

11-21-23

#### Appointment of Township Auditor

1. The appointment would be for 2 years until the next municipal election and will be made by resolution at a public meeting.
2. The current wage allowed by the Second Class Township Code is \$10.00/hr. If the state legislature increases the wage to \$18.00/hr. as being discussed in the House of Rep. right now, the increase would take effect once the supervisors pass a resolution. (SB740).
3. The auditor wages must be paid through payroll.
4. The elected/appointed auditor is not an employee of the township but considered an elected official. When the auditor is performing duties as the township auditor the person is covered under township workers compensation insurance but no other benefits apply.
5. The auditor may not hold any other elected or appointed position or be an employee with Heidelberg Township.
6. The auditor must be a resident of Heidelberg Township for at least 1 year and a current elector of Heidelberg Township (registered to vote).
7. The auditor will be required to attend the Board of Auditors annual organization meeting.
8. The auditor would be required to attend the actual auditing of the financial books of the township. Dates and times to be decided by the township treasurer and auditors. This audit usually takes a total of 30-40 hours over a few days/weeks at the municipal building. The audit should be completed by April 1, 2024.
9. Virtual auditor training is available through PSATS and paid for by the township.

(Refer to the PA Second Class Township Code, Article IX.)

**HEIDELBERG TOWNSHIP, LEHIGH COUNTY, PA**  
**Application for Appointment to Boards and Commissions**

Date of Application: \_\_\_\_\_ (Applications remain on file for one year.)

Applying for the following appointments (numbered in order of interest):

\_\_\_ Zoning Hearing Board    \_\_\_ Planning Commission    \_\_\_ Environmental Advisory Council  
\_\_\_ Agriculture Security Area Advisory Committee    \_\_\_ Building Code Board of Appeals  
\_\_\_ Other Position \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

How long have you lived in Heidelberg Township? \_\_\_\_\_ (Check here if not a twp resident: )

Place of Employment: \_\_\_\_\_

Occupation: \_\_\_\_\_

Education Summary: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Experience Related to Appointment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Special Skills or Interests: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Interest in Appointment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Applicant Signature: \_\_\_\_\_

**Return application to:**

**Heidelberg Township**  
**6272 Route 309, Suite A**  
**New Tripoli PA 18066**

Contact Janice Meyers Township Administrator with  
questions at 610-767-9297 x113 or [jmeyers@heidelberglehigh.org](mailto:jmeyers@heidelberglehigh.org)