

**BOROUGH OF CARROLL VALLEY
REGULAR MEETING
Of BOROUGH COUNCIL
TUESDAY, MARCH 14, 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
David E. Baker, Code Enforcement Officer

INSTALLATION OF COUNCIL MEMBER DAVID LILLARD

Mayor Harris performed the swearing-in ceremony followed by Members of Council and the Public welcoming Mr. Lillard to Council. Mr. Lillard took his seat with Members and Ms. Skoczen continued the meeting agenda.

RE-ORGANIZATION OF COUNCIL - ELECTION OF PRESIDENT AND VICE PRESIDENT

Methodology of election was reviewed and the following vote was held:

Mr. Lundberg nominated Sarah Skoczen to position of Council President. Hearing no other nominations:
***B. Carr moved; K. Lillard seconded that the nominations for Council President close. Motion passed unanimously.

The nomination of Sarah Skoczen as President of Borough Council was call to vote via roll call of members. All voted to affirm the nomination.

Mr. Carr nominated Robert Tyler Pyles to position of Council Vice President. Hearing no other nominations:

***D. Lillard moved; K. Lundberg seconded that the nomination for Council Vice President close. Motion passed unanimously.

The nomination of Robert Tyler Pyles as Vice President of Borough Council was call to vote via roll call of members. All voted to affirm the nomination.

CONSIDERATION OF THE MINUTES OF THE FEBRUARY 14, 2017 REGULAR MEETING

Following brief discussion:

*** K. Lundberg moved, T. Fitzsimmons seconded, that the minutes of the February 14, 2017 Regular Council meeting be approved as written. Motion passed unanimously.

OPEN TO THE PUBLIC

Jennifer Jarrell, Daddy/Daughter Dance Committee Chair provided a report on the success of the 2017 event. Mayor Harris then presented Mrs. Jarrell with a Certificate of Appreciation for her hard work and dedication to the Borough

Kim Mills, Borough Resident & Local Realtor
Opposition of Sprinkler Ordinance/Supports Consumer Choice to Install

Trish Rowe, Borough Resident & Realtor/Owner of Trish Rowe Realty, LLC
Opposition of Sprinkler Ordinance/Supports Consumer Choice to Install

Terry Stem, Borough Resident & Builder
Opposition of Sprinkler Ordinance/Supports Consumer Choice to Install

Brought to the attention of Members by Ms. Rowe that there are more than 10 realtors and builders in attendance who have chosen not to speak but have similar opinions regarding the issue.

ORDINANCES AND RESOLUTIONS

There were none

MAYOR'S REPORT – R. HARRIS

- Welcomed everyone to the New Building and invited anyone who wished to visit the building or his new office to contact him.
- Police Report
 - Notified Members of a crash involving Borough Officer and the 2008 patrol vehicle.
 - Provided additional information regarding the cumulative report for ease of understanding.
- Commissioners' Workshop included the acknowledgement of the County's acceptance of a State Grant to equip all county police, sheriff and district justices with the technology to utilize electronic citations which will allow better sharing of information and cooperative services.
- Illegal Dumping was addressed and information provided on the appropriate facilities available to discard electronic items as well as other large items of refuse.
- Presented a Visual Update on the Municipal Building Project.
 - Old vs. New pictorial
 - Goodbye & Farewell gathering held on February 18, 2017
 - Ribbon Cutting held on February 28, 2017
 - Training for Local Fire Companies held March 4, 2017 those attending included:
 - Fairfield Fire/EMS
 - Fountaindale Volunteer Fire Company
 - Emmitsburg Vigilant Hose Company
 - Buchanan Valley Volunteer Fire Company
 - Planning Open House and Dedication for May 30, 2017
- Mayoral Proclamation – PowerTalk 21 Day
 - Designating April 21, 2017 as a day for parents, caretakers, guardians and other adults to talk to the youth about the dangers of alcohol, medication and illegal drugs. Partnering with Collaboration for Youth to get the word out about
- Updates
 - Fairfield Fire-EMS Awards Banquet held Saturday, March 11, 2017.
- Announced:
 - Adams County Library @ Carroll Valley hours of operation

- Zumbathon to benefit the Carroll Valley Area TNR Program Saturday, April 1, 2017.
- Breakfast with the Easter Bunny @ Fairfield Fire/EMS Saturday, April 15, 2017 from 8am – 10am.
- Annual Easter Egg Hunt @ Carroll Commons Saturday, April 15, 2017 @ 11am
- Fishing Derby @ Carroll Commons Saturday, April 22, 2017 from 9am – noon.
- Eileen Grenell, Adams County Coalition for Youth announce Medication Take-Back scheduled for Saturday, April 29, 2017 from 10am – 2pm at Carroll Valley Offices.
- Thanks given to the Municipal Services Crew for excellent work during the snowstorm.
- 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 February 2016.

FIRE/EMS/EMA REPORTS

Reports reviewed in packet.

COMMITTEE REPORTS

Parks, Recreation and Environmental Advisory Committee.

Although this committee did not meet, Mr. Carr provided a brief update on the Borough Fishing Derby scheduled for Saturday, April 22, 2017.

Members reviewed two applications for membership to the Parks, Recreation and Environmental Advisory Committee:

Jennifer Jarrell, 6 Birch Trail and Jessica Kraft, 44 Diane Trail:

***B. Carr moved; T. Fitzsimmons seconded that Members appoint Mrs. Jarrell and Mrs. Kraft to the Parks, Recreation and Environmental Advisory Committee for a term of 5 years. Motion passed unanimously. Mrs. Jarrell, who attended, was welcomed to the team.

