

**BOROUGH OF CARROLL VALLEY
REGULAR MEETING
OF BOROUGH COUNCIL
TUESDAY, JUNE 12, 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
Robert Verderaime
Richard Mathews
Jared Huster

Absent

BOROUGH OFFICIALS, ETC.

Ronald J. Harris, Mayor
David A. Hazlett, Borough Manager
Gayle Marthers, Borough Secretary
Richard Hileman, II, Police Chief
Stephen Coccores, Borough Solicitor

CONSIDERATION OF THE MINUTES OF THE MAY 8, 2018 REGULAR MEETING

The following changes were requested by Members: Page 2 under “In Requiem” change “varies” to “various”; on Page 3 under “Tree Removal” insert “which is letting mother nature take its course in its natural areas, and accepting the limited liability that would come with a falling tree.” after the word “policy” in the last line. And finally, Mr. Verderaime asked that the following be added after the words “Mr. Verderaime opposed” “the non-action due to potential danger to the home owner in this specific case.”

*** R. Pyles moved, B. Carr seconded, that the minutes of the May 8, 2018 Regular Council meeting be approved as changed. Motion passed unanimously.

OPEN TO THE PUBLIC

No one addressed Council at this time.

MAYOR’S REPORT – R. HARRIS

- Police Report
 - May 2018 Police Report
 - Bank Robbery at the PNC Bank on April 25, 2018 – follow-up that there has been charges filed against a Mr. LaFrance of Maryland. Chief explained that the Borough investigation was instrumental in providing the information for charges to be filed in connection with a bank robbery in Washington Township as well. Chief also asked that special recognition be considered for :
 - ❖ Frederick County, Maryland Sheriff’s Department for their role in the apprehension and extradition of the suspect.
 - ❖ Cpl. Weikert for his diligence and skill in the arrest.
 - Mr. Verderaime asked for clarification of the listed “Assists” and “Arrests” on the monthly report. Chief provided the information.
 - Mr. Mathews then requested Members review the following prepared motion:
*** “I move that starting with the June 2018 Police Report, that the report cover each municipality (Liberty Township, Hamiltonban Township, Carroll Valley Borough and all others) individually, as Fairfield Borough is currently, and that the police report include a Combined Total Calls for Service Report listing all services provided, which clearly identifies itself as a combined report for all municipalities serviced by the Carroll Valley Police Department.” Mr. Verderaime provided the second for the motion and following brief discussion; motion passed unanimously.

- At the request of Members, Chief Hileman provided a brief status update on Constable Steven Beans who was involved in a vehicle accident.
- Chief Hileman alerted Members that there has been several thefts reported from unlocked vehicles in the Borough and neighboring municipalities. There was one (1) reported break-in to a locked vehicle where the window was smashed. The estimated time of the thefts is 2:00 – 3:00AM. Residents are reminded to lock all doors and to call 911 if they see anything out-of-the-ordinary.
- Updates
 - Fairfield Fire & EMS Open House was held Sunday, May 20, 2018 from 1:00 pm – 4:00 pm.
 - Movie “Sing” was shown in the Park Friday, May 18, 2018 at 8:00 pm.
 - Spring Yard Sale was held on Saturday, June 2, 2018.
 - Information was provided on West Nile Virus including signs, symptoms and preventative measures.
- Announced:
 - E-Waste Recycling event will be held Saturday, July 14th from 8:00 am – 12:00 pm.
 - Library Events
 - Movie “Casablanca” will be shown in the Park on Friday, June 15, 2018 at 8:00 pm.
 - Blood Drive sponsored by the Parks and Recreation Committee will be held here on Tuesday, June 19, 2018.
 - 14th Annual July 4th Celebration planned for Wednesday, July 4, 2018 from 2:00 pm – 10:00 pm.
- Shared a list of the upcoming meetings and events
- In Requiem:
 - 18 Officers from various cities across the US were honored for their bravery following their being Line-of-Duty deaths during the month of May 2018.

FIRE/EMS/EMA REPORTS

Reports reviewed in packet.

COMMITTEE REPORTS

Civil Service Commission.

Mr. Ken Lundberg, Commission Chair, reported that the Commission has completed the appropriate interviewing and testing of potential officer candidates and provided the List of Eligible Candidates for action.

- List of Eligible Candidates was accepted.
- Memorandum of June 6, 2018 from Chief Hileman was discussed recommending the sole eligible candidate for employment.
- Clarification regarding starting salary was made and following additional discussion:
*** D. Lillard moved; R. Pyles seconded that Council approve the appointment of Courtney M. Herring to full-time, probationary police officer with a starting salary of \$48,872 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 Miss Herring’s acceptance of the offer; her start date will be on or around June 16, 2018 and she will be invited to an upcoming Council meeting.

Planning Commission.

Mr. Lillard reviewed the written report of the June 4, 2018 meeting that was available for review. Discussion regarding the progress of the Chapter 27: Zoning Ordinance re-write included topics of public review and comment, adoption process and time-line for completion. After much discussion:

***R. Mathews moved; D. Lillard seconded that the Borough Staff advertise a Joint meeting of the Borough Council and the Planning Commission for the purpose of reviewing a draft of the Chapter 27: Zoning of the

Borough Code of Ordinances for Tuesday, September 4, 2018 during the regular monthly meeting of Planning Commission. Motion passed unanimously.

ADMINISTRATIVE BUSINESS – BOROUGH MANAGER

Treasurer's Report for May 2018

Following brief discussion:

***B. Carr moved, R. Pyles seconded, that Council accept the May 2018 Treasurer's Report as presented.

Motion passed unanimously.

Software Maintenance Contract Renewal

Mr. Hazlett reviewed his memorandum dated June 8, 2018 outlining the contract renewal from Sage Technology Solutions for continued support of the Maxxess Access Control Software (keyless door access) and the Camera Security System. Following brief discussion:

*** R. Pyles moved; R. Mathews seconded that Council renew the contract for a five (5) year term and authorized Borough Staff to sign the necessary paperwork. Motion passed unanimously.

UNFINISHED BUSINESS

Grant Funding Updates. A written report from GMS Funding Solutions was available for review in the packet and provided an update on all the grant submissions of the Borough. The report was accepted by consensus.

School District request for Police Services. Chief Hileman provided the following updates:

- School District Safety Committee is reviewing the issue
- Committees are Pursuing a Budget for Safety Resources
- Chief Hileman and Mr. Hazlett are providing necessary information to aid in the School Board's preparing a budget for a School Resource Officer

Cumberland Township request for Inspection Services. Mr. Hazlett stated that the Borough is waiting for the Draft Agreement from the Township. Upon receipt, the subcommittee of Mr. Pyles, Mr. Lillard, Mr. Baker and Mr. Hazlett will meet to review. Updates will follow.

Borough Lots to Sell. Mr. Hazlett stated that he was still reviewing the list of Borough Owned Lots and would have more information at next month's meeting.

NEW BUSINESS

There was nothing.

OPEN TO THE PUBLIC

No one addressed Council at this time.

ADJOURNMENT

The meeting adjourned at 8:20 P.M.

ATTENDANCE REGISTER

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