

**BOROUGH OF CARROLL VALLEY
REGULAR MEETING
OF BOROUGH COUNCIL
TUESDAY, APRIL 9, 2019 – 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
Robert Verderaime
Beth Cool

BOROUGH OFFICIALS, ET

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

Absent

Jared Huster
Bruce Carr

CONSIDERATION OF THE MINUTES OF THE MARCH 12, 2019 REGULAR MEETING

Correction on page 3 under Capital Purchase Request noted in the motion that the correct price should be "\$49,084.00" instead of the figure "\$4908.00".

Following brief discussion:

*** R. Mathews moved, R. Verderaime seconded, that the minutes of the March 12, 2019 Regular Meeting be approved with the corrections noted. Motion passed unanimously.

CONSIDERATION OF THE MINUTES OF THE MARCH 4, 2019 JOINT MEETING of PLANNING COMMISSION with COUNCIL

Following brief discussion:

***D. Lillard moved; R. Mathews seconded that the minutes of the March 4, 2019 Joint Meeting of Planning Commission with Council be approved as submitted. Motion passed unanimously.

OPEN TO THE PUBLIC

No one addressed Council at this time.

ORDINANCES AND RESOLUTIONS

There were none.

MAYOR'S REPORT – R. HARRIS

- Honored USN Read Admiral Grace Hopper who first introduced computer programming of the "English Language"
- Police Report
 - Borough experienced a recent death due to opioid overdose
 - 1st Quarter of 2019 was busier than 2018. This may be due to being fully staffed
- Updates:
 - Blood Drive was held on Thursday, March 28, 2019 serving 11 donors, collecting 9 units to help with 27 people

- Shared the website to check for unclaimed property in the State of PA: www.patreasury.gov/unclaimedproperty
- Announced:
 - National Library Week
 - E-Waste Recycling will be held on April 13, 2019 at the Hamiltonban Township Municipal Building
 - Adams County Council of Governments will host a legislative forum on April 25, 2019 at the 911 Center
 - Medication Take-Back will be help on Saturday, April 27, 2019
 - Annual Trout Fish Derby will be held on Sunday, April 28, 2019 sponsored by Keystone Pursuit Outdoors (KPO) who has agreed to provide the volunteers for the event
 - Adams County Chiefs' of Police Association will host the Adams County Fallen Officers' Memorial on May 3, 2019
 - Mother/Son Glow Party is being planned for Saturday, May 11, 2019
 - Fairfield Recreation Little League Open Day Parade will be held Saturday, April 27, 2019
 - Library Events
- Reviewed notes from the Carroll Valley Finance Committee Meeting of March 25, 2019
- 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 March 2019.

FIRE/EMS/EMA REPORTS

Quarterly Municipal Leaders Meeting will be held on Monday, April 29, 2019.

COMMITTEE REPORTS

Planning Commission.

Mr. Lillard reviewed the written notes which were provided for review and accepted by Members by consensus.

ADMINISTRATIVE BUSINESS – BOROUGH MANAGER

Treasurer's Report for March 2019.

Following brief discussion:

***B. Cool moved, D. Lillard seconded, that Council accept the March 2019 Treasurer's Report as presented. Motion passed unanimously.

2019 Materials Bid. Mr. Hazlett presented the Bid Tabulation from the letting of April 3, 2019. Following brief discussion:

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

- Midlantic Marking
- Line Painting

Motion passed unanimously.

*** D. Lillard moved; R. Mathews seconded that Council award contracts to the following contracts to the companies for the materials listed as the sole responsible bidder:

- | | | |
|-----------------|-------|------------------|
| • Hammaker East | MC-30 | Road Oil |
| • Hammaker East | E-3 | Road Oil |
| • Hammaker East | | Equipment Rental |
| • Hammaker East | | Seal Coating |

Motion passed unanimously.

Mr. Hazlett then explained that the following items did receive a bid; however, the bid was received via email and therefore not sealed and was received after the posted cut-off time for receiving bids:

- Aggregate
- Bituminous Material

Due to the improper submittal of the bids for these materials, Members were asked to refuse the bids and permit Borough Staff to advertise a second time for these items.

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

***D. Lillard moved; B. Cool seconded that Council approve the advertisement of the aggregate, bituminous material, liquid propane, gasoline and diesel fuel as required by Pennsylvania Borough Code. Motion passed unanimously.

Annual Easter Egg Hunt.

Mr. Hazlett shared that the annual Easter Egg Hunt would be held on Saturday, April 20, 2019.

Survey Crew Notification. Letters have been sent to the residents along Ski Run and Trout Run Trails notifying them of the pending surveys associated with the Hiking/Biking Trail Project.

Riparian Buffer Project. Mr. Hazlett shared that the rows and rows of tubes in the park are protecting the trees planted in accordance with the Adams County Conservation District's Riparian Border Project. This is a grant project of the County Conservation District that Council reviewed and approved in 2018.

"Get to Know Your Park" Event. The CV Tree Board is hosting an event in conjunction with the annual Fishing Derby that invites visitors to learn about the plants and trees in Carroll Commons park.

Mr. Hazlett thanked the Members of Council and the Staff for their help and understanding during his recent illness that required several days away from the office.

UNFINISHED BUSINESS

Grant Funding Updates.

A written report was provided by GMS Funding Solutions for Council review. It was accepted by consensus.

Liberty Township Correspondence.

Correspondence dated April 3, 2019 was reviewed and accepted by consensus with no additional action needed.

Property Maintenance.

Mr. Mathews shared a first draft of revisions to Chapter 10 of the Code of Ordinances that would address the issues of Property Maintenance. Topics of Discussion:

- Personal Property Nuisances
- Motor Vehicles
- Blight
 - Draft Ordinance provided
 - Act 90 regarding the PA Legislation regarding Blight
- Webinars from PSAB regarding Blight are available in September and October
- Contact was made with Butler Township regarding a court case that resulted in changes to their ordinance

Staff was asked to prepare a list of topics in regard to Property Maintenance Complaints including the criteria used in the documentation of the complaint and what if any action was permitted by current code.

NEW BUSINESS

Mr. Mathews shared information regarding a recent training that he attended for Police Department Oversight. He will provide copies of the materials for Members' review.

Mr. Verderaime shared the concern of a resident of Persimmon Trail regarding the erosion of the roadway shoulder near their property. Mr. Hazlett will discuss the issue with the Municipal Services Supervisor.

OPEN TO THE PUBLIC

No one addressed Council at this time.

ADJOURNMENT

The meeting adjourned at 7:55 P.M.

ATTENDANCE REGISTER

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

Gayle Marthers, Borough Secretary