

**BOROUGH OF CARROLL VALLEY  
REGULAR MEETING  
OF BOROUGH COUNCIL  
TUESDAY, FEBRUARY 13, 2018 – 7:00 P.M.  
BOROUGH OFFICE  
MINUTES**

Sarah Skoczen, President called the hearing to order at 7:00 P.M. She led the Pledge of Allegiance. The attendance was as follows:

**BOROUGH COUNCIL MEMBERS**

**Present**

Sarah Skoczen  
David Lillard  
Robert Tyler Pyles  
Bruce Carr  
Richard Mathews  
Robert Verderaime

**Absent**

Jared Huster

**BOROUGH OFFICIALS, ETC.**

Ronald J. Harris, Mayor  
David A. Hazlett, Borough Manager  
Gayle Marthers, Asst. Borough Mgr./Borough Sec.  
Richard Hileman, II, Police Chief  
Sam Wiser, Borough Solicitor

**CONSIDERATION OF THE MINUTES OF THE JANUARY 9, 2018 REGULAR MEETING**

Following brief discussion that corrected the motion on page 1 regarding Ordinance #1-2018 to reflect R. Verderaime instead of K. Verderaime as the member who made the motion and inclusion of the word “date” in the second line under Resolution #2-2018 between the words “effective” and “to”:

\*\*\* R. Pyles moved, B. Carr seconded, that the minutes of the January 9, 2018 Regular Council meeting be approved as corrected. Motion passed unanimously.

**OPEN TO THE PUBLIC**

No one addressed Council at this time.

**ORDINANCES AND RESOLUTIONS**

**Ordinance #2-2018: Replacing all of Chapter 23, Stormwater Management and Soil, Erosion and Sedimentary Control.** Following discussion explaining that this ordinance would be adopting standard guidelines suggested by an Adams County Simplified Approach and would create a simplified process that would eliminate redundancies in oversight, reviews and approvals:

\*\*\*R. Pyles moved; R. Mathews seconded that Council advertise for adoption Ordinance #2-2018: Replacing all of Chapter 23, Stormwater Management and Soil, Erosion and Sedimentary Control with the caveat that the attachments are included and correction to Section 23-303 subsection 5 to adhere to the most current Ordinance regarding trees. Motion passed unanimously.

It was noted that Attachments referenced in the document were not attached; Borough staff will include them with the corrected document next month.

Solicitor Sam Wiser presented a short PowerPoint refresher for Members regarding the Pennsylvania Sunshine Act. Issues of special concern were electronic correspondence; including email, text messaging and social media discussion as well as social gatherings where several members of Council may be in attendance.

**MAYOR’S REPORT – R. HARRIS**

- Acknowledged Black History Month – February
- Acknowledged American Heart Month – February

- Police Report
  - January 2018 Police Report – clarification made regarding what constitutes a “stop” and what may or may not result in a citation
  - Update on Civil Service Commission:
    - List of Eligible Candidates was accepted.
    - Memorandum of February 8, 2018 from Chief Hileman was discussed that recommended the sole eligible candidate for employment.
    - Clarification regarding starting salary was made and following additional discussion: \*\*\* D. Lillard moved; R. Verderaime seconded that Council approve the appointment of Justin Bradley to full-time, probationary police officer with a starting salary of \$48,625 per annum conditioned upon his successful completion of the required physical, psychological and eye exams with the standard one (1) year probationary period. Motion passed unanimously.
    - Chief Hileman stated that upon Mr. Bradley’s acceptance of the offer; his start date will be on or around February 19, 2018 and he will be invited to an upcoming Council meeting so introductions can be made.
- Updates
  - Carroll Valley Garden Club disbanded as of December 2017 after 25 years of service to the Borough. Thanks were given for this group’s dedication to the Borough.
  - The Borough hosted a Blood Drive on Wednesday, January 31, 2018: 18 donors attended; 16 units were collected which could help up to 48 people. Next one is being planned. Updates will come as they are available.
- Announced:
  - Library Events
  - 4<sup>th</sup> Annual Daddy Daughter Dance will be held Saturday, February 17, 2018.
  - Basic Computer Concepts Course through the Adams County Library at Carroll Valley being offered free of charge by Mayor Harris. First session scheduled for Monday, February 19, 2018 at 6:00 pm in the Borough Conference Room. Sign up through the Library.
  - Announced dates for E-Recycling Events.
  - Annual Easter Egg Hunt will be Saturday, March 31, 2018. Donations are being accepted.
- Shared a list of the upcoming meetings and events
- In Requiem:
  - 11 Officers from various cities across the US were honored for their bravery following their being Line-of-Duty deaths during the month of January 2018.
- Mayor Harris wished all a Happy Valentine’s Day

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

Reports reviewed in packet.

## **COMMITTEE REPORTS**

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

Written report provided to Council in the packet was accepted by consensus.

### **Planning Commission.**

Mr. Lillard provided a verbal report to Council that provided an update to the Chapter 27 re-write and confirmed the Commission’s approval of the Stormwater Ordinance discussed earlier.

## **ADMINISTRATIVE BUSINESS – BOROUGH MANAGER**

### **Treasurer’s Report for December 2017**

Following brief discussion:

\*\*\* R. Pyles moved, D. Lillard seconded, that Council accept the January 2018 Treasurer's Report as presented. Motion passed unanimously.

#### **Request from Cumberland Township.**

Mr. Hazlett reported that the Manager of Cumberland Township has requested that Council consider entering into an agreement to allow Carroll Valley staff to provide building inspection services to their township upon the retirement of their current inspector. Discussion included concerns regarding:

- Time Requirements
- Anticipated Workload
- Compensation:
  - Salary?
  - Fee-for-Service?
  - Time and Travel?
- Billing/Fees for Service

Mr. Pyles suggested that a subcommittee be formed to explore the possibility. He volunteered as did Mr. Lillard. Consensus of Members was to pursue the partnership stating that neighboring communities should be willing to help one another.

#### **UNFINISHED BUSINESS**

##### **Municipal Building Project.**

- RACP Grant Update: Marissa Price, representing GMS Funding Solutions provided a written update on the grant reimbursement process to Council which was accepted.

##### **Tree City USA.**

Lori Kolenda provided a PowerPoint presentation regarding the Tree City USA Program and the benefits to the Borough. She asked that Council consider officially recognizing the subcommittee of Parks, Recreation and Environmental Advisory Committee known as the Tree Board as a formal committee of Council. This led to discussion of Ordinance #1-2018; amending Chapter 25: Trees. This ordinance would create the Carroll Valley Tree Board and regulate the planting, maintenance and removal of trees, shrubs and other plants upon Borough Property. Following much discussion:

\*\*\*D. Lillard moved; R. Pyles seconded that Ordinance #1-2018: Amending Chapter 25 – Trees; be advertised with the intent to adopt with the caveat that the document be amended to add a subsection C under section one (1) that addresses Public Space specifically. Motion passed unanimously.

#### **NEW BUSINESS**

There was none.

#### **OPEN TO THE PUBLIC**

No one addressed Council at this time.

#### **ADJOURNMENT**

The meeting adjourned at 9:15 P.M.

#### **ATTENDANCE REGISTER**

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