



Eldred Township Supervisors

Monroe County, Pennsylvania

Scott Clark; Chairperson
Susan McGinty; Vice-Chairperson
Jessica Keller; Supervisor



Board of Supervisors Budget Workshop Minutes September 24, 2026

On Thursday, September 24, 2026, the Eldred Township Supervisors met for a budget workshop meeting at 4:00 P.M. at the Eldred Township Municipal Building at 490 Kunkletown Road Kunkletown, PA.

In Attendance: In attendance were Susan McGinty, Vice-Chairperson; David Anderson, Township Administrator & Treasurer, Maurin Ritinski, Township Secretary; Jonathan Gula, Public Works Supervisor. Scott Clark, Chairperson, was in attendance virtually via Microsoft Teams.

Absent: Jessica Keller, Supervisor and Michael Gaul, Solicitor.

Call to Order: The meeting was called to order at 4:02 P.M. by Vice-Chairperson Susan McGinty, followed by the Pledge of Allegiance.

Announcement of Executive Sessions and Recording: Ms. McGinty announced that there was no Executive Session. Ms. McGinty announced that the meeting was being recorded.

Public Comment on Non-Agenda Items: No public comment.

Additions or Changes to the Agenda: There were no changes to the Agenda.

Review Draft Budget for 2027: Mr. Anderson presented the draft budget. Mr. Anderson explained that the first page of the document contains an overview with a similar format that the Supervisors are familiar with seeing for the monthly financial reports. Mr. Anderson explained that grant money is included in the income but that this is balanced out as an expense line for the amount of the grant. Mr. Anderson stated that the actual grant amounts may change the presented numbers.

Mr. Anderson indicated that there have been adjustments made to the draft budget from the copy distributed. He further explained that the income for Liquid Fuels has been reduced from \$207,000 to \$167,200. Mr. Anderson stated that this increased the General Fund budget for the oil and chip project. Mr. Anderson explained that Mr. Gula can further explain the roadwork plans.

Mr. Clark questioned if the estimated carryover for the General Fund includes grant money. Mr. Anderson explained that this amount accounts for only the cash fund. The grant money that is not spent the year prior is listed as a line item.

Mr. Anderson stated that the state aid that is received for the pension is determined by the Minimum Municipal Obligation (MMO). He reported that he had initially budgeted higher (\$33,358) but noted that upon obtaining the MMO, this has been adjusted to \$21,922. Mr. Anderson further stated that the two new employees (Township Secretary and a Public Works Employee) are not included on this MMO worksheet. These two employees will be included with the next MMO and can then be filed for with state aid.

Mr. Anderson stated that there have been some changes to the budget amounts for seal coating projects and Liquid Fuels funds to avoid over-budgeting income. Mr. Anderson explained that the majority of Liquid Fuels funds should be used for road work as this makes it easier for the budget and for audits.

A few new houses were built in the Township this year and there are a few more that are expected to be finished next year. Mr. Anderson stated that he is budgeting for a three (3) percent increase in the General Fund for real estate taxes. Mr. Anderson stated that this will likely be more. He explained that later payments of real estate taxes can impact the income that the Township receives. Mr. Anderson also noted that it is difficult to know how much in delinquent taxes will be. Interim taxes were discussed and Mr. Anderson stated that he expects to see more of this next year due to housing projects being completed. Transfer taxes were discussed due to last year's budget being \$52,000 and Mr. Anderson expecting \$40,000 by the end of the year. Mr. Anderson is recommending lowering this to \$45,000. Mr. Anderson stated he increased the earned income taxes budget line by two (2) percent.

Mr. Anderson stated that changes needed to be made to the driveway permit line item due to it reflecting an inaccurate number. He also reported that District Magistrate fines are difficult to budget for. The proposed budget reflects a five (5) percent increase from \$857 to \$900.

The Township earned significantly less interest than budgeted for this year due to grant money being received later than expected. Mr. Anderson explained that due to this, the money did not have enough time to accrue interest in the accounts. Mr. Anderson proposed decreasing from \$45,000 to \$30,000 to set a more realistic mark.

Mr. Anderson explained that the United States Post Office's lease will be expiring in July 2028 and a different rent can be proposed if desired during negotiations of this lease. Other income from leases includes the rental of the Eldred Township Community Center Building to the food pantry.

Mr. Anderson reiterated that the pension aid increased because of the payroll increase. Mr. Anderson noted that he is now part of the pension.

For subdivisions and land development, Mr. Anderson is proposing an increase from \$1,700 to \$2,000. Mr. Anderson stated that a lot of the line items will remain the same and there will be an

overall increase in income by 39%. Part of this increase is due to grant money received for the Municipal Building HVAC project.

