

**BOROUGH OF CARROLL VALLEY  
JOINT MEETING/BUDGET WORKSHOP  
Of BOROUGH COUNCIL and FINANCE COMMITTEE  
TUESDAY, OCTOBER 20, 2020 – 7:00 P.M.  
BOROUGH OFFICE**

**MINUTES**

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

**BOROUGH COUNCIL MEMBERS**

**Present**

Richard Mathews, President  
David Lillard  
Bruce Carr via phone  
Jessica Kraft via phone  
Robert Verderaime  
L. Michael Wight  
John Schubring

**Absent**

**BOROUGH OFFICIALS, ETC.**

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

**FINANCE COMMITTEE MEMBERS**

**Present**

Sarah Skoczen  
Ron Harris  
Beth Cool  
Frank Buhrman  
Jason Shay

**Absent**

**OPEN TO THE PUBLIC**

No one addressed Council at this time.

**2020 BUDGET WORKSHOP**

Mr. Mathews acknowledged the memorandum provided; Finance Committee Chair, Mayor Harris acknowledged the Committee Members' work and shared highlights from his report presented at the Council meeting of October 13, 2020. Mr. Hazlett addressed the following areas:

- Explained that accounts associated with the building inspections (362 budget accounts) are decreased by \$204,762 due to the loss of the inspection contract with Cumberland Township and loss of internal inspection fees and building permit fees. This creates a financial problem.
- Thanked Borough Staff for their efforts to reduce current year expenses and cutting their budget requests as much as possible.
- Cautioned against balancing the budget with Capital Reserve; however, paying off the Comi Property loan will reduce the debt service expense moving forward:  
\*\*\*M. Wight moved; D. Lillard seconded that Council approve the immediate release of Capital Reserve funds and authorize Borough Staff to prepare payment to pay off the Comi Property land loan estimated at \$141,000 resulting in a decrease in the General Fund budget of \$24,319 in debt service.  
Motion passed unanimously via roll call vote.

The following questions or concerns were raised during lengthy discussion:

- Capital Reserve Plan Review questioned the Street Sweeper:
  - Estimated replacement of the current style with the cheapest model will cost \$225,000.
  - History of the acquisition of the Street Sweeper, the uses of the unit and alternatives to the current style were discussed.
  - Noted that \$180,000 has been set aside for the replacement in the Plan thus far.
  - The current unit has been reconditioned as much as possible to lengthen its viability.
  - Suggestion was made to remove the annual depreciation from the Capital Plan for the 2021 budget cycle and re-evaluate during the 2022 budget cycle:  
 \*\*\*D. Lillard moved; M. Wight seconded that the Street Sweeper be removed from the annual depreciation schedule in the Capital Reserve Plan for the 2021 budget cycle and be re-evaluated during the 2022 budget cycle; thus, reducing the General Fund budget by \$22,500. Motion passed unanimously via roll call vote.
- Offer by a Council Member to waive their salary stipend resulted in all Members agreeing as well as Mayor Harris offering to waive his salary stipend for 2021 in a show of solidarity among the elected officials to help offset the budget deficit:  
 \*\*\*D. Lillard moved; R. Verderaime seconded that the Stipends for the Council and Mayor be removed from the 2021 Budget resulting in a reduction of the General Fund budget of \$8,397. Motion passed unanimously via roll call vote.  
 Mr. Hazlett reminded Members that if a Member requested their stipend during the fiscal year; the Borough would be obligated to pay it by Pennsylvania Code. Members acknowledged the requirement.
- Employee Vacancies:
  - Recommendation was made that both the Zoning/Code Enforcement Officer and the 4<sup>th</sup> Patrol Officer be reduced to Part-time positions citing the saving of tens of thousands of dollars in salary and benefits by doing so.
  - Members acknowledged a potential hindrance in hiring part-time over full-time employees but agreed the financial savings were needed and the justification for a full-time police patrol officer had not been met.
  - Designation of hours needed, salary per hour and final impact on the budget bottom-line resulted in:  
 \*\*\*D. Lillard moved; R. Verderaime seconded that personnel vacancies be filled as follows:  
 The Zoning/Code Enforcement Officer position be reduced to Part-Time without benefits with a budget of \$20,000; and the Fourth (4<sup>th</sup>) Police Patrol Officer position be reduced to Part-Time without benefits with a budget of \$25,000. Motion passed unanimously via roll call vote.
- Employee Medical Benefits:
  - Several inquiries were sent by Borough Staff requesting quotes for benefits; none have been received to date. Brokers estimate five (5) to eight (8) weeks for the information.
  - BENECON, the Broker for the consortium through which the Borough purchases benefits has informed staff that in order to leave the consortium; six (6) months' notice must be received. Staff will continue to investigate the validity of this and see if there is an early-out option.
  - Cost-Sharing with employees will be explored.
  - Suggestion that a sub-committee meet to discuss and review the quotes, benefit packages and incentives for staff to help reduce the cost of benefits.
  - Consensus of the Members agreed that benefits remain unchanged at this time until a full review can be completed noting that changes are inevitable.

- Discussion regarding the closing of the Administrative Offices to the Public one (1) day per week resulted in the Borough Manger being asked to consider the issue and propose an alternate schedule at his earliest convenience.

Consensus of Members agreed that the Budget Workshop scheduled for Tuesday, October 28, 2020 be cancelled.

#### **ADJOURNMENT**

The meeting was adjourned at 8:45 P.M upon a motion by M. Wight and seconded by D. Lillard which passed unanimously.

#### **ATTENDANCE REGISTER**

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

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Gayle R. Marthers, Borough Secretary