

**BOROUGH OF CARROLL VALLEY  
REGULAR MEETING  
OF BOROUGH COUNCIL  
TUESDAY, JUNE 9, 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 via phone  
David Lillard via phone  
Bruce Carr  
Jessica Kraft  
John Schubring via phone  
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 MAY 27, 2020 REGULAR TELE-MEETING VIA ZOOM**

Mr. Verderaime asked that the minutes be altered more accurately reflect his correction of the April 28, 2020 minutes; he asked that the second sentence be changed to: "He stated that discussion following a motion to table is out of order per Robert's Rules of Order because the motion to table is not debatable." Following brief discussion:

\*\*\* J. Kraft moved; B. Carr seconded, that the minutes of the May 27, 2020 Regular Tele-Meeting via Zoom be approved as changed. Motion passed unanimously via roll call vote.

**OPEN TO THE PUBLIC**

No one addressed Council at this time.

**ORDINANCES AND RESOLUTIONS**

Ordinance #1-2020: Floodplain Ordinance Update.

Mr. Hazlett reviewed the memorandum dated June 5, 2020 outlining the ordinance and requirement for updating the Borough's policy. He confirmed that this process is a PA State mandate and all neighboring municipalities are in the process of passing similar ordinances. Following brief discussion:

\*\*\*M. Wight moved; R. Verderaime seconded that Ordinance #1-2020:Floodplain Ordinance Update be advertised as required by PA Borough Code with the intent to adopt at the July 14, 2020 Regular Meeting of Council. Motion passed unanimously via roll call vote.

**MAYOR'S REPORT – R. HARRIS**

- Chief's Report
- Updates:
  - Governor Wolf signed Amendment to the PA Emergency Proclamation extending it 90 days; it will expire September 2, 2020
  - Adams County moves into the "Green" phase of the Governor's Re-opening on June 12, 2020
    - 50% occupancy of businesses
    - Groups of 250 or less can congregate with 6' social distancing
- Announced:
  - Adams County Library's Carroll Valley Branch Schedule

- July 4<sup>th</sup> Celebration will be Fireworks only at 10:00pm
- Shared a list of the upcoming meetings and events
- In Requiem:
  - 21 Officers from various cities across the US were honored for their bravery following their Line-of-Duty deaths during the month of May 2020; Mayor Harris noted that 11 of those were due to COVID-19

## **FIRE/EMS/EMA REPORTS**

Reports were provided for review; they were accepted without discussion. It was noted that Adams Regional EMS (AREMS) has sent its annual membership renewal information to residents. Due to the COVID-19 pandemic; many fundraising opportunities were unable to happen; the public was asked to think of the first responders when donating.

## **COMMITTEE REPORTS**

All meetings have been cancelled due to the COVID-19 pandemic until further notice.

## **ADMINISTRATIVE BUSINESS – BOROUGH MANAGER**

### **Treasurer's Report for May 2020.**

Check # 33197 was clarified due to an incorrect description. Following brief discussion:

\*\*\*R. Verderaime moved, J. Kraft seconded, that Council accept the May 2020 Treasurer's Report as presented. Motion passed unanimously via roll call vote.

### **2020 Materials Bid.**

Mr. Hazlett presented the Bid Tabulation from the letting of June 3, 2020. Mr. Hazlett discussed the Fuel bids received explaining the fixed rate versus the allowance. Discussion ensued regarding the pros and cons of each pricing method. Other discussion involved the line painting bids whereby Mr. Hazlett explained that the low bidder being Midlantic Marking is not recommended by Borough Staff due to their unresponsiveness during the last contract period. It was shared that after several attempts to schedule a Borough project, Staff was forced to have the 2020 back-up bidder complete the project. Following discussion:

\*\*\* D. Lillard moved; J. Kraft seconded that Council award the following contracts for the 2020-2021 Contract year as each bidder listed submitted the lowest responsible bid:

- |  |    |                     |                    |                         |
|--|----|---------------------|--------------------|-------------------------|
| • MC-30 Road Oil   | to | Hammaker East       | @ a unit price of  | \$3.49/gallon           |
| • E-3 Road Oil   | to | Hammaker East       | @ a unit price of  | \$2.09/gallon           |
| • Unleaded Gasoline  | to | Talley Petroleum    | @ a fixed price of | \$1.7145/gallon         |
| • Diesel Fuel  | to | Talley Petroleum    | @ a fixed price of | \$1.8877/gallon         |
| • Superpave 25.0mm   | to | New Enterprise      | @ a unit price of  | \$51.80/ton @ plant     |
| • Superpave 25.0mm   | to | New Enterprise      | @ a unit price of  | \$58.75/ton delivered   |
| • Superpave 9.5mm  | to | New Enterprise      | @ a unit price of  | \$57.50/ton @ plant     |
| • Superpave 9.5mm  | to | New Enterprise      | @ a unit price of  | \$64.45/ton delivered   |
| • Double Four Inch Yellow Traffic Line with Reflective Glass Beading | to | Alpha Space Control | @ a unit price of  | \$0.110/foot            |
| • Single Four Inch White Fog Line with Reflective Glass Beading      | to | Alpha Space Control | @ a unit price of  | \$0.055/foot            |
| • Rental of Roller   | to | Hammaker East       | @ a unit price of  | \$235.00/hour           |
| • Rental of Chipper  | to | Hammaker East       | @ a unit price of  | \$425.00/hour           |
| • Rental of Tri-Axle   | to | Hammaker East       | @ a unit price of  | \$127.00/hour           |
| • E-3 Seal Coating   | to | Hammaker East       | @ a unit price of  | \$1.573/yd <sup>2</sup> |

