

A G E N D A
Board of Supervisors
Budget Meeting
November 22, 2019
8:30 AM

1. Call Meeting to Order: Anne Lamberton, Chair
2. Pledge of Allegiance
3. **Old Business**
4. **New Business**
 - a. Proposed 2020 Budget and authorize to advertise for public review
 - b. Purchase of front mower tractor
 - c. Vacancies on boards
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
NOVEMBER 22, 2019

A Budget Meeting of the Tobyhanna Township Board of Supervisors ("Board") was held on November 22, 2019, at the Tobyhanna Township Government Center Building, 105 Government Center Way, Pocono Pines, Pennsylvania, 18350.

Present are Supervisors John Holahan, III, Heidi A. Pickard, Brendon Carroll, and Assistant Manager Autumn Canfield. Anne Lamberton and David Carbone are absent.

1. Vice Chair John Holahan calls the meeting to order at 8:32AM. A quorum is present.
2. The Pledge of Allegiance is recited.
3. Announcements: none.
4. New Business:
 - a. 2020 Budget Discussion: Doug Hein reviews changes from the previous budget meeting.

Ed Tutrone asks why there are PA One Call fines, and how much the township was charged. Brendon Carroll states the township was charged \$250.00 for no response. Autumn Canfield states there have not been additional fines, but the money set aside is for contingencies if the Public Utility Commission chooses to fine the township.

Doug Hein announces that the township has received its revenue assessment from Monroe County at \$1.77 million. Basing real estate taxes on being revenue neutral; its estimated \$2,705,000.00 for current year real estate taxes. Heidi Pickard asks what percentage of collection was used to calculate. Doug Hein replies 87%. Stanley Menking asks what the previous millage rate was. Heidi Pickard states that the previous millage was 15.19 with .75 going to the library and .7 for the fire fund. Doug Hein states some high-value properties are appealing. The Board discusses possible tax revenue refund for next year after the new millage rate is applied and residents continue to appeal.

Autumn Canfield states the budget does not include the Bike and Hike work. Heidi Pickard asks if we can ask other townships for assistance with completing it with our DPW. Autumn Canfield will look into the possibility.

Ed Tutrone asks about staff wages. Autumn Canfield states the budget reflects no changes per the Board's prior direction. The Board discusses wage increases and directs Doug Hein to present a spreadsheet reflecting at least a 3 % increase for staff; the Board will discuss the manager's \$100,000 salary at the next budget meeting. The Board discusses possible dates for the next budget meeting.

Heidi Pickard asks if the Fire Fund reflects Pocono Summit Volunteer Fire Company being reinstated. Autumn Canfield states the software does not reflect the account being reactivated on their printed sheets, but PSVFC has been considered for the budget. Heidi Pickard asks to see the Fire Fund Budget split out. Autumn Canfield states she reached out to workman's compensation to adjust for PSVFC but needs updated vehicle information.

Heidi Pickard asks if there have been any changes to Sewer District 1 Fund. Autumn Canfield states there is a slight increase based on the recent agreement, and that she was preparing to send the 30-day notice to Kalahari reflecting the payments for next year.

The Board directs Doug Hein to provide a balance and breakout for the Public Improvement Fund and Capital Account for the next meeting. The Board directs Doug Hein and Autumn Canfield to review the Act 537 Planning and pare down the necessary information.

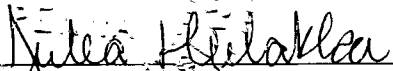
Heidi Pickard asks about the multimodal grant and the re-alignment of 380/940/Stillwater Lake Estates. Autumn Canfield states the township doesn't have enough money to cover the project in total, but that the township is working towards getting other grants. Heidi Pickard asks if we have enough to start Phase 1 next year. Autumn Canfield states we need to check to see if there is enough money after recent changes.

Heidi Pickard states the Capital Reserve Account needs a balance and to reflect earlier discussed changes to wages. Autumn Canfield states that the account does not reflect the retrofitting of the front of the Government Center Building. Heidi Pickard wants to see loose numbers for the retrofit. Doug Hein states as of the end of October, the balance for the Capital Reserve Account is \$1,018,835.00 and the balance for the Public Improvement Fund is \$890,115.00. The Board discusses possible needs for the building retrofit. Heidi Pickard asks about carryover funds left in Highway Aid and if there are any other invoices outstanding. Doug Hein states there is approximately \$136,000.00 with nothing left outstanding. Heidi Pickard states that rollover funds from Highway Aid could go to next year's paving projects and directs Doug Hein to determine a safe rollover amount.

- b. Purchase of Front Mower Tractor: Doug Hein states they received prices on a front Mower tractor which had previously been cancelled because of an order error. Brendon Carroll states he wants to see a needs analysis. The Board tables this item to the next budget meeting. Doug Hein states that his and Autumn Canfield's computers are crashing and requests approval for a \$4,249.00 purchase. John Holahan motions to approve, Heidi Pickard seconds. Vote: all in favor, motions carries.
 - c. Board Vacancies: Autumn Canfield states that there are several vacancies across different boards and a new year is coming up for reappointments. The Board directs Autumn Canfield to get a complete list and prepare to advertise for letters or interest.
 - d. [Not on Agenda – Metal & Wood Disposal] Autumn Canfield states that after speaking to Johnathan Reiss the township has to do a resolution to be able to dispose of scrap metal, and asks if the township can allow residents to take leftover wood. The Board wants to check with the solicitor about liability.
5. Public Comment – none.
6. Meeting adjourned at 9:30 AM.

Minutes recorded by Crystal Butler

Respectfully submitted:


Julia Heilakka, Township Secretary