

**BOROUGH OF CARROLL VALLEY  
REGULAR MEETING  
OF BOROUGH COUNCIL  
TUESDAY, MAY 10, 2022 – 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  
John Schubring  
Jessica Kraft via phone

**Absent**

Robert Verderaime

**BOROUGH OFFICIALS, ETC**

Ronald J. Harris, Mayor  
  
Gayle Marthers, Borough Secretary  
Richard L. Hileman, II, Police Chief  
Zachary Rice, Borough Solicitor

Mr. Mathews stated that there is an addition to the agenda in the area of Administrative Business for the Approval to Pay-off the Municipal Building Mortgage:

\*\*\* D. Lillard moved; M. Wight seconded that Members agree to the addition of the Agenda Item: Municipal Building Pay-off to the Administrative Business section of the agenda. Motion passed unanimously.

**Public Hearing**

The Advertised Public Hearing was opened at 7:05 pm by Council President, Richard Mathews; he outlined the proposed Ordinance #1-2022 and gave a brief overview of the guidelines for the Hearing. There was no one present to address Members at this time:

Mr. Mathews declared the Public Hearing closed at 7:10pm upon a motion made by M. Wight and seconded by J. Schubring and having unanimous approval by Members.

**OPEN TO THE PUBLIC**

No members of the Public addressed Members at this time; however, Municipal Services Supervisor Brad Sanders asked to address item numbers “b” and “d” under Administrative Business. Mr. Mathews received consensus from Members to adjust the agenda and Mr. Sanders provided the following:

**Lake Carroll Spillway Repair.**

The repairs have been successfully completed on the Lake Carroll Spillway and the water level has been returned to normal. Additional improvements will be made by Borough Staff throughout the year.

**Cortner Pavilion Update.**

Mr. Sanders reported that the Cortner Pavilion renovation has been completed and the cement pad for the new pavilion has been poured. The project is on target for a June first completion.

**Capital Project – Painting of Roof.**

Mr. Sanders reviewed the memorandum of May 6, 2022 outlining the quotes received to Paint the Barns and their Roofs at the 14 Ranch Trail Maintenance Facility. After discussion:

\*\*\*D. Lillard moved; J. Kraft seconded that Council award the contract to Paint Barns and their Roofs to Roofing Solution, Inc; who provided the lowest quote of \$14,500; and further authorize Borough Staff to sign all associated contract documents. Motion passed unanimously.

## **CONSIDERATION OF THE MINUTES OF THE APRIL 12, 2022 REGULAR MEETING**

Following brief discussion:

\*\*\*M. Wight moved; J. Schubring seconded, that the minutes of the April 12, 2022 Regular Meeting be approved as submitted. Motion passed unanimously.

## **ORDINANCES AND RESOLUTIONS**

**Ordinance #1-2022: Chapter 27 - Zoning.** Mr. Mathews introduced Ordinance #1-2022 and called for a motion:

\*\*\*B. Carr moved; D. Lillard seconded that Council adopt Ordinance #1-2022: Chapter 27 – Zoning to take effect on May 11, 2022. Motion passed unanimously.

**Resolution #5-2022: GTRP Grant Request – Trail Project.** Members reviewed the memorandum dated May 6, 2022 outlining the Greenways, Trails and Recreation Program (GTRP) grant request for the proposed trails projects within the Borough. The resolution expresses the Borough Council's support of the grant program listing the Borough of Carroll Valley as the Applicant and further designates the Borough Manager and Borough council President as officials authorized to execute all associated grant documents. Following brief discussion:

\*\*\*M. Wight moved; B. Carr seconded that Council Adopt Resolution #5-2022: GTRP Grant Request – Trail Project and authorize Borough Staff and President Mathews to execute all grant documents if awarded. Motion passed unanimously.

