

**BOROUGH OF CARROLL VALLEY
FINANCE COMMITTEE
REGULAR MEETING
MONDAY, OCTOBER 2, 2017 – 7:00 P.M.
BOROUGH OFFICE**

MINUTES

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

Chairman Harris called for a moment of silence for the victims of the Las Vegas shooting incident.

The attendance was as follows:

FINANCE COMMITTEE MEMBERS

Present

Ronald J. Harris, Mayor

Thomas Fitzsimmons

Beth Cool

Sarah Skoczen

Absent

Frank Buhrman

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 JUNE 26, 2017 REGULAR FINANCE COMMITTEE MEETING

*** S. Skoczen moved, T. Fitzsimmons seconded, that the Committee accept the minutes of the Regular Finance Committee Meeting of June 26, 2017 as submitted. Motion passed unanimously.

OLD BUSINESS

Municipal Building Financial Review.

Mr. Hazlett reviewed the single page document that outlined the total project costs and detailed funding from the inception of the project in 2006 to completion in 2017. After applying the RACP Grant and cash reserves; the total amount borrowed will equal \$2,756,217.98 and a project cost of \$4,195,938.48. Members questioned retainage to the contractor; Mr. Hazlett confirmed that there is \$24,000 held but it is already accounted for in the document. Further discussion regarding an outstanding invoice to Murray Associates ensued; General Fund monies will be available if this invoice is indeed approved in the future. General consensus of Members recommended that this be forwarded to Council for their review and eventual posting to the public.

NEW BUSINESS

2017 3rd Qtr. Financial Report Review. Members reviewed the 3rd Quarter report as part of the discussion of the proposed 2018 Budget. There were no items of particular discussion or concern.

2018 Proposed Budget:

Mayor Harris discussion with thanks to Mr. Hazlett and the staff for their diligence and then drew the Members' attention to the recommended COLA of a 2.2% to salaries; however, there has been a Council request that staff prepare new job descriptions and a pay scale therefore any

discussion was asked to be held until the joint meeting with Council for the budget workshop on October 17, 2017. Mr. Hazlett then gave his overview that confirmed the no tax increase and a balanced budget. Accounts discussed specifically:

- 01.341.000: Interest rates are up a little.
- 01.301.210: EIT payments are leveling out
- 01.404.130: Anticipated increase in use of Solicitor
- 01.454.258: Recommend Increase to \$12,000 to accommodate the treating of algae in Lake Carroll as well as Lake Mae.
- 01.xxx.195: Question as to the % of increase. There was a correction made.

Capital Reserve Plan was reviewed in detail. As requested, the A/V and technology for the new building was added. Mr. Hazlett outlined the debt service expense and the dedicated income to the plan. Outlined the plan to relocate a maintenance shed in Carroll Commons as the first phase in a plan to improve the park facilities and rental areas. Discussion ensued regarding repair/replacement of pavilions. More discussion will be had as the plan develops.

Mr. Fitzsimmons asked about the job descriptions, specifically the duties of the police secretary and the automation of the department. Chief Hileman explained that the job description is being updated at this time.

Mr. Hazlett provided a brief explanation of the difference between the Sanitary Sewer fund (08) that the Members reviewed and the Sewer and Water Authority fund (09) that they are not responsible to review. Discussion on this topic concluded with the announcement that there is no budgeted increase in sewer user fees.

Mr. Fitzsimmons complimented the Borough Manager on the budget preparation and building financial review.

OPEN TO THE PUBLIC

No one addressed Members at this time.

ADJOURNMENT

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

Gayle R. Marthers, Borough Secretary