

**BOROUGH OF CARROLL VALLEY
FINANCE COMMITTEE
REGULAR MEETING
WEDNESDAY, JULY 7, 2021 – 7:00 P.M.
BOROUGH OFFICE**

MINUTES

Chairman Ronald Harris, Mayor called the meeting to order at 7:20 P.M.

The attendance was as follows:

FINANCE COMMITTEE MEMBERS

Present

Ronald J. Harris, Mayor

Beth Cool via phone

Sarah Skoczen

Jason Shay

Absent

Frank Buhrman

BOROUGH OFFICIALS, ETC.

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 OCTOBER 12, 2020 SPECIAL FINANCE COMMITTEE MEETING

Following brief discussion:

***S. Skoczen moved, J. Shay seconded, that the Committee accept the minutes of the Special Finance Committee Meeting of October 12, 2020, as submitted. Motion passed unanimously.

CONSIDERATION OF THE MINUTES OF THE OCTOBER 20, 2020, JOINT MEETING/ BUDGET WORKSHOP OF BOROUGH COUNCIL AND FINANCE COMMITTEE

Following brief discussion:

Members accepted content by consensus.

OLD BUSINESS

There was none.

NEW BUSINESS

2021 2nd Quarter Financial Review:

The report was review with the following observations noted:

- Account Numbers discussed:
 - # 01-331-100 error that will be recoded to the proper income account of 01-331-110
 - # 01-355-133 Disaster Assistance from American Rescue Plan Act of 2021
 - # 01-401-341 over budget due to employee turn-over
 - # 01-401-420 over budget due to rise in subscription cost
 - # 01-409-363 over budget due to requirements of new propane provider
 - # 01-409-373 over budget due to repair to window (will be reimbursed by vandal)
 - # 01-410-182 usage is up due to part-time officers' inability to fill shifts
 - # 01-410-420 error in encumbered amount that will be removed
 - # 01-410-450 over budget due to a non-budgeted Expenditure approved by Council
 - # 01-411-374 over budget due to having to replace several out-of-date fire extinguishers
 - # 01-413-131 zoning officer salary is unused; can it be re-allocated? Yes
 - # 01-413-440 over budget due to the increase in perc testing; the pass-thru income account of # 01-362-440 is over budget as well

- # 01-415-300 over budget due to unanticipated FREMA billing
- # 01-430-183 more than 50% used due to storm clean-up, snow and tree removal
- # 01-430-251 over budget due to unanticipated parts replacements
- # 01-430-361 over budget due to error in budgeting
- # 01-454-183 over budget due to storm clean-up, snow and tree removal
- # 01-454-236 over budget due to reconditioning of the walking trails in both parks
- # 01-454-253 over budget due to unanticipated parts replacement
- # 01-486-151 more than 50% used due to the bill being due early in the year
- # 01-493-548 not spent yet due to the bill being due later in the year
- # 04-498-100 over budget due to income being deposited in 2020 and expense being paid in 2021
- # 21-471-416 over budget due to error in budget figure
- # 21-472-416 over budget due to error in budget figure
- # 30-430-740 over budget due to delivery of 2020 approved capital purchase being received in 2021 and paid for. These funds were being held in capital reserve for this purchase and should not impact 2021 budgeted expenditures

American Rescue Plan Act of 2021:

A lengthy discussion was held regarding the American Rescue Plan Act of 2021 funds. The Borough has been awarded \$412,606.04 from the federal government that is being managed by the State of Pennsylvania. The Borough successfully submitted all paperwork required and received the 2021 installment of one half the amount (\$206,303.02). Uses for this funding stream are still being finalized and the Borough is using its solicitor, Salzmann Hughes and grant consultant, GMS Funding Solutions to help ensure proper reporting. The second allocation of \$206,303.02 is anticipated in the 2022 fiscal year.

Employee Benefit Review:

Ms. Marthers provided a brief update on the search for employee benefits. A formal report with staff recommendation will be provided at the time of the budget review.

2022 Budget Timeline:

The budget review will be held at the next meeting scheduled for Monday, October 11, 2021.

OPEN TO THE PUBLIC

No one addressed Members at this time.

ADJOURNMENT

*** J. Shay moved; S. Skoczen seconded to adjourn the meeting at 8:35 PM. Motion carried unanimously.

Gayle R. Marthers, Borough Secretary