

**BOROUGH OF CARROLL VALLEY
REGULAR MEETING
OF BOROUGH COUNCIL
TUESDAY, AUGUST 10, 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
Robert Verderaime
David Lillard
John Schubring
Bruce Carr
L. Michael Wight
Jessica Kraft via phone

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 Coccoresse, Borough Solicitor

CONSIDERATION OF THE MINUTES OF THE JULY 13, 2021, REGULAR MEETING

Following brief discussion:

*** R. Verderaime moved; J. Schubring seconded, that the minutes of the July 13, 2021, Regular Meeting be approved as submitted. Motion passed unanimously via roll call with J. Kraft abstaining due to absence.

CONSIDERATION OF THE MINUTES OF THE AUGUST 3, 2021, JOINT MEETING OF PLANNING COMMISSION WITH BOROUGH COUNCIL

It was explained that the Planning Commission did not have a quorum; however, Council did have a quorum. A meeting was held although no actions were taken. The minutes apply only to the Council therefore consideration is before Members for a motion. Following brief discussion:

*** M. Wight moved; B. Carr seconded, that the minutes of the August 3, 2021, Joint Meeting of Planning Commission with Borough Council be approved as submitted. Motion passed unanimously via roll call with J. Kraft and D. Lillard abstaining due to absence.

OPEN TO THE PUBLIC

The following citizens addressed Members at this time:

- Heather Holman, 52 Blue Bird Trail regarding the noise pollution created by the Mid-Atlantic Soaring Club when their planes are towing gliders into the air. Ms. Holman asked that the Borough help to have the glider port closed. No action was taken.
- Sean Jones, 15 East Wind Trail regarding condition of East Wind Trail citing numerous potholes. Mr. Hazlett stated that the road is scheduled for base repair and shoulder work in 2022. Mr. Jones also expressed frustration and disappointment in the service received from Parks Garbage over the past several months. Borough Staff will monitor the situation.
- Mr. Hazlett introduced Brad Sanders, recently hired as the Municipal Services Supervisor. Members welcomed Mr. Sanders. Mr. Hazlett asked to move the Fleet Management System discussion listed as #8c on the agenda under Administrative Business up on the agenda as Mr. Sanders was prepared to answer questions about this unbudgeted expense. Mr. Sanders reviewed his memorandum of August 5, 2021, outlining the system and highlighting its applications. Lengthy discussion ensued regarding:

- Vehicles/Equipment Targets for the System
 - Eleven (11) Municipal Services vehicles
 - One (1) Code Enforcement vehicle
 - One (1) Sewer Treatment Plant vehicle
 - Five (5) Police Vehicles
 - Two (2) Municipal Services Heavy Equipment vehicles
- Maintenance uses
 - Electronic Daily Vehicle Inspection Reports (DVIR) completion
 - Track routine maintenance requirements such as oil and filter replacement, state inspections, tire rotations, etc.
 - Extend usable life of vehicles
 - Insurance Reduction possible
- Driver Accountability
 - Record of who is driving the vehicle
 - Monitor and Record instances of hard breaking, accelerating and cornering
 - Monitor and Record engine data, idle time and ground speed
- Police Department Need
 - Currently have integrated system monitoring with the on-board cameras
 - None of the current systems used provide maintenance tracking

***M. Wight moved; B. Carr seconded that Members authorize Borough Staff to purchase the necessary equipment and enter into a contractual agreement with GEOTAB for fleet management system for 20 various Borough vehicles as noted for an estimated 2021 cost of \$2500. Motion passed via roll call vote with Mr. Lillard voting no stating that he believed the police department should be consulted and not included in the program until after the consultation with the chief.

ORDINANCES AND RESOLUTIONS

There were none.

