

**BOROUGH OF CARROLL VALLEY
FINANCE COMMITTEE
REGULAR MEETING
MONDAY, JUNE 24, 2019 – 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

Jason Shay

Absent

Frank Buhrman

BOROUGH OFFICIALS, ETC.

Gayle R. Marthers, Borough Secretary

OPEN TO THE PUBLIC

No One Addressed Members at this Time.

CONSIDERATION OF THE MINUTES OF THE MARCH 25, 2019 REGULAR FINANCE COMMITTEE MEETING

Correction noted on page one under Consideration of Minutes of the October 16, 2018 meeting that the year was recorded as 2017 instead of 2018. Following additional brief discussion:

*** B. Cool moved, S. Skoczen seconded, that the Committee accept the minutes of the Regular Finance Committee Meeting of March 25, 2019 as corrected. Motion passed unanimously.

OLD BUSINESS

There was none.

NEW BUSINESS

2019 2nd Quarter Financial Review:

The report was review with the following observations noted:

- Real Estate Transfer Taxes exceeds the revenue budgeted for the entire year due to Liberty Mountain finalizing their sale of the business to Peak Resorts, Inc. The transfer tax was approximately \$100,000.
- It was noted that the “Pass-thru” accounts such as Foreign Fire Insurance, Fire Relief Payments and Pension Aid are typically received and processed in September or early October.
- It was also noted that the annual depreciation/capital reserve transfers are done in September.

Members accepted by consensus with brief general discussion.

2020 Budget Timeline:

Mayor Harris noted that the meeting date of the Finance Committee has been tentatively changed to allow the management team to have the 3rd Quarter 2019 Financial Data available for review. Following brief discussion, the 2020 Budget Timeline was accepted by consensus.

Meeting Schedule:

Mayor Harris asked that members consider a motion to change the next regular meeting of the Finance Committee scheduled for September 23, 2019 to the proposed date of Monday, October 14, 2019. Following brief discussion:

***S. Skoczen moved, J. Shay seconded that Borough staff be authorized to advertise the change of date for the Finance Committee from Monday, September 23, 2019 to Monday, October 14, 2019. Motion passed unanimously.

Request from Council:

Mayor Harris explained that Council has requested that the Finance Committee evaluate the Fee Schedule of the Borough. The relevant department supervisors were asked to give their recommendations which resulted in the following:

Police Department:

- No change in fees; however, on page 3 under Special Police Services Chief Hileman asked that the "Other Police Report" be changed to "Incident Report".

Tax Collector:

- No Changes

Zoning/Building Department:

- Page 2 under Electrical Service Inspection – Increase the fee to the industry standard of \$100
- Page 2 under Driveway Permit – Repeal "Resurfacing existing location" permit requirement.
- Page 12 under Fireworks Permit Fee – Increase the fee to the industry standard of \$150

Members asked if Council had specific questions/concerns. It was noted that the deck and pool permit fees were discussed. The following explanation was given for the different permit fees:

Zoning Permit Only – Minimum charge of \$25:

- Small Projects not regulated by the Uniform Construction Code (UCC):
 - Pools measuring less than 24 inches in height
 - Decks measuring less than 30 inches off the ground

Building Permit – Minimum charge of \$225:

- Minor Construction Projects that are not assessed by the square footage of the project, but require plan review and inspection services per the requirements of the Uniform Construction Code (UCC):
 - Pools measuring 24 inches or more in height
 - Decks measuring 30 inches or more off the ground
- Charge includes the following UCC required services:
 - Zoning Permit
 - Building Permit
 - Electrical Inspection
 - State UCC Fee
 - Use & Occupancy Permit

Members asked when or if the fees have been reviewed adjusted, evaluated for industry standard by the Borough Staff. It was shared that the last full revision of the Building/Zoning fees was approved in March of 2012 following the PA State adoption of revisions to the UCC. The Borough fees for these services are reviewed annually as part of the budget process and remain at or below those of the neighboring municipalities. Following discussion, Members agreed by consensus to recommend to

Council that they consider approving the changes requested by Borough Staff and that additional verbiage be added to the descriptions of the Minor Construction Project on page 1 and Zoning Permit Fees on page 12 to include the UCC height requirements that trigger the different permits.

OPEN TO THE PUBLIC

No one addressed Members at this time.

ADJOURNMENT

*** B. Cool moved; S. Skoczen seconded to adjourn the meeting at 8:15 PM. Motion carried unanimously.

Gayle R. Marthers, Borough Secretary