

**BOROUGH OF CARROLL VALLEY
REGULAR MEETING
OF BOROUGH COUNCIL
TUESDAY, NOVEMBER 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 via phone
John Schubring via phone
Robert Verderaime

Absent

BOROUGH OFFICIALS, ETC

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

CONSIDERATION OF THE MINUTES OF THE OCTOBER 13, 2020 REGULAR MEETING

Following brief discussion:

*** M. Wight moved; Mr. Verderaime seconded, that the minutes of the October 13, 2020 Regular Meeting be approved as submitted. Motion passed unanimously.

CONSIDERATION OF THE MINUTES OF THE OCTOBER 20, 2020 JOINT MEETING OF COUNCIL AND FINANCE COMMITTEE

Following brief discussion:

*** M. Wight moved; Mrs. Kraft seconded, that the minutes of the October 20, 2020 Joint Meeting of Council with Finance Committee be approved as submitted. Motion passed unanimously.

OPEN TO THE PUBLIC

The following citizens addressed Council at this time:

Darren Hebenton, 17 Dove Trail, Carroll Valley regarding open burning; Mr. Hazlett shared the request of two (2) residents to change Borough ordinances to discontinue the burning of yard waste. No action was taken nor discussion to change the regulations was had.

Kari Buterbaugh, 26 Lakeside Trail, Carroll Valley regarding Lake Carroll tree removal

Council chose to amend the agenda by discussing the Lake Carroll issue at this time instead of during Administrative Business. Members reviewed the information provided by Mr. Hazlett outlining the maintenance issues at Lake Carroll including the removal of several dozen trees. After discussion, Council agreed to postpone the tree removal indefinitely pending additional research on alternatives to the situation. Ms. Buterbaugh offered to donate trees appropriate for earthen dams. Members agreed by consensus to include Ms. Buterbaugh, Carroll Valley Tree Board members and Borough Staff on the team to conduct the research. Other proposed improvements to the inlet and outlet valves and maintenance to the dry hydrant will be begin with the December 1, 2020 draw-down of the water level.

ORDINANCES AND RESOLUTIONS

None.

MAYOR'S REPORT – R. HARRIS

- Police Report
 - Chief Hileman reviewed the Report noting the following:
 - ◆ Police Secretary's outstanding effort to help a resident
 - ◆ Training attended by Cpl. Weikert
 - ◆ Activities
 - Election Signs thefts continued
 - Drug Take-Back Program resulted in 153 pounds of medication collected; a permanent drop-box will be available at the Borough Office
 - Ring Doorbell has launched a neighbor program to help safety personnel; The Police Department has joined.
 - Borough Officers aided in the capture of an Attempted Murder Suspect from the Hanover Area near Emmitsburg, Maryland
 - Trunk-or-Treat; Trick-or-Treat participation
 - Review of statistics
 - Comments regarding Report:
 - ◆ Mr. Verderaime requested additional information on the number and types of citations issued
 - ◆ Mr. Mathews clarified the category of miscellaneous activities; acknowledging total calls of 148 for the month
 - ◆ Request to have the Vehicle Mileage include a grand total of all miles for all vehicles added
- Updates:
 - Phishing Scam Alerts
 - Adams County Library Story-Walk
 - Blood Drive: October 14, 2020 saw 23 Donors yielding 20 pints of blood and helping 60 lives. Next event scheduled for December 30, 2020
 - E-Waste Recycling: October 24, 2020 saw 55% of attendees from Carroll Valley; total of 1 ½ - 20-yard waste containers were filled
 - Trunk or Treat: October 31, 2020 was very successful
 - Veterans Day will be celebrated on November 11, 2020: A Thank You to all Veterans was extended
 - Happy Thanksgiving!
- In Requiem:
 - 17 Officers from various cities across the US were honored for their bravery following their Line-of-Duty deaths during the month of October 2020; Mayor Harris noted that 7 of those were related to COVID-19

FIRE/EMS/EMA REPORTS

Reports were provided by Fairfield and Fountaindale Fire Company for review; they were accepted without discussion. Fairfield Fire/EMS continues to serve Drive-Thru Dinners each Thursday evening from 4:00 pm – 7:00 pm.

