

**BOROUGH OF CARROLL VALLEY
REGULAR MEETING
OF BOROUGH COUNCIL
TUESDAY, MARCH 10, 2020 – 7:00 P.M.
BOROUGH OFFICE
MINUTES**

Richard Mathews, President called the meeting to order at 7:00 P.M. He led the Pledge of Allegiance. The attendance was as follows:

BOROUGH COUNCIL MEMBERS

Present

Richard Mathews
L. Michael Wight
David Lillard
Bruce Carr
Jessica Kraft
John Schubring
Robert Verderaime

Absent

BOROUGH OFFICIALS, ETC

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 FEBRUARY 11, 2020 REGULAR MEETING

Request was made for a change of wording on page 3 under the Property Maintenance Report; second line the word “implored” changed to “used”.

Following brief discussion:

*** M. Wight moved; J. Kraft seconded, that the minutes of the February 11, 2020 Regular Meeting be approved as changed. Motion passed unanimously.

CONSIDERATION OF THE MINUTES OF THE FEBRUARY 3, 2020 JOINT MEETING of PLANNING COMMISSION with COUNCIL

Correction requested on page 1 under the Council Members attendance to reflect that Jessica Kraft was absent not David Lillard.

Following brief discussion:

*** M. Wight moved; B. Carr seconded that the minutes of the February 3, 2020 Joint Meeting of Planning Commission with Council be approved as corrected. Motion passed unanimously.

OPEN TO THE PUBLIC

The following citizens addressed Members at this time:

Becky Bequette, 52 Diane Trail regarding Help for families impacted by the Coronavirus outbreak. She cited local food banks and programs that will require help in the coming weeks. Council agreed to use Borough social media accounts to share needs and resources available.

ORDINANCES AND RESOLUTIONS

There were none.

MAYOR’S REPORT – R. HARRIS

- Chief’s Report:
 - Reviewed “New Look” of the Report; thanked Mr. Mathews and Mr. Verderaime for their input
 - Hiring Process Update:
 - Written Test: 4 candidates passed the test
 - Background investigations, psychiatric and other related evaluations are underway
 - Oral Test is being scheduled

- 2017 Salary Review Document was acknowledged, and Members requested a copy of the Evaluation completed that gave a recommendation for the number of officers the Borough should have in the department. Chief Hileman stated that a copy of that report would be provided for review at next month's meeting.
- Community Health Awareness
 - COVID – 19
 - Influenza
 - Signs, Symptoms and Precautions help slow the spread of illness
- Updates:
 - Provided information on a new Phishing Alert related to the COVID-19 Pandemic
 - Act 77: Changes to the Election Laws
 - Mail-in Ballot
 - Voter Registration Deadline Extended
 - No Straight-Party Voting
 - No Stickers permitted for Write-in Candidates
 - 2020 Census
- Announced:
 - Adams County Library's Carroll Valley Branch Schedule
 - 6th Annual Daddy/Daughter Dance was held Saturday, February 15, 2020
 - Annual Easter Egg Hunt will be held Saturday, April 11, 2020
 - E-recycling collection date set for April 18, 2020: 8am – noon at Fairfield Fire Department
- 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 February 2020.

FIRE/EMS/EMA REPORTS

Reports were provided for review; they were accepted without discussion. Fairfield Fire/EMS Banquet will be held Saturday, March 14, 2020; all members are welcome to attend.

COMMITTEE REPORTS

Public Safety Committee.

Mayor Harris reviewed the written report. Members accepted the report with little discussion.

ADMINISTRATIVE BUSINESS – BOROUGH MANAGER

Treasurer's Report for January 2020.

Following brief discussion:

***R. Verderaime moved, B. Carr seconded, that Council accept the June 2017 Treasurer's Report as presented. At this time Mrs. Kraft stated that Pursuant to Pennsylvania's "Public Official and Employee Ethics Law" (65 PA CSA 1101 et seq), she is abstaining from the motion specific to the check # 33046; payable to Robert Kraft as this individual is an immediate family member and therefore; creating a conflict of interest. Motion passed unanimously with the above noted abstention; a copy of which numbered page 5 and is attached to these minutes.

Capital Purchase – Single-Axle Dump Truck.

In reviewing his memorandum of March 6, 2020 outlining the quotes received, Mr. Hazlett:

- Shared that all three (3) quotes are from PA State Contracts; therefore, bidding is not required;
- Acknowledged that the request of Borough Staff reflects the second lowest price;
- Shared that the equipment being replaced would be offered for sale via Municibid and proceeds of the sale would be deposited into the Capital Fund to offset this expenditure;
- Stated that all three quotes were less than the budgeted expense of \$165,000.

Members questioned why the recommendation was not for the lowest priced truck. Mr. Hazlett explained that the last International purchased by the Borough has had mechanical issues and not as reliable as past purchases. The last single-axle dump truck purchased was a Mack and it has not had any of the mechanical issues, therefore, the Mack was recommended. Comments and concerns expressed by Members included:

- Additional \$6,000 in cost
- Repair and Maintenance Logs
- Need to Replace the Vehicle
- Warranty Terms
- Age of the Vehicle being replaced (14 years)
- Respect for the Recommendation of Staff

Mr. Hazlett stated that he and the Staff would understand the decision to purchase the lowest cost equipment but reminded Members that the Capital Budget has been crafted to have the necessary funds in reserve to replace vehicles and equipment in time frames that are most beneficial to the Borough financially while maintaining the desired level of service to the citizens. Following much discussion:

***R. Verderaime moved that Council authorized Borough Staff to purchase the International Model HV507SFA chassis with 10'6" Dump Body, 11" Snowplow and Cinder Box at a price of \$153,450.00. Motion died for lack of a second.

