

THE TOBYHANNA TOWNSHIP BOARD OF SUPERVISORS
BUDGET MEETING
OCTOBER 17, 2018

An October 2018 Budget Meeting of the Tobyhanna Township Board of Supervisors was held on October 17, 2018, at the Tobyhanna Township Government Center Building, 105 Government Center Way, Pocono Pines, Pennsylvania, 18350.

Present are Supervisors Anne Lamberton, Heidi A. Pickard, Brendon Carroll, David Carbone, Solicitor Jonathan J. Reiss, Esquire, and Township Manager John Jablowski Jr. John Holahan is not present.

1. Chair Anne Lamberton calls the meeting to order at 6:00PM. It is determined that a quorum is present.
2. The Pledge of Allegiance is recited.
3. New Business
 - a. Personnel Discussion. John Jablowski presents a staff organizational chart and states work done in the office can be roughly split into logistical management and administrative services. The Administrative Services Director would govern finance services and office management, which would allow Autumn Canfield to focus on project management; approximately 30-35% of what Canfield does is finance. Anne Lamberton asks who Canfield is in charge of now. Canfield replies that everyone answers to John Jablowski, and she answers questions from all staff. Anne Lamberton states the Board should have known about the start of the Bike and Hike Trailhead. Julia Heilakka is directed to share plans for the trailhead at 451 Panther Ln. Heidi Pickard asks if project management and administrative services are designated to others, what will John Jablowski manage? Jablowski replies everything. David Carbone asks if Bob McHale could take over some project management to relieve Canfield. Heidi Pickard states most townships have either an engineer or a project manager, and this chart doesn't make sense because it separates office staff [under administrative] from the people they are working for [under logistics]. Autumn Canfield states this would allow operations to be separate from administration. John Jablowski states there would be three new people at most, one logistics manager and two in DPW. He structured the budget this way to show the Board the worst case scenario: larger expenses and less revenue.

Anne Lamberton asks what Crystal Butler does. John Jablowski states her focus is sewer administration, but the idea is to have her cross trained in zoning. Anne Lamberton asks what Matthew Helbers does. John Jablowski states he is part-time, and his focus is on zoning, but will eventually be cross trained in sewer. Anne Lamberton asks what Julia Heilakka does. John Jablowski states she assists with Board work,

handles the website and IT, business contacts, coordinates certain projects, and does the minutes for all boards and authorities. Anne Lamberton suggests outsourcing minutes. John Jablowski states he contacted Debra Jean, and she is unavailable. Anne Lamberton directs Julia Heilakka to contact Panko tomorrow. Anne Lamberton asks who the administrative assistant is under John Jablowski. John Jablowski replies it is Margie Argot, and he has placed the position there due to the history of the position. Anne Lamberton states if we outsource the minutes, another person in the office may be unnecessary. Heidi Pickard states Julia Heilakka would be most capable of handling fiscal and office management.

4. Budget Discussion

- a. John Jablowski states there are three new proposed salaries in budget, two DPW staff and one administration staff. Heidi Pickard asks if Matthew Helbers could become full-time. John Jablowski states he believes Helbers is in college.
- b. Revenue. The Board discusses what revenues are projected for the township. John Jablowski states all revenues projections are conservative and all expenses are liberal. He is concerned about the cable franchise fee because cable is being phased out. Building and Zoning permit fees have increased substantially for 2018. The Board discusses changing zoning fees for large-scale construction projects.
- c. Expense. The Board discusses where Autumn Canfield's salary was moved to. Autumn Canfield states employees are split out in individual line items. The Board discusses how to use health reimbursement funds. Heidi Pickard asks for a year-to-year on rebates and overutilization years. The Board discusses finance, legal, technical, engineering, and building & grounds expenses. The Police expense has a projected increase of 3%, and building repairs and maintenance in Fire was increased.

The Board discusses how tax money is relegated to different township emergency services. The Board discusses sewer expenditures, and that Crystal Butler is not in this expenditure. The Board discusses Planning & Zoning expenses, which remains the same.

The Board discusses DPW Salary & Wages with the addition of two full hires, assuming that both hires have full family coverage. They consider reducing certain aspects of the DPW budget. The Board discusses the Park and Library Expenditures.

The Board discusses Community Development expenditures. This includes Autumn Canfield and Julia Heilakka's positions, as well as Jason Fitzgerald's professional services agreement.

The Board discusses interdepartmental charges and the phone bill. Just under \$32,000 will transfer to capital. Heidi Pickard states we need \$300,000 - \$400,000 to put into capital reserve for DPW equipment replacement.

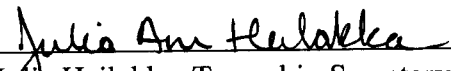
David Carbone states purchasing a roller should go under equipment. John Jablowski states that DPW will be about \$80,000 under budget for this year, \$30,000 of which is from the road bid. There is also \$50,000 for a pole barn. David Carbone states that the Board will have to start replacing DPW equipment in the next two years.

The Board discusses the status of water testing for township-owned buildings

5. Public Comment – none.
6. Meeting adjourned at 8:09 PM.

Minutes recorded by Julia Heilakka

Respectfully submitted:



Julia Heilakka, Township Secretary