MAYOR'S REPORT – R. HARRIS

- Police Report – Chief Hileman reviewed the July 2021 report with the following items noted:
 - ◆ Transient Sales permit complaints.
 - ◆ Officer Peiffer has accepted a position with North Lebanon Township Police Department and therefore will be leaving Carroll Valley in the coming weeks. A last official day of employment has not been established yet.
 - ◆ July 4th Holiday saw two (2) DUI arrests
 - ◆ Statistical Report format change:
 - Using the “NIBERS” system from PA State Police Data base
 - Chief and Mayor Harris met with Councilman Verderaime to discuss changes requested
 - New Data from the State Police Reporting System:
 - Generated through real-time entries by officers
 - Standardized Reporting methods
 - Comparable to data reported by other departments
 - Definitions Requested:
 - Crimes Against Person
 - Crimes Against Property
 - Crimes Against Society
 - Requested same information for Fairfield Borough

- Mr. Verderaime publicly thanked Chief Hileman for meeting with him and further asked if there could be a breakdown of the citations issued added to the report.
- ◆ 2020 Annual Report Review:
 - Question: What is a “follow-up”? Chief Hileman provided examples
 - Question: What does EMS refer to? Officers respond to an ambulance call
 - Question: What are “Other” Calls? Chief Hileman provided examples
 - Lengthy discussion ensued regarding the decision of the subcommittee to limit the level of detailed data provided on the reports. Mrs. Kraft again asked what the Members are hoping to glean from the data? Mr. Hazlett confirmed with Chief Hileman that if a specific question arose; the detailed data would be available if requested. Chief Hileman assured Members that the data would be available.
- ◆ Chief Hileman Requested that Council direct the Civil Service Commission to produce a list of eligible candidates for the position of Patrol Officer with a proposed starting probationary salary of \$51,345. Discussion and Comments ensued regarding the turnover of officers:
 - Carroll Valley is a training ground; however, if you want to hire a seasoned officer the starting salary and pay scale must be reconsidered
 - Could multiple Part Time Officers be an alternative?
 - Scheduling issues are problematic
 - Cost to upfit officers versus the expense for a benefit package would need to be researched more fully
 - How does the Borough find different recruits or increase the pool of applicants?
 - Change philosophy:
 - Career recruitment opportunities
 - Tuition payment for new recruits
 - Employment agreements
 - Tuition reimbursements
 - Change Starting Salary to a Salary Range based upon credentials
 - Solicitor reminded Members that they are limited by Civil Service Commission Regulations
- ***D. Lillard moved; J. Schubring seconded that Members direct the Civil service Commission to produce a list of eligibles for the position of full-time Patrol Officer with a proposed starting probationary salary of \$51,345 to \$65,000 dependent upon experience. Motion passed via roll call with 5 ‘Yes’ votes; Mr. Verderaime and Mr. Carr cast ‘No’ votes.
 - Mr. Wight asked for an analysis of the impact to the budget for the salary range that was agreed upon.
- Updates:
 - E-recycling was held on July 17, 2021.
 - ◆ 67 individuals participated, 32 from Carroll Valley Borough
 - ◆ Thanks was extended to Borough Municipal Services Staff for their help
 - Neighbors Helping Neighbors is hosting Community Days on August 14th where anyone residing within the Fairfield School District boundary can request help with small maintenance projects or lawn cleanup. The number of individuals who can be helped and

the size of the projects that can be accomplished will be determined by the number of volunteers available. If interested in helping or if you need help, call Robin Dicken. Mr. Hazlett offered public thanks and accolades to Robin Dicken for her continued dedication to help all those in need in the community

- Library Programs and Story Walk announced
- Eagle Scout Court of Honors:
 - ◆ Ross Clements
 - ◆ Anton Mackey
 - ◆ Ethan Collins

Congratulations was extended to all three young men

- Movie-in-the-Park was held on July 16, 2021, with excellent attendance. Next movie will be “Scoob” scheduled for Friday, August 20, 2021
- Blood Drive scheduled for Thursday, September 9, 2021 from noon until 5pm
- 9-11 Remembrance Ceremony scheduled for Saturday, September 11, 2021 at 11am at St. Mary’s Church on Tract Road
- In Requiem:
 - 24 Officers from various cities across the US were honored for their bravery following their Line-of-Duty deaths during the month of July 2021; Mayor Harris noted that 10 of those were related to COVID-19

FIRE/EMS/EMA REPORTS

Reports were provided by Fountaindale Fire Company for review; they were accepted by consensus.

COMMITTEE REPORTS

Planning Commission.

Mr. Wight, Planning Commission Chair stated that due to a lack of quorum, they were unable to convene the August 2, 2021 meeting. Members engaged in conversation and listened to public comment; however, no actions were taken.

