

**BOROUGH OF CARROLL VALLEY
REGULAR MEETING
Of BOROUGH COUNCIL
TUESDAY, AUGUST 9, 2016 – 7:00 P.M.
BOROUGH OFFICE
MINUTES**

Janis Ashman, President called the meeting to order at 7:00 P.M. She led the Pledge of Allegiance. The attendance was as follows:

BOROUGH COUNCIL MEMBERS

Present

Janis Ashman, President
Bruce Carr
Sarah Skoczen
N. Kenneth Lundberg
Robert Tyler Pyles
Dan Patton
Thomas Fitzsimmons

Absent

BOROUGH OFFICIALS, ETC.

Ronald J. Harris, Mayor
David A. Hazlett, Borough Manager
Gayle R. Marthers, Borough Secretary
Stephen T. Coccorese, Borough Solicitor

CONSIDERATION OF THE MINUTES OF THE JULY 12, 2016 REGULAR MEETING

Following brief discussion.

*** D. Patton moved, R. Pyles seconded, that the minutes of the July 12, 2016 Regular Council meeting be approved as submitted. Motion passed unanimously.

OPEN TO THE PUBLIC

No One addressed Council at this time.

ORDINANCES AND RESOLUTIONS

Nothing

MAYOR'S REPORT – R. HARRIS

Mayor Harris provided updates or follow-ups for the following:

- Police Report
- Shared report of a pipe bomb being used to damage a police vehicle in Thurmont, Maryland.
Mayor Harris reminded everyone that if you See Something – Say Something. Take note of:
 - Who – description of the person
 - What – action that caused you to take notice or concerned you
 - Where – address or landmark
 - When – time of day
 - Why – you are concernedCall 9-1-1 as soon as it happens, while it is occurring – Don't wait!
- Updates:
 - Attended the Annual Mayor's Conference held in Gettysburg from July 21, 2016 through July 23, 2016
 - Annual National Night Out (NNO) was held on Tuesday, August 2, 2016 at the Fairfield Fire Company from 5pm – 8pm
 - . The evening was very successful and the following awards were presented:
 - Jo Ann Myers for coordinating the event

- Congratulations to the Fairfield Rec Association 12U Baseball team for winning the County Tournament for the first time since 2004
- Presented a Visual Update on the Municipal Building Project. Special thanks extended to Charles Haynes for his sharing of aerial photos from his drone.
- Bridge over Muddy Run is scheduled to close from late September through late November for repairs
- Announced:
 - Pippinfest will be held the weekend of September 24th and 25th
- Borough Ordinance highlight of the month: Open Burning
- Shared a list of the upcoming meetings and events
- In Requiem:
 - 20 Officers from various cities across the US were honored for their bravery following their being Line-of-Duty deaths during the month of July 2016.

FIRE/EMS/EMA REPORTS

Charles Haynes, president of Fairfield Fire/EMS reported that the department responded to:

16 Fire Calls

56 EMS Calls

COMMITTEE REPORTS

Parks, Recreation and Environmental Advisory Committee.

Gayle Marthers, recording secretary for the committee reported that the group discussed:

- National Night Out
- July 4th Celebration
- Biking/Hiking Path System

ADMINISTRATIVE BUSINESS – BOROUGH MANAGER

Treasurer's Report for July 2016.

Following brief discussion:

*** K. Lundberg moved, R. Pyles seconded, that Council accept the July 2016 Treasurer's Report as presented. Motion passed unanimously.

UNFINISHED BUSINESS

Sunshine Law. PowerPoint presentation was delivered by Steve Coccorese, esquire of Salzman Hughes. Members were given a copy of the slides presented and Mr. Coccorese entertained questions following the presentation relating to the following:

- Work Sessions or Workshops
- Email correspondence
- Text, Instant Message or Private Message correspondence
- Informal social gatherings attended by council members where a quorum of members may be in attendance

Municipal Building Project

- Mr. Hazlett reviewed a Memorandum requesting that Council consider adopting a procedure by which funding draws and invoices for the new Municipal Building Project can be handled that will ensure that invoices are verified and subsequently paid in the most efficient manner. The following process was discussed:
 - Invoice Presented for Payment by Lobar, Inc.
 - Review & Verified by Benedict Dubs, Murray Associates
 - Review by Amy Kaufman, GMS Funding Solutions

- Review by Borough Staff
- If the invoice successfully passes all reviews and is within the allotted amount drawn from the funding source; a check will be prepared and duly signed in accordance with Borough Policy.
- If the invoice fails at any review, it will be returned to Lobar, Inc. for correction and resubmittal. The resubmittal will then follow the same procedure for payment.
- If the payments requested total more than the amount previously drawn from the funding source then Council action would be required to request an addition/unscheduled draw of funds.

***D. Patton moved; R. Pyles seconded that Council authorize Borough Staff to draw funds per the Carroll Valley Borough Facility Projected Financial Schedule and to pay invoices in accordance with the procedure outlined in the memorandum of August 9, 2016, and further authorize the release of any additional funds requested or submitted due to costs associated with advance work performed ahead of schedule. Motion passed unanimously.

- August 2016 Update prepared by Mr. Hazlett was reviewed and accepted
- Benedict Dubs, Murray Associates provided a detailed update on the building progress; which is 7 days ahead of schedule at this time, and presented several of the exterior finishes for Council review including the stone, siding, soffit and window casings. Members were asked to choose a paint color for the window casings, siding and the roofing shingles. Following brief discussion it was agreed by consensus to have the window casings and adjoining soffit finished in a burgundy and the siding in gray. At the suggestion of Mr. Dubbs, the shingles will be gray and the small section of standing seam roof will be finished in a gray to complement the shingle.

NEW BUSINESS

Mr. Carr requested that Members consider requesting that advisory committees prepare a written report to council each month, especially if there is an item that requires Council Action. Concern was expressed that there is little time to absorb the issue before rendering a vote and that often the subject deserves a more thorough review. Subsequent discussion regarding the timing of advisory committee meetings and that there may be times when there isn't time to prepare a written report if the meeting occurs the day before a Council meeting. To put off the topic for a month may cause other problems; therefore, it was suggested that the slate of meetings be reviewed and changes in the scheduling be considered to allow for the time necessary for committee leaders to prepare the written reports. Borough Staff will notify Advisory Committees of the Council Request.

OPEN TO THE PUBLIC

No one addressed Council at this time:

ADJOURNMENT

The meeting was adjourned at 8:50 P.M.

ATTENDANCE REGISTER

The Attendance Register is attached, numbered Page 4 and made a part of the Official Minutes.