

**BOROUGH OF CARROLL VALLEY
JOINT MEETING/BUDGET WORKSHOP
Of BOROUGH COUNCIL and FINANCE COMMITTEE
TUESDAY, OCTOBER 22, 2019 – 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
David Lillard
Bruce Carr
Beth Cool
Richard Mathews
Steven Sites

Absent

Robert Verderaime

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

Absent

Jason Shay

OPEN TO THE PUBLIC

No one addressed Council at this time.

PROPOSED 2020 FEE SCHEDULE

The proposed budget includes revenues that require the outlined changes to the fee schedule. Mr. Hazlett reviewed each change:

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| • Driveway Permit: (p.2) | Remove Resurfacing Permit Fee |
| • Construction & Alterations less than \$1000 (p.2) | Remove |
| • Facilities Rental Fee Schedule (p.4) | Remove Cortner Pavilion Option |
| | Remove Cortner Com. Room Option |
| | Increase Full Facility to \$250 |
| | Remove Carroll Commons Field Option |
| | Increase Ranch Park Field to \$250 |
| • Sewer Rents and Charges (p.5) | Increase Residential Rates to \$576/annum |
| | Payable at \$144/quarterly |
| | Increase Commercial Rates to \$75 minimum |
| | For first 3000 gallons |
| | Increase Commercial Rates to \$.025/gallon |
| | For flow over 3000 gallons |
| | Increase Holding Tank Rates to \$40.25 minimum |
| | For first 1000 gallons |
| | Increase Holding Tank Rates to \$.04025/gallon |
| | For amount pumped over 1000 gallons |
| • Duplicate Bill (p.5) | Increase fee to \$10 |
| • Sanitary Sewer Permit to Connect (p.5) | Increase fee to \$125 |

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| • Holding Tanks Permit to Connect (p.5) | Increase fee to \$125 |
| • Municipal Property Tax Certification (p.11) | Add fee of \$15 |
| • Zoning Hearing Application Fee (p.12) | Retain \$1000 fee |
| • Application for Hearing before Council (p.12) | Decrease fee to \$300 |
| • Fireworks Permit (p.12) | Increase fee to \$150 |
| • Schedule of Costs for Materials and Services (p.12) | Increase Borough Code fee to \$169.50 |
| | Increase Land Subdivision fee to \$17.25 |
| | Increase Zoning Ordinance fee to \$34.75 |

The above referenced changes will be incorporated into the Fee Schedule Resolution for approval at the December 2019 meeting.

2020 BUDGET WORKSHOP

Mrs. Skoczen asked Mr. Hazlett to provide an overview and lead the review of the document. Areas that Mr. Hazlett addressed:

- Announced a budget with no tax increase
- Shared concerns regarding revenue speculation in the building inspections in Cumberland Township line item
- Addressed an increase in Municipal Services wages and benefits as a retiring part time employee's position will be filled with a full-time employee
- Assured that any cuts in Training allocations were not made or suggested by the Manager
- Increase in the Dam/Lake Preventative Maintenance line item is mainly due to the inclusion of Lake Carroll on the treatment schedule
- The utilities and phone bills have been split to allocate amounts into each department
- The GMS Funding Solutions contract has been allocated to a new account number: 01-404-131
- The current borough website needs an overhaul and there is an allocation included in account number 01-407-321 for this service

The following questions or concerns were raised during discussion:

- Where is the rent from the Library recorded? As a capital reserve income to offset building costs.
- Why is there a reduction in Cable TV franchise fees? Fees collected directly correlate to the number of subscribers; if the number goes down but not the fees collected; then the subscription price to those subscribing has gone up.
- Why is there a reduction in the Admission Tax? Belief that the greens fees may be being reduced or waived when the Resort offers visitors a "Stay & Play" package.
- Why is there a reduction in the projected Insurance Dividends? As part of a self-funding insurance program, when we utilize the plan more; there is less to be refunded.
- In the salary structure for the Police Department; what is the straight pay verses overtime? Chief explained that the officers must work 43 hours in a week to qualify for overtime pay; he tracks the extra 3 hours as overtime worked at straight or regular pay rate.
- Training for the Police Department was discussed as it showed a reduction from the Finance Committee Level of review. Chief requested "Best Practice/Use of Force" training of trainer course for one officer and an upgrade in video equipment. This led into a lengthy discussion of the Police Salaries regarding:
 - Cost of Living Adjustments versus Pay Raises for tenure (Step Program)
 - Terms of the 2018 agreed upon Step Program
 - Part-time Officer's duties
- Mr. Mathews shared that the PSAB is set to launch a new training program that will offer a deal where for a cost of \$450 annually; all elected officials and borough employees will be able to participate in every webinar offered by the PSAB.

Following lengthy discussion, the following change was requested:

- All Training Expenses will be classified in the budget line item ending in 460 (Continuing Education/Conferences. Currently, some expenses are in line item ending in 310 (Training). This will be done for consistency and easy of review.
- No other changes were recommended

Discussion ensued regarding salaries. Members again expressed concern that the Borough Staff were being evaluated differently for compensation than those in the Police Department. This practice continues to hamper the budget process and raises concern that all Borough employees be treated fairly and equally. Members asked the Finance Committee to follow-up with this issue and recommend salary numbers for budgetary consideration by August 1, 2020 to aid in the preparation of the 2021 budget process.

Mr. Hazlett recommended that the Budget Workshop scheduled for Tuesday, October 29, 2019 be cancelled. Following brief discussion:

*** B. Carr moved, D. Lillard seconded, that the budget workshop meeting scheduled for October 29, 2019 be cancelled. Motion carried unanimously.

ADJOURNMENT

The meeting was adjourned at 9:35 P.M.

ATTENDANCE REGISTER

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

Gayle R. Marthers, Borough Secretary