

THE TOBYHANNA TOWNSHIP BOARD OF SUPERVISORS
BUDGET SESSION MEETING
SEPTEMBER 15, 2020

The September 2020 Budget Session Meeting of the Tobyhanna Township Board of Supervisors was held on September 15, 2020, via GoToMeeting due to COVID-19 restrictions.

Present are Supervisors John Kerrick, John Holahan, III and Brendon Carroll. Manager Robert Bartal, Assistant Manager Autumn Canfield, and Fiscal Specialist Greg Romulus are also present. Lloyd Vought and David Carbone are absent.

1. John Kerrick calls the meeting to order at 8:30AM. A quorum is present.
2. The Pledge of Allegiance is recited.
3. Public Comments on Agenda Items: None.
4. Old Business: None.
5. New Business: 2021 Township Budget Discussion
 - a. Robert Bartal presents the first draft budget to the Board of Supervisors. He states as he reviews the different funds certain items will need to be considered such as a possible truck replacement and building modifications for safety. He anticipates \$4,132,699.68 in tax revenue for the year 2021. Greg Romulus states he generated this amount with a weighted average of the past five years of actual amounts. He reviews the revenue funds for the General Fund Account. Robert Bartal states anticipated cable franchise fees will possibly be lower due to more people cancelling their cable subscription for streaming online. He continues stating that fines and forfeitures are also down due to the pandemic. John Kerrick explains the importance of upgrading the front of the building for safety of the front office staff. John Holahan and Brendon Carroll agree. John Holahan asks about the actual amounts from the previous years. Greg Romulus will share the excel spreadsheet with the Board. Greg Romulus continues to review the Intergovernmental Revenues and Municipal Income. He states a new line item has been generated to account for the possible adoption of a short term rental ordinance and anticipates \$120,000.00 in revenue.
 - b. Robert Bartal reviews anticipated staff salaries under the General Fund Expenditures. He continues by stating the DPW salaries and increase are already set by the union contract and that he built in a 3.5% increase for the other staff. Greg Romulus reviews office expenditures for the General Fund. Robert Bartal states they are in the process of hiring a front office staff member. John Kerrick asked about a sliding scale for the office staff in regards to wage increases. John Holahan recommends an executive session for that discussion. Greg Romulus reviews the legal counsel fees. John Holahan asks Greg Romulus to review the Union Legal Counsel fees as the contract has finished being negotiated and the 2021 fees should be less. Greg Romulus reviews the IT Hardware Expenditures. John Kerrick asks if there are any planned hardware purchases. The Board directs the staff to generate a list of possible computer hardware upgrades needed. Robert Bartal anticipates at least a 3% increase in the PMRPD Budget per his conversation with the Chief. He continues stating the need for a contract with the fire companies in which to budget for expenditures.
 - c. Robert Bartal reviews the EMS Expenditures to include fuel. John Kerrick asks if the township pays for all their fuel. Greg Romulus states the township pays up to \$20,000.00 and bill them for anything after that. John Kerrick asks if there is a charge included to cover inspection cost. Robert Bartal states there is a ten cents per gallon surcharge. The Board would like to see a separate line

for the surcharge to go in for expenses to maintain the fuel tanks. Robert Bartal states there are no expenses for the Emergency Management line item. The Board directs him to reach out to CJ Dickinson to see if he needs anything for next year. Robert Bartal continues by reviewing DPW Expenditures. John Kerrick states some bridge work in the township should be considered and brought to the attention of the DPW Committee. Robert Bartal states some culvert work that will also need to be done in the near future. John Kerrick asks about the insurance policies term. Autumn Canfield reviews the policy years for Knowles insurance policies. Brendon Carroll suggest getting the policies to coincide with the calendar year. The Board appreciates the efforts of the staff for preparing for the first budget session.

6. Board of Supervisors Report: John Holahan asks how to provide the information from the budget meeting to the Supervisors that are not present. Crystal Butler states she can send a recording of the meeting for their records.
7. Public Comment: None.
8. Meeting adjourned at 9:36AM.

Minutes recorded by Crystal Butler
Respectfully submitted:



Crystal Butler, Township Secretary