

**BOROUGH OF CARROLL VALLEY
FINANCE COMMITTEE
REGULAR MEETING
MONDAY, APRIL 11, 2016 – 7:00 P.M.
BOROUGH OFFICE**

MINUTES

Chairman Ronald Harris, Mayor called the meeting to order at 7:05 P.M.

The attendance was as follows:

FINANCE COMMITTEE MEMBERS

Present

Ronald J. Harris, Mayor
Beth Cool
Janis Ashman
Thomas Fitzsimmons

Absent

Frank Buhrman

BOROUGH OFFICIALS, ETC.

David A. Hazlett, Borough Manager
Gayle R. Marthers, Borough Secretary
Richard L. Hileman, II, Police Chief

OPEN TO THE PUBLIC

No One Attended

CONSIDERATION OF THE MINUTES OF THE OCTOBER 12, 2015 REGULAR FINANCE COMMITTEE MEETING

*** J. Ashman moved, T. Fitzsimmons seconded, that the Committee accept the minutes of the Regular Finance Committee Meeting of October 12, 2015 as submitted. Motion passed unanimously.

CONSIDERATION OF THE MINUTES OF THE OCTOBER 20, 2015 JOINT MEETING OF BOROUGH COUNCIL AND FINANCE COMMITTEE

*** J. Ashman moved, B. Cool seconded, that the Committee accept the minutes of the Joint Meeting of Borough Council and Finance Committee of October 20, 2015 as submitted. Motion passed unanimously.

OLD BUSINESS

There was none.

NEW BUSINESS

2015 4th Qtr. Financial Report Review. After brief discussion including the acknowledgement that there was a carryover of just approximately \$129,000; the following accounts were discussed more closely:

- 01.380.100: More revenue than anticipated as it was used for the Liberty Mountain reimbursements for Lake May Costs and those Costs associated with the Developer's Agreement for the commercial building project.
- 01.362.101: More revenue than anticipated; however, as this is a pass-through account the corresponding expenditure in Account # 01.410.134 was also greater than budgeted.
- 01.342.381: Sale of Water to Liberty Mountain; moved to Account # 30.342.581 and 30.342.582
- 01.404.130: Solicitor Fees more than budgeted due to building project, funding and lien activity
- 01.454.258: Lake May expenses over budget; some was recouped through Liberty Mountain reimbursement.

Following this brief discussion; members accepted the report by consensus.

2015 Audit - Draft. Draft Audit was not available for review at this time. Borough Secretary, G. Marthers reported that the DCED Reports were filed on time; however, due to the pension agency failing to have their paperwork filed on time an amended report will be filed following the completion of the full audit. Preliminary verbal reports from the auditor indicate there are no findings.

2016 1st Qtr. Financial Report Review. After brief discussion, Members accepted the report by consensus.

Salary Evaluation.

Mayor Harris reminded members that the Council asked the Finance committee to prepare a comprehensive salary review of all staff during the budget workshop in October of 2015. Mr. Hazlett and Chief Hileman shared their understanding of the task and agreed that the methodology in completing the task varied between the Borough Employees to be handled by Mr. Hazlett and the Police Officers handled by Chief Hileman. Mr. Hazlett asked that Members suggest the methodology to be used. Although much discussion ensued; there was no definitive methodology laid out for either department to use. However, the following suggestions were given:

- Include the following information about the Municipalities surveyed:
 - Size
 - Population
 - Per Capita
 - Total Budget
- Include (if possible) the following about the Positions surveyed:
 - Title
 - Job Duties/Description
 - Longevity of Employee holding the position
 - Salary Range of the position
 - Current wage of Employee holding the position
- Include (if possible) the following general benefit information regarding employee policy:
 - Benefits Package
 - What Insurance is offered (medical, dental, eye, short-term or long-term disability, death, etc)
 - Employee Cost for Insurance
 - Availability of Family Coverage and Cost to Employee
 - Pension
 - Retirement Benefit
 - Employee Cost for Pension Plan
 - Post-Retirement Benefits; i.e. Medical
- Include a narrative recommendation for each Borough Employee as compared to the results from the survey

Members requested that the results of the surveys be available approximately 2 weeks prior to the July meeting of the Finance Committee so that Members have adequate time to review the information.

FY2017 Budget Timeline. Mayor Harris reviewed the proposed timeline as submitted by Mr. Hazlett. Having no concerns; the members approved the timeline by consensus.

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No one attended.

ADJOURNMENT

*** T. Fitzsimmons moved; J. Ashman seconded to adjourn the meeting at 8:25 PM. Motion carried unanimously.