

**BOROUGH OF CARROLL VALLEY
JOINT MEETING/BUDGET WORKSHOP
Of BOROUGH COUNCIL and FINANCE COMMITTEE
TUESDAY, OCTOBER 18, 2016 – 7:00 P.M.
BOROUGH OFFICE**

MINUTES

Council President Janis Ashman called the meeting to order at 7:00 P.M. The attendance was as follows:

BOROUGH COUNCIL MEMBERS

Present

Janis Ashman, President
Tom Fitzsimmons
Bruce Carr
Robert Tyler Pyles
Dan Patton
N. Kenneth Lundberg
Sarah Skoczen

Absent

FINANCE COMMITTEE MEMBERS

Present

Frank Buhrman

Absent

Beth Cool

BOROUGH OFFICIALS, ETC.

Ronald J. Harris, Mayor
David A. Hazlett, Borough Manager
Gayle R. Marthers, Borough Secretary
Chief Richard L. Hileman

OPEN TO THE PUBLIC

Amy Kauffman, GMS Funding Solutions shared the award letter for the RACP Grant in the amount of \$1,000,000 for the new Municipal Building Project. She outlined the next steps in the process to accept the award and begin the compliance requirements. Following discussion:

K. Lundberg moved; D. Patton seconded that Council authorize Borough Staff to prepare and send the required Letter of Acceptance. Motion passed unanimously.

It was also agreed to by consensus that a letter or token of thank you be prepared for Senator Alloway for his diligence in helping to get this approval. Mayor Harris agreed to complete this task and follow-up with Members prior to final presentation.

YORK WATER EASEMENTS

Mr. Hazlett explained that a construction and a permanent easement was necessary to allow York Water Company to install the water main and new service to the new building. The documents were reviewed by the Borough Solicitor and found to be standard easement documents. Following brief discussion:

***K. Lundberg moved; R. Pyles seconded that Council authorize the signing of a Temporary Construction Easement and a Permanent Water Line Utility Easement with York Water Company. Motion passed unanimously.

2017 PROPOSED BUDGET – WORKSHOP

Ms. Ashman opened the meeting by asking each member if they had a question or comment on the document. Mayor Harris as Finance Committee Chair, outlined the committee's assessment of the proposed budget and commended Mr. Hazlett and borough staff on their work. He further confirmed that there is no proposed increase to taxes for 2017.

Ms. Ashman led Members through the budget review on a line-by-line basis with discussion on the following:

- Clarification that operation of the new building was considered in the appropriate utility and custodial line items
- Confirmation that the used oil collection and disposal was funded
- Confirmation that the TNR program was funded
- Personnel and Wages were discussed at length in relation to evaluations provided by Chief Hileman and Mr. Hazlett for their respective departments. It was noted that Finance Members provided for an increase for the Corporal and two patrolmen in order to bring their salaries closer to the industry average. Chief Hileman cautioned Members that although efforts have been made in 2016 and now in 2017; the gap does continue to grow and hopes that the Borough continues to address it. The position of Building Inspector/Zoning Officer was discussed at length; no changes are proposed at this time; however, Mr. Hazlett was asked to continue to monitor the volume of resident contacts and inspections. The duties of the new position of Assistant Borough Manager was also discussed with a concern that the administrative assistant may be carrying a much higher workload and Mr. Patton asked if a wage adjustment should be considered. Mr. Hazlett and Ms. Marthers confirmed that there have been re-assignment of duties and following much discussion it was agreed by consensus that the position of assistant borough secretary be considered and with that a wage adjustment.
- Preliminary adjustments were made to the budget in lieu of the RACP Grant award; Mr. Hazlett will make the final corrections to the Capital Fund for this award and they will be presented at the next meeting.

Following the discussion, Members agreed that the Proposed 2017 Budget discussion was complete; therefore consensus of the Members was to cancel the second scheduled meeting of October 25, 2016 and consider the Proposed Budget as discussed for advertising at the November 15, 2016 Council meeting.

OPEN TO THE PUBLIC

No one addressed Council at this time.

ADJOURNMENT

The meeting was adjourned at 8:35 P.M.

ATTENDANCE REGISTER

The Attendance Register is attached, numbered Page 3 and made a part of the Official Minutes.

Gayle R. Marthers, Recording Secretary