

THE TOBYHANNA TOWNSHIP BOARD OF SUPERVISORS  
BUDGET SESSION MEETING  
OCTOBER 27, 2020

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The October 2020 Budget Session Meeting of the Tobyhanna Township Board of Supervisors was held on October 27, 2020, via GoToMeeting due to COVID-19 restrictions.

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

1. John Kerrick calls the meeting to order at 6:00PM. A quorum is present.
2. The Pledge of Allegiance is recited.
3. Public Comments on Agenda Items:
  - a. Juliet Dunham notifies the Board a request for the Tax Anticipation Note will be sent in soon and thanks the Board in advance for their participation in supporting Clymer Library.
4. Old Business: None.
5. New Business: 2021 Township Budget Discussion
  - a. Robert Bartal reviews the funds that will be discussed for the meeting. He states one of the changes made to the General Fund was an adjustment to employee related expenditures. An advertisement has gone out for a part time employee to help in the front office with zoning related work. He continues stating the Township has lost their Zoning Officer and the Board needs to decide if they want to hire another or third party out the zoning enforcement. Short term rental discussions need to be addressed so a budget plan can be considered for 2021.
  - b. Robert Bartal continues stating a vacancy in DPW will be coming at the beginning of 2021 with the head of DPW retiring. One of the other DPW employees have been chosen to replace him and a part time employee looking to replace the extra full time position created. Robert Bartal would like to replace the part time with a new employee. He asks the PMRPC Members on the Board if there has been any further discussion in regards to picking up extra hours from PMRPD. David Carbone states there hasn't been a further discussion yet and ask if Robert Bartal has received the budget from the police yet. Robert Bartal replies they have received estimates but would like to budget for extra hours if needed. He continues stating the Board will need to decide at their November Work Session if they want to renew the Long Nyquist and Penn Strategies contracts.
  - c. Robert Bartal reviews the Public Improvement Fund and Capitol Reserve Fund. He states there are a few projects and possible purchases recently costed out and the Board needs to provide direction on what they would like to budget for. One of the older DPW trucks is 20 years old and may not pass inspection. The cost of a replacement truck would be \$164,000.00. The Government Center Parking Lot Paving Job will cost approximately \$86,000.00. He believes the paving can be broken up and do certain parts first and hold off on others. Upgrades for security should be considered as he expresses his concerns allowing the public to come in to use the restrooms. A dog park was also considered following the recent parks study.
  - d. Robert Bartal states he and Autumn Canfield reached out to the PennDOT Engineering Consultant in regards to splitting the Bike and Hike Project. He expresses concern for the 940 portion of the project and potential maintenance cost. He states that discussion will be placed on

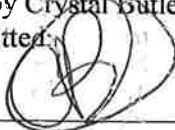
the November Work Session as well. He continues to review possible purchases to include laptops for some of the staff so they could work from home should this pandemic continue to be a problem and the cost is around \$10,000.00. He also states that estimates are coming in for repainting the building. He requests the Board considers some of these possible purchases to budget for next year.

- e. Robert Bartal reviews the Highway Aid Fund. He states there was a discrepancy in the prior year's funding which the staff is meeting with the auditor to address. Brendon Carroll asks how much was the discrepancy. Autumn Canfield explains the prior year's budgeted Funds Balance transfer was planned to be \$130,000.00 in which the account only had \$119,000.00. She continues stating the staff will be watching that fund closely to make sure it's not overspent and reviewing the issue with the auditor. Robert Bartal concludes the budget review.

- 6. Board of Supervisors Report: None.
- 7. Public Comment: None.
- 8. Meeting adjourned at 6:38PM.

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Minutes recorded by Crystal Butler  
Respectfully submitted



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Crystal Butler, Township Secretary