

**SALEM TOWNSHIP BOARD OF AUDITORS**  
**RE-ORGANIZATION MEETING AGENDA**  
**January 6, 2026 6:00 P.M.**

**Matt Rebitch(2022)**

**David Leitza(2024)**

**Nick Cornell(2026)**

- **CALL TO ORDER**
- **PLEDGE OF ALLEGIANCE TO FLAG**
- **ROLL CALL**
- **Public discussion from residents as each item is brought for motion**
- **No Smoking during the meeting and please turn off all cell phones**
- **Residents please give your name when addressing the Board**

1.A Motion to appoint \_\_\_\_\_ as Chairperson of Board of Auditors of Salem Township

Motion: \_\_\_\_\_ Second \_\_\_\_\_ Vote: Rebitch \_\_\_\_\_ Leitza \_\_\_\_\_ Cornell \_\_\_\_\_

1.B Motion to appoint \_\_\_\_\_ as Secretary of Board of Auditors of Salem Township

Motion: \_\_\_\_\_ Second \_\_\_\_\_ Vote: Rebitch \_\_\_\_\_ Leitza \_\_\_\_\_ Cornell \_\_\_\_\_

1.C Motion to set Full-Time Roadmasters hourly wage rate at \$ \_\_\_\_\_ per hour.

Motion: \_\_\_\_\_ Second \_\_\_\_\_ Vote: Rebitch \_\_\_\_\_ Leitza \_\_\_\_\_ Cornell \_\_\_\_\_

1.D Motion to set Part-Time Roadmasters hourly wage rate at \$ \_\_\_\_\_ per hour.

Motion: \_\_\_\_\_ Second \_\_\_\_\_ Vote: Rebitch \_\_\_\_\_ Leitza \_\_\_\_\_ Cornell \_\_\_\_\_

1.E Motion to establish Full-time roadmaster's entitlement to overtime compensation at one and one-half the normal hourly rates calculated on

(1) Any time spent in excess of forty (40) hours per week including paid holidays, sick days and vacation days; or \_\_\_\_\_ /HR

Motion: \_\_\_\_\_ Second \_\_\_\_\_ Vote: Rebitch \_\_\_\_\_ Leitza \_\_\_\_\_ Cornell \_\_\_\_\_

1.F Motion to set full-time Roadmaster's Vacation Day at \_\_\_\_\_ days Per year with/without the ability to carry over \_\_\_\_\_ days to the following year

Motion: \_\_\_\_\_ Second \_\_\_\_\_ Vote: Rebitch \_\_\_\_\_ Leitza \_\_\_\_\_ Cornell \_\_\_\_\_

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1.G Motion to set policy for full-time Roadmaster's carried over vacation days as either:

- (1) requiring use during the following year with the rate of pay for same being at the hourly rate for the year in which they were earned; or
- (2) carried over for use in subsequent years with reimbursement for unused days being paid at the time service is terminated at either the hourly rate:
  - (a) at time they were earned; or
  - (b) at time payment is made.

Motion: \_\_\_\_\_ Second \_\_\_\_\_

Vote: *Rebitch* \_\_\_\_\_ *Leitza* \_\_\_\_\_ *Cornell* \_\_\_\_\_

1.H Motion to set full-time Roadmaster's Sick Days at \_\_\_\_\_ per year with the ability to carry over \_\_\_\_\_ days each year.

Motion: \_\_\_\_\_ Second \_\_\_\_\_

Vote: *Rebitch* \_\_\_\_\_ *Leitza* \_\_\_\_\_ *Cornell* \_\_\_\_\_

1.I Motion to set policy for full-time Roadmaster's carried over Sick Days as either:

- (1) permitting an accumulation of up to \_\_\_\_\_ days, with such days being paid out at the hourly rate in effect at the time they were earned, or
- (2) carried over for use in subsequent years with reimbursement for unused days being paid at the time service is terminated at either the hourly rate:
  - (a) at the time they were earned or
  - (b) at time payment is made.

