

**BOROUGH OF CARROLL VALLEY
REGULAR MEETING
OF BOROUGH COUNCIL
TUESDAY, JANUARY 11, 2022 – 7:00 P.M.
BOROUGH OFFICE
MINUTES**

Robert Verderaime, Vice 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 via phone
Robert Verderaime
David Lillard @ 7:39pm
Bruce Carr
L. Michael Wight
Jessica Kraft via phone
John Schubring

Absent

BOROUGH OFFICIALS, ETC

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

CONSIDERATION OF THE MINUTES OF THE DECEMBER 14, 2021 REGULAR MEETING

Corrections noted: Corporal Weikert was in attendance for Chief Hileman and Dr. Schubring was in attendance not via phone. Following brief discussion:

*** M. Wight moved; J. Schubring seconded, that the minutes of the December 14, 2021 Regular Meeting be approved as corrected. Motion passed unanimously.

CONSIDERATION OF THE MINUTES OF THE JANUARY 3, 2022 REORGANIZATION MEETING

It was noted that not everyone who was reappointed to the committees were contacted and therefore did not specifically agree to reappointment. Following brief discussion:

***B. Carr moved; M. Wight seconded, that the minutes of the January 3, 2022 Reorganization Meeting be approved with stated notation. Motion passed unanimously.

Mr. Verderaime requested a motion to amend the agenda to include the advertisement of the Public Hearing for Ordinance #1-2022: Chapter 27 – Zoning as letter “b” under Administrative Business:

***B. Carr moved; J. Schubring seconded that members approve an amendment to the agenda to include the advertisement of the Public Hearing for Ordinance #1-2022: Chapter 27 – Zoning as letter “b” under Administrative Business. Motion passed unanimously.

OPEN TO THE PUBLIC

No one addressed Council at this time.

ORDINANCES AND RESOLUTIONS

Resolution #1-2022: 2022 Fee Schedule. Following brief discussion outlining changes highlighted and the correction of a typographical error on page two:

*** M. Wight moved; J. Schubring seconded that Council approve and adopt Resolution #1-2022: The 2022 Fee Schedule. Motion passed unanimously.

Resolution #2-2022: Authorizing the Disposal of Borough Records. Members reviewed this annual resolution outlining the various dates of record destruction as they are permitted by the Pennsylvania

Historical and Museum Commission of the Bureau of the Pennsylvania State Archives in the Municipal Records Manual. Following brief discussion:

*** R. Mathews moved; J. Kraft seconded that Council approve and adopt Resolution #2-2022: Disposal of Records. Motion passed unanimously.

MAYOR'S REPORT – R. HARRIS

- Police Report
 - Chief Hileman reviewed the Report noting the following:
 - ◆ Update on the hiring process; The one candidate did not pass the PA Certification Test required for officers having out-of-state certification. The hiring process will begin again.
 - ◆ The multiple vehicle crashes that occurred on the westbound approach to the Toms Creek Bridge along SR116/Fairfield Road were discussed. PennDOT has agreed to have the guiderails repositioned and to review the camber of the road in that area.
 - ◆ The department is investigating the shooting of a pet cat with an arrow that resulted in the death of the animal. There is a reward being offered for information leading to the identification and arrest of the person responsible. Condolences were extended to the family on the loss of their pet.
 - ◆ Statistical Report was reviewed and accepted by consensus.
 - ◆ Reappointment of Kevin Koons to Civil Service.
 - Chief Hileman explained the Civil Service Commission regulations that require a February reorganization on the even years; during this planned reorganization; Mr. Koons' term is slated for reappointment.
 - Mr. Koons has served on the Civil Service Commission for several terms and is willing to accept reappointment; therefore, Chief asked for a motion to appoint.
 - ***M. Wight moved; B. Carr seconded that Kevin Koons be reappointed to the Civil Service Commission for a six (6) year term beginning February 1, 2022. Motion passed unanimously.
 - ◆ Traffic issues involving Liberty Mountain visitors was discussed to include:
 - Speed
 - Traffic Back-ups
 - Intersection Issues
- Updates:
 - Attended Fairfield Elementary School Winter Wonderland
 - Blood Drive was held at the Borough Office on Thursday, December 30, 2021
 - ◆ 31 Donors
 - ◆ 21 Units of Blood Collected
 - ◆ 63 Lives Saved
 - Performed the Swearing-in Ceremony for Officers of Fairfield Fire/EMS
- Topics of Interest:
 - Emergency Travel Advice including:
 - ◆ Inclement Weather Tips
 - ◆ Vehicle Emergency Kit Recommendations
 - 2020 Census Figures Released:
 - ◆ Carroll Valley makes up 44% of the 17320-zip code with 3940 residents
 - ◆ Total Residents in the zip code is 8,967
 - COVID-19 Report as of January:
 - ◆ Adams County: 16,499 cases
 - ◆ 17320 zip code: 1,261 cases

