

**BOROUGH OF CARROLL VALLEY  
REGULAR MEETING  
OF BOROUGH COUNCIL  
TUESDAY, JULY 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 via phone  
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  
Zachary Rice, Borough Solicitor

**CONSIDERATION OF THE MINUTES OF THE JUNE 12, 2018 REGULAR MEETING**

The following changes were requested by Members: Page 2 under “Civil Service Commission” in the third (3<sup>rd</sup>) bullet point in the motion on the third (3<sup>rd</sup>) line change “his” to “her”.

\*\*\* R. Pyles moved, B. Carr seconded, that the minutes of the June 12, 2018 Regular Council meeting be approved as changed. Motion passed unanimously.

**OPEN TO THE PUBLIC**

No one addressed Council at this time.

**ORDINANCES AND RESOLUTIONS**

**Resolution #6-2018: Commendations for Chief Hileman and Corporal Weikert.** Members discussed the document at length, the following non-substantive changes were recommended:

- Where “CVPD” is written; replace with “Carroll Valley Police Department”.
- Where “FCSO” is written; replace with “Frederick County Sheriff Office”.
- In the seventh (7<sup>th</sup>) paragraph beginning “NOW, THEREFORE”; in the fifth (5<sup>th</sup>) line change the word “exhibited” to “resulted”; add the word “alleged” between the words “this” and “felon” and end the sentence with the word “felon”. Strike the words “who preyed on a Carroll Valley bank as well as a Franklin County bank.”

\*\*\*R. Verderaime moved; R. Pyles seconded that Council approve Resolution #6-2018: Commendations for Chief Hileman and Corporal Weikert; honoring both officers for their roles in apprehending the suspect in a robbery of the PNC Bank located in the Borough of Carroll Valley. Motion passed unanimously via roll call.

Mayor Harris presented each officer with their commendation.

**Resolution #7-2018: Commending the Frederick County Sheriff’s Office.** Members discussed the document at length, the following non-substantive changes were recommended:

- Where “CVPD” is written; replace with “Carroll Valley Police Department”.
- Where “FCSO” is written; replace with “Frederick County Sheriff Office”.
- In the sixth (6<sup>th</sup>) paragraph beginning “NOW, THEREFORE”; in the fifth (5<sup>th</sup>) line add an apostrophe to the word “deputies”; in the sixth (6<sup>th</sup>) line add the word “alleged” between the

words “this” and “felon” and end the sentence with the word “felon”. Strike the words “who preyed on a Carroll Valley bank as well as a Franklin County bank.”

\*\*\*R. Verderaime moved; R. Pyles seconded that Council approve Resolution #7-2018: Commending the Frederick County Sheriff’s Office; commending and thanking the officers of the Frederick County Sheriff’s Office for their roles in apprehending the suspect in a robbery of the PNC Bank located in the Borough of Carroll Valley. Motion passed unanimously via roll call.

Mayor Harris, together with Chief Hileman, presented the representatives of the Frederick County Sheriff’s Office with the commendation and thanks.

## **MAYOR’S REPORT – R. HARRIS**

- Patrol Officer Courtney Herring was introduced to Members of Council and she received a certificate affirming her swearing in of June 13, 2018.
- Police Report
  - June 2018 Police Report – Chief Hileman explained the new format which was accepted by Members by consensus.
- Updates
  - Blood Drive sponsored by the Parks and Recreation Committee was held on Tuesday, June 19, 2018; 18 units were collected which will impact up to 27 lives.
  - Congratulated Cristal and David Brennan after having performed their wedding ceremony on June 22, 2018.
  - 14<sup>th</sup> Annual July 4<sup>th</sup> Celebration was held Wednesday, July 4, 2018 Members were apprised of the Storm damage and offered thanks to all who helped with the clean-up.
  - Movie “Casablanca” was shown in the Park on Friday, June 15, 2018 at 8:00 pm.
  - Spring Yard Sale was held on Saturday, June 2, 2018.
  - Information was provided on Heat Related Emergencies including signs, symptoms and preventative measures.
- Announced:
  - E-Waste Recycling event will be held Saturday, July 14<sup>th</sup> from 8:00 am – 12:00 pm.
  - Library Events
  - Movie “Lion King” will be shown in the Park on Friday, July 20, 2018 at 8:00 pm.
  - National Night Out will be held on Tuesday, August 7, 2018.
- Shared a list of the upcoming meetings and events
- In Requiem:
  - 8 Officers from various cities across the US were honored for their bravery following their Line-of-Duty deaths during the month of June 2018.

