

**BUDGET WORKSHOP  
TUESDAY  
November 17, 2020  
5:00 P.M.**

The Budget Workshop was called to order, at 5:05 PM Tuesday, November 17, 2020.

**ATTENDANCE:**

Attending the workshop were Supervisors Gary Friend, Bronwyn Kolovich and A. William Kiehl. Also attending were Jodi L. Noble-Township Manager; Jessica Walker, Parks and Recreation Director and Bev Small, Recording Secretary and Robert Bradford of McClane Farm Road.

Mrs. Noble shared information on the status of Revenues vs. Expenditures and several options and scenarios for consideration, taking into account the State of Emergency with the COVID-19 Pandemic in 2020 and carrying forward to 2021.

**CONSERVATIVE BUDGETING:**

Township's certified assessed value based on tax revenues; 2020 Road Program to determine priority and paving costs as well as township forces on minor roads; summary of the Operating budget; status of Capital Reserve Funds as reserved but unrestricted for spending needs; and numerous options to consider to arrive at a preliminary balanced budget for action at the November 24, 2020 Board Meeting.

The Township Manager presented information for consideration for Paperless meeting Agenda software options, which will be covered under CARES Funding to allow for uploading of Meeting Agendas, Board Minutes, and Departmental and other Reports and Documentation that can minimize employee time, paper and related office supplies by enabling more effective time and information use to coincide with CARES Fund purchased laptops.

**DISCUSSION:**

(\$73,000) shortfall for 2021 for discussion on options to present a balanced budget. The Fund Balance— is healthy at 52%, well above the 15% recommended. Manager recommends no less than 25% to maintain operations for the first quarter of the year, when expenses can be unknown and high with potential for snow removal response. She suggested given the circumstances, we could plan on cutting into the fund balance, as it appears we will be adding to the fund balance from 2020, so we'd merely be utilizing those funds to balance the unknowns of the 2021 budget.

The preliminary budget will be presented for action at the November 24, 2020 Board Meeting to adopt and place on Public Display for twenty (20) days for review. Final budget adoption will then proceed to recommend for final adoption at the December 15, 2020 Board Meeting.

The Board recessed into Executive Session at 5:41 PM to discuss personnel matters.

The Board reconvened and adjourned the meeting at 6:27 PM.

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A. William Kiehl  
Secretary

Bev Small – Recording Secretary