- ◆ Numbers are on the rise; be safe
 - ◆ Testing is available at Wellspan and UMPC facilities
- Newly Elected Officials Bootcamp will be held in Gettysburg January 21st and 22nd of 2022
- Law Enforcement Appreciation Day was January 9, 2022.
- In Requiem:
 - 29 Officers from various cities across the US were honored for their bravery following their Line-of-Duty deaths during the month of December 2021; Mayor Harris noted that 18 of those were related to COVID-19
 - In recap; a total of 500 officers died in the Line-of-Duty in 2021 with 339 attributable to COVID-19.

FIRE/EMS/EMA REPORTS

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

The Quarterly Municipal Leaders' Meeting is scheduled for Monday, January 31, 2022 at 7:00pm at the Fire Department. Those planning to attend are Mr. Hazlett, Mr. Mathews, Mr. Verderaime and Mayor Harris.

COMMITTEE REPORTS

There were none.

ADMINISTRATIVE BUSINESS – BOROUGH MANAGER

Treasurer's Report for December 2021.

Members asked for information regarding the invoice from Barley Snyder, LLP for the Zoning Hearing held in December. Although the total of the invoices to hold the Zoning Hearing are considerably more than the fees charged by the Borough; we cannot recoup the difference. Mr. Hazlett explained that the State of Pennsylvania restrict the amount that can be collected for this service. Borough Solicitor, Zach Rice further stated that the PA Municipal Planning Code specifies that the Borough may charge a reasonable fee that include:

- Compensation for the Secretary
- Compensation for Members of the Zoning Hearing Board
- Costs to Properly Post Notices and Advertise as Required by Statute
- Costs associated with Necessary Administrative Overhead Connected with the Hearing

The Fee shall NOT include:

- Legal Expenses of the Zoning Hearing Board
- Expenses for Engineering, Architectural, or Other Technical Consultants

Discussion ensued regarding the setting of the fee; no changes were recommended at this time.

Following brief discussion:

***R. Mathews moved, J. Kraft seconded, that Council accept the December 2021 Treasurer's Report as presented. Motion passed unanimously.

Ordinance #1-2022: Chapter 27 – Zoning.

Members reviewed Mr. Hazlett's memorandum of January 10, 2022 stating that the Ordinance has been sent to Adams County Office of Planning for the required review and is now ready for the required Public Hearing to be set and advertised. Following brief discussion:

***R. Mathews moved; D. Lillard seconded that Members authorize the advertising of a Public Hearing to be held on Tuesday, February 15, 2022 at 7:00pm to take comments regarding Ordinance #1-2022:Chapter 27 – Zoning; with the intent to adopt at the March 15, 2022 meeting of Council. Motion passed unanimously.

It was suggested that the information be shared on the Borough website and social media pages.

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 without discussion.

Property Maintenance.

No formal update was provided; however, Mr. Mathews shared that he toured the Borough with Mr. Hazlett in order to identify problem areas and deficiencies in the current ordinances. He recommended that other members schedule a ride-along with Mr. Hazlett.

High-Speed Broadband Update.

Mr. Hazlett reported that the project is in the queue for construction by Comcast for August/September 2022 completion.

Cortner Pavilion Project.

Mr. Hazlett reported that work continues and remains on target; monthly updates will be provided.

Conveyance of Sewer and Water Authority Update.

Mr. Hazlett spoke with the chairman of the Authority; he will discuss the issue at the next meeting of the Authority. Discussion included:

- Recommendation that current members of the Authority be retained as an Advisory Committee of Council
- Confirmation was given that any Grants awarded to the Authority would convey to the Borough
- Process to Resolve:
 - The Authority would need to adopt an ordinance requesting the Borough assume the duties and responsibilities of the Authority
 - Agreements would need to be drawn conveying the real property of the Authority to the Borough

Following the discussion, it was the consensus of Members that solicitor, Zach Rice be authorized to provide the specific requirements and to develop any required ordinances for conveyance.

Solid Waste Collection Contract.

The Contract has been advertised for bid opening on Thursday, January 27, 2022 at 10AM. Mr. Hazlett asked that permission be given to release the bid tabulation to the public for comment. Consensus of Members agreed that public release of the information was appropriate.

NEW BUSINESS

There was none.

OPEN TO THE PUBLIC

No one addressed Council at this time.

ADJOURNMENT

The meeting adjourned at 8:10 P.M. via a motion by M. Wight and seconded by J. Schubring that passed unanimously.

ATTENDANCE REGISTER

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