

**BOROUGH OF CARROLL VALLEY
REGULAR MEETING
OF BOROUGH COUNCIL
TUESDAY, APRIL 13, 2021 – 7:00 P.M.
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
John Schubring via phone
Bruce Carr
Jessica Kraft

Absent

Robert Verderaime

BOROUGH OFFICIALS, ETC

Ronald J. Harris, Mayor via phone
David A. Hazlett, Borough Manager
Gayle R Marthers, Borough Secretary
Richard L. Hileman, II, Police Chief arrived at 7:50

Zachary Rice, Borough Solicitor

CONSIDERATION OF THE MINUTES OF THE MARCH 9, 2021 REGULAR MEETING

Following brief discussion:

*** M. Wight moved; B. Carr seconded, that the minutes of the March 9, 2021 Regular Meeting be approved as submitted. Motion passed unanimously.

OPEN TO THE PUBLIC

The following citizens addressed Members at this time:

Stacey Whitmore, 18 Blue Ridge Trail; regarding clearing of trees on Willow Trail. Mr. Hazlett explained that an individual was clearing a lot in that area. Ownership of the properties is being verified; and item # 7d on the agenda relates to this issue. Members agreed by consensus to amend the agenda to discuss the 2021 Repository Sale at this time.

Adams County Tax Claim Repository Sale.

Members reviewed the letter of March 24, 2021 from the Adams County Tax Bureau regarding the anticipated sale of several properties located within the Borough of Carroll Valley from the County Repository. Mr. Hazlett explained that the property at 3 Willow Trail was also on the list from the Commissioners for approval; however, the party from whom they received the offer is the same individual responsible for the unauthorized clearing of the land. Several attempts have been made by the Adams County Conservation District to contact the individual. Borough Solicitor, Zach Rice explained the process that led the County to have a lot available from the repository and the legal options afforded the Borough when a request for permission to sell a property is received. Mr. Hazlett explained the role of the Adams County Conservation District regarding the work done on the Willow Trail. Following much discussion:

*** D. Lillard moved; J. Kraft seconded that Council approve the sale of parcel numbers:

43-017-0144---000 4 Forest Trail
43-035-0044---000 1 Finch Trail
43-039-0010---000 12 Tiger Trail

as outlined in the Letter dated March 24, 2021 from the Adams County Tax Claim Bureau. And table the decision regarding the sale of parcel number:

43-005-0065---000 3 Willow Trail

Motion passed unanimously.

Borough Staff was asked to work with the Borough Solicitor in drafting a letter to the Adams County Tax Claim Bureau regarding the decision.

ORDINANCES AND RESOLUTIONS

There were none.

MAYOR'S REPORT – R. HARRIS

- Police Report
 - Chief Hileman was called out on an emergency; therefore, Mr. Mathews asked members for comments or questions and upon hearing none; accepted the report on behalf of the membership:
- Updates:
 - Little League Opening Day Parade will be held Saturday, April 24, 2021 at 9am.
 - Drug Take-Back Event will be held Saturday, April 24, 2021 from 10am – 2pm.
 - Blood Drive was held March 11, 2021 resulting in 35 donors, 27 pints collected and the ability to save 81 local lives.
 - COVID-19 Update
 - ◆ Positive Cases:
zip code of 17320 is 712; Adams County is 7070.
 - ◆ Increase from last report:
zip code of 17320 is 58; Adams County is 422.
 - ◆ County COVID-19 Vaccination site now open.
 - Library Programming.
 - E-Recycling dates scheduled for 2021 are April 17th, June 17th, and October 16th. They will be held from 8am until 11am at the Carroll Valley Borough Maintenance Building on Ranch Trail.
 - Movie-in-the-Park will be held on Friday, May 21, 2021 at 7:30pm. The Borough is partnering with the Fairfield Elementary PTO for this event.
- In Requiem:
 - 20 Officers from various cities across the US were honored for their bravery following their Line-of-Duty deaths during the month of March 2021; Mayor Harris noted that 5 of those were related to COVID-19.

FIRE/EMS/EMA REPORTS

Reports were provided by Fairfield Fire Company and Fountaindale Fire Company for review; they were accepted without discussion.