***D. Lillard moved; M. Wight seconded that the Council authorized Borough Staff to purchase the Mack Model Granite 42FRHMD chassis with 11'6" Dump Body, 11" Snowplow and Cinder Box at a price of \$159,84.00. Motion passed with 6 yes votes and Mr. Verderaime casting a vote of no.

Adams County Tax Claim Repository Sale.

Members reviewed the letter of February 21, 2020 from the Adams County Tax Bureau regarding the anticipated sale of several properties located within the Borough of Carroll Valley from the County Repository. Following brief discussion:

***M. Wight moved; D. Lillard seconded that Council approve the sale of properties as outlined in the Letter dated February 21, 2020 from the Adams County Tax Claim Bureau. Motion passed unanimously.

PSAB – 2020 Voting Delegates.

Members reviewed the Voting Delegate form received from the Pennsylvania State Association of Boroughs (PSAB) referencing the business to be conducted at the Annual Meeting and the Election of Officers that will be part of the 2020 Annual Conference. Mr. Mathews and Mayor Harris stated that they are planning to attend; therefore, following brief discussion:

***D. Lillard moved; J. Kraft seconded that Council appoint President Richard Mathews the Voting Delegate and Mayor Ronald Harris as the Alternate to represent the Borough of Carroll Valley. Motion passed unanimously.

Personnel Manual Update.

Mr. Hazlett reviewed his memorandum dated March 6, 2020 outlining the removal of the Educational Expense Reimbursement Policy from the Personnel Manual. He reminded Members that this was in response to a recent expenditure that had been questioned by Council and further stated that after discussing the issue with the Borough Department Supervisors; everyone agreed that any training could and would be funded through the budgetary line item of Training/Conferences. This little-used program was unnecessary. Following brief discussion:

***D. Lillard moved; B. Carr seconded that the Educational Expense Reimbursement Policy be removed from the Personnel Manual effective immediately. Motion passed unanimously.

Web-Site Project.

Mr. Hazlett shared that a design is in process. Updates will be provided as the project continues.

UNFINISHED BUSINESS

Grant Funding Updates.

GMS Funding provided a written report that was accepted by consensus noting that the Sewer and Water Authority Grant's scope of work was approved, and the project is continuing. Mr. Hazlett shared that the Borough was notified that the \$25,000 in retainage from the RACP grant has been approved for release.

Property Maintenance.

Mr. Mathews reported that he and Mr. Verderaime met with the Code Enforcement Official from Waynesboro Borough and were able to discuss the ticketing system that they use. Very useful information was received and will be used to finish crafting the proposed ordinance which is nearing completion. The following information was shared regarding the Ticketing System for Code Violations:

- Administration of the System would be Borough Staff (not police)
- A Letter or Notice of Non-Compliance would be issued first
- If a Ticket were to be issued the process would be handled entirely by the Borough
- If a Citation were to be issued the process would have to involve the County District Magistrate

Members asked who is or will be handling Code Enforcement?

- Currently, the Management Team is fielding all complaints and providing follow-up as needed
- As soon as financially possible, the Borough will be evaluating the hiring of additional staff; possibly a part-time Code Enforcement Position

Mr. Mathews suggested that Members and Staff register for the available webinar topics regarding the Ticketing System and Code Enforcement. Members asked Mr. Hazlett what response he has gotten from violation letters for the complaints identified. Mr. Hazlett stated that the process has been started; compliance is slower than desired but working at this time. There is one (1) second notice letter pending.

NEW BUSINESS

Mr. Verderaime read a statement regarding his ability to answer questions as an attorney. He acknowledged that he does have expert knowledge in certain areas; however, respectfully requests that any statement made by him or issues for which he opines be viewed and accepted as that of a resident serving as an elected official and not as an attorney offering a professional opinion. To do otherwise would violate his licensure and create a conflict of interest. He further stated that at times he may refuse to answer and does not wish to offend any of his peers or Borough Staff. His request was granted by all Members and Staff present and they thanked Mr. Verderaime for his candor; stating that they value his opinion.

Code Enforcement/Zoning.

Mr. Hazlett asked that Members formally appoint him as the Zoning Officer and Code Enforcement Officer until additional staff is hired for those positions. Following brief discussion:

***M. Wight moved; D. Lillard seconded that David A. Hazlett, Borough Manager be appointed Zoning Officer and Code Enforcement Officer for the Borough of Carroll Valley effective immediately. Motion passed unanimously.

Members' attention was brought to a letter of invitation included in their packets from Senator Mastriano's office regarding a Breakfast Briefing scheduled for Friday, March 27, 2020 at 7:00AM to be held at the Adams County Training Facility (911 Center).

OPEN TO THE PUBLIC

No one addressed Council at this time.

ADJOURNMENT

The meeting adjourned at 8:50 P.M.

ATTENDANCE REGISTER

The Attendance Register is attached, numbered Page 6 and made a part of the Official Minutes.