COMMITTEE REPORTS

All regular meetings of Borough Committees have been cancelled due to the COVID-19 pandemic until further notice. Members agreed by consensus to discuss the Committees beginning regular meetings in January 2021 at their December 2020 meeting.

ADMINISTRATIVE BUSINESS – BOROUGH MANAGER

Treasurer's Report for October 2020.

Following brief discussion including clarification of the expense for beaver removal:

***B. Carr moved, M. Wight seconded, that Council accept the October 2020 Treasurer's Report as presented. Motion passed unanimously.

FY 2021 Proposed Budget.

Mr. Hazlett reviewed his memorandum of November 5, 2020 outlining changes to the budget as agreed to during the budget workshop; noting specifically:

- No tax increase
- Income in building/zoning decreased by \$200,000 due to Cumberland Township contract loss
- Expense in Elected Officials reduced due to all elected officials volunteering to waive their salaries in an effort to be part of solving the budget shortfall in 2021 without raising taxes.
- Acknowledged that the Transfer Tax collection was on par; Earned Income Tax collection was meeting budget
- Confirmed that the non-uniform budget prepared was a bare-bones effort and admitted that it will be challenging but is doable
- 1% COLA for all full-time employees
- Capital Reserve was re-worked to:
 - Remove the 2021 contribution for the Street Sweeper
 - Pay-off the Comi Property loan
 - Add Carroll Commons Pavilion Project (\$40,000)
 - Add Lake Carroll Tree Removal Project (\$25,000) (which may be diverted to other Lake Carroll maintenance)
 - Lake Carroll Inlet/Outlet Repairs (\$125,000)
 - Lake May Emergency Outlet Valve Replacement (\$75,000)
- No Increase in Sewer/Holding Tank rates
- Personnel Vacancies will be filled:
 - Part-time Zoning with no benefits and capped salary of \$20,000/annually
 - Part-time Police Officer with no benefits and capped salary of \$25,000

Following brief discussion:

*** D. Lillard moved; M. Wight seconded that Borough Council authorize the advertisement of the 2021 FY Budget with the intent to adopt at the December 15, 2020 Regular Meeting of Council in accordance with PA State Borough Code requirements. Motion passed unanimously.

Employee Benefits Search.

Members reviewed memorandum dated November 6, 2020 which outlined the progress of the search for health benefits for the employees. Members agreed by consensus to refer the information when ready to the Finance Committee for review and recommendation.

UNFINISHED BUSINESS

Grant Funding Updates.

Marissa Price, GMS Funding Solutions reviewed her written report with Members outlining the various grants being managed by her agency. The Trail Project has officially been abandoned because the Eluma Property owners rescinded their agreement for a right-of-way for the trail to be placed on their property. The adjacent landowners have been contacted to request the necessary rights-of-way; however, they have decided against granting the rights-of-way needed for the project. Council reviewed the letter addressed to the Grant agent relinquishing the funds. The County grant is still in place and Mrs. Price will work with the Borough to re-scope a project that would qualify for their continued grant support. The report was accepted by consensus.

Property Maintenance.

Mr. Mathews reported that the draft of the Code Enforcement Policies and Procedures Manual was provided to Members for their review. After the Thanksgiving Holiday, work on the Nuisance Ordinance will resume.

Mr. Hazlett shared that with the budget responsibilities, Code Enforcement has been mostly complaint driven and complaints have been minimal. Building permits have remained consistent.

NEW BUSINESS

Mr. Verderaine questioned the State Borough's Association Unemployment program. Mr. Hazlett offered an explanation of the Solvency Fee Program and confirmed Carroll Valley's participation in it.

OPEN TO THE PUBLIC

No one addressed Council at this time.

ADJOURNMENT

The meeting adjourned at 9:15 P.M. via a motion by M. Wight and seconded by B. Carr that passed unanimously.

ATTENDANCE REGISTER

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

Gayle Marthers, Borough Secretary