**MONAGHAN TOWNSHIP BOARD OF SUPERVISORS**

**BUDGET WORKSHOP**

**August 28, 2023, MINUTES**

**6:00 p.m.**

**I. CALL TO ORDER**

 Chairman Pawelski called the Budget Workshop meeting to order at 6p.m. in the meeting room of the offices of Monaghan Township. Also present were Supervisors Allen and Schreffler.

Attending were Secretary/Treasurer Chelssee Smith, Township Engineer Dan Perva, Bob Romito, Township Road Foreman, Anthony Fisher, Township Assistant Road Foreman, and Tracey Rash, the township’s financial advisor from Dawood’s Government Finance Solutions.

**II.**  **Community Day Debrief**
The Board discussed Community Day feedback and announced that the Monaghan Township Fire Co. collected $1200 from food, raffle table and donations.

The Board made a motion to donate $100 to Bountiful Blessings as part of a Community Day donation.

 Motion: Pawelski

 Second: Allen Vote: 3-0

**III. 2024 Budget-Related Discussion**

The Board reviewed the proposed 2024 Monaghan Township Budget and asked Tracey Rash to make several changes to line items and present back to the board at the next budget-related meeting.

Several important items were discussed:

* Repairing Big Oak – KPI will get an updated estimate on the repairs, which may cost in the range of $500,000. There is money in the Highway Aid Fund to finance this project.
* Moving forward with the repair of Fisher Run Culvert as soon as the township hears about the Small Water Grant.
* Equipment needs for the township in the year ahead.
* How payment for a new municipal building will affect the budget.
* Increasing the budget for professional services – solicitor and engineers – to support multiple township projects including the new building.
* A part-time admin was discussed with money put in the budget to hire someone to review an attic filled files for the purposes of retention and destruction prior to moving.
* Wages and benefits for staff will be discussed at the next budget meeting.

**IV. Building-Related Discussion**

The Board discussed the following action items related to the budget:

* Several budget scenarios were reviewed including paying for the building with much cash as is reasonable while maintaining a responsible cushion for operating expenses. Tracey Rash will prepare a new set of assumptions with a $1M cushion.
* Township Secretary/Treasurer Chelssee Smith will share the records retention resolutions passed by the board on March 14, 2022: Resolution 2022-4 and Resolution 2022-5 and the Board will review whether additional resolutions are needed.
* Chelssee Smith will prepare a sample job description so that the township can advertise a part-time administrative position as soon as possible and finalize the right hourly pay.
* Chelssee Smith will contact Stratix to review the estimated cost of digitizing files and what services they provide during the retention and destruction phase. Tracey Rash will include the estimated costs for digitizing files into the building budget.
* A decision will need to be made on whether we will demo the current building in order to prepare the site for new construction. If so, the board will need to understand the timing of reviewing files for retention/destruction and the costs of a temporary office while the new building is built. Dan Perva from KPI will present land development options for careful review.

**V. Adjournment**

 Motion to adjourn the meeting at 8:45pm.

 Motion: Schreffler

 Second: Allen Vote: 3-0

The Board of Supervisors meeting adjourned at 8:45pm.

Respectfully submitted,

Chelssee Smith, Secretary

Minutes approved at meeting held on\_\_\_\_\_\_\_\_\_\_\_\_\_

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Chairman, Monaghan Township Board of Supervisors