

**BOROUGH OF CARROLL VALLEY
REGULAR MEETING
OF BOROUGH COUNCIL
TUESDAY, SEPTEMBER 10, 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
Bruce Carr
Beth Cool

Absent

Steven Sites

BOROUGH OFFICIALS, ET

Ronald J. Harris, Mayor
David A. Hazlett, Borough Manager
Richard L. Hileman, II, Police Chief
Zachary Rice, Borough Solicitor

CONSIDERATION OF THE MINUTES OF THE AUGUST 13, 2019 REGULAR MEETING

The following changes were requested: On page 3 in the last paragraph: in the next to last sentence the word “have” should be “happen”; in the last sentence the word “he” was omitted between the words “that” and “does”; on page 4 in the second bullet point change “allowing” to “allow”; in the third bullet point the word “the” was omitted between the words “from” and “Commission”. Following brief discussion: ***R. Mathews moved, B. Carr seconded, that the minutes of the August 13, 2019 Regular Meeting be approved as changed. Motion passed unanimously.

CONSIDERATION OF THE MINUTES OF THE AUGUST 21, 2019 SPECIAL MEETING of COUNCIL

The following corrections were requested: On page 2 in the motion regarding the second round of voting under the tally of votes; S. Skoczen should be “Yes” and R. Verderaime should be “No”. Following brief discussion:

***R. Mathews moved; R. Verderaime seconded that the minutes of the August 21, 2019 Special Meeting, of Council be approved as corrected. Motion passed unanimously.

CONSIDERATION OF THE MINUTES OF THE AUGUST 5, 2019 JOINT MEETING of PLANNING COMMISSION with COUNCIL

The following corrections were requested: On page 2 under the timeline of future progress in the third bullet point; remove the word “be” between “Hearing” and “required”; and on page 3 in the first line; correct the spelling of the word “siting” with “citing”. Following brief discussion:

***R. Mathews moved; R. Verderaime seconded that the minutes of the August 5, 2019 Joint Meeting of Planning Commission with Council be approved as corrected. Motion passed unanimously.

OPEN TO THE PUBLIC

No one addressed Council at this time.

ORDINANCES AND RESOLUTIONS

Resolution #3-2019: Fill the Vacancy of Jared Huster.

Mr. Hazlett reviewed the memorandum of September 6, 2019 explaining that the resolution formalizes the appointment of Steven Sites to Council thereby filling the vacancy left by Mr. Huster's resignation. Following brief discussion:

***B. Cool moved; R. Mathews seconded that Council approve Resolution 3-2019 formalizing the appointment of Steven Sites to fill the vacated seat of Jared Huster. Motion passed unanimously.

MAYOR'S REPORT – R. HARRIS

- Observed a period of silence in remembrance of the victims of 9/11
- Police Report
- Updates:
 - How to Handle being Pulled Over by a Police Officer followed by the steps to following after receiving a fine
 - Mayor Harris attended the August 2019 Court of Honor for Boy Scout Troop 76
 - Adams County Council of Governments Celebrated 10-year Anniversary
 - Movie-in-the-Park was held Friday, August 16, 2019 turnout continues to be great
- Announced:
 - Adams County Library's Carroll Valley Branch Schedule
 - Carroll Valley Planning Commission will host an Open House regarding Zoning Ordinance Update on Wednesday, September 18, 2019
 - Child Safety Seat – Free Inspections
 - September 23rd thru 29th
 - Waynesboro Police Department
 - PA State Police
 - Movie-in-the-Park will be held Friday, September 20, 2019
 - Gettysburg National Park's World War II Weekend will be held September 21st & 22nd
 - Pippinfest will be held Saturday, September 28th and Sunday, September 29th
 - Fall Yard Sale will be held Saturday, September 28, 2019
 - Blood Drive will be held Wednesday, October 2nd from 4pm – 7pm
 - HACC will host Community Education Day on Friday, October 11, 2019
 - October 12, 2019 – E-recycling Event will be held – need a volunteer
 - Mother/Son Event will be held on Saturday, October 19, 2019
 - Shared information regarding House Bill 13 that addresses Property Tax Reform
- Shared a list of the upcoming meetings and events
- In Requiem:
 - 12 Officers from various cities across the US were honored for their bravery following their Line-of-Duty deaths during the month of August 2019.

FIRE/EMS/EMA REPORTS

Reports provided were accepted by consensus with no discussion.

COMMITTEE REPORTS

Parks, Recreation and Environmental Advisory Committee.

Written report reviewed and accepted by consensus.

Planning Commission.

Reminder that the Open House on September 18, 2019. Members discussed the vacancies on the Commission, noting that there are 3 openings. Mr. Hazlett reviewed the two applications included in the

packet and brought to Council's attention that there was an additional application received earlier today that was at each member's seat. Following brief Discussion:

***B. Cool moved; D. Lillard seconded that Sara Laird be appointed to the Planning Commission to fill the vacancy expiring on December 31, 2022. Motion passed on a 5-Yes; 1-No vote. Mr. Verderaime casting the No vote.

Mrs. Skoczen asked Members to review the application of Mr. Frank Henry for action. Following brief discussion:

***D. Lillard moved; R. Verderaime seconded that Frank Henry be appointed to the Planning Commission to fill the vacancy expiring on December 31, 2020. Motion passed unanimously.