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

Reports reviewed in packet.

## **COMMITTEE REPORTS**

### **Finance Committee.**

Mayor Harris, Finance Committee Chair, reported that the Committee met on June 25, 2018 and the following was discussed:

- 2017 Financial Audit was reviewed and recommended for approval by Council.
- Second Quarter 2018 Budget Review was performed with no notable issues.
- 2019 Budget Timeline was reviewed and recommended for approval by Council.

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

Written report reviewed and accepted by consensus.

### **Tree Board.**

Written report reviewed and accepted by consensus.

### **Planning Commission.**

Although the Commission did not meet in July, there was an application for membership that the Council reviewed and acted upon:

\*\*\*R. Pyles moved, B. Carr seconded that Michael Wight, 86 Eagles Trail, Carroll Valley be appointed to the Planning Commission effective this date. Motion passed unanimously.

## **ADMINISTRATIVE BUSINESS – BOROUGH MANAGER**

### **Treasurer's Report for June 2018.**

Following brief discussion regarding the pending agreement with the Lake Carroll property owners:

\*\*\*B. Carr moved, R. Mathews seconded, that Council accept the June 2018 Treasurer's Report as presented. Motion passed unanimously.

### **FY 2017 Audit.**

Mr. Hazlett reviewed the Audit Report of 2017 Fiscal Year noting that there were no findings. As per PA Borough Code, Mr. Hazlett requested that Council approve the advertisement of the Audit Document. Following brief discussion:

\*\*\* R. Pyles moved; J. Huster seconded that Council accept the 2017 Fiscal Year Audit and asked that Borough Staff advertise the Document per PA Borough Code requirements. 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.

**Borough Lots to Sell.** Mr. Hazlett reviewed his Memorandum of July 6, 2018 listing the Borough Lots that recommends Council consider for liquidation. It was explained that the property must be appraised and put up for public auction or sealed bid. Following discussion, Council asked that the Borough Solicitor research all regulations associated with municipal property liquidation and asked that Mr. Hazlett get an estimate for the appraisal work that is required. Further discussion is expected at the August meeting.

**Cumberland Township request for Inspection Services.** Mr. Hazlett met with the Township Manager earlier today and has received the Draft Agreement from the Township. A meeting of the subcommittee of Mr. Pyles, Mr. Lillard, Mr. Baker and Mr. Hazlett will be scheduled. Updates will follow.

### **School District request for Police Services.**

Mr. Hazlett and Chief Hileman stated that the Borough was thanked for their efforts and will be contacted if their assistance is required in the future.

## **NEW BUSINESS**

### **Property Maintenance Complaints.**

Mr. Hazlett shared that the Borough has continued to receive complaints regarding:

- Unregistered vehicles that appear as “junk” to some and “projects” to others
- Homes in disrepair; such as spouting falling off; facia or siding missing
- Tall weeds along fence rows or sidewalks

It was noted that the Borough does not currently have ordinances to address these issues; therefore, Mr. Baker does not address them with the owners. This type of condition would fall under a property maintenance regulation. Consensus of Members was to pursue additional regulatory measures. The Borough Solicitor was asked to provide sample ordinances.

### **Fireworks.**

Mr. Hazlett informed Members that a new Pennsylvania Law allows for our residents to set off fireworks that once were only permitted by professionals. This includes ones that are airborne. The Borough has no ordinance or regulation regarding residential fireworks and it is recommended that one is considered. Chief Hileman addressed the issue as well noting that the following complaints have been received since the new law went into effect:

- Fireworks being set off after 10:00pm
- Fireworks being set off too close to another house, structure, tree-line
- Requesting if a permit was issued or required

Following discussion that involved defining the difference between “Commercial” and “Consumer or personal” fireworks displays, the timeframes for setting them off and the state regulations; it was asked that the Solicitor draft an ordinance for Council’s review.

### **Budget Timeline.**

Mr. Hazlett reviewed the Budget Timeline and Council accepted it by consensus.

### **Resident Request.**

Mr. Hazlett relayed a resident’s concern that geese are being hit by cars often in the K-section of the Borough and they were requesting Council consider installing signs to warn drivers of the geese and ducks. After discussion, Members agreed by consensus to table this issue at this time.

### **OPEN TO THE PUBLIC**

No one addressed Council at this time.

### **ADJOURNMENT**

The meeting adjourned at 8:30 P.M.

### **ATTENDANCE REGISTER**

The Attendance Register is attached, numbered Page 5 and made a part of the Official Minutes.

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Gayle Marthers, Borough Secretary