

**BOROUGH OF CARROLL VALLEY
FINANCE COMMITTEE
REGULAR MEETING
MONDAY, JUNE 26, 2017 – 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

Frank Buhrman

Sarah Skoczen

Absent

Thomas Fitzsimmons

BOROUGH OFFICIALS, ETC.

David A. Hazlett, Borough Manager

Gayle R. Marthers, Borough Secretary

Chief Richard L. Hileman, II

OPEN TO THE PUBLIC

No One Addressed Members at this Time.

CONSIDERATION OF THE MINUTES OF THE MARCH 27, 2017 REGULAR FINANCE COMMITTEE MEETING

*** B. Cool moved, F. Buhrman seconded, that the Committee accept the minutes of the Regular Finance Committee Meeting of March 27, 2017 as submitted. Motion passed with S. Skoczen abstaining.

OLD BUSINESS

There was none.

NEW BUSINESS

2016 Audit Report Review. Mr. Hazlett reported that the Audit was completed with no findings and do to the hard work of the Borough Staff; the Auditor has given an unmodified opinion. Following brief discussion:

***B. Cool moved; F. Buhrman seconded that Members recommend Council accept the 2016 FY Audit.

Motion passed unanimously.

2013-2016 Pension Audit Review. Mr. Hazlett reported that the Police Pension was flawless. The Non-Uniform Pension documents had 2 minor corrections to be made. MMO miscalculation resulting in \$18,008 underpayment in 2014. Mr. Hazlett stated that this is one of the reasons that there was a greater than normal carry-over for the general fund that year. The cash reserves are available and the payment will be made as soon as the document is finalized and requested. The second issue involves the calculation of full-time employees. A part-time employee who moved to full-time status was deemed ineligible for the state aid that the Borough had applied for; therefore, the State will be requesting that amount when it is determined. Following brief discussion:

S. Skoczen moved, F. Buhrman seconded that Members recommend Council accept the 2013 – 2016 Pension Audit as submitted. Motion passed unanimously.

2015 Liquid Fuels Audit Review. Mr. Hazlett reviewed the document with Members explaining that the Auditor General's Office reported a late receipt of the allocation in 2015 due to a reporting deadline being missed. It was explained that the Office of Pennsylvania Community and Economic Development that generates and tracks the report granted an extension for the report due the resignation of Mr. VanVolkenburgh which created a situation whereby there was no seated President of Council one the deadline date.

Unfortunately, Borough Staff was unaware that this would negatively impact the receipt of the Liquid Fuels allocation. Following brief discussion:

***F. Buhrman moved; S. Skoczen seconded that Members recommend Council accept the 2015 Liquid Fuels Audit as submitted. Motion passed unanimously.

2017 2nd Qtr. Financial Report Review. After brief discussion, Members accepted the report by consensus.

Fee Schedule – Conference/Meeting Room Rentals. Mayor Harris reported that Council has asked that Members review the Conference and Meeting Rooms with regard to their rental possibilities and recommend the appropriate fees. Members' discussion included:

- Resident vs Non-resident rates
- Business vs Personal uses for the areas
- Similar venues in the area and their rates
- Technology available in each of the areas

Following much deliberation; the following Rate Schedule was recommended by consensus for Council review:

	<u>Conference Room</u>	<u>Meeting Room</u>
Carroll Valley Resident:		
Personal Use	\$50/day	\$100/day
Business Use	\$100/day	\$200/day
Non-Borough Resident:		
All Uses	\$400/day	\$500/day
Government Entities/Schools/ Non-Profit Groups	No Charge	No Charge
Technology Fee:		
All Users	\$100/day	\$100/day

Municipal Building Financial Review.

There are several invoices outstanding; therefore this project was tabled by consensus until the next meeting.

OPEN TO THE PUBLIC

No one addressed Members at this time.

ADJOURNMENT

*** F. Buhrman moved; B. Cool seconded to adjourn the meeting at 8:25 PM. Motion carried unanimously.

Gayle R. Marthers, Borough Secretary