

FORKS TOWNSHIP, NORTHAMPTON COUNTY
Board of Supervisors

9-13-2021

Budget Work Session Meeting Minutes

A budget work session of the Forks Township Board of Supervisors was held on Monday, September 13, 2021, at the Forks Township Municipal Building, Easton, PA, and was called to order by Chairman O'Neil at 5:30 pm.

Board Members:

John O'Neil, Chairman
Dan Martyak, Vice Chairman
Tim Hughes, Secretary/Treasurer
Kelly Keegan, Member
Ty Corallo, Member

IN ATTENDANCE:

Donna M. Asure, Township Manager
William Donovan, Fiscal Manager

The work session was used to discuss the Forks Township general fund and the proposed revenues and expenditures for 2022. W. Donovan explained the process staff has been using to create a 2022 budget with new line items which coordinate with the Pennsylvania Chart of Accounts. We have also been adding line items to various departments to better clarify expenditures. The board discussed having monthly expenditures such as telephone, electric and other utilities in one line item under facilities management. For the most part this makes sense, but the board would like to have access to information, when needed, such as what does the community center cost us to heat and light. The board looked at a new category of employer paid benefits, and again, instead of having these costs spread throughout the many departments, the costs for all employees will be in one line but at any time the supervisors will be able to find out what a specific department is costing.

Revenue, which was proposed with little to no increase was discussed. The board spoke about all the new homes being built and what this might do to the real estate tax revenue. Staff was asked to research whether there would be a way to calculate new homes being added to the tax rolls to create new revenue.

The board discussed salaries of all personnel and the need to keep good employees. There will be a discussion with department heads on their thoughts about the salary structure in their departments.

The board discussed the accuracy of the fund balance. The township is working with the appointed auditors to make sure the fund balance, which is the amount of cash available to start the year or to transfer to capital funds is as accurate as possible.

Having no further business, the work session was adjourned at 8:00 pm. All in favor. Motion carried.