

**BOROUGH OF CARROLL VALLEY
REGULAR MEETING
OF BOROUGH COUNCIL
POSTPONED FROM APRIL 14, 2020
TUESDAY, APRIL 28, 2020 – 7:00 P.M.
Held Via ZOOM On-Line Platform
MINUTES**

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

BOROUGH COUNCIL MEMBERS

Present

Richard Mathews
L. Michael Wight
David Lillard
Bruce Carr
Jessica Kraft
John Schubring
Robert Verderaime via phone – no video

Absent

BOROUGH OFFICIALS, ETC

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

Mr. Mathews opened the meeting by thanking all members for their support in attending this evening meeting via the on-line platform. He further read aloud the procedures that would be followed for the meeting.

CONSIDERATION OF THE MINUTES OF THE MARCH 10, 2020 REGULAR MEETING

Correction was noted on page 2 under Administrative Business that the Treasurer's Report should state for the month of "February".

Following brief discussion:

*** R. Verderaime moved; B. Carr seconded, that the minutes of the March 10, 2020 Regular Meeting be approved as corrected. Motion passed unanimously.

CONSIDERATION OF THE MINUTES OF THE MARCH 23, 2020 EMERGENCY MEETING of BOROUGH COUNCIL

Following brief discussion:

***R. Verderaime moved; J. Kraft seconded that the minutes of the March 23, 2020 Emergency Meeting of Borough Council be approved as submitted. Motion passed unanimously.

OPEN TO THE PUBLIC

It was acknowledged that one member of the public was logged onto the meeting; however, no hand was raised; no questions had been submitted on-line; nor any questions submitted via email.

BOROUGH'S RESPONSE TO COVID-19

Mr. Hazlett outlined the following steps taken by the Borough due to the COVID-19 Pandemic:

- All Parks are Closed except for Passive Recreation on the Walking Trails
- All Public Restrooms are Closed
- All Athletic Fields, Courts and Playgrounds are Closed
- All Pavilion Rentals through June have been Cancelled

- As of 4:30pm on Monday March 16, 2020 all Borough Offices were Closed to Public access and employees placed on administrative leave except for the Police Department and Sewer Department. Thank you was extended to the Essential Employees.
- Planning is underway to ensure all necessary precautions are in place when the employees can return and the eventual re-opening to the public.

Mr. Hazlett further stated that he has been in regular contact with Department Supervisors and Staff regarding the budget. At this time, income and expenses are on-target; however, spending will be strictly monitored and adjusted based upon any shortfalls in income due to the pandemic shutdowns. Borough expenses incurred due to the Pandemic are being tracked in order to apply for the stimulus grant opportunities through Pennsylvania Emergency Management Agency (PEMA) and the Federal Emergency Management Agency (FEMA).

RESOLUTION #4-2020 – EXTENDING THE EMERGENCY PROCLAMATION.

Members reviewed the extension; Solicitor Zachary Rice confirmed that this resolution will automatically expire when the State of Pennsylvania declares the emergency period to be completed. Following brief discussion:

***D. Lillard moved; R. Verderaine seconded that Council approve Resolution #4-2020 – Extending the Emergency Proclamation. Motion passed unanimously via roll call vote.

RESOLUTION #5-2020 – EXTENDING THE 2020 REAL ESTATE TAX.

Members reviewed resolution questioning the need to pass this considering the issue had been agreed to and passed by motion at the emergency meeting on March 23, 2020. Solicitor Rice explained that the resolution formalizes the policy and assures that the verbiage matches what the County Commissioners have passed. Following brief discussion:

***D. Lillard moved; R. Verderaine seconded that Council approve Resolution #5-2020 – Extending the 2020 Real Estate Tax. Motion passed unanimously via roll call vote.

RESOLUTION #6-2020 – PMRS PLAN UPDATE (POLICE).

Members reviewed Resolution #6-2020 which is a required IRS update to the Borough Police Pension Plan. This update is done every 6-years by the Pension Administrator, The Pennsylvania Municipal Retirement System (PMRS). Members confirmed that there has been NO SUBSTATIVE CHANGE to the Plan. PMRS updated the definition of “Full-Time” employee to include the required minimum of 40 hours per week as is permitted by Pennsylvania law. Following brief discussion:

***R. Verderaine moved; J. Kraft seconded that Council approve Resolution #6-2020 - PMRS Plan Update (Police). Motion passed unanimously via roll call vote.

RESOLUTION #7-2020 – PMRS PLAN UPDATE (NON-UNIFORM).

