

**BOROUGH OF CARROLL VALLEY
MEETING/BUDGET WORKSHOP
Of BOROUGH COUNCIL
TUESDAY, OCTOBER 17, 2023 – 7:00 P.M.
BOROUGH OFFICE**

MINUTES

Council President Pro Tempore, L. Michael Wight called the meeting to order at 7:00 P.M. The attendance was as follows:

BOROUGH COUNCIL MEMBERS

Present

Richard Mathews via phone
David Lillard
Bruce Carr
L. Michael Wight
Kari Buterbaugh via phone
John Schubring
Jessica Kraft

Absent

BOROUGH OFFICIALS, ETC.

Ronald J. Harris, Mayor
David A. Hazlett, Borough Manager
Gayle Marthers, Borough Secretary
Clifford J. Weikert, Police Chief

FINANCE COMMITTEE MEMBERS

Present

Ron Harris
Frank Buhrman

Absent

Sarah Skoczen
Beth Cool
Jason Shay

Mr. Wight noted that there is not a quorum of the Finance Committee present; therefore, the meeting will continue as a Council Meeting Only and not a Joint Meeting.

OPEN TO THE PUBLIC

The following citizens addressed Council at this time:

- Bethany Martin, 31 Mason Dixon Trail, Carroll Valley regarding she and her husband's request to purchase Borough-owned lot at 33 Mason Dixon Trail without using the competitive bidding process due to the perceived value of the lot being less than \$6,000.
- Jerryl Martin, 35 Mason Dixon Trail, Carroll Valley spoke in favor of the sale

2024 BUDGET WORKSHOP

Mr. Hazlett addressed the following areas:

- Thanked Borough Staff for their efforts to reduce current year expenses and cutting their budget requests as much as possible noting that for the first time ever, he does not have a "manager's" column because he didn't do much changing from the Staff column.
- EIT income continues to grow exponentially
- Sewer Administrative Transfer decreased due to staff realignment with Sarah's addition to the team allowing for less time from Dave and Gayle
- Sewer Usage fees reflect a 37% increase
- Personnel Costs include a COLA of 3.2%
- Most of the 2024 Capital Expenditures have been moved to 2025 to help with cash flow through the construction phase of the new Sewer Treatment Plant

Members reviewed the document page-by-page with the following accounts being discussed or changed:

- Account # 01-413-440: Missed entry of \$20,000
- Account # 01-414-313: Mis-entered should be in Account # 01-414-314
- Personnel recommendations included the COLA and an adjustment for the Treatment Plant Operator to bring the salary to industry standard for the experience that he has
- Discussed memorandum dated October 13, 2023, to show the executive summary page with the changed to add the 4th Police officer into the budget
 - Tax Increase necessary to balance the budget is .3 mil which would raise real estate tax on a the average home by approximately \$75 for the year
 - Sign-on/Retention Bonus would be paid from general fund cash-on-hand
 - Chief Weikert reviewed information that was provided to the ad-hoc committee regarding coverage issues with the current and proposed staffing levels.
 - 3 officers provide 70-80% coverage
 - 4 officers provide 85-95% coverage
 - The added part-time officers help the coverage get very close to 100%
 - The fully staffed department would help with staff time-off and concerns regarding build-up of unused leave
 - After much discussion Mr. Wight asked for a roll call of Members to choose moving forward with the budget funding 4 officers or 3 officers with the following results:
 - Mr. Carr, Mr. Mathews, Mrs. Kraft, Mr. Lillard and Mr. Wight casting their vote for 4 officers
 - Mrs. Buterbaugh and Dr. Schubring casting their vote for 3 officers
 - Borough staff was directed to prepare the 2024 Budget for tentative approval at the November 14, 2023, meeting reflecting four (4) police officers.

NEW BUSINESS

Sale of Real Estate:

Mr. Hazlett reviewed his memorandum of October 13, 2023, requesting the Members consider offering the property located at 33 mason Dixon Trail, Parcel ID# 43-047-0097 for sale via sealed bid auction.

Information was provided:

- Confirmed the Council's approval to sell this parcel at their regular meeting of November 15, 2022
- Appraisal of March 20, 2023, siting a failed 1994 perc; value of \$3,300
- Cost of Appraisal and Administrative Fees totaling \$375
- Total proposed Minimum Bid (Reserve) set at \$3,575

Discussion Ensued:

- Adjacent Property owner request for private sale after proper advertising
- Council Members Buterbaugh, Schubring and Carr supported private sale/negotiation with adjacent property owners on a case-by-case basis
- Mr. Mathews cited the Lot Sale Guidelines adopted at the October 10, 2023, meeting that called for all lots sold to be done so by auction.
- Mrs. Kraft questioned the precedence being set by private sales and negotiations
- Mr. Hazlett suggested that adjoining property owners be notified of sales and be required to sign that they are not interested in purchasing the property being sold
- Any lots acquired by private sale/negotiation should be required to be recombined with the adjacent property
- Perc test on this particular property was questioned due to the length of time since it had been done
- The Appraisal was questioned due to the time lapse since it was done

After much discussion:

***D. Lillard moved; B. Carr seconded that Council agree to sell the property located at 33 Mason Dixon Trail; parcel # 43-047-0097 to Jordon & Bethany Martin for the amount \$3,575.00 with the caveat that the property be recombined with their property located at 31 Mason Dixon Trail. Motion failed with five (5) no votes and two (2) yes votes.

Additional discussion focused on the perc results and concern that the value of the property is understated.

Following discussion:

***J. Kraft moved; B. Carr seconded that Council agree have the property located at 33 Mason Dixon Trail; parcel # 43-047-0097 perc tested. If the lot fails the perc test; Council agrees to sell the property to Jordon & Bethany Martin for the amount \$3,575.00 plus the cost of the perc test with the caveat that the property be recombined with their property located at 31 Mason Dixon Trail. If the perc test is successful; the sale offer nullifies. Motion passed with six (6) yes votes and one (1) no vote.

Borough staff was directed to have the lot perc tested as soon as possible and report back to Council.

***D. Lillard moved; B. Carr seconded that the Budget Workshop scheduled for Tuesday, October 24, 2023, be cancelled. Motion passed unanimously.

ADJOURNMENT

The meeting was adjourned at 10:25 P.M upon a motion by J. Kraft and seconded by J. Schubring which passed unanimously.

ATTENDANCE REGISTER

The Attendance Register is attached, numbered Page 4 and made a part of the Official Minutes.

Gayle R. Marthers, Borough Secretary