

COVINGTON TOWNSHIP BOARD OF SUPERVISORS
BUDGET WORK SESSION
MONDAY, OCTOBER 19, 2020 7:00 PM

The Covington Township Board of Supervisors held its first Budget Work Session on Monday, October 19, 2020 at 7:00 p.m., at the Covington Township Municipal Building, 20 Moffat Drive, Covington Township, PA. There were present: Thomas M. Yerke, Chairman; John Brostoski, Vice-Chairman; Melissa Kearney, Supervisor; Marshall Peirce, Supervisor; Joseph Setta, Supervisor; and Douglas A. Hein, Secretary / Treasurer.

1. **CALL TO ORDER / PLEDGE OF ALLEGIANCE:** *Chairman Yerke opened the meeting with the Pledge of Allegiance at 7:00 pm.*
2. **AGENDA:** *The agenda was accepted as presented*
3. **ANNOUNCEMENT:** *Chairman Yerke announced that Executive Sessions were held October 13 & 19, 2020 at 6:00 pm both for personnel.*
4. **PUBLIC COMMENT:** *There was no public comment.*
5. **LIQUID FUELS FUND / STATE FUND BUDGET:** *Mr. Hein presented the Highway Aid / Liquid Fuels budget. He noted that he reclassified and renumbered the chart of accounts in order to make the budget easier to read. State funding will be lower in 2021 and \$231,416.97 may be needed to fund the proposed 2021 road projects. Chairman Yerke asked if the Township would receive higher reimbursement from the purchase of on-road diesel as compared to off-road diesel. Discussion was held and Mr. Hein was directed to look into it. No changes were made.*
6. **GENERAL FUND BUDGET:** *Mr. Hein presented the General Fund budget, again noting the restructuring of the chart of accounts to better classify revenues and expenses. He reviewed tax revenue; Supervisor Brostoski asked if we were affected by COVID-19 for real estate and EIT. Mr. Hein said that there was a small decrease but that revenues were on track. Supervisor Peirce asked why there was such a large decrease in Real Estate Transfer Tax revenues from 2018 to 2019. Chairman Yerke said there were sales of property in the industrial park in 2018. Mr. Hein noted he included State Pension Aid and Foreign Fire Insurance Premium amounts in the revenue even though they were pass through amounts because the corresponding expense items are budgeted. Revenues remain flat and Mr. Hein noted there would potentially need to be \$234,067 drawn from fund balance to balance the budget as presented. Roz Davis asked several questions related to revenues. Mr. Hein reviewed all expense categories, noting there were no salary increases included. He pointed out the new IT category in the budget that was broken out of general government. The budgeted amount includes \$3,750 for a new web site design, support, hosting and maintenance. This amount will need to be budgeted each year for four years and a redesign of the web site would be done in year four under a proposal from CivicPlus. Supervisor Kearney asked what would happen after year four; Mr. Hein said that the maintenance fee of \$2,000 would be paid. Mr. Hein also reviewed a proposal from CreativeWorks which would be \$17,567 in the first year with ongoing maintenance and hosting of \$6,800 per year. The Board agreed to move the CivicPlus proposal forward to the November 3rd meeting for approval. Roz Davis asked for the cost to be clarified. Mr. Hein explained how the proposal would spread the redesign of \$7,000 over four years. Ms. Davis also asked questions related to salaries and healthcare. Mr. Hein stated the Highmark health insurance premiums would be staying the same in 2021. Chairman Yerke stated that recycling would resume on November 7th and would be held the first and third Saturdays of each month. It will be manned, with no dumpster available outside the facility gates. Mr. Yerke said it will be three DPW employees at time and a half. He stated we need to budget \$60/ton for approximately 150 tons per year to dump the recycling at Lackawanna Recycling Center. Recycling Grant reimbursement, the \$150 per container charged to Madison Township to haul their recycling to the Center and the fees charged to Spring Brook Township to accept and haul their recycling should cover the cost of the tipping fees. Mr. Yerke said the fee to Spring Brook Township would need to be increased to \$400 per month to cover our increased costs. Mr. Hein said he would prepare a letter for Mr. Yerke. Discussion was held as to the state of DPW trucks and equipment, with Chairman Yerke noting a new Ford F550 would need to be budgeted for in 2022. Supervisor Peirce asked what the balance was on the Pavilion loan. Mr. Hein said he would get him a solid figure bur Mr. Yerke said he thought it was approximately \$10,000. Mr. Hein finished reviewing the remaining expense categories, noting where changes were made for clarification purposes.*
7. **SUPERVISORS COMMENTS:** *None*

8. **PUBLIC COMMENT:** Fire Chief Brad Jones updated the Board on the new paid EMS service, noting that throughout North Pocono, they had 170 calls in 75 days with one person working the ambulance. He asked for funding, stating he has been talking to other townships as well for funding. Mr. Jones stated that he would like to see a fund set up where money is set aside by the Board each year to fund new fire trucks. Supervisor Peirce said the Township should look for a grant to pay for a new truck because the one that is used most is a 1989 vehicle. Mr. Hein asked Chief Jones to contact him and they would discuss the cost and applying for a grant. Mr. Hein also noted the Board should consider creating a capital improvement fund to set aside money each year to purchase new DPW equipment.

9. **ADJOURNMENT:** ON MOTION duly made (Brostoski), seconded (Setta), and carried 5-0 to adjourn at 8:25 pm.

*Respectfully submitted,
Douglas A. Hein, Secretary*

APPROVED: