

**BOROUGH OF CARROLL VALLEY  
REGULAR MEETING  
Of BOROUGH COUNCIL  
TUESDAY, JANUARY 10, 2017 – 7:00 P.M.  
BOROUGH OFFICE  
MINUTES**

Sarah Skoczen, Vice 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**

Sarah Skoczen  
Bruce Carr  
Robert Tyler Pyles  
N. Kenneth Lundberg  
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, II, Police Chief  
Samuel Wiser, Borough Solicitor

**NOTICE OF RESIGNATION**

Mrs. Skoczen asked for a motion formally accepting the resignation of Council Person Janis Ashman:

\*\*\* T. Fitzsimmons moved; K. Lundberg seconded that Members accept the resignation of Ms. Ashman. Motion passed unanimously.

**CONSIDERATION OF THE MINUTES OF THE DECEMBER 13, 2016 REGULAR MEETING**

Following brief discussion where a typographical error was noted on page 4 under “New Business” 1<sup>st</sup> line; the name “Hazlett” appears erroneously and should be struck from the line.

\*\*\* B. Carr moved, R. Pyles seconded, that the minutes of the December 13, 2016 Regular Council meeting be approved as amended. Motion passed unanimously.

**OPEN TO THE PUBLIC**

Robert Verderaime, 12 Linda Trail, Carroll Valley

Corrected a statement that he made at the December Meeting with an apology to Mr. Pyles for the error.

William Jacobs, Chief Fairfield Fire/EMS

2016 Annual Report

David Martin, Chief Fountaindale Fire Department

2016 Annual Report

**ORDINANCES AND RESOLUTIONS**

Resolution #1-2017: Congratulatory Proclamation for 2016 Fairfield high School Girls Soccer Team: State Championship. With no discussion:

\*\*\* T. Fitzsimmons moved; R. Pyles seconded that Council accept Resolution #1-2017: Congratulatory Proclamation for 2016 Fairfield high School Girls Soccer Team: State Championship. Motion passed unanimously.

Resolution #2-2017: 2017 Fee Schedule. Mr. Hazlett explained the schedule; upon inquiry by Mr. Carr, the only noted change was in the residential public sewer fees seeing an increase from \$126/quarterly to \$132/quarterly equaling a \$2/monthly increase. There were no new fees added.

\*\*\*K. Lundberg moved; R. Pyles seconded that Council adopt Resolution #2-2017 establishing the 2017 Fee Schedule. Motion passed unanimously.

Resolution #3-2017: Disposal of Records. Mr. Hazlett explained that this resolution is prepared annually to allow the destruction of Borough Records in Accordance with the Pennsylvania Municipal Records Manual. Following brief discussion:

\*\*\*B. Carr moved; T. Fitzsimmons seconded that Council adopt Resolution #3-2017: Disposal of Records establishing those records to be purged. Motion passed unanimously.

Due to a malfunction of the projector equipment, the following business was conducted while the system was repaired:

Solicitor Sam Wiser explained the process by which a new council member is selected to fill the vacancy created by Ms. Ashman's resignation. Mr. Wiser further explained the method by which the members would re-organize following a question from the public: Mr. Thomas Wolf, 33 Spring Trail. Mr. Fitzsimmons asked that Borough Staff advertise for candidates to fill the vacancy. Discussion narrowed the advertising methods to:

- Website
- Social Media
- Local News Release
- Word-of-Mouth

Requirements to Serve on Council:

- Must be a registered voter of the Borough and
- Must have been a resident for at least one year

Applicants asked to Submit:

- Written Letter of Interest with
  - Qualifications
  - Education
  - Length of Residency
- Received by Wednesday, February 8, 2017

## **MAYOR'S REPORT – R. HARRIS**

- Presented a Visual Update on the Municipal Building Project.
  - Special thanks extended to Charles Haynes for his sharing of aerial photos from his drone.
  - Shared that a certificate of appreciation was given to Amy Kauffman of GMS Funding Solutions for her help in securing the grant.
- Updates
  - Attended the Law Enforcement Appreciation Day on January 9, 2017 in New Oxford, PA
  - Dog Licenses due for 2017. You can apply online at Adams County Courthouse
  - Gas Prices now include a tax of \$.78 to the state
  - Registration stickers for vehicles will no longer be issued.
  - PA Drivers License can no longer be used to enter a Federal Building; as of January 2018 it will no longer be valid to board a flight.

- Announced:
  - The 3<sup>rd</sup> Annual Daddy Daughter Dance; “A Fairy Picnic” to benefit the July 4<sup>th</sup> Celebration will be held on Saturday, February 11, 2017.
- Shared a list of the upcoming meetings and events
- In Requiem:
  - 7 Officers from various cities across the US were honored for their bravery following their being Line-of-Duty deaths during the month of November 2016.
- 2016 Police Report presented by Chief Hileman
  - Borough of Carroll Valley
    - 2601 Calls for Service – resulting in 3.4% increase over 2015
      - Uniform Crime Reports – 192 showing a 7% increase over 2015
        - Part 1 – more serious crimes: 108 an increase of 21% over 2015
        - Part 2 – less serious crimes: 84 a decrease of 7% over 2015
    - 875 Citation Issued – resulting in 5% increase over 2015
  - Borough of Fairfield
    - 414 Calls for Service resulting in 6.1% decrease over 2015
    - 371 Citations resulting in 3% increase over 2015
  - Questions/Discussion/Explanation
    - Calls for Service/Citations and the ratio of those cleared
    - Fairfield Service Contract
    - Inter-Municipal Agreement
    - DUI & PA Buckle-Up Task Forces
    - Naloxone Program for Administration of the Opioid Reversal Drug
    - Social Media Presence
    - National Night Out
    - Drug Take-Back Events
    - DUI Checkpoint of September 2016

## **FIRE/EMS/EMA REPORTS**

Report given during Open to the Public. Announcement that the quarterly Municipal Leaders Meeting will be held on Monday, January 30, 2017 at 7pm.

## **COMMITTEE REPORTS**

### **Parks, Recreation and Environmental Advisory Committee.**

Ms. Lori Davidson submitted written report. It was reviewed and accepted. Ms. Davidson also provided information regarding a request to apply for inclusion into the Tree City USA Program. Following Discussion:

\*\*\*B. Carr moved; K. Lundberg seconded that the application be approved for submission. Motion passed unanimously.

### **Planning Commission.**

- No Quorum; therefore, no meeting

## **ADMINISTRATIVE BUSINESS – BOROUGH MANAGER**

### **Treasurer’s Report for December 2016.**

Following brief discussion:

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

**Board, Commission and Committee Member Attendance Policy.** Mr. Hazlett opened discussion regarding the on-going problem of attendance at several committees. He outlined a policy for consideration to address non-attendance. Concerns/Thoughts shared:

- Share with all committees/commissions
- Couple this with reducing the number of members on some of the committees
- Thomas Wolf, 33 Spring Trail, shared that many years ago there was a vetting process to join a committee. Suggested that this be considered again
- Review Committee Structure, are the responsibilities accurate
- Mayor Harris noted that the Public Safety and Parks, Recreation and Environmental Advisory Committees have already reduced their numbers and to remind the Council to utilize the various committees for the research and guidance that they have been created to accomplish

## **UNFINISHED BUSINESS**

### **Municipal Building Project**

- Mr. Hazlett outlined a memorandum dated January 10, 2017 identifying the request for furniture, fixtures and equipment:
 

○ Furniture & Fixtures	\$ 94,037.48
○ Audio/Video System	\$ 62,551.79
○ Monitors, Screen and Projectors	\$ 32,100.00
○ WiFi System	<u>\$ 23,927.00</u>
Total:	\$212,616.27

Considerable discussion ensued including the following topics:

- Are current furnishings being reused?
- What Options do we have?
- Bidding Requirements and Procedures through PA State Code Requirements
- What was included in the bid project?
- What time frame are we working in?
- Difference Between Commercial Grade furniture vs Light Commercial/Home Office Grade furniture
- What is "Best & Final" and how does it affect the price?
- Cost Tracking Evaluation
- By consensus, Members agreed to schedule additional meetings on Wednesday, January 18, 2017 and Tuesday, January 24, 2017 at 7pm to further discuss the furnishings, fixtures and equipment giving the Borough Staff time to procure the "Best & Final" price from the vendors and to seek additional quotes.
- Mr. Thomas Wolf, 33 Spring Trail asked to address Council at this time and shared his lack of confidence in Council

### **Borough Committees Project.**

Discussed during Administrative Business

## **NEW BUSINESS**

No New Business

**OPEN TO THE PUBLIC**

The following citizens addressed Council at this time:

- Michael White, 6 Eagles Trail, Carroll Valley
- Ed Bowman, Fairfield Fire/EMS

Offered support and consult in the area of WiFi  
Regarding Sprinklers

**ADJOURNMENT**

The meeting adjourned at 9:25 P.M.

**ATTENDANCE REGISTER**

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

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Gayle R. Marthers, Borough Secretary