Members reviewed Resolution #7-2020 which is a required IRS update to the Borough Non-Uniform Pension Plan. This update is done every 6-years by the Pension Administrator, The Pennsylvania Municipal Retirement System (PMRS). Members confirmed that there has been NO SUBSTATIVE CHANGE to the Plan. PMRS updated the definition of “Full-Time” employee to include the required minimum of 40 hours per week as is permitted by Pennsylvania law. Following brief discussion:

***R. Verderaine moved; B. Carr seconded that Council approve Resolution #7-2020 - PMRS Plan Update (Non-Uniform). Motion passed unanimously via roll call vote.

REQUEST TO HIRE OFFICER.

Prior to discussion:

***B. Carr moved; R. Verderaine seconded that this topic be tabled until Council can meet in a face-to-face setting. Discussion ensued regarding whether the action could be put off and for how long. Chief Hileman was asked his opinion; however, prior to answering Mr. Verderaine cited a violation of Robert's

Rules of Order specific to the question not falling under the purview of the motion. President Mathews ended the discussion and called for a vote to the motion. Motion passed via roll call with six (6) yes votes and one (1) no vote cast by Mrs. Kraft.

MARCH 2020 TREASURER'S REPORT.

Following brief discussion:

***R. Verderaime moved, D. Lillard seconded, that Council accept the March 2020 Treasurer's Report as presented. Motion passed unanimously via roll call vote.

2020 MATERIALS BID.

Mr. Hazlett explained the PA Code requirements for bidding and the items for which the Borough is advertising. Following brief discussion:

***D. Lillard moved; J. Kraft seconded that Council approve the advertisement of the 2020 Materials Bid as required by Pennsylvania Borough Code. Motion passed unanimously via roll call vote.

ACCIDENT REPEATERS PROGRAM.

Mr. Hazlett reviewed his memorandum dated April 22, 2020 outlining the Workers' Compensation Insurance annual audit and a recommendation from the risk management company to implement an Accident Repeaters Program to improve safety and reduce risk of injury; thereby reducing the Borough's liability for claim activity.

***B. Carr moved; J. Schubring seconded that Council approve the implementation of the Accident Repeaters Program. At this time additional discussion ensued that resulted in Mr. Carr and Mr. Schubring withdrawing their motion. Discussion continued resulting in the following action:

***B. Carr moved; D. Lillard seconded that this issue be tabled until additional information can be obtained regarding the current safety plan used by the Borough. Motion passed unanimously via roll call vote.

MUNICIPAL WASTE CONTRACT EXTENSION.

Mr. Hazlett explained the extension and requested that Council take action to approve the one (1) year extension of services. Following brief discussion:

***J. Kraft moved; D. Lillard seconded that Council extend the 2017 Agreement between the Borough of Carroll Valley and the Solid Waste Collection firm of Parks Garbage Service for an additional one (1) year period to commence March 31, 2021 and run through March 31, 2022. Motion passed unanimously via roll call vote.

PROPERTY MAINTENANCE UPDATE.

Mr. Mathews explained that he and Mr. Verderaime have been working on amending Chapter 5 of the Carroll Valley Code of Ordinances to include property maintenance and dangerous buildings with references to several other Chapters of the Code that would be impacted by the updates. He further stated that the goal is to address all enforcement concerns in a single chapter for ease of reference. Members offered thanks for the hard work that is being done and look forward to the draft ordinance when it is ready.

NEW BUSINESS.

Mayoral Proclamation. Mayor Harris announced that he was issuing a Proclamation that declares Sunday, May 3, 2020 "Hometown Heroes Appreciation Day" in Carroll Valley Borough and by doing so; to

"call upon all Carroll Valley residents, while under the Pennsylvania State "Stay at Home" order, to honor our hometown heroes by doing any or all of the following: turn on the porch light for the evening; call a hometown hero, if a neighbor, and express your appreciation and/or post a "Thank You" on social media to those who are serving on the frontlines of the COVID-19 battlefield and continue to show resolve to restore their local businesses and civic life to their former prominence. Most of all keep our hometown heroes in your thoughts and prayers."

Members asked that the proclamation be shared via email and social media; commending Mayor Harris for his initiative and offering praise to all the Heroes who reside in and work in the Borough.

Borough Website Update. Mr. Hazlett offered a brief update stating that the new site was being populated with current information and the targeted launch date is late May.

Mr. Schubring asked that all future capital expenditure requests be provided to Council 30 days in advance of a vote to allow Members more time to review the data. No action was taken at this time.

OPEN TO THE PUBLIC

It was acknowledged that one member of the public was logged onto the meeting; however, no hand was raised; no questions had been submitted on-line; nor any questions submitted via email during the meeting.

ADJOURNMENT

***D. Lillard moved; J. Schubring seconded that the meeting adjourn at 8:50 P.M. Motion passed unanimously via roll call vote.

ATTENDANCE REGISTER

The Attendance Register was not available due to the electronic nature of the meeting; therefore it has not been made a part of the Official Minutes.

Gayle Marthers, Borough Secretary