Zoning Hearing Board.

A written Report provided for packet; Mr. Kaplan also stated that members of the Board recommended that Council address the issue of chickens and consider drafting an ordinance that would clearly define the regulations. Consensus of Council sent the issue to Planning Commission for their recommendation of said ordinance for consideration and asked to make it a priority issue. Mr. Fitzsimmons requested a copy of the official decision of the Zoning Hearing when it was available.

ADMINISTRATIVE BUSINESS – BOROUGH MANAGER

Treasurer's Report for February 2017.

Following brief discussion:

***K. Lundberg moved, T. Fitzsimmons seconded, that Council accept the February 2017 Treasurer's Report as presented. Motion passed unanimously.

Notice of 2017 Liquid Fuels Allocation.

Members reviewed the Allocation Notice acknowledging the March 1, 2017 anticipated release of \$239,160.62 in Liquid Fuels Tax Funds to the Borough.

Adams County Tax Claim Repository Sale.

Members reviewed the letter of February 23, 2017 from the Adams County Tax Bureau regarding the anticipated sale of several properties located within the Borough of Carroll Valley from the County Repository. Following brief discussion:

***K. Lundberg moved; B. Carr seconded that Council approve the sale of properties as outlined in the Letter dated February 23, 2017 from the Adams County Tax Claim Bureau. Motion passed unanimously.

Memorandum Regarding the Moving Process; Commendations. Mr. Hazlett reviewed his memorandum commending Borough Staff on their efforts throughout the move. Members of Council lauded the efforts as well.

Memorandum Regarding the Position of Assistant Borough Secretary. Mr. Hazlett reviewed the memorandum submitted by Gayle Marthers, Assistant Borough Manager regarding the request to promote Amanda M. Bell to the position of Assistant Borough Secretary. Mrs. Bell was complimented on her outstanding accomplishments over her employment as most especially the past several months. Following discussion that included confirmation that the budget included a raise for the position:

***B. Carr moved; D. Lillard seconded that Mrs. Amanda M. Bell be promoted to the position of Assistant Borough Secretary effective immediately with the increase in salary approved in the 2017 budget. Motion passed unanimously.

Memorandum Regarding the Position of Assistant Roads Supervisor. Mr. Hazlett reviewed the memorandum submitted by Sterling Shuyler, Roads Supervisor regarding the request to promote Jeff Wise to the position of Assistant Roads Supervisor. Following discussion that included confirmation that the budget included a raise for the position:

***K. Lundberg moved; B. Carr seconded that Mr. Jeff Wise be promoted to the position of Assistant Roads Supervisor effective immediately with the increase in salary approved in the 2017 budget. Motion passed unanimously.

UNFINISHED BUSINESS

Municipal Building Project

- Mr. Hazlett reviewed the March Building Report
- Request to Purchase:
 - Memorandum of March 8, 2017 from Chief Hileman regarding the additional WiFi and related IT requirements. Chief Hileman reviewed the memorandum of February 9, 2017 outlining the required two (2) items with a total cost of \$1,068. Following discussion:
 - ***K. Lundberg moved; B. Carr seconded that Council purchase a POE power injector port for the outside Wi-Fi and enter into a 3-year subscription with Cisco ASA Firepower. Motion passed unanimously.
 - Mr. Hazlett reviewed the items sold from the old municipal building netting \$401.51
- By consensus, Members agreed to table discussion regarding Murray Associates request for additional fees.

Police Department Vehicle Replacement. Chief Hileman reviewed his memorandum of March 8, 2017 requesting the purchase 2 replacement vehicles as budgeted.

*** K. Lundberg moved; D. Lillard seconded a motion to authorize the Chief of Police to expend Capital Budgeted Allocation for \$88,201 for two (2) replacements for the 2008 patrol vehicles. Motion passed unanimously.

NEW BUSINESS

RFP for Janitorial Services. Mr. Hazlett reviewed the Request for Proposals for Janitorial Services. Discussion included:

- Budgetary Concerns
- Requirement for Background Checks and Fingerprinting

- Use of Current Staffing similar to the old building.

Following discussion:

***D. Lillard moved; K. Lundberg seconded that Borough Staff solicit proposals for Janitorial Services. Motion passed 3 – 1 with Mr. Carr voting no.

RACP Grant Update. Amy Kauffman provided an update on the grant process.

PA Greenways, Trails and Recreation Program. Ms. Amy Kauffman, GMS Funding Solutions reviewed the grant process and requested permission to apply on behalf of the Borough to fund the Carroll Valley Path System Phase I project. Following discussion:

***B. Carr moved; D. Lillard seconded that Member approve Resolution #5-2017 allowing Amy Kauffman, GMS Funding Solutions to apply for the Pennsylvania Department of Conservation and Natural Resources (DCNR) Community Conservation Partnerships Program (C2P2) grant. Motion passed unanimously.

***D. Lillard moved; K. Lundberg seconded that Members approve Resolution #6-2017 allowing Amy Kauffman, GMS Funding Solutions to apply for the Pennsylvania Department of Community & Economic Development (DCNR) Greenways, Trails and Recreation Program (GTRP) with an application fee of \$100. Motion passed unanimously.

OPEN TO THE PUBLIC

Robert Verderaime, 12 Linda Trail, regarding room temperature, a clock for the meeting room and asked for the re-evaluation of the process for breaking a tie in the voting of a council member.

ADJOURNMENT

The meeting adjourned at 9:00 P.M.

ATTENDANCE REGISTER

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