

**BOROUGH OF CARROLL VALLEY
REGULAR MEETING
OF BOROUGH COUNCIL
TUESDAY, APRIL 10, 2018 – 7:00 P.M.
BOROUGH OFFICE
MINUTES**

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

Absent

BOROUGH OFFICIALS, ETC.

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

CONSIDERATION OF THE MINUTES OF THE MARCH 13, 2018 REGULAR MEETING

Following brief discussion that included a correction on page 4 in discussion of Aquatic Environment Consultant Proposal; 1st motion; 5th line adding the word “until” between words “begin” and “after”:

*** B. Carr moved, R. Pyles seconded, that the minutes of the March 13, 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 3-2018: Reducing the membership of the Borough of Carroll Valley Planning Commission. After introducing the Ordinance; Mr. Lillard expressed his concern regarding information disseminated from the County Planning Office by Mr. Thaeler that stated that the Commission is out-of-compliance with Pennsylvania Planning Code because there are too many Officers or Employees of the Borough who are voting members of the Commission. Further explanation gleaned that when Mr. Verderaime was sworn into office; he became the 3rd council member on the Commission and according to current interpretation; Mayor Harris would also be considered an Officer of the Borough. The regulations state that a commission with 9 members; at least 6 must be citizens. After much discussion and offers from Mr. Verderaime and Mr. Pyles to step down in the best interest of the community, no action was taken on these offers to resign; the following motion was entertained:

***R. Mathews moved; D. Lillard seconded that Ordinance 3-2018: Reducing the membership of the Borough of Carroll Valley Planning Commission be tabled until Borough Staff could consult the solicitor and the members had more information and time to consider this matter. Motion passed unanimously.

Ordinance #4-2018: 2018 Update to the Borough Pension Plan Document. Ms. Marthers, Chief Hileman and Solicitor Coccoresse offered explanation to several questions posed by Members. The Plan Provider has given the Borough a comprehensive agreement for review and signature; however, only a few areas are being

clarified or updated. After much discussion; it was agreed that the document should be marked in such a manner to easily detect and understand the changes in language.

***R. Pyles moved; B. Carr seconded that the agreement be tabled at this time and asked that Borough Staff provide the additional review and mark the changes accordingly. Motion passed unanimously.

Resolution #5-2018: Fee Schedule Update to include Stormwater & Erosion Management. Mr. Hazlett outlined the changes to the fee schedule noting the strike-through for the fees being removed and the highlighted fees being added. He further explained that the new fee structure is in line with the new ordinance #2-2018 approved during the March 2018 Council meeting. Following discussion:

***D. Lillard moved; J. Huster seconded that the Council approve Resolution #5-2018: Fee Schedule Update to include Stormwater & Erosion Management. Motion passed 6 – 1 with Mr. Mathews voting no.

MAYOR'S REPORT – R. HARRIS

- Police Report
 - March 2018 Police Report
 - IRS phishing calls are increasing. Reminder that IRS will NEVER call you.
- Updates
 - Fairfield Fire/EMS Annual Appreciation Banquet was held March 10, 2018:
 - Certificate of Appreciation was presented to the department by Mayor Harris on behalf of the Borough
 - Congratulations offered to Gayle Marthers for receiving the President's Award
 - Annual Easter Egg Hunt was held Saturday, March 31, 2018.
 - Thank You was offered to the many volunteers who helped. Mayor Harris will have a list for his May article in the Emmitsburg Journal.
 - Over 400 children "hunted" for over 5000 eggs
 - Thank you extended to Jarrell Studios for taking pictures of the children with the Easter Bunny. The photos were given to the families at no charge.
 - Sensory Friendly Bunny was a great success and the family extended much appreciation.
 - House Bill 2148 update regarding the use of Radar by municipal police. This is the counterpart of Senate Bill 251.
 - Presentation of a Certificate of Appreciation to Mr. Ed Kaplan for his service to Planning Commission from February of 1995 until March of 2018.
 - Basic Computer Applications Course through the Adams County Library at Carroll Valley being offered free of charge by Mayor Harris. Next session scheduled for Wednesday, April 18, 2018 in the Borough Conference Room. Sign up through the Library.
- Announced:
 - Library Events
 - Announced dates for E-Recycling Events.
 - Annual Fishing Derby will be held on Saturday, April 28, 2018 from 8:00am – 12:00 Noon.
 - Drug Take-Back Program will be held on Saturday, April 28, 2018 from 10:00am – 2:00pm.
 - Blue Ridge Theater Guild and Fairfield Fire/EMS are sponsoring the play "Caught in the Net" the weekend of April 27th through 29th at the Fairfield Fire Company.
 - Adams County is sponsoring a Tire Collection event on Saturday, May 5, 2018. Pre-registration is required; call the County Conservation District Office for details.
- Shared a list of the upcoming meetings and events
- In Requiem:

- Special Offer of Condolence to the family and friends of Borough Resident and former Council Member Pam Mikesell who lost her battle with cancer.
- 15 Officers from various cities across the US were honored for their bravery following their being Line-of-Duty deaths during the month of March 2018. It was noted that 2 of these men were firefighters from York City, Pennsylvania.

FIRE/EMS/EMA REPORTS

Reports reviewed in packet.

