

**BOROUGH OF CARROLL VALLEY
REGULAR MEETING
Of BOROUGH COUNCIL
TUESDAY, SEPTEMBER 13, 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
Thomas Fitzsimmons

Absent

Dan Patton

BOROUGH OFFICIALS, ETC.

Ronald J. Harris, Mayor
David A. Hazlett, Borough Manager
Gayle R. Marthers, Borough Secretary
Richard L. Hileman, Police Chief
David E. Baker, Code Enforcement Officer
Stephen T. Coccoresse, Borough Solicitor

CONSIDERATION OF THE MINUTES OF THE AUGUST 9, 2016 REGULAR MEETING

Following brief discussion.

*** K. Lundberg moved, R. Pyles seconded, that the minutes of the August 9, 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

Resolution #11-2016: Life Saving Award to Borough Police Officer. Chief Hileman read the Resolution outlining the incident whereby Officer Nathan Groft was instrumental in saving the life of a Borough Resident. Following brief discussion and many accolades:

***T. Fitzsimmons moved; B. Carr seconded that Members approve the Resolution #11-2016: Life Saving Award to Borough Police Officer honoring the heroic effort by Officer Nathan Groft. Motion passed unanimously.

MAYOR'S REPORT – R. HARRIS

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

- Moment of Silence in Remembrance of 911 victims and their families
- Police Report
- Updates:
 - Attended the Blue Mass held at St. Mary's Catholic Church on September 11, 2016
 - Officiated the Wedding of Lisa Wolkind
 - DUI Checkpoint was held 09/03/2016:
 - Over 15 officers from multiple municipalities participated
 - 16 drivers checked
 - 1 arrest for DUI
 - Several drivers were cited for faulty equipment, outstanding warrants or other miscellaneous violations

- Letter of commendation was read honoring Corporal Clifford Weikert
- Recycling of Electronic items such as televisions and Monitors may be taken to Washington Township Transfer Station on Tuesdays and Wednesdays for a fee.
- 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 September 19, 2016 through late November for repairs
- Announced:
 - Adams County Law Enforcement Firearms Training Range Fundraiser: September 17, 2016 at Battlefield Harley Davidson
 - Adams County Boroughs' Association Dinner: September 19, 2016 @ 6:15pm
 - Yard Sale to benefit the Carroll Valley July 4th Celebration: September 24, 2016 at Liberty Mountain Parking Lot
 - Pippinfest will be held the weekend of September 24th and 25th
 - Fall Flu Clinic: October 5, 2016 from 9:30 – 11:00 am at the Fairfield Senior Center
 - PSAB Conference: October 14th through the 16th at Gettysburg Wyndam Hotel
 - Strawberry Hill Fundraiser: Twisted Turkey Trail Tussle: November 12, 2016
- Borough highlight of the month: When you see Flashing Lights Behind You ...What do you do?
- Shared a list of the upcoming meetings and events
- In Requiem:
 - 10 Officers from various cities across the US were honored for their bravery following their being Line-of-Duty deaths during the month of August 2016.

FIRE/EMS/EMA REPORTS

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

9 Fire Calls

51 EMS Calls

Mayor Harris presented a short PowerPoint outlining the Fairfield Regional Emergency Management Agency (FREMA) role in the Borough. He and Emergency Management Coordinator (EMC) A. J. Aldrich presented the 2016 Update to the Emergency Operations Plan (EOP) as required by the State of Pennsylvania. Members thanked them for the information.

COMMITTEE REPORTS

Planning Commission.

Ed Kaplan, chairperson reported that the group discussed:

- Update on the Chapter 27 Review
- Biking/Hiking Path System

ADMINISTRATIVE BUSINESS – BOROUGH MANAGER

Treasurer's Report for August 2016.

Following brief discussion:

*** T. Fitzsimmons moved, S. Skoczen seconded, that Council accept the August 2016 Treasurer's Report as presented. Motion passed unanimously.

Capitalization Policy. Mr. Hazlett and Ms. Marthers explained that in order to remove the last of the auditor's notes and receive an unqualified audit annually; the Borough inventory lists must be updated in accordance with State regulations. In order to do this, it is recommended that the Borough establish a Capitalization Policy that will guide borough staff as to the value of items to be capitalized and therefore tracked. Currently, with no policy, all items purchased (no matter the cost) must be inventoried and

tracked resulting in poorly kept inventory lists that include the number of nuts, bolts, washers, light bulbs etc. By establishing a threshold of \$5000; the burden of the process will become much more manageable and allow Council to have an accurate accounting of high value items owned and maintained by the Borough. Following brief discussion:

***T. Fitzsimmons moved; K. Lundberg seconded that the Council adopt the Borough of Carroll Valley Capitalization Policy as presented. Motion passed unanimously.

