

**BOROUGH OF CARROLL VALLEY  
JOINT MEETING/BUDGET WORKSHOP  
Of BOROUGH COUNCIL and FINANCE COMMITTEE  
TUESDAY, OCTOBER 17, 2017 – 7:00 P.M.  
BOROUGH OFFICE**

**MINUTES**

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

**BOROUGH COUNCIL MEMBERS**

**Present**

Sarah Skoczen, President  
Thomas Fitzsimmons  
N. Kenneth Lundberg  
David Lillard  
Robert Tyler Pyles  
Bruce Carr

**Absent**

Daniel J. Patton

**BOROUGH OFFICIALS, ETC.**

Ronald J. Harris, Mayor  
David A. Hazlett, Borough Manager  
Amanda Bell, Asst. Borough Secretary  
Chief Richard L. Hileman

**FINANCE COMMITTEE MEMBERS**

**Present**

Beth Cool

**Absent**

Frank Buhrman

**2018 BUDGET WORKSHOP**

Mrs. Skoczen suggested that the members start on page 1 and if anyone has any questions to please bring them to the attention of the group. Following lengthy discussion, the following change was proposed:

- TNR Program – Reduction of \$750.00                      Account #: 01-493-549    \$ 750.00

Mr. Lillard questioned the amount of money that is allocated in the Continuing Education line item. He expressed that education is very important. David Hazlett suggested that if there is a class that comes available he will bring it before Council to approve which will give a better idea of what should be allocated in the line item.

Discussion ensued regarding the salary study and Chief Hileman reviewed his proposed salary scale as outlined in a memorandum provided to Members.

After lengthy discussion:

\*\*\* D. Lillard moved, T. Fitzsimmons seconded, that the Council accept Chief Hileman's proposed 2018 salary adjustments as noted in the memorandum given. Motion carried unanimously.

Borough Staff was asked to amend the budget document prior to the November Council meeting.

Members asked about the non-uniform employees' salaries. Mr. Hazlett stated that he was comfortable with the budgeted 2.2% raise for all the employees and expressed his desire to provide a salary increase while balancing a tight budget without a tax increase or reduction in services. The position of Assistant Borough Secretary was specifically questioned; Mr. Hazlett agreed that the salary is currently below the county norm. Following discussion:

\*\*\* D. Lillard moved, T. Fitzsimmons seconded, that David Hazlett modify the proposed budget to reflect an appropriate salary level for the Asst. Borough Secretary that conforms to the county norm. Motion carried unanimously.

David Hazlett asked for the minutes to reflect that the Chief of Police salary falls below the county norm as well and requested that members work to correct this issue. Mr. Pyles agreed with Mr. Hazlett and added that when the issue is discussed that the Borough Manager position be evaluated as well. Mayor Harris shared information on a study specific to the Chiefs salary. Consensus was that the info would be reviewed by Council. When the issue of the police and managers salary are discussed.

Mr. Hazlett recommended that the Budget Workshop scheduled for Tuesday, October 24, 2017 be cancelled. Following brief discussion:

\*\*\* K. Lundberg moved, R. Pyles seconded, that the budget workshop meeting scheduled for October 24, 2017 be cancelled. Motion carried unanimously.

Mr. Pyles recommended that Council review and approve all employee job descriptions.

Chief Hileman stated that all police job descriptions will be ready by January 2018.

#### **ADJOURNMENT**

The meeting was adjourned at 8:46 P.M.

#### **ATTENDANCE REGISTER**

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

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Amanda Bell, Asst. Borough Secretary