

**BOROUGH OF CARROLL VALLEY
REGULAR MEETING
Of BOROUGH COUNCIL
TUESDAY, NOVEMBER 15, 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
Dan Patton

Absent

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
Steven Coccorese, Borough Solicitor

CONSIDERATION OF THE MINUTES OF THE OCTOBER 11, 2016 REGULAR MEETING

Following brief discussion.

*** K. Lundberg moved, D. Patton seconded, that the minutes of the October 11, 2016 Regular Council meeting be approved as submitted. Motion passed unanimously.

CONSIDERATION OF THE MINUTES OF THE OCTOBER 18, 2016 JOINT MEETING OF COUNCIL & FINANCE – BUDGET WORKSHOP

Following brief discussion.

*** R. Pyles moved, S. Skoczen seconded, that the minutes of the October 18, 2016 Joint Council meeting be approved as submitted. Motion passed unanimously.

OPEN TO THE PUBLIC

Steve Sites 19 Hickory Trail, Carroll Valley Regarding Keeping of Chickens

At this time, Ms. Ashman asked that the agenda be altered to allow representatives from Adams Electric Cooperative address the issue of tree trimming listed under New Business item “b”. Members agreed by consensus and the floor was yielded to Mr. Rich Redding who spoke to the company’s right-of-way clearing policy. The following issues/concerns were discussed:

- Policy Details
- Resident Notification
- Size of Right-of-Way
- Trim versus Removal
- Decision to Implement this Program (why, when, by whom)
- Removal of Trees (by whom/upon whose direction, cost to resident)
- Deviations from Program (when, upon whose decision, cost to resident)

Mr. Redding offered his direct phone number of 717-338-3089 for anyone who may have additional questions or concerns.

ORDINANCES AND RESOLUTIONS

Ordinance #3-2016: Enforcement Related to Grass and Weeds. Mr. Hazlett explained that the ordinance was properly advertised and is ready for Council action. Following brief discussion that included confirmation that vacant or undeveloped lots were included:

***T. Fitzsimmons moved; R. Pyles seconded that Council accept Ordinance #3-2016 amending Chapter 25 section 203 regarding Enforcement related to Grass and Weeds. Motion passed unanimously.

Resolution #12-2016: Accepting the RACT Grant. Mr. Hazlett and Ms. Amy Kauffman explained that the resolution is necessary to fully accept the RACP Grant award of \$1,000,000. Following brief discussion where a typographical error was identified in the fourth Whereas, second line the word “of” is missing between words “completion” and “the”:

***R. Pyles moved; D. Patton seconded that Council accept Resolution #12-2016 accepting the RACP Grant award. Motion passed unanimously as amended.

MAYOR’S REPORT – R. HARRIS

Mayor Harris began his report by wishing all military personnel a Happy Veterans Day and thanking them for their service, commitment and sacrifice. He then provided updates or follow-ups for the following:

- Police Report
 - PCCD Grant for upgrades to the computers in all police vehicles is looking good. If it is approved; Carroll Valley will act as the host for all of Adams County.
- Presented a Visual Update on the Municipal Building Project.
 - Special thanks extended to Charles Haynes for his sharing of aerial photos from his drone.
 - Special thanks extended again to Sen. Richard Alloway who supported our grant application and was vital to its being awarded to the Borough.
- Borough highlight of the month: Disabled Person Assistance
 - Special Assistance can be requested from the Dept. of Emergency Services located at the Adams County 911 Center
 - Letting local authorities know of special circumstances can be of help in times of emergency
- Updates
 - Fairfield School District with the help of Liberty Mountain hosted a Veterans Day Breakfast and musical program honoring our local veterans on Friday, November 11, 2016
 - Bridge over Muddy Run is scheduled to re-open on or around December 5, 2016
 - Senate Bill 535: The Radar Bill passed the Senate for the first time ever but did not reach the floor for a vote in the House prior to the ending of the session. This means that the Bill has died and will require going through the process again.
 - Phishing Alert: IRS Spam emails have been circulating again. Remember that the IRS will NEVER call or email you.
- Announced:
 - Toys for Tots Campaign accepting donations and referrals until Friday, December 9, 2016
 - CVCA Holiday Gala: Friday, December 9, 2016 @ 6:30pm at Liberty Mountain Resort. Tickets \$35/person
 - Breakfast with Santa will be held Saturday, December 10, 2016 at Fairfield Fire Hall from 8am – 11am
- Shared a list of the upcoming meetings and events
- In Requiem:

- 17 Officers from various cities across the US were honored for their bravery following their being Line-of-Duty deaths during the month of October 2016.

FIRE/EMS/EMA REPORTS

Report of Calls was received from Fairfield Fire/EMS and Fountaindale. No further report.