Ms. Marthers reviewed the memorandum dated April 8, 2021 outlining the request from Fountaindale Fire Company to approve new Fire Box Alarm Cards for their territory in response to the additional incident types added by the state. Following brief discussion:

***J. Kraft moved; M. Wight seconded that Members approve the 2021 Fire Box Alarm Cards for the Fountaindale Volunteer Fire Department as outlined and authorize the signing of the Review Form. Motion passed unanimously.

COMMITTEE REPORTS

All regular meetings of Borough Committees have been cancelled due to the COVID-19 pandemic until further notice. The issue will be revisited in the coming months.

Members agreed by consensus to accept with the regret the resignation of Mr. Steve Sites from the Planning Commission. Mr. Hazlett has a prospective resident who has expressed interest in the Commission; he will reach out to the resident.

Mrs. Kraft asked about the pending Eagle Scout Project and the possible involvement of the Parks and Recreation Committee. The committee was given permission to meet.

ADMINISTRATIVE BUSINESS – BOROUGH MANAGER

Treasurer's Report for March 2021.

Following brief discussion:

***D. Lillard moved, M. Wight seconded, that Council accept the March 2021 Treasurer's Report as presented. Motion passed unanimously.

2021 Risk Management Assessment.

Members reviewed the KMIT Risk Management Assessment Update and accepted the report by consensus.

2021 Materials Bid.

Mr. Hazlett presented the Bid Tabulation from the letting of April 7, 2021. Mr. Hazlett explained that there was a misunderstanding of the seal coating (tar-n-chip) bid process resulting in an incomplete bid being received. Due to the error being partially the fault of the Borough; Members are asked to reject all bids associated with the seal coating to include road oils (MC-30 and E-3), Equipment Rental and Seal Coating.

***D. Lillard moved; J. Kraft seconded that Council reject all bids received for MC-30 and E-3 Road Oils; Rubber-Tired Roller, rental of the following equipment: Motorized Chipper and Tri-Axle Dump Trucks with operators; and Seal Coating. Motion passed unanimously

Because only one responsible bid was received; Members were asked to consider a motion to award contracts for Liquid Propane, and Bituminous Materials to AC&T and New Enterprise respectively. Following brief discussion:

***D. Lillard moved; M. Wight seconded that Council award the following contracts for the 2021-2022 Contract year as each bidder listed submitted the only responsible bid:

- 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
- Liquid Propane to AC&T @ a unit price of \$ 1.4990/gallon

Motion passed unanimously.

Mr. Hazlett addressed the bids received from Talley Petroleum for gasoline and diesel, explaining the fixed rate versus the allowance. Although a fixed rate was not offered; the allowance is fixed for the duration of the contract period and Talley Petroleum was the sole bidder. Following discussion:

*** M. Wight moved; B. Carr seconded that Council award the 2021-2022 contract for Fuel Oils to Talley Petroleum as the lowest responsible bidder:

- Unleaded Gasoline to Talley Petroleum @ a fixed allowance of \$1.8195/gallon
- Diesel Fuel to Talley Petroleum @ a fixed allowance of \$1.8178/gallon

Motion passed unanimously.

Mr. Hazlett reviewed the bids received for Aggregate; he explained that bids were received from two (2) companies. 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:

*** M. Wight moved, J. Kraft seconded that Council award contracts to New Enterprise Stone, Inc. and Specialty Granules, Inc. for the aggregate materials for which they submitted the low bid as referenced on Attachment #1. Motion passed unanimously.

Mr. Hazlett then explained that no bids were received for Line Painting, he asked that Members take action to re-advertise for bids for the line painting and seal coating. Following brief discussion:

***D. Lillard moved; J. Kraft seconded that Council approve the re-advertisement of the 2021 Materials Bidding of Line Painting and Seal Coating as required by Pennsylvania Borough Code. Motion passed unanimously.

Cortner Pavilion Renovation Request for Proposals (RFP).

Mr. Hazlett shared the RFP prepared by the Borough Engineer for the improvements to the Cortner Pavilion. Borough Solicitor, Mr. Rice stated that he has a couple minor, non-substantive changes that he suggested, and a typographical error was found on page 16 that needed correction. Neither issue warranted holding up the acceptance of the RFP and approval to publicize. Following brief discussion: ***M. Wight moved; D. Lillard seconded that Council approve advertisement of the Request for Proposal with the caveat that the Borough Solicitor's comments are included, and typographical errors corrected. Motion passed unanimously.

