

**BOROUGH OF CARROLL VALLEY
FINANCE COMMITTEE
REGULAR MEETING
MONDAY, APRIL 12, 2010 – 2:00 P.M.
BOROUGH OFFICE**

MINUTES

Chairman Ronald Harris, Mayor called the meeting to order at 2:00 P.M.

The attendance was as follows:

FINANCE COMMITTEE MEMBERS

Present

Ronald J. Harris, Mayor
Ray Rabenold
William Reinke
Jason Shay

BOROUGH OFFICIALS, ETC.

David A. Hazlett, Borough Manager
Gayle R. Marthers, Recording Secretary

Absent

OPEN TO THE PUBLIC

Mr. Hazlett expressed his sympathy on the recent death of member Myron Bowman and expressed that he will be sorely missed on the Committee. Members were asked to keep the family in their thoughts.

CONSIDERATION OF THE MINUTES OF THE OCTOBER 12, 2009 REGULAR FINANCE COMMITTEE MEETING

*** W. Reinke moved, J. Shay seconded, that the Committee accept the minutes of the Regular Finance Committee Meeting of October 12, 2009 as presented. Motion carried unanimously.

OLD BUSINESS

Act 32 Implementation. Mr. Hazlett updated the members on the Act 32: Countywide Tax Collection progress. He shared that the Adams County Tax Collection Committee has voted to return to the York Adams Tax Bureau for the collection of Earned Income Tax. The following items were reported:

- The weighted vote of Carroll Valley Borough is 1.7%
- The new system must be place by January 2012

Discussion regarding contracting with YATB prior to the required deadline of 2012 was discussed. Mr. Hazlett was asked to gather the necessary information for Council to review. Mr. Reinke and Mr. Shay recommended waiting until the required date to appoint YATB.

NEW BUSINESS

2009 – Fourth Quarter Financial Report Review. Members reviewed the Financial Reports with little discussion.

2009 Audit Report. Mr. Chuck Frame of Boyer and Ritter, Borough Auditor; addressed the Members outlining the Audit detail and required DCED Reports. There were no substantial deficiencies noted and the overall financial health of the Borough was described as good. Segregation of Duties was listed as an area that should be considered for improvement.

2010 – First Quarter Financial Report Review. Areas of concern in Revenue were Property Tax, EIT, Cable TV Franchise Fees and Building Permits. Property Tax collection is late due to the resignation of Elected Collector Nancy Neighbours and the recent appointment of Phyllis Doyle. Other areas will be monitored closely. Expense discussion focused on the areas directly affected by the snow storm; such as, overtime, vehicle maintenance and snow removal materials. Mr. Hazlett explained the emergency reimbursement funds that the Borough applied for through the County and State Emergency Management Agencies. The Expenses will be monitored closely and adjusted as necessary.

Meeting Time. Mr. Shay and Mr. Reinke asked the Members to consider a later meeting time that would better accommodate residents who may be unable to attend or serve on a committee that meets during the day. After brief discussion, Members agreed by consensus to meet at 7:00 PM beginning with the next meeting on July 12, 2010. Borough staff was asked to make the necessary public notifications.

OPEN TO THE PUBLIC

No one addressed the Committee at this time.

ADJOURNMENT

The meeting adjourned at 3:45 PM by consensus.

Gayle R. Marthers, Recording Secretary