

**BOROUGH OF CARROLL VALLEY  
JOINT MEETING/BUDGET WORKSHOP  
Of BOROUGH COUNCIL and FINANCE COMMITTEE  
TUESDAY, OCTOBER 19, 2021 – 7:00 P.M.  
BOROUGH OFFICE**

**MINUTES**

Council Vice President Robert Verderaine 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 via phone  
L. Michael Wight  
Robert Verderaine, Vice President  
John Schubring

**Absent**

Jessica Kraft

**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.

**2022 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.
- The Budget as presented has no tax increase

The following questions or concerns were raised during discussion:

- Account # 01-430-361: Electricity was broken out into the various departments and this draft correctly reflects the various amounts.
- Capital Reserve Plan:
  - Mr. Hazlett explained the methodology of the document
  - The document is a planning tool.
  - Prior to a Capital Plan Expenditure, Council must approve it
- Personnel
  - COLA budgeted at 6.1%
  - Upon recommendation, Amanda Bell was budgeted a \$4000 adjustment in pay for the increased responsibilities of the Zoning Department

- Members recommended that all employees of the Municipal Services, Parks and Sewer Treatment Plant departments receive an additional \$1000 adjustment. Discussion regarding the supervisors and Police Department employees resulted in the exclusion of all department supervisors including the municipal services supervisor, and all employees of the Police Department
- Proposed Medical Benefit Changes are intended to reduce the Borough costs and encourage the staff to make good healthcare decisions:
  - Copays will be increased for most services
  - The Deductible will be lowered to \$750/individual and \$1500/family, but the Borough will no longer reimburse the employees for the deductible
  - Spousal Coverage will not be available to those spouses who have insurance benefits available through their employers
- 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 2022 in a show of solidarity among the elected officials to help offset the budget expenses and continue the no tax increase trend. 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.

### **NEW BUSINESS**

Discussion ensued regarding the creation of a Personnel Escrow Fund or Capital Reserve designation for an accumulation of fund that would be used to fund:

- Accrued Time payout for employees who retire or quit
- Benefit shortfalls

Additional discussions will be held to determine the best method to save funds for these issues and to determine the correct funding level.

Consensus of Members agreed that the Budget Workshop scheduled for Tuesday, October 26, 2021 be cancelled.

### **ADJOURNMENT**

The meeting was adjourned at 8:15 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 3 and made a part of the Official Minutes.

---

Gayle R. Marthers, Borough Secretary