Capital Purchase.

Mr. Hazlett reviewed the documents provided to members which included the memorandum of April 9, 2021 outlining the State Contract Quotes received for a Wheel Loader, a letter of rationale for the purchase, the estimated expenditures required for repairs needed on the current equipment, the service log for the current equipment and finally, a copy of the quotes for new equipment. The recommendation of Borough Staff is that Council approve the purchase of the Volvo Model L45H with 55-inch forks; although it is a little more expensive, it is a far superior piece of equipment. Following brief discussion that included questions about the trade-in value, discount amount and warranty:

*** M. Wight moved; J. Kraft seconded that the Council authorized Borough Staff to purchase the Volvo Model L45H Wheel Loader with 55-inch forks at a price of \$94,483.00 acknowledging the trade of the current equipment as part of the deal. Motion passed unanimously.

Lot Trade Request.

Mr. Hazlett reviewed his memorandum of April 9, 2021 outlining the Offer of Lot Donation Forms for Lot R-0016 currently owned by Mr. Allen Beckett and Lot P-0084 owned by the Borough. He further explained that in agreeing to exchanges of this type, the newly acquired lot by Mr. Beckett must be recombined with the adjacent lot and recorded at the Court House as one larger lot. All costs associated with the trade including but not limited to title searches, the drawing of new deeds for all properties, preparing of the subdivision/recombination plan and the subsequent recording of documents will be the sole responsibility of Mr. Beckett. This trade follows Borough precedent for reducing the number of lots through recombination and is recommended by Borough Staff.

Following brief discussion:

***D. Lillard moved; M. Wight seconded that Council accept the Donation of Lot # R-0016 from Mr. Allen Beckett in exchange for Lot # P-0084. Motion passed unanimously.

UNFINISHED BUSINESS

Grant Funding Updates.

Members reviewed the written report supplied by Marissa Price of GMS Funding Solutions outlining the various grants being managed by her agency. The report was accepted by consensus.

Property Maintenance.

Mr. Mathews reported that there was nothing new.

NEW BUSINESS

Dr. Schubring requested information regarding the leash laws for dogs in the Borough citing incidents where he has witnessed dogs leaving their owners' yards when joggers, walkers or bicyclers have passed. Chief Hileman explained the law and measures available when this happens. Borough Staff was asked that reminders be issued to residents that dogs must be kept under control and on their property at all times and leashed when in the park.

Mr. Carr asked to make a motion to have Council direct the Borough Manager to provide guidance and emphasize to all employees the requirements in the Employee Handbook Part 4: Procurement Policies. Mr. Mathews specified that the Handbook edition revised on February 1, 2011 beginning on page 54 is to

be used as reference. He also clarified that the memorandum to staff was to state that the policy is to be followed as written. Discussion included a request by Members for the reason for this action, Mr. Hazlett explained that over the years verbal directives have been given to management that may have been interpreted as contradictory and caused confusion. This action serves to clarify the expectations of the current Members of Council.

***B. Carr moved; D. Lillard seconded to Council direct the Borough Manager to provide guidance and emphasize to all employees the requirements in the Employee Handbook Part 4: Procurement Policies via memorandum. Motion passed unanimously.

OPEN TO THE PUBLIC

No one addressed Council at this time.

ADJOURNMENT

The meeting adjourned at 9:20 P.M. via a motion by D. Lillard and seconded by J. Kraft that passed unanimously.