ADMINISTRATIVE BUSINESS – BOROUGH MANAGER

Treasurer’s Report for July 2021.

Following brief discussion:

*** M. Wight moved, D. Lillard seconded, that Council accept the July 2021 Treasurer’s Report as presented. Motion passed unanimously via roll call.

Resident Request.

Mr. Hazlett reviewed his memorandum of August 6, 2021 with Members regarding the request for a duck warning sign on Ski Run Trail approaching Lake Kay in both directions. Mr. Hazlett shared that the resident, Ms. Novotny, stated that duck and geese roadkill has become an increasing problem. Following brief discussion that included the confirmation of a similar problem on Northern Pike Trail last year resulting in the Borough installing signs:

*** M. Wight moved; B. Carr seconded that Council agree to have Borough Staff purchase and install 2 Duck Warning signs at an estimated cost of \$636.14 for the materials and installation. Motion passed with 6 ‘Yes’ votes via roll call. Mr. Verderaime cast a ‘No’ vote.

457 Deferred Compensation Retirement Plan

Mr. Hazlett reviewed his memorandum of August 6, 2021 stating that this employee-based voluntary plan has received unanimous agreement to have the plan managed by a different company utilizing the same broker. Following brief discussion:

***D. Lillard moved; M. Wight seconded that Members authorize entry into the Retirement Plan Advisory Agreement with the stated provider and further authorize the appropriate Borough representative to sign the documents. Motion passed unanimously via roll call.

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.

Nothing new to report.

High-Speed Broadband Update.

Mr. Hazlett reported that he received an email today (08-10-2021) regarding the project:

- A goal for project completion was set for December 31, 2021
- Carroll Valley Borough's portion of the bill is estimated to be 55% of \$29,000
- Mr. Mathews, Ms. Marthers and Mr. Hazlett met with Liberty Township Supervisor, Robert Jackson. They appear supportive of the project but not the price tag.
- Mr. Hazlett offered to attend the Liberty Township Meeting regarding the issue

Cortner Pavilion Project.

Mr. Hazlett reviewed his memorandum of August 6, 2021 regarding the Cortner Pavilion Roof Replacement and Remodel Project. Members also reviewed the bid tabulation from the letting of June 15, 2021. Mr. Hazlett explained that the budged amount in the capital reserve plan is \$90,000. The lowest responsible bidder was \$118,390. It was Mr. Hazlett's recommendation that \$25,000 set aside for the removal of trees from Lake Carroll area be reallocated and \$3,390 of the \$40,000 budgeted to replace the open pavilion also be reallocated to this project. Construction could begin after Labor Day as soon as rentals are finished for the season.

Following brief discussion:

***D. Lillard moved; M. Wight seconded that Council award the Cortner Pavilion Roof Replacement and Remodel Project to Bollinger Construction for the lowest responsible bid of \$118,390. Motion passed unanimously via roll call.

No Outlet/Cul-de-sac Study

Mr. Hazlett reviewed his memorandum of August 6, 2021 regarding the results of his evaluation of No Outlet roads in the Borough:

- There are 70 Streets that are dead ends and do not have "No Outlet" signs
- Members were provided a list of the streets identified that indicated their length and noted those with insufficient turn-around areas
- Cost for materials and installation of each "No Outlet" sign is \$316.97
- Cost to install "No Outlet" signs on all streets with a dead end is \$21,870.93

Following brief discussion:

***M. Wight moved; D. Lillard seconded that Members agree to have Borough Staff purchase and install a "No Outlet" sign on Ringneck Trail as requested. Motion passed unanimously via roll call.

NEW BUSINESS

There was none.

OPEN TO THE PUBLIC

The following citizens addressed Members at this time:

- Kari Buterbaugh, 26 Lakeside Trail requesting that Borough Council consider an ordinance that protects the view of residents. Following brief discussion Members asked that Borough Staff consult Mr. Thaeler of the Adams County Planning Office for zoning ordinance possibilities.

ADJOURNMENT

The meeting adjourned at 10:00 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 7 and made a part of the Official Minutes.

Gayle Marthers, Borough Secretary