

**BOROUGH OF CARROLL VALLEY
REGULAR MEETING
OF BOROUGH COUNCIL
TUESDAY, NOVEMBER 13, 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
Richard Mathews
Bruce Carr
Robert Verderaime
Beth Cool

Absent

Jared Huster

BOROUGH OFFICIALS, ETC.

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

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

Ms. Beth Cool was missed as present for the October 13, 2018 meeting.

Following brief discussion:

*** R. Verderaime moved, R. Mathews seconded, that the minutes of the October 13, 2018 Regular Meeting be approved as corrected. Motion passed unanimously.

CONSIDERATION OF THE MINUTES OF THE OCTOBER 16, 2018 JOINT MEETING OF BOROUGH COUNCIL and FINANCE COMMITTEE

Following brief discussion:

*** R. Mathews moved, B. Cool seconded, that the minutes of the October 16, 2018 Joint Meeting of Borough Council and Finance Committee be approved as submitted. Motion passed unanimously.

OPEN TO THE PUBLIC

No One addressed Council at this time:

ORDINANCES AND RESOLUTIONS

Ordinance #5-2018: Amending Chapter 6 to Regulate Fireworks. Mr. Carr questioned the validity of the word “morals” in the first “Whereas” second line. Mr. Mathews confirmed that the issuer of the permit, i.e. zoning officer, David Baker; would be responsible to notify neighboring municipalities of the issuance of said permit. Mr. Coccoresse confirmed that the removal of the word “morals” was not substantive and acknowledged that the vote to approve the ordinance could move forward without re-advertising:

***R. Mathews moved; B. Carr seconded that Ordinance #5-2018: Amending Chapter 6 to Regulate Fireworks be approved for adoption. Motion passed unanimously.

MAYOR’S REPORT – R. HARRIS

- Asked Members rise and observe a moment of silence in honor of Veterans’ Day
- Police Report
 - Buckle-Up PA – Team enforcement
 - Letter of Congratulations received by the Department from the Center for Driver Safety for their participation in DUI Checkpoints

- Drug Take-Back yielded 542 pounds of medication
- Updates
 - Fairfield Fire/EMS hosted a Fall Open House for Fire Prevention Week on Sunday, October 14, 2018 and dedicated the new Rescue Engine.
 - Movie Night: “Nightmare Before Christmas was shown in the Park on Friday, October 19, 2018 at 7:30 pm. A Trunk-or-Treat and a Costume Contest was held for the estimated 300 attendees.
 - Officers participated in Trick-or-Treat in Fairfield Borough on Wednesday, October 31st.
 - Election Day was Tuesday, November 6, 2018; the Borough boasted a 59% turnout.
 - Provided information on the following topics:
 - Alerts received from the PA State Police regarding fraudulent requests for donations following the flooding and fire disasters.
 - Yellow Dot Program – www.yellowdot.pa.gov
 - Phishing Alert – specifically banking institutions
- Announced:
 - Adams County Borough’s Association Meeting: Monday, November 19, 2018 @ 6:15pm at the Pike Restaurant. Speaker is Daryl Crum, Adams County Director of Tax Services regarding the county’s unfunded mandate that the municipalities provide letters to property owners documenting that a local building/zoning permit is not required for various improvement projects that require a county permit.
 - Borough will host a Blood Drive on Tuesday, November 27, 2018
 - Ruth’s Harvest Donations can be dropped off in the collection box located in the front lobby of the Borough Offices
 - Toys for Tots Donations can be dropped off in the collection box located in the front lobby of the Borough Offices
 - Breakfast with Santa will be held at the Fairfield Fire/EMS community room on Saturday, December 8, 2018 from 7:30 – 11:00am. Cost is \$5/each for those 11yrs and older; and free for those 10yrs and younger. Santa will arrive at 8:00am.
 - Fairfield Historical Society is hosting a Holiday Tour of Historical Properties on December 15, 2018 from noon until 5pm.
 - Library Events
- 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 Line-of-Duty deaths during the month of October 2018.

FIRE/EMS/EMA REPORTS

Members were reminded to complete the required National Incident Management System (NIMS) training courses. In order to receive Federal and State Disaster Relief Funds, this training must be completed by elected officials. Questions or concerns can be directed to Gayle Marthers or Mayor Harris.

