

PSACA CONVENTION MINUTES
DAYS INN, WARREN, PA
OCTOBER 5-8, 2025

Monday, October 6, 2025, at 9:00 am President Bob Deluca (Susquehanna) opened the 2025 convention & business meeting. Pledge of Allegiance was recited & opening prayer was given by Rick Ainey (Susquehanna).

Bob presented the convention hosts, Warren County auditors Suzanne Swanson, Heleena Swanson and Tom Brown who welcomed everyone and introduced a Warren County commissioner who also gave a brief introduction and welcomed the auditors.

Executive board members were introduced.

Secretary Gail Sebring (Pike) took roll call. Bedford, Cameron, Jefferson, Mifflin, Montour, Perry, & Snyder counties were not represented.

Treasurer's Report: Holly Falkosky (Fulton) presented the treasurer's report.

Total Income: \$7,586.25

Total Expenses: \$4,853.87

Checking account balance as of 10/1/2025: \$2,732.38

Money Market account balance - \$41,219.94

CD#1 balance - \$26,237.22

CD#2 balance (for legal fees) - \$32,162.08

Total in accounts: \$102,351.62

Motion to accept treasurer's report: 1st – Carla Komar (Wayne), 2nd – Shelley Glessner (Somerset). Motion carried.

Secretary's Report: Minutes from the 2024 convention were emailed by Gail Sebring (Pike) to members prior to the meeting. Motion to accept 2024 convention minutes; 1st – Stephanie Sojka-Reisch (Susquehanna), 2nd – Renee Kiser (Crawford). Motion carried.

Legislative Report: Rick Ainey (Susquehanna) mentioned the hotel tax bill is waiting to pass along with bills on fees. There could also be a move for monthly payments required of tax collectors instead of quarterly.

Committee Reports

Audit Committee: Carol Manbeck (Union) reported the regular accounts & the 2024 convention account were reviewed. All books were in order.

By-law Committee: Since our by-laws currently state in Article X that a special fund for legal service cannot exceed \$30,000, an amendment had been proposed in 2024 to allow the account to include interest. It has not been officially approved and will need to be sent

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to members for review and approval. Rick Ainey (Susquehanna) will follow through with that before the fall convention in 2026.

Nominating Committee: The only position open for nomination is a member-at-large. Jamie Weaver (Venango) nominated Darian Pfaff (Crawford). There were no further nominations. Motion to close nominations: 1st – Ashley Darby (Wyoming), 2nd – Tom Brown (Warren). Motion carried.

Budget Committee: Holly Falkosky (Fulton) presented the proposed 2026 budget. Changes were made to last year's budget. There is a projected increase in income due to associate memberships and interest acquired by the CD and Money Market accounts. The convention registration income has been decreased to \$6,000 since not every county participates. Liability insurance increased \$200, officer stipends increased \$300 and \$150 will be budgeted for a 2-yr CPE credit license along with allowing \$200 for convention refunds. Motion to approve the budget: 1st – Jennifer Rixey (Sullivan) 2nd – Rick Ainey (Susquehanna) Motion carried.

Continuing Education: CPE credit will be available for those that choose to at the 1 pm session today given by Brian McCall and Samantha Strejcek, from Maher Duessel.

Wayne County will host the 2026 convention. Wayne County auditors, Carla Komar, Catherine Rickard, and Robin Sampson, have permission to open a bank account as hosts, using the PSACA's EIN, for purposes pertaining to the fall convention.

Tom Brown (Warren) introduced guest speaker **Aaron Uber, Warren County Prothonotary**. He reviewed fees held and collected in the prothonotary office as well as how the fees are distributed to various offices and agencies. **Suzanne Swanson (Warren)** presented how they audit the prothonotary accounts.

Round table discussion covered questions and concerns regarding auditing tax collectors. That is always a good discussion since there are many different approaches.

After lunch, the next guest speakers were **Brian McCall and Samantha Strejcek from Maher-Duessel**. They went over 'understanding the single audit and how it relates to the DCED report'.

Warren County Sheriff Scott Neiswonger, Chief Deputy Sheriff Charles Fetzcek and Marcy Jurkowski, office manager were introduced by Tom Brown (Warren). They discussed the accounts in the Sheriff office along with fees they collect for warrants, writs PFA's and pistol permits. **Clarion County auditor, Jolene Frampton**, presented how to audit the Sheriff department.

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Tuesday, October 7, 2025 business meeting was called to order at 9:03 am by President Bob Deluca (Susquehanna).

Secretary Gail Sebring (Pike) took roll call.

2026 Convention dates in Wayne County are tentatively set for September 27-30, Beach Lake, PA. A spring training session is also under discussion for May at the same time the Executive Board has its spring meeting at State College. Many suggested topics for spring training were provided by auditors. More details to come.

Member-at-large nomination: Darian Pfaff (Crawford)- 3 yr. term Unanimous vote of approval.

Legislative Representatives appointed were Rick Ainey, chair (Susquehanna), Tom Foran (Pike) & Laura Dickson (Wyoming) as alternate.

Susquehanna County auditor, Rick Ainey, gave a presentation on Liquid Fuels – where the funds come from, how funds are allotted and how to use the MS991 report which identifies expenditures. **Penny Kipp, (Fulton)** followed up with how to audit the Liquid Fuels account.

Crawford county auditors, Kelsey Zimmerman, Darian Pfaff, and Renee Kiser, presented how they audit payroll. Much discussion was held on the extent and depth of a payroll audit.

After lunch, **Warren County treasurer, Lisa Barr** spoke regarding hotel tax collection through the treasurer's office using county ordinances as a guide. **Indiana County Commissioner, Bonnie Dunlap**, covered hotel occupancy tax legislation and exemptions.

Warren County Recorder of Deeds and Register of Wills, Lisa Burkhouse, discussed office accounts and emphasized that the accounts should zero out monthly.

Wednesday, October 8, 2025 at 8:01 am President Bob Deluca (Susquehanna) asked for a motion to adjourn the 2025 convention & close the meeting 1st – Laura Cunningham (Juniata), 2nd - Jolene Frampton (Clarion). Motion carried.

Submitted by PSACA secretary, Gail Sebring