

**BOROUGH OF CARROLL VALLEY
FINANCE COMMITTEE
REGULAR MEETING
MONDAY, JULY 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

Absent

Frank Buhrman

Thomas Fitzsimmons

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; however, Mayor Harris shared the following:

Sarah Skoczen, Council Vice President: Request to appropriate \$500 to the on-going TNR Program for additional trappings in the A-Section of the Borough. This additional appropriation follows the request made by a resident of Hilltop Trail who shared his concerns about the number of feral cats in the area.

Thomas Fitzsimmons, Councilman and Finance Member: Sends his regrets for being unable to make the meeting but wanted to offer his sentiments regarding the Salary Evaluation Item on the agenda. Mr. Fitzsimmons stated that he is in favor of the evaluation; however, he feels very strongly that any findings be handled without raising taxes in 2017. Mayor Harris also shared that Mr. Fitzsimmons understood that the Borough Manager had more pressing matters attributable to the building project and that the salary evaluation was delayed.

CONSIDERATION OF THE MINUTES OF THE APRIL 11, 2016 REGULAR FINANCE COMMITTEE MEETING

*** J. Ashman moved, B. Cool seconded, that the Committee accept the minutes of the Regular Finance Committee Meeting of April 11, 2016 as submitted. Motion passed unanimously.

OLD BUSINESS

There was none.

NEW BUSINESS

Request for Additional Funding for the TNR Program. After brief discussion:

***J. Ashman moved, B. Cool seconded that the Finance Committee recommend that Council allocate an addition \$500 to the Trap-Neuter-Release (TNR) Program. Motion passed unanimously.

2016 2nd Qtr. Financial Report Review. In general, Mr. Hazlett acknowledged that both Police and Municipal Services have been plagued with break-downs and repairs; however, at this time there should be no overall negative impact on the Budget Bottom-Line. Staff and management will continue to closely follow the expenditures. Tax money is more than anticipated and we received a larger than anticipated refund from Medical Insurance Pool. Following this brief discussion; members accepted the report by consensus.

Salary Evaluation.

Mayor Harris opened the discussion of the evaluation. Issues such as timing, cost and methodology were discussed. Chief Hileman gave a very brief overview of his data. He agreed that the job descriptions,

assigned duties and level of education/experience can be much more varied in the Non-Uniform arena causing it to be more difficult to properly evaluate the equality of the job in relationship to the mean salary. Mr. Hazlett echoed with an example of the very different job duties and responsibilities of a Municipal Secretary. At this time the following action was taken:

J. Ashman moved; B. Cool seconded that Council be asked to create a new Borough Position entitled "Assistant Borough Manager/Borough Secretary/Assistant Borough Treasurer" with a base annual salary of \$61,000 and promote Gayle Marthers to the position effective immediately. Additional discussion ensued ending in a vote yielding unanimous approval for the recommendation.

Discussion regarding the Comprehensive Salary Evaluation continued Mr. Hazlett confirmed that work would continue and that the final document would include a narrative recommendation for each Borough Employee as compared to the results from the survey based upon as much of the following criteria as can be obtained:

- 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

Members agreed that when the final document was ready, Mr. Hazlett would notify Committee Chair, Mayor Harris and a special workshop meeting would be scheduled and duly advertised. It is expected that this meeting would be held in mid-September.

OPEN TO THE PUBLIC

No one attended.

ADJOURNMENT

*** B. Cool moved; J. Ashman seconded to adjourn the meeting at 8:00 PM. Motion carried unanimously.