Motion: \_\_\_\_\_ Second \_\_\_\_\_

Vote: *Rebitch* \_\_\_\_\_ *Leitza* \_\_\_\_\_ *Cornell* \_\_\_\_\_

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1.J Motion to establish the following paid holidays for the Full-Time Roadmaster with payment to be made at such Roadmaster's 2026 regular hourly rate

New Years Day	Veterans Day
Good Friday	Thanksgiving Day
Memorial Day	Monday after Thanksgiving
4 <sup>th</sup> of July	Christmas Day
Labor Day	One Floating Holiday
President's Day	
Columbus Day	

Motion: \_\_\_\_\_ Second \_\_\_\_\_

Vote: *Rebitch* \_\_\_\_\_ *Leitza* \_\_\_\_\_ *Cornell* \_\_\_\_\_

1.K Motion to establish funeral leave for the Full-Time Roadmaster, to be paid at the Roadmaster's regular hourly rate, for absences due to deaths in the family as follows:

1. For the death of parent, spouse, sister, brother, child, Mother/Father in Law or Grandchild - a maximum of \_\_\_\_\_ consecutive work days; and
2. Death of Grandparent, Aunt, Uncle – a maximum of \_\_\_\_\_ work day(s)

Motion: \_\_\_\_\_ Second \_\_\_\_\_

Vote: *Rebitch* \_\_\_\_\_ *Leitza* \_\_\_\_\_ *Cornell* \_\_\_\_\_

1.L Motion to authorize the full-time Roadmaster to continue to participate in the current pension plan and in the existing Township's existing medical, dental, life insurance and disability insurance plans, subject to the same terms and conditions as all other full-time employees of the Township.

Motion: \_\_\_\_\_ Second \_\_\_\_\_

Vote: *Rebitch* \_\_\_\_\_ *Leitza* \_\_\_\_\_ *Cornell* \_\_\_\_\_

1.M Motion to provide a Boot Allowance Payment for Full and Part-Time Roadmasters at a rate of \$ \_\_\_\_\_ per year.

Motion: \_\_\_\_\_ Second \_\_\_\_\_

Vote: *Rebitch* \_\_\_\_\_ *Leitza* \_\_\_\_\_ *Cornell* \_\_\_\_\_

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1.N Motion to approve the Full and Part-Time Roadmaster's standard business Mileage Reimbursement Rate for 2026 at \$\_\_\_\_ per mile up \_\_ cents from 2025, per PSATS notification of same.

Motion: \_\_\_\_\_ Second \_\_\_\_\_ Vote: *Rebitch* *Leitza* *Cornell* \_\_\_\_\_

10. Motion to approve Resolution **No. 01- 2026** entitled:

**A RESOLUTION OF THE BOARD OF AUDITORS OF THE TOWNSHIP  
OF SALEM, WESTMORELAND COUNTY, PENNSYLVANIA, APPROVING  
AND CONFIRMING THE COMPENSATION FOR ROADMASTERS FOR  
2026:**

Motion: \_\_\_\_\_ Second \_\_\_\_\_ Vote: *Rebitch* *Leitza* *Cornell*

1.P Motion to advertise and conduct the **second Auditors Meeting of** 2026, on January 21, 2026 at 6:30P.M., at the Salem Township Municipal Building for the purpose of approving the Auditors Meeting Minutes of January 6th, 2026. No other business will be conducted at this meeting.

Motion: \_\_\_\_\_ Second \_\_\_\_\_ Vote: *Rebitch* *Leitza* *Cornell*

1.Q Motion to adjourn this meeting, with the next meeting to be held on January 21, 2026 at 6:30P.M. (This meeting will be held to affirm the Minutes of this meeting and adopt **Resolution No. 01-2026**)

Motion: Second      Vote: *Rebitch*      *Leitza*      *Cornell*

**Time of adjournment:** \_\_\_\_\_ **P.M.**