Mrs. Skoczen asked Members to review the application of Mr. Thomas Schubring for action. Following brief discussion:

***B. Carr moved; R. Mathews seconded that Thomas Schubring be appointed to the Planning Commission to fill the vacancy expiring on December 31, 2019. Motion passed on a 4-Yes; 2-No vote. Ms. Cool and Mr. Lillard casting the No votes.

Mr. Mathews questioned the possibility of Mr. Henry or Mrs. Laird serving on the Sewer and Water Authority because they live in the area of the Borough served by the Sewer System. Mr. Hazlett explained that if the individuals were willing to serve in that capacity; current members would need to step down from the Authority as there are no vacancies at this time. Mr. Mathews and Mr. Carr both expressed a willingness to resign if there were citizens who wanted to serve. Mayor Harris opened discussion about having regular updates or reports to Council similar to those submitted by the Committees of Council.

Tree Board

Minutes from the August 1, 2019 meeting were provided for review and subsequently, Members accepted by consensus. A Committee Application was submitted for action from Emily Faalasli. Following brief discussion:

***R. Mathews moved; D. Lillard seconded that Emily Faalasli be appointed to the Carroll Valley Tree Board to fill the vacancy expiring on December 31, 2020. Motion passed unanimously.

ADMINISTRATIVE BUSINESS – BOROUGH MANAGER

Treasurer's Report for August 2019.

Following brief discussion:

*** B. Cool moved, R. Mathews seconded, that Council accept the August 2019 Treasurer's Report as presented. Motion passed unanimously.

Banking RFP Analysis.

Solicitor, Zachary Rice reviewed the documents provided. After the review, he recommended considering three institutions: F&M, BB&T and Muncy Bank & Trust citing the following factors as setting them apart:

- Better interest rates
- Waiving of all banking fees; specifically, the Positive Pay fee

Mr. Rice continued that the review team of Salzman Hughes and GMS Funding, opined that F&M provided the overall best option as they offered a 3-year agreement, have an established relationship with the Borough and a branch within reasonable driving distance.

Additional discussion included the following questions, concerns and comments:

- On page 2 of the letter prepared by Mr. Rice, the first line references an interest amount; is that referring to the Checking accounts, the Interest accounts or both?
- Mr. Hazlett addressed the ACNB response or lack thereof to the RFP; the longevity of the Borough's relationship with ACNB; the disparity of ACNB's offer compared to the other institutions and the overall disappointment in ACNB response

- Can the Borough negotiate longer agreement terms?
- Can the Borough negotiate floors in interest rates?
- Electronic depositing practices to avoid trips to the branch
- Verify that Separation-of-Duties practices meet Auditor's standards
- Verify that paper stock used for checks meet security standards

Following much discussion, consensus of Members was to direct Borough Staff and the Solicitor to finalize negotiations with F&M Bank with a target transfer date of January 1, 2020 keeping the above questions/concerns in mind while in discussions. Terms of a 3-year and 5-year agreement option was discussed as well as the inclusion of an "Out Clause" if the Borough is unsatisfied with the service and wishes to change institutions again.

2020 MMO.

Mr. Hazlett reviewed Transmittal Memo outlining the Borough's Minimum Municipal Obligation (MMO) for the pension plans of the Borough. He reviewed Act 205 of 1984 which requires the Chief Administrative Officer inform the Governing Body of the expected obligation for the coming year. No formal action is required. Mr. Verderaime requested information regarding the type of plan provided and then asked if the Borough has considered an alternate managing company or plan. Following much discussion, Members accepted the information as presented.

Employee Handbook Amendment.

Mr. Hazlett explained the change and reason for such. Members confirmed that the verbiage meets or exceeds the OSHA guidelines. It was suggested that there be an allowance for silicone or rubber-like rings. Following discussion:

***B. Cool moved; R. Mathews seconded that Council accept the amendment to the Borough Employee Handbook with the inclusion of the allowance for silicone or rubber-like rings. Motion passed unanimously.

Junior Council Member Program.

Mr. Hazlett reviewed his memorandum of September 6, 2019 regarding the Junior Council Program. He explained that the program has been in place since 2002. He then requested that he be directed by Council to approach the School District to invite applicants and to advertise the program via social media. Discussion ensued regarding the term dates for the program participants, age or grade level of a participant and the possibility of more than one student serving at one time. Consensus of Council was to advertise the program stating that the student selected must be a Carroll Valley Borough Resident and enrolled as a High School Student; further decisions would be made after responses are received.

Mr. Hazlett asked that the Council consider a change to the Residency Requirements in the Borough Manager's contract. Currently, the Contract language in the Ordinance states that the Borough Manager must reside within the Borough limits. Mr. Hazlett asked that the Council extent the limit to the School District Boundary Line. Following brief discussion:

***R. Mathews moved; B. Carr seconded that Council approve a special exception allowing Mr. Hazlett to reside outside the Borough limits but within the Fairfield Area School District Boundaries. Motion passed unanimously.

UNFINISHED BUSINESS

Grant Funding Updates.

GMS Funding provided a written report that was accepted by consensus without discussion.

Property Maintenance.

Mr. Mathews stated that work was continuing.

NEW BUSINESS

There was none.

OPEN TO THE PUBLIC

The following citizens addressed Council at this time:

John Phillips, Candidate for Adams County Controller, regarding the duties of the position and his qualifications

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 Marthers, Borough Secretary