Additional Reports were available for review in packet.

COMMITTEE REPORTS

Planning Commission.

- There was no meeting.
- Committee Application for Membership: Mr. Carr submitted his application for consideration to serve on the Commission filling one of the 3 vacancies. Following brief discussion:
***R. Mathews moved; R. Verderaime seconded that Council appoint Bruce Carr of 92 Eagle Trail to the Planning Commission effective immediately. Motion passed unanimously.

Parks, Recreation and Environmental Advisory Committee.

- There was no meeting.
- Committee Application for Membership: Ms. Crystal Durbin submitted an application for consideration to serve on the Parks, Recreation and Environmental Advisory Committee filling the one vacancy. Following brief discussion:
***D. Lillard moved; B. Carr seconded that Council appoint Crystal Durbin of 28 High Trail to the Parks, Recreation and Environmental Advisory Committee effective immediately. Motion passed unanimously.

ADMINISTRATIVE BUSINESS – BOROUGH MANAGER

Treasurer's Report for October 2018.

Following brief discussion:

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

2019 Proposed Budget.

Mr. Hazlett presented the 2019 Proposed Budget with the recommendations from the October 16, 2018 Budget Workshop. The Members noted once again that there is no tax increase proposed for 2019.

***R. Verderaime moved; B. Cool seconded that the 2019 Budget be advertised as required by Borough Code for public comment with the intent to adopt at the December 11, 2018 regular meeting of Council. Motion passed unanimously.

Ordinance #8-2018: 2019 Tax Levy Ordinance. Mr. Hazlett explained that this ordinance would officially set the tax rates.

***B. Carr moved; B. Cool seconded that Council advertise Ordinance #8-2018 establishing the 2019 Real Estate Tax as 2.45 mils. Motion passed unanimously.

Ordinance #9-2018: 2019 Dedicated Fire/Emergency Services Tax. Mr. Hazlett outlined the content of this ordinance for renewal at the same rate as 2018.

***R. Verderaime moved; R. Mathews seconded that Council advertise Ordinance #9-2018 establishing the 2019 Dedicated Fire/Emergency Services Tax at .25 mils. Motion passed unanimously.

Borough Lot Appraisals.

Mr. Hazlett stated that the appraisals are expected by the first of December.

Lake Carroll Agreement.

Mr. Hazlett reported that the fully executed document has been received and verified that it has been recorded at the Court house.

Trees on Borough Property.

Mr. Hazlett reviewed a confidential memorandum from the solicitor regarding the borough's policy on the removal of a tree on borough property. Mr. Hazlett was directed to remove problematic trees referenced in the memorandum.

UNFINISHED BUSINESS

Grant Funding Updates. A written report was reviewed by Marissa Price of GMS Funding Solutions; she provided an update on all the grant submissions of the Borough. The report was accepted by consensus. Mr. Mathews requested additional information regarding the rights of way for the Trails Project. Mr. Hazlett stated that they are still being worked on and that the Grant Manager from the State has been involved in the process thereby keeping the Borough in compliance to receive the funds. He further shared that the next step in the process is the awarding of a contract to an engineer for the Design

of the Walking Trail. He then reviewed the Request for Proposals for the Design Engineer and asked that council take action to advertise it.

***R. Mathews moved, B. Cool seconded that Council authorize Borough staff to advertise the Request for Proposal for a Design Engineer for the Carroll Valley Path System – Phase I project. Motion passed unanimously.

Property Maintenance.

Mr. Mathews provided Members with draft documents regarding property maintenance. The sub-committee reported that they have concluded a comparison of Waynesboro, Greencastle and Chambersburg's ordinances stating that Waynesboro's is best suited for Carroll Valley to use as a framework. The group met with a supervisor from Highland Township as they are reviewing this issue as well. A November 15, 2018 meeting with District Magistrate Mark Beauchat has been scheduled to discuss the penalties and the court's attitude toward them. Additional updates will be provided as the process continues. The property on Pinehill Trail was discussed as it is in violation of the Borough's ordinance and the current process is lengthy causing the unsightly mess to remain for weeks. Code Enforcement is actively working to have the property owners comply.

NEW BUSINESS

There was none.

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.

Gayle Marthers, Borough Secretary