ATTENDANCE REGISTER

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

Gayle Marthers, Borough Secretary

BID OPENING - April 7, 2021
Carroll Valley Borough
TABULATION OF BIDS RECEIVED

AGGREGATE			TONS	BIDDER	LOADED AT PLANT		DELIVERED ON SITE	
					Unit Price	Total Price	Unit Price	Total Price
1	ASSHTO # 4	500	New Enterprise Stone	\$ 13.90	\$ 6,950.00	\$ 19.15	\$ 9,575.00	
			Specialty Granules	NO BID	\$ -	NO BID	\$ -	
2	ASSHTO # 3	500	New Enterprise Stone	\$ 13.90	\$ 6,950.00	\$ 19.15	\$ 9,575.00	
			Specialty Granules	\$ 9.50	\$ 4,750.00	\$ 13.60	\$ 6,800.00	
3	# B13	550	New Enterprise Stone	NO BID	\$ -	NO BID	\$ -	
			Specialty Granules	NO BID	\$ -	NO BID	\$ -	
4	ASSHTO # 57	500	New Enterprise Stone	\$ 13.90	\$ 6,950.00	\$ 19.15	\$ 9,575.00	
			Specialty Granules	\$ 11.50	\$ 5,750.00	\$ 15.60	\$ 7,800.00	
5	ASSHTO # 67	500	New Enterprise Stone	\$ 13.90	\$ 6,950.00	\$ 19.15	\$ 9,575.00	
			Specialty Granules	NO BID	\$ -	NO BID	\$ -	
6	ASSHTO # 10	500	New Enterprise Stone	\$ 10.80	\$ 5,400.00	\$ 16.05	\$ 8,025.00	
			Specialty Granules	\$ 7.00	\$ 3,500.00	\$ 11.10	\$ 5,550.00	
7	Anti-Skid	2,926	New Enterprise Stone	\$ 18.35	\$ 53,692.10	\$ 23.60	\$ 69,053.60	
			Specialty Granules	\$ 15.00	\$ 43,890.00	\$ 19.10	\$ 55,886.60	
8	2A Sub-Base	6,600	New Enterprise Stone	\$ 9.00	\$ 59,400.00	\$ 14.25	\$ 94,050.00	
			Specialty Granules	\$ 5.00	\$ 33,000.00	\$ 9.10	\$ 60,060.00	
	2RC Sub-Base	6,600	New Enterprise Stone	\$ 9.00	\$ 59,400.00	\$ 14.25	\$ 94,050.00	
			Specialty Granules	\$ 5.00	\$ 33,000.00	\$ 9.10	\$ 60,060.00	
9	Crushed Aggregate	1,100	New Enterprise Stone	\$ 9.00	\$ 9,900.00	\$ 14.25	\$ 15,675.00	
			Specialty Granules	\$ 5.00	\$ 5,500.00	\$ 9.10	\$ 10,010.00	
10	Gabion Stone	500	New Enterprise Stone	\$ 14.65	\$ 7,325.00	\$ 19.90	\$ 9,950.00	
			Specialty Granules	\$ 11.00	\$ 5,500.00	\$ 16.10	\$ 8,050.00	
11	Rip-Rap	500	New Enterprise Stone	\$ 18.00	\$ 9,000.00	\$ 31.40	\$ 15,700.00	
			Specialty Granules	\$ 13.00	\$ 6,500.00	\$ 19.10	\$ 9,550.00	
12	Cold Patch	25	New Enterprise Stone	\$ 139.00	\$ 3,475.00	\$ 144.25	\$ 3,606.25	
			Specialty Granules	NO BID				
13	ASSHTO # 8	3,300	New Enterprise Stone	\$ 18.00	\$ 59,400.00	\$ 23.25	\$ 76,725.00	
			Specialty Granules	\$ 16.50	\$ 54,450.00	\$ 20.60	\$ 67,980.00	
14	OGS Crushed Agg.	550	New Enterprise Stone	NO BID	\$ -	NO BID	\$ -	
			Specialty Granules	NO BID	\$ -	NO BID	\$ -	
15	ASTM-33 Sand	110	New Enterprise Stone	\$ 24.75	\$ 2,722.50	\$ 32.30	\$ 3,553.00	
			Specialty Granules	NO BID	\$ -	NO BID	\$ -	
16	Ballfield Sand Mix	220	New Enterprise Stone	\$ 30.00	\$ 6,600.00	\$ 37.55	\$ 8,261.00	
			Specialty Granules	NO BID	\$ -	NO BID	\$ -	
17	Bank Sand	165	New Enterprise Stone	\$ 23.50	\$ 3,877.50	\$ 31.05	\$ 5,123.25	
			Specialty Granules	NO BID	\$ -	NO BID	\$ -	
Bid Bond Attached								