Members were informed that the quarterly meeting of the Municipal Leaders with the Fire Department is scheduled for Monday, April 16, 2018 at 7pm.

COMMITTEE REPORTS

Sewer and Water Authority. Members acknowledged receipt of an email from member Phyllis Chant tendering her resignation:

***R. Pyles moved; D. Lillard seconded that Council accept with regret the resignation of Phyllis Chant from the Sewer and Water Authority. Motion passed unanimously.

Tree Board. Members reviewed four (4) applications for the newly formed Tree Board. In order to maintain continuity; membership was staggered over the 3-year tenure for the committee with the following results:

D. Lillard moved; R. Pyles seconded that Council appoint the following citizens to the Tree Board:

- Mr. Daryl Despres, 53 Swallow Trail, Carroll Valley for a 1-year term
- Mrs. Lori Kolenda, 3 Spur Trail, Carroll Valley for a 2-year term
- Mrs. Heather Wight, 86 Eagles Trail, Carroll Valley for a 2-year term
- Mr. Bret Robinson, 53 Fruitwood Trail, Carroll Valley for a 3-year term

Motion passed unanimously.

Members accepted the written report of the Ranch Section Planting event sponsored by the Tree Board in celebration of Earth Day scheduled for Sunday, April 22, 2018.

ADMINISTRATIVE BUSINESS – BOROUGH MANAGER

Treasurer's Report for March 2018

Following brief discussion:

***R. Verderaime moved, R. Pyles seconded, that Council accept the March 2018 Treasurer's Report as presented. Motion passed unanimously.

2018 Materials Bid. Mr. Hazlett presented the Bid Tabulation from the letting of April 4, 2018. Following brief discussion:

*** R. Pyles moved; D. Lillard seconded that Council award contracts to the following companies for the materials listed as the lowest responsible bidders:

- Hammaker East MC-30 Road Oil
- Hammaker East E-3 Road Oil
- Alpha Space Control Line Painting

And the following contracts to the companies for the materials listed as the sole responsible bidder:

- Talley Petroleum Unleaded Gasoline and Diesel Fuel
- New Enterprise Stone Bituminous Material
- Hammaker East Equipment Rental

Motion passed unanimously.

Mr. Hazlett then outlined the aggregate bid tabulation explaining that there was only one bid received for all of the aggregate except cold patch material for which there were two (2) bids received. At the request of the

borough; the Costar or state contract price was requested from New Enterprise as well. Following brief discussion:

***B. Carr moved; R. Pyles seconded that Council award the aggregate contracts to the following companies for the materials listed as the lowest responsible bidders:

- Hei-Way LLC Cold Patch
- New Enterprise Stone All Other Aggregate Materials

Motion passed unanimously.

Mr. Hazlett then explained that bids were not received for liquid propane or seal coating; therefore, he requested council take action to advertise these items a second time in accordance with PA Code requirements:

***D. Lillard moved; B. Carr seconded that Council approve the advertisement of the liquid propane and seal coating as required by Pennsylvania Borough Code. Motion passed unanimously.

Surplus Inventory Bids. Mr. Hazlett reviewed the bid results from the on-line disposal of surplus property. Members accepted the following results by consensus:

2012 Valk Expressway Plow	\$ 3,300.00
2008 Dodge Charger	\$ 4,850.00
2001 John Deere Tractor w/boom	\$18,700.00
2004 Fleetwood (STP Mobile Office)	<u>\$ 2,600.00</u>
Total:	\$29,450.00

Repository Sale. Ms. Marthers explained the process and noted that the March list received by the Court House was incomplete requiring another action by Borough Council this month. Following brief discussion:

***R. Pyles moved, J. Huster seconded that the Borough accept the offers generated by the Repository Sale as requested by the Adams County Tax Claim Bureau. Motion passed unanimously.

UNFINISHED BUSINESS

Grant Funding Updates. Marissa Price, representing GMS Funding Solutions provided a written update on all of the grant submissions of the Borough. Council accepted the report by consensus.

NEW BUSINESS

Mr. Pyles and Mr. Carr offered statements of thanks and commendation for the Municipal Services Department and their handling of the recent snow storms. Mr. Pyles expressed concern about the condition of the salt/cinder shed being used by the staff. It is in need of repair and the bay area is not tall enough to accommodate the equipment. Mr. Hazlett confirmed that this facility will be discussed as a capital expenditure in the 2019 budget process.

Mr. Verderaime asked if the cinder sweepings collected in the spring could be reused. Mr. Hazlett explained that although they cannot be re-used as cinders; the borough does recycle these materials as they can.

OPEN TO THE PUBLIC

The following citizens addressed Members at this time:

- Michael Wight, 86 Eagles Trail, CV; regarding the roles and responsibilities of the various committees of the borough. He requested that a brief explanation about the mission or description of the committee's purpose be added to the website. Mr. Hazlett will review the information available and update as requested.

Mr. Carr suggested that council members set up a table at upcoming events to educate the public on the different committees and recruit volunteers for those committees or other events that the Borough may have

planned. He further stated that he would set-up the first of them at the Annual Fishing Derby on Saturday, April 28, 2018.

ADJOURNMENT

The meeting adjourned at 8:45 P.M.

ATTENDANCE REGISTER

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

Gayle R. Marthers, Asst. Borough Manager/Borough Secretary