COMMITTEE REPORTS

Parks, Recreation and Environmental Advisory Committee.

Written report was accepted with no further discussion.

Planning Commission.

David Lillard, Vice Chair, reported on the following:

- Chapter 27 Re-write
 - Mr. Rob Thaeler, Adams County Planning will act as consultant
 - Requested Council input on how often and method for exchange of information regarding the project. Member will consider the options and let the Commission know their decision
- Chicken Ordinance
- DCNR grant requested by the Borough for the walking trail has been denied. Other grant opportunities will be explored
- Mr. Carr was thanked for his regular attendance
- Council Members requested a copy of the questions that Mr. Thaeler presented to Commission Members for their consideration. Borough staff will email those to Council

ADMINISTRATIVE BUSINESS – BOROUGH MANAGER

Treasurer's Report for October 2016.

Mr. Carr questioned an expense from Gannett Flemming for the walking trail. Mr. Hazlett stated that he believes that this was an error and will report back next month. Discussion also included the expected time frame that GMS Funding Solutions contract would continue and the Fire Relief payments to local Fire Departments. Having adequate information:

*** B. Carr moved, T. Fitzsimmons seconded, that Council accept the October 2016 Treasurer's Report as presented. Motion passed unanimously.

2017 Budget. Mr. Hazlett outlined the changes made to the Budget document as a result of the Budget Workshop. The two (2) resulting in further discussion were:

- Increase of Cost Of Living Allowance (COLA) increase from .2% to .3%; thereby matching the Social Security 2017 COLA
- Wage Adjustments for one (1) Administrative Position and two (2) Municipal Services Positions for potential increases in salaries for individuals who may be given additional duties and/or titles. Mr. Hazlett wanted Members to understand that unlike the Police Department wage adjustments; these will be given based on the theory that increased responsibility warrants increased pay.

Following discussion:

*** T. Fitzsimmons moved; R. Pyles seconded that the 2017 Budget be advertised with the intent to adopt at the December 11, 2016 Council Meeting. Motion passed unanimously.

Ordinance #4-2016: 2017 Tax Levy Ordinance. Mr. Hazlett explained that this ordinance would officially set the tax rates.

***B. Carr moved; K. Lundberg seconded that Council advertise Ordinance #4-2016 establishing the 2017 Real Estate Tax as 2.45 mils. Motion passed unanimously.

Ordinance #5-2016: Dedicated Fire/Emergency Services Tax. Mr. Hazlett outlined the content of this ordinance for renewal at the same rate as 2016.

***R. Pyles moved; K. Lundberg seconded that Council advertise Ordinance #5-2016 establishing the 2017 Dedicated Fire/Emergency Services Tax at .25 mils. Motion passed unanimously.

Document Conversion Project. Mr. Hazlett shared the estimate received for the conversion of all Property Files from paper to digital format. He explained that this project would tie into the software upgrade of the Land Management System and allow for quicker more efficient information searches. Following brief discussion:

***B. Carr moved; R. Pyles seconded that Council approve the Document Conversion Project with Phillips Office Solutions for the estimated final cost of \$9,291. Motion passed unanimously.

UNFINISHED BUSINESS

Municipal Building Project

- Mr. Hazlett explained the Change Order Request #5 regarding the extension of electrical circuits to the basketball courts as submitted by Lobar Associates. Following brief discussion:
***K. Lundberg moved; D. Patton seconded that Council affirm the Change Order Request #5 at a cost of \$5,017.00. Motion passed unanimously.
- Mr. Hazlett explained the Change Order Request #6 regarding the removal of the communitor from the contract resulting in a reduction of \$1,696.25 as submitted by Lobar Associates. Following brief discussion:
***R. Pyles moved; D. Patton seconded that Council affirm the Change Order Request #5 at a savings of \$1,696.25. Motion passed unanimously.
- Mr. Hazlett explained the Change Order Request #9 regarding the addition of a wall top-out in the Mechanical Room as submitted by Lobar Associates. Following brief discussion:
***T. Fitzsimmons moved; R. Pyles seconded that Council affirm the Change Order Request #9 at a cost of \$3,197.61. Motion passed unanimously.
- Mr. Hazlett explained the Change Order Request #10 regarding the addition of an electrical floor box and several additional power and data outlets in the space reserved for the Adams County Library as submitted by Lobar Associates. These changes are as result of a request by the Library and Mr. Hazlett reviewed a letter dated November 15, 2016 acknowledging the request and pledging payment for the full amount of \$5,412.39. Following brief discussion:
***T. Fitzsimmons moved; D. Patton seconded that Council affirm the Change Order Request #10 at a cost of \$5,412.39 with the understanding that the Adams County Library will be invoiced immediately for the full amount. Motion passed unanimously.
- Mr. Hazlett explained that Adams Electric Cooperative requires a fully executed Perpetual Right-of-Way Easement before power can be generated to the new building. Following discussion:
***B. Carr moved; S. Skoczen seconded that Council execute the Perpetual Right-of-Way Easement with Adams Electric Cooperative. Motion passed unanimously.
- Mr. Fitzsimmons suggested that Council and Staff with the help of the borough solicitor and architect consider a policy that would allow for the gifting or naming rights of key pieces of furniture, art, décor or the like. The following issues, concerns and ideas were noted:
 - Levels of Funding Opportunities
 - Decision Making Structure
 - Council/Sub-Committee or New Committee
 - Policy for Donations of Artwork/Memorabilia
 - Honorarium/Memorials
 - Sponsorships

