next scheduled meeting, subject to presentation of revised resolution correcting the figures for maximum pay scale:

- Maximum Pay Scale for Code Enforcement Clerk raised to include actual new 2025 approval salary for the Code Enforcement Clerk, which is higher.
- Maximum Pay Scale for Road Department Foreman raised to include actual new 2025 approval salary for the Road Department Foreman, which is higher.
- 2025 Township employee salaries, hourly rates and vacation allowances.

The Auditors also ratified the following:

- \$36.00 per hour compensation for Supervisor acting as Road Department employee.
- \$5,000,000 bond for Township Treasurer, subject to change during the year if significant changes occur in cash balances held by the Township.
- Mileage reimbursement at IRS approved rate of \$0.70 per mile.
- Continued use of First National Bank of Newtown, PLGIT and TD Bank as depositories for the Township, given that no single non-PLGIT account balance exceeds FDIC insurance limits.


The auditors agreed to request a letter from the Township Manager and Township Solicitor summarizing pending or threatened litigation against the township and any asserted claims at December 31, 2024.

Auditors agreed to document audit steps and procedures for Township Manager.

The audit will begin with the standard review of the 2024 Board of Supervisor minutes, review of bank account and loan reconciliations, and a review of expenditures.

There being no further business to discuss, the meeting was adjourned at 8:20 p.m.

Respectfully Submitted,


David J. DelBianco
Acting Secretary