

A G E N D A
Board of Supervisors
Budget Meeting
October 30, 2019
8:00 AM

1. Call Meeting to Order: Anne Lamberton, Chair
2. Pledge of Allegiance
3. **Old Business**
4. **New Business**
 - a. Proposed 2020 Budget Review
5. Board of Supervisors Report/Comment
6. Public Questions and Comment

ADJOURNMENT

AUDIO AND VIDEO RECORDING IN PROGRESS

THE TOBYHANNA TOWNSHIP BOARD OF SUPERVISORS
BUDGET MEETING
OCTOBER 30, 2019

A Budget Meeting of the Tobyhanna Township Board of Supervisors (“Board”) was held on October 30, 2019, at the Tobyhanna Township Government Center Building, 105 Government Center Way, Pocono Pines, Pennsylvania, 18350.

Present are Supervisors Anne Lamberton, John Holahan, III (by phone at 8:04AM), Heidi A. Pickard, Brendon Carroll, David Carbone, and Interim Manager Autumn Canfield.

1. Chair Anne Lamberton calls the meeting to order at 8:00AM. A quorum is present.
2. The Pledge of Allegiance is recited.
3. Announcements: none.
4. New Business: Budget Discussion
 - a. General Fund Expenditures

Legislative Expenditures - Doug Hein states Contributions was reduced to \$2,200.00 as requested, which is based on past legacy contributions. Information Technology increased approximately \$3,000.00 for Internet and Web services. Heidi Pickard states cameras at \$15,000.00 for the park should be moved from Information Technology to Capital Improvement Fund.

Police Pension and Services – David Carbone states we are still awaiting final numbers.

Fire Fund – Doug Hein states Clothing Allowance was increased by \$6,000.00 for Pocono Summit Volunteer Fire Company. Autumn Canfield asks for an updated roster from David Carbone for PSVFC. The Heating Oil for PSVFC was increased to \$4,000.00.

DPW Road Expenditures – Major Equipment was reduced by \$5,000.00 because funding for a mower was found in 2019 budget money. The Board discusses policies on purchases without approval. Autumn Canfield states the purchase was under the bid limit. Road Bridge and Maintenance reduced by \$30,000.00 as requested.

Park – David Carbone asks if there was a quote to repair the roof of the main lodge. A quote had not been generated yet.

Inter-Departmental & Insurance – Doug Hein states he added a new line item at \$30,000.00 for PA 1 Call fines. Brendon Carroll states that this is excessive and needs to be discussed. Autumn Canfield explains what is required for the PA 1 Call and when fines can be imposed. The Board directs Doug Hein to reduce the line item by \$15,000.00. Equipment Lease line item reduced by \$3,900.00 with new copier lease calculated in.

b. Revenue

Tax Revenue - Doug Hein states he contacted Linda Woehrle and Kalahari is not included in the Real Estate Tax Revenue. Interim A’s will not be included in 2020 but will be included in the regular taxes. Heidi Pickard asks Doug Hein to contact the county assessor’s office to check if Kalahari’s assessment will be included in next year’s numbers.

Fines and Forfeitures – Doug Hein states Vehicle Code Violations is reduced by \$3,000.00.

Intergovernmental Revenues – Doug Hein states Public Utility Realty Tax reduced by \$1,000.00. State Payments I/L of Tax reduced by \$500.00.

Municipal Income – Doug Hein states Zoning Permit Fees was reduced by \$15,000.00 as well as Building Permits for averages including Kalahari permits. Refund of Prior Year Medical Expenses will be increased to \$42,000.00 per a conversation Autumn Canfield had with the medical insurance company.

Heidi Pickard asks how the Fire Fund Revenue Budget and Library Fund Revenue Budget money is determined. Doug Hein states that he budgeted the same as 2019 since we don't know the millage rate for 2020.

Sewer Fund – The Board requests a breakdown of sewer money still owed to the township. Autumn Canfield states that there will be a closer review of Sewer District 1 with recent updates. Heidi Pickard asks why Operations under Sewer District 1 was higher. Autumn Canfield states that line item will also be reviewed to verify it was expensed correctly.

Public Improvement Fund – Anne Lamberton asks when the township was putting the FedEx Intersection out to bid. Autumn Canfield states that she is reaching out to Dunne Manning and Stillwater to finalizes plans. The Board directs Autumn Canfield to continue working with both parties to finalize a plan to send out to bid.

537 Plan – The Board wants to see where the township is at with the 537 planning. Anne Lamberton states that Bob McHale is bringing information to the next work session. The 537 planning will be narrowed down at the next budget meeting.

Capital Reserve Fund – Autumn explains a preliminary plan for retrofitting the front of the government building. The Board directs Autumn to distribute the plan.

Brendon Carroll asks what happens with the rollover money that came in under budget the last two years. Autumn Canfield replies the township won't be under budget this year; last year's money will go into a fund balance. Money left in the General Fund can be transferred to Capital Reserves. Heidi Pickard wants to see what those numbers will look like.

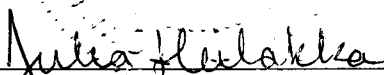
Pension Fund – Heidi Pickard wants to know if there would be anyone retiring next year that would affect the Pension Fund.

5. Public Comment - none.

6. Meeting adjourned at 8:58AM.

Minutes recorded by Crysta Butler

Respectfully submitted:


Julia Heilakka, Township Secretary