- November 2016 Update prepared by Mr. Hazlett was reviewed and accepted including an update from Amy Kauffman of GMS Funding Solutions
- Benedict Dubs, Murray Associates provided a detailed update on the building progress, which is on schedule at this time.

NEW BUSINESS

Adams County Proposed \$5 Vehicle Registration Fee Program. Mr. Hazlett reviewed the October 21, 2016 letter received from the Office of Planning Development on behalf of the Adams County Commissioners regarding the possible implementation of a \$5 fee for every vehicle registered in the County. All funds collected by the State would filter to the County under the guidelines of Act 89 of 2013. These funds would then “be distributed through a grant program similar to the Adams County Parks, Recreation and Green Space Grant Program where municipalities would apply to the County for funds to assist with their transportation projects.” Concerns that were raised centered on the methods of equitable distribution of the monies collected. Consensus of Members was to ask Borough Staff to draft a written response opposed to the fee.

Exploration of Regional Police Force. Mr. Fitzsimmons explained that there have been recent articles in the local newspapers that police departments in the area have looked at regionalization. With that in mind and the cost of running a department, Mr. Fitzsimmons feels that the Borough has a responsibility to explore this possibility. Issues discussed:

- Current Contracts versus Municipal Agreements
- Requests for Assistance outside of those areas where the Borough has contracts or agreements
- Past Explorations of Regionalization and their obstacles, discussions and outcomes
- Possible Structuring of a Regional Force

Ms. Ashman asked if Mr. Fitzsimmons would like to be the first member on a committee to explore regionalization of the police force. Following his accepting, Ms. Ashman polled the remaining members for their willingness to serve on the committee: Mr. Carr, Mr. Patton and Mr. Pyles declined to serve at which point Mr. Fitzsimmons acknowledged that if the group did not want to pursue this he would drop the issue. Chief Hileman assured members that he was open to the possibility and would continue to offer contractual services to neighboring municipalities. Mayor Harris asked that the Council have confidence in their Mayor.

Fairfield Police Contract Negotiation

Ms. Ashman introduced the topic of the Police Contract negotiation and recommended the appointment of a team to pursue this consisting of Mr. Fitzsimmons, Mr. Hazlett, Mrs. Skoczen and herself. Mr. Fitzsimmons accepted, and Mayor Harris interjected his request to be part of the team citing the Borough Code duties of Mayor to oversee the Police Department. Ms. Ashman stated that she believed that the team should be unbiased and therefore denied the Mayor’s request to be part of the team or attend the meetings. Mr. Patton stepped in to challenge the authority of the President of Council, Ms. Ashman to speak for the Members about the membership of this team or subcommittee. Following a period of tense exchange:

***Mr. Carr moved; Mr. Lundberg seconded that the issue be tabled until a next month. Motion passed unanimously.

Capital Purchase of Server Hosting for Accounting Software. Mr. Hazlett reviewed his memorandum of November 15, 2016 outlining the replacement of the Borough Computer Server with a Hosting Service provided by Freedom Systems Corporation. All modules of the software would be hosted and daily back-ups provided for all users. This method was recommended by Chief Hileman (Borough’s IT person) and will allow remote use of the program if needed. The expense for the set-up and first year is \$3,350.00 and the budget allowed \$5000 for the replacement of the Server. Mr. Hazlett asked that Council approve the Capital Expenditure of \$3,350 for the Hosting in lieu of the Server.

Following brief discussion:

*** T. Fitzsimmons moved; R. Pyles seconded that Council approve the Budgeted Capital Expenditure of \$3,350 for the Freedom Systems Corporation to provide Internet Hosting of all Modules of the Accounting Software. Motion passed unanimously.

OPEN TO THE PUBLIC

The following citizens addressed Council at this time:

- John Hawk 78 Bluebird Trail, Carroll Valley \$5 registration and the widening of the roads.

ADJOURNMENT

The meeting adjourned at 9:45 P.M.

ATTENDANCE REGISTER

The Attendance Register is attached, numbered Page 7 and made a part of the Official Minutes.

Gayle R. Marthers, Borough Secretary