Motion passed unanimously via roll call vote.

Mr. Hazlett reviewed the bids received for Aggregate; he explained that bids were received from two (2) companies. Due to availability of the items bid; Members were asked to award contracts to both companies; allowing the staff to purchase the items from the lowest bidder where available. Following brief discussion:

\*\*\* R. Verderaime moved, B. Carr seconded that Council award contracts to New Enterprise Stone, Inc. and Specialty Granules, Inc. for the aggregate materials. Motion passed unanimously via roll call vote.

Mr. Hazlett then explained that no bids were received for liquid propane; however, due the small quantity that the Borough anticipates purchasing and in accordance with PA Code the Borough staff will purchase this from the supplier with the lowest price available.

### **Liquid Fuels Tax Fund Audit of 2019FY.**

Members reviewed the report presented, acknowledging that there were no deficiencies nor findings. Borough staff was thanked for a job well done and the report was accepted by consensus as no action was required.

### **Fee Agreement with Cumberland Township.**

Mr. Hazlett reviewed the document and explained that the payment to Cumberland Township represents a reimbursement for fees that Cumberland Township Residents paid to the Borough for inspections that were unable to be completed when Mr. Baker left the Borough. With this agreement in place, the Township agrees to manage the remaining inspections, cover the fees incurred and handle any reimbursements due to their residents for said services. Thereby relinquishing the Borough from any liability moving forward and formally closing the contractual arrangement with the Township regarding inspection services. Following brief discussion:

\*\*\*R. Verderaime moved; J. Kraft seconded that Council agree to the terms of the Fee Agreement and authorize execution of same. Motion passed unanimously via roll call vote.

## **UNFINISHED BUSINESS**

### **Grant Funding Updates.**

Marissa Price, of GMS Funding provided a written and verbal report that was accepted by consensus by Members.

Mr. Mathews took a moment at this time to formally recognize and thank Borough Staff, Municipal Services and the Police Department for their combined response to the COVID-19 Pandemic. Other Members echoed the sentiment.

Mr. Mathews then offered appreciation to Mr. Hazlett and Borough Staff for their taking on the additional duties of the code enforcement and permit processing.

### **Property Maintenance.**

Mr. Mathews reported that he, Mr. Verderaime and Mr. Hazlett met to review the first draft of a Property Maintenance Ordinance. Overall, the document is looking good; there are several areas where work is continuing and when asked when a draft may be ready for Council or Planning review; Mr. Mathews speculated July or August.

### **Request to Hire Officer.**

As this issue was tabled at the last meeting, the following action was taken:

\*\*\*R. Verderaime moved; M. Wight seconded to remove the issue to Hire an Officer from the table. Motion passed unanimously via roll call vote. Following the vote to open the issue; Mr. Verderaime suggested that the Council consider a special meeting to discuss the issue due to the lateness of the hour and the potential length of the discussion.

\*\*\*R. Verderaime moved; J. Schubring seconded that a Special Meeting be scheduled to discuss the topic of hiring a Police Officer.

Discussion ensued regarding the implications of waiting to discuss the issue, cost and time required to advertise a special meeting and availability of Members to meet. It was suggested that the meeting be recessed until a later date instead of a special meeting being called. After some debate; Mr. Verderaime asked that his Motion be withdrawn in lieu of reconvening. Mr. Schubring agreed as the second on the motion and thereby resulting in President Mathews declaring the Motion withdrawn.

### **NEW BUSINESS**

Mr. Verderaime offered praise and appreciation to the Police Department for their response to a “shots fired” call in his neighborhood. It was explained that a nearby shooting range in an adjacent municipality was the likely location of the shooting. Members requested that public notice be provided for the several public and private shooting ranges in the area.

### **OPEN TO THE PUBLIC**

No one addressed Council at this time.

### **ADJOURNMENT**

The meeting Recessed at 8:50 P.M. until Tuesday, June 16, 2020 at 7:00 P.M. via a motion by R. Verderaime and seconded by B. Carr that passed unanimously via roll call vote.

### **ATTENDANCE REGISTER**

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

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Gayle Marthers, Borough Secretary