

**BOROUGH OF CARROLL VALLEY
FINANCE COMMITTEE
REGULAR MEETING
MONDAY, OCTOBER 10, 2016 – 7:00 P.M.
BOROUGH OFFICE**

MINUTES

Chairman Ronald Harris, Mayor called the meeting to order at 7:00 P.M.

The attendance was as follows:

FINANCE COMMITTEE MEMBERS

Present

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

Absent

BOROUGH OFFICIALS, ETC.

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

OPEN TO THE PUBLIC

The following addressed Finance Committee at this time:

Sarah Skoczen, Council Vice President: Request to appropriate \$1500 to the on-going TNR Program in the 2017 Budget. Members agreed by consensus to review this request during the budget review.

CONSIDERATION OF THE MINUTES OF THE JULY 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 July 11, 2016 as submitted. Motion passed unanimously.

OLD BUSINESS

Salary Evaluation. Mayor Harris reviewed the topic and outlined the progress of the initiative. Chief Hileman and Mr. Hazlett both presented the information that they prepared and the following was discussed:

- Comparable communities evaluated
- Police Secretary Position
- Plan for Police Officer Salaries
- Fair Wages vs. Average Wages
- Budget Limitations vs. No Tax Increase

Members agreed by consensus to discuss this further during the Salary Compensation section of the budget review.

NEW BUSINESS

2016 3rd 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.

Adams County SPCA Request for Funding. Following discussion, Members agreed by consensus that although the agency is providing service to the Borough; funding should be expended on Borough Efforts like the T-N-R Program at this time.

Adams County Office For Aging, Inc. Request for Funding. Following discussion, Members agreed by consensus that the budget did not allow for donations at this time citing the mission to not raise taxes.

2017 Proposed Budget. Mayor Harris introduced the subject and thanks Mr. Hazlett for his efforts and complemented the format. Mr. Hazlett then outlined the document bringing the Members' attention to the inclusion of an explanation of the Chip-Seal method of road maintenance as it has been questioned by residents often in the past several weeks. He noted the continued increase in EIT and highlighted a first draft that included the loan payments for the new building with no tax increase. Members then proceeded to evaluate the document page by page with discussion resulting in:

- Personnel Department Concerns
 - Building Inspector – Request that Mr. Hazlett provide a comprehensive evaluation of the department specific to the income generated, duties performed and opine the issue of zoning/code officer versus building inspector
 - Police Department – Request from Chief to include an additional raise for the officers to bring the pay rates closer to the average rate outlined in the his Memo of July 7, 2016. Following much discussion:

***J. Ashman moved, T. Fitzsimmons seconded a motion that \$7,500 be re-allocated from the Municipal Services Part-time Seasonal employee position to the Police Department with the following division of pay: \$2,100 to the Corporal and \$2,700 to each of the Patrolmen. Motion passed unanimously.
- T-N-R Program. Following discussion:

***B. Cool moved; J. Ashman seconded that there be a \$1500 allocation in a separate account designated to the T-N-R Program. Motion passed unanimously.
- Capital Reserve. Chief Hileman asked that there be a change in the capital reserve plan to allow for the replacement of the squadroom computer in the 2017 budget year stating that it was scheduled to be replaced in 2015 but due to financial constraints was not replaced at that time. Mr. Hazlett assured Members that it would not affect the plan and the change was agreed to by consensus.

OPEN TO THE PUBLIC

No one addressed Members at this time.

ADJOURNMENT

*** F. Buhrman moved; J. Ashman seconded to adjourn the meeting at 9:15 PM. Motion carried unanimously.

Gayle R. Marthers, Borough Secretary