

**BOROUGH OF CARROLL VALLEY
FINANCE COMMITTEE
REGULAR MEETING
MONDAY, OCTOBER 8, 2018 – 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

Sarah Skoczen

Frank Buhrman

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 JUNE 25, 2018 REGULAR FINANCE COMMITTEE MEETING

*** S. Skoczen moved, F. Buhrman seconded, that the Committee accept the minutes of the Regular Finance Committee Meeting of June 25, 2018 as submitted. Motion passed unanimously.

OLD BUSINESS

There was none.

NEW BUSINESS

2018 3rd Quarter Review:

Members reviewed the quarterly report and following brief discussion; the report was accepted by consensus.

2019 Proposed Budget:

Mayor Harris opened the discussion complimenting Mr. Hazlett on the Budget Message. Members agreed noting the lack of a tax increase for the Borough reflects the shrinking amount of the taxpayer dollar is spent on the Borough budget. Mr. Buhrman suggested that there be a comparison included that further spotlighted the disparity.

Mr. Hazlett expressed concern that the school district is not going to follow through with the school resource officer position and suggested removing the incomes and expenses associated with that position. He also reported that the actual medical benefits renewal premium was received late this afternoon. The initial estimate was a 10% increase over the 2018 rates; however, the actual increase is .8% over 2018 rates. A considerable savings in the budget. The state pension aid unit value was also released late last week and modifications to those line items will be forthcoming.

Chief Hileman expressed his concern that the personnel pay rates did not reflect the step and longevity increases that were outlined in his 2017 study. He requested that the additional \$4,253 in salary be added to the officers' base pay prior to the across-the-board COLA of 3% that is represented in this first draft. Discussion regarding the understanding of the use of the 2017 study ensued with the issued being clarified as the study provided a guideline; but did not guarantee the steps/longevity increases.

Members asked if Mr. Hazlett had any comments; at this time Mr. Hazlett provided Members with a memorandum outlining several requests for the non-uniformed borough employees. The requests included \$18,000 in salary adjustments, consideration of an additional employee for the Municipal Services Department; take-home vehicles, 4-day work weeks, clothing allowances and internet reimbursement.

Following much discussion; the following changes to individual line items of the 2019 Proposed Budget were requested by a consensus of Members:

01-342-100: Rent of Building – Library (move to Capital Reserve Income)	\$ 0.00
01-355-131: Pension Aid Police (update value)	\$ 28,106.33
01-355-132: Pension Aid Non-Uniform (update value)	\$ 51,528.27
01-362-141: Police Services – FASD (remove)	\$ 0.00
01-362-400: Protective Inspection Fees (break-out from building permits)	\$ 15,000.00
01-362-410: Building Permits	\$ 65,000.00

Factoring the increase in wages with the decrease in Medical Premium resulted in the following changes in the “wages” line item of the 2019 Proposed Budget which precipitated appropriate modifications to all payroll associated expenses. These associated expenses are not listed individually:

01-401-120:	\$188,721.00
01-410-120:	\$299,355.00
01-413-131:	\$ 64,557.00
01-430-120:	\$233,095.00
01-454-132:	\$ 25,939.00
08-429-121:	\$ 50,157.00

Recommended additions to the budget expenditures that required additional information or research include a cost analysis for Borough-branded t-shirt, polos and sweatshirts for the staff; cost to add the “hot-spot” internet feature to the cellular phone plan and the re-instatement of mileage reimbursement for administrative employees for routine use of their personal vehicles for work related travel.

OPEN TO THE PUBLIC

No one addressed Members at this time.

ADJOURNMENT

*** F. Buhrman moved; B. Cool seconded to adjourn the meeting at 8:45 PM. Motion carried unanimously.

Gayle R. Marthers, Borough Secretary