Mr. Gula stated that the Smale House can be taken out of the 2027 Budget due to the scope of work stating that the demolition work must be completed by the end of this year. Mr. Gula stated that the bid will be awarded at the next regular Board of Supervisors meeting. Ms. McGinty stated that this should be added to the agenda if it has not yet been added.

Mr. Anderson discussed budgeted expenses for the year 2027. He stated that all Supervisors attended the 2026 PSATS conference which resulted in an increase for the Supervisor Travel line item. Mr. Anderson stated that a lot of the expense items that are subscriptions will have a fixed monthly cost. He explained that the IT services will change due to the switch from QuickBooks Enterprise to QuickBooks Online.

The budget for Real Estate Tax Collector supplies is being decreased due to the Tax Collector coming in under budget consistently.

There was discussion regarding whether the budget for legal services should be decreased or kept the same. Mr. Anderson stated that legal services have been less across the board. There was discussion on how legal services may be required for the grants that will be coming in and projects related to the Stone Arch Bridge. Mr. Anderson explained that legal services related to the grants would be budgeted for on a different line item. Mr. Anderson stated that the current budget for legal services is \$50,000 and he proposes lowering it to \$35,000-\$40,000 if the Board agrees to lowering this line item. Upon discussion, Mr. Clark and Ms. McGinty agreed to keep this line item unchanged from \$50,000. The budget for legal services related to the Planning Commission and litigation were also discussed. No changes were made to the budget for these line items.

Mr. Anderson explained that the line items for the wages of the Township Secretary are being reduced due to Ms. Velopolcek's retirement and the hiring of a new Township Secretary. Mr. Anderson further explained that it was initially anticipated that Ms. Velopolcek was going to be employed and training the new employee but that this did not occur.

Mr. Anderson indicated that a four (4) percent increase in wages across the board was in this budget for a cost of living adjustment. Bonuses for employees are also accounted for in the budget.

Mr. Clark questioned whether there should be a capital fund established for paving projects to work on planning for future projects due to the likelihood that costs will increase for materials in the future. Mr. Anderson stated that if this is something the Board would like to do, then the fund should be a capital improvement roads fund and not necessarily just paving. Mr. Gula explained the five-year improvement plan and indicated that preservation of roads will also be a focus. It was proposed to start a capital improvement fund for roads in 2028 rather than 2027.

Mr. Gula reported that he plans to work on a building improvement plan for the Municipal Building. Costs of heating were discussed and Mr. Gula stated that the VRF units will decrease

the use of oil heat in the building. Mr. Gula stated electrical improvements to the building should also hopefully lower heating costs. Mr. Gula stated that his office gets hot, so he is planning on getting large fans for the shop.

Mr. Gula discussed winter road maintenance and the cost of salt and anti-skid. He stated that the poundage will be turned down per mile, depending on the storm.

Mr. Anderson stated that there is \$10,000 budgeted for the update of the strategic plan for the Township. A grant is anticipated for this, and the Township contribution will be potentially \$10,000.

The Board and staff discussed applying for more grants next year.

Ms. McGinty indicated that the Township may be interested in hosting a fall festive or similar event in the future. There was a brief discussion regarding where to budget for this or if a fund should be established. Ms. McGinty stated that an event like this may make the Township money and help get more people involved with committees. Ms. McGinty stated that Eldred Township has gotten away from having younger residents involved and community events. Mr. Clark stated that he believes people would enjoy a community event. Ms. McGinty stated that having a full administrative staff is wonderful to assist with planning a community event. There was a brief discussion regarding getting vendors, food trucks, artists, authors, etc. The Board discussed working with other municipalities to borrow items, such as a portable stage, to keep costs lower.

Ms. McGinty stated that she would like Mr. Anderson to make the changes to the draft budget as discussed and then recirculate the revised draft.

Public Comment: No public comment.

Adjournment: There being no further business, there was a motion by Ms. McGinty and seconded by Mr. Clark to adjourn. All Supervisors present voted in favor. Motion carried (2-0). Meeting adjourned at 4:44 P.M.

Respectfully submitted,



Maurin Ritinski, Secretary

Eldred Township Board of Supervisors
Agenda – Budget Workshop Meeting
September 24, 2026 at 4 P.M.

1. Call to Order
2. Pledge of Allegiance
3. Announcement of Executive Sessions and Recording
4. Public Comment on Non-Agenda Items
5. Additions or Changes to the Agenda
6. Review Draft Budget for 2027
7. Public Comment
8. Adjournment