Municipal Waste Contract – Joint Bidding Authorization. Mr. Hazlett explained the joint bidding process that the Borough has participated in for the past 10 years that is organized by the Adams County Commissioners Office. In order to continue participating, the Council must formally authorize it. Following brief discussion:

***K. Lundberg moved; R. Pyles seconded that Council authorize Borough Staff to sign the necessary documents to participate in the Joint Bidding for Collection of Solid Waste in the Borough. Motion passed unanimously.

Yard/Oil Waste Collection. Mr. Hazlett reviewed his Memo dated September 7, 2016 outlining concerns of the removal of both Yard Waste and Oil Waste at the public collection sites maintained by the Borough. Historically, outside companies, at no cost to the Borough, have removed these items; however, recently we have learned that there will be a fee. Following discussion:

***T. Fitzsimmons moved; K. Lundberg seconded that the Council authorize the unbudgeted expenditure to have the oil waste removed at an approximate cost of \$225 and further authorize this expense be incorporated into the 2017 budget as a new expense with an estimated annual cost of \$1,350. Motion passed unanimously.

The issue of the Yard Waste was discussed with the following options noted:

- Discontinuing the Program
- Pay to Participate in the Program
- Fund the Program
 - Bid the Service
 - Rent Equipment to do the work

Members agreed to continue the discussion at next month's meeting and requested that Borough Staff research options.

2017 Minimum Obligation (MMO). As per Act 205 of 1984, the Minimum Obligation form for the Borough pension plan was presented and accepted by Council.

Capital Purchase of Software. Mr. Hazlett outlined the budgeted capital expenditure for upgrades to the current accounting software and the addition of a module designed to computerize the property files and permitting process. Following brief discussion:

***T. Fitzsimmons moved; K. Lundberg seconded that that Council approve the Budgeted Capital Expenditure of \$15,000 for the upgrades to the accounting software and the purchase of the Land Management Module. Motion passed unanimously.

Municipal Equipment/Property Disposal. Mr. Hazlett reviewed the list of items for disposal by the Borough and requested Council approval to advertise the bidding through Municibid.com, an online bidding service. Following discussion:

*** R. Pyles moved; S. Skoczen seconded that Borough staff be authorized to advertise the use of Municibid.com to dispose of municipal equipment and property. Motion passed unanimously.

UNFINISHED BUSINESS

Municipal Building Project

- September 2016 Update prepared by Mr. Hazlett was reviewed and accepted
- Benedict Dubs, Murray Associates provided a detailed update on the building progress; which is on schedule at this time.

NEW BUSINESS

Mr. Carr asked that the Council address the many cancelations of some of the Borough committees. Specifically noted was the Public Safety Committee whose meeting was cancelled the previous evening due to the lack of quorum after the standard 15-minute wait time when only three (3) members attended. Mr. Carr established that this particular committee has not met since December 2014 and although some of the cancelations were because of a lack of business; the consensus of the Members was that a roster of nine (9) may contribute to the problem. Following discussion:

***B. Carr moved; K. Lundberg seconded that the membership of the Public Safety Committee be reduced from nine (9) members to five (5). Motion passed unanimously.

It was agreed that the membership would be reviewed by the Committee chair and Borough Manager and reduced as appropriate.

Further discussion ensued concerning the mission for the various committees and their effectiveness. Mr. Hazlett agreed to share a 2014 Committee Structure Study that he prepared and never adopted. Consensus was to include this topic on the next agenda for additional discussion.

OPEN TO THE PUBLIC

The following citizens addressed Council at this time:

- Andrew J. Aldrich, 1 Robin Trail, Carroll Valley regarding the keeping of chickens. Mr. Aldrich read a letter (attached as page 5 to the minutes) requesting Council take action to create a law that would provide penalties for keeping fowl. At this time, there is no such provision to cite or charge a resident with a violation of Borough Ordinance if they break the rules. Following discussion, consensus of Members was to ask the Borough Solicitor to prepare such an ordinance for their review.

ADJOURNMENT

The meeting adjourned at 9:20 P.M.

ATTENDANCE REGISTER

The Attendance Register is attached, numbered Page 6 and made a part of the Official Minutes.

Gayle R. Marthers, Borough Secretary