

TOBYHANNA TOWNSHIP BOARD OF SUPERVISORS  
BUDGET MEETING  
October 29, 2024

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The October Budget Meeting of the Tobyhanna Township Board of Supervisors (“Board”) was held on October 29, 2024, at the Tobyhanna Township Government Center Building located at 105 Government Center Way, Pocono Pines, PA 18350.

Present are Supervisors John Kerrick, Rachel Schickling, Edward Tutrone and Ted Wolski. Also present is Assistant Manager Crystal Butler. Manager Robert Bartal is on virtually. Supervisor Joseph Colyer and Solicitor Harry Coleman, Esquire, were not present.

1. John Kerrick calls the meeting to order at 6:00PM; a quorum is present.
2. The Pledge of Allegiance is recited.
3. Announcements: Crystal Butler announces that there is a burn ban in effect until further notice. Edward Tutrone asks if propane fire pits are included. Ms. Butler states they are advising residents that no open flame burning is allowed.
4. Budget Session Business: Crystal Butler states that they are not going to discuss every fund as between the first and second meeting we did hit on every single fund. Ms. Butler states that we are going back to funds that need further discussion such as the General Fund, Emergency Services Fund, Capital Reserve Fund, Highway Aid Fund and the ARP Fund. Ms. Butler turns over the meeting to Laura Marasco.

A. 2025 Township Budget Discussion:

- a. General Fund Review: Laura Marasco reviews the general fund.
  - i. Discuss Revenue Overage: Laura Marasco states that the General Fund is not balanced currently. Ms. Marasco states that there is an overage of \$185,000.00 of revenue that will need to be expensed. Ms. Marasco states that this budget does include the dump truck and an inter fund transfer to the emergency services fund as that fund is not solvent. Ms. Marasco suggests moving \$150,000.00 into the Capital Reserve Fund for the purpose of the HVAC system and would like to take the remaining \$35,000.00 to increase some of the GL3 wages. A discussion was held.
- b. Emergency Services Fund Review: Laura Marasco states that the Emergency Services Fund is not solvent. Ms. Marasco states that currently the General Fund is budgeted to move \$128,000.00 to the Emergency Services Fund to balance the budget. Ms. Marasco states that a large piece of that money comes from the overage in the short-term rental revenue and not the tax revenue. A discussion was held.

Mr. Bartal states that down the road we may need to have a full-time fire department and that comes with a good-sized bill. Crystal Butler has a power point presentation regarding millage rates. A discussion was held.

- i. Discuss PSVFC Budget Request: Laura Marasco states that Pocono Summit Volunteer Fire Company has some increases and decreases to their budget. Ms. Marasco states that she believes a fair increase is with the heating fuel as the cost continues to go up and they are asking for \$15,000.00 in heating oil and they normally ask for \$12,000.00. Ms. Marasco states that the largest increase they are asking for is gasoline. She states that they typically budget for \$5,000.00 for both fire departments at \$2,500.00 per fire department. Pocono Summit would like to increase that to \$10,000.00 for themselves. A discussion was held.

Ms. Marasco states that the Worker's Compensation insurance seems to be par, however, the other insurance is \$50,000.00 which is \$25,000.00 for both fire departments and Pocono Summit is only asking for \$12,000.00. A discussion was held.

- ii. Discuss Overall Funding of EMS Fund: This was previously discussed.
- c. Capital Reserve Fund Review: Laura states that this fund is for building improvements such as the HVAC system and digitalization of records. Ms. Marasco states that she has budgeted \$658,000.00 for the HVAC system and to balance this, we will need to pull \$600,000.00 from the fund balance in the Capital Reserve Fund. Ms. Marasco states that they have allotted \$50,000.00 towards the digitalization of records. Ms. Marasco states that in 2024 they budgeted \$250,000.00 for the building and digitalization of records and that the money was not spent. Ms. Marasco states that she would like to encumber those funds, add to the dollar amounts and we will have plenty to do with what we need. A discussion was held.
  - d. Highway Aid Fund Review: Crystal Butler states Bob McHale ran the minor changes that were discussed for Kalahari Boulevard, and this can go into the proposed budget regarding encumbering some of the Highway Aid Fund from this year into next year. Laura Marasco states that we will receive approximately \$300,000.00 in liquid fuel in 2025. Ms. Butler states the if we budget \$750,000.00 in the General Fund, we can still do Stoney Hollow in the separate project with Tunkhannock Township, extend Gross Road and do the minor adjustments to Kalahari Boulevard. Ms. Marasco states that we budgeted \$250,00.00, which has not been spent, and she would like to encumber that money and budget another \$250,000.00 plus \$750,000.00 will give us \$1.25 million dollars. A discussion was held.
  - e. ARP Fund Review:
    - i. Discuss Funds Reimbursement for Fire Truck Purchase/Sale: Crystal Butler states that have discussed the plan for the actual purchase of the truck and this would need to be reimbursed to the Township through the Capital Reserve Fund. A discussion was held.

- ii. Discuss Fund Closure: Laura Marasco states that this fund needs to be closed, Crystal has started the paperwork with the Federal Government. A discussion was held.
  5. Consider Temporary Traffic Signal Maintenance Agreement with Pioneer (Reduced Markup): Edward Tutrone makes a motion to pay the Charge Order #1 for \$38,520.00. Ted Wolski seconds. Vote: all in favor; motion carries.
  6. Discuss DPW Truck and Chipper Purchase: Crystal Butler states that as the budget gets set, it does include the purchase of a truck for DPW. Laura Marasco states that the fund is not balanced yet with the overage and even having the truck, there is still an overage. Ms. Marasco states they budgeted in 2024 \$80,000.00 for tree trimming and we received no bids, so that money was not spent. Ms. Marasco is budgeting \$109,000.00 for 2025 tree trimming; she is budgeting \$80,000.00 and can carry over \$80,000.00 to cover that. Ms. Marasco states that she will be able to purchase a chipper in 2024 with money not spent and still cover the 2025 tree trimming bid.

Mr. Kerrick asks if the truck purchase would be in the 2025 budget. James Rafferty states that it is in the 2025 budget, and it comes in \$32,000.00 cheaper than the original \$250,000.00. Mr. Rafferty states that the truck is \$124,277.00 and the build is \$98,303.00. A discussion was held. Edward Tutrone makes a motion to approve the 108 truck for \$222,680.00. Rachel Schickling seconds. Vote: all in favor; motion carries.

Mr. Kerrick asks what the Board would like to do about the chipper. A discussion was held.
  7. Board of Supervisors Report/Comment: Edward Tutrone states that while speaking with the Auditor's office regarding Tobyhanna Township Fire Department's relief fund, the Auditor advised that there is no relief association for Tobyhanna Township Bureau of Fire. Robert Bartal states that Attorney Coleman has entity numbers for both the relief association and Bureau of Fire. Mr. Bartal states that one dates back to February 2023 and the other dates back to August 2023.
  8. Public Comment: None
  9. Adjournment: Meeting adjourned at 7:37PM.
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Minutes recorded by Bethanne Eisler

  
Bethanne Eisler, Township Secretary