## **MAYOR'S REPORT – R. HARRIS**

- Police Report
  - Chief Hileman reviewed the Report noting the following:
    - ◆ April 30, 2022 – Drug Take-Back event resulted in:
      - 148 pounds of prescription medication collected
      - Thank you extended to Police Departments of Cumberland Township and Liberty Township; the US Drug Enforcement Agency, Adams County Probation and the Collaborating for Youth for their help
    - ◆ Congratulated Corporal Clifford Weikert for attaining his recertification as a Terminal Agency Coordinator (TAC) overseeing the Department's participation in the Commonwealth Law Enforcement Assistance Network.
    - ◆ Provided update on the Recruiting Efforts for a patrol officer including a detailed explanation of the Pennsylvania requirements and testing process for officers certified in another state.
    - ◆ Statistical Report was reviewed and accepted by consensus.
- Updates:
  - Cortner Pavilion Progress
  - Annual Easter Egg Hunt was held Saturday, April 16, 2022 with an estimated 300 youth attending
  - Annual Fishing Derby was held on Saturday, April 23, 2022
  - Fairfield Recreation Association Opening Day Parade was held on Saturday, April 30, 2022
  - 1<sup>st</sup> Annual Fairfield Area Middle and High School Art Exhibition is underway; art will be displayed until May 31<sup>st</sup> at the Borough Office. An artist's reception was held May 6 2022
  - The Adams County Fallen Officers' Memorial Service was held May 6, 2022
- Topics of Interest:

- Real ID requirements for Pennsylvania have been extended to May 3, 2023
- COVID-19 Report as of May 9, 2022:
  - ◆ Adams County: 21,039 cases
  - ◆ 17320 zip code: 1,717 cases
  - ◆ Numbers are rising at a much slower pace than over the past 2 months
  - ◆ Testing is available at Wellspan and UMPC facilities
- Upcoming Events:
  - Covered Devices Recycling (E-recycling) Event will be held on Saturday, May 14, 2022 from 8am – 11am.
  - Annual Daddy Daughter Dance will be held on Saturday, May 14, 2022; the theme is Denim and Diamonds; tickets on sale now
  - Primary Elections will be held Tuesday, May 17, 2022 – Please Vote
  - 2022 Season of Movie-in-the-Park will open Friday, May 20, 2022 at 7:30pm with Encanto
  - Annual PSAB Conference will be held May 22, 2022 through May 25, 2022 in Hershey
  - Annual Spring Yard Sale will be held on Saturday, June 4, 2022 from 8am until 1pm
  - Next Blood Drive will be held on Thursday, June 30, 2022
- In Requiem:
  - 6 Officers from various cities across the US were honored for their bravery following their Line-of-Duty deaths during the month of April 2022; Mayor Harris noted that 1 of those were related to COVID-19

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

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

Members reviewed the memorandum dated May 6, 2022 outlining a request from the Adams County Department of Emergency Services to update the fire box boundaries of the Borough. Following discussion:

\*\*\*D. Lillard moved; B. Carr seconded that Members approve the NG-911 Fire Box for Fairfield Fire Box 2 as presented by Adams County Department of Emergency Services. Motion passed unanimously.

## **COMMITTEE REPORTS**

### **Parks, Recreation and Environmental Advisory Committee.**

Members accepted a verbal report from Mrs. Kraft and Ms. Marthers regarding the various projects planned by the committee members.

### **Planning Commission.**

Mr. Wight, Planning Commission Chair provided a written report outlining the discussion from the May 2, 2022, meeting. Members accepted the report without comment.

### **Committee Application.**

Members reviewed the application submitted by Mrs. Kari Buterbaugh of 26 Lakeside Trail. She has requested appointment to several committees and commissions stating that she would like to help the Borough. After discussion:

\*\*\*D. Lillard moved; J. Kraft seconded that Council appoint Mrs. Kari Buterbaugh to the following committees and commissions:

Zoning Hearing Board as Alternative Member fulfilling the vacant term ending 12/31/2022

Civil Service Commission as Alternative Member with an initial 6-year term ending 12/31/2028

Parks, Recreation and Environmental Advisory Committee fulfilling the vacant term ending 12/31/2024

Motion passed unanimously.

## **ADMINISTRATIVE BUSINESS – BOROUGH MANAGER**

### **Treasurer's Report for April 2022.**

Following brief discussion:

\*\*\*D. Lillard moved, B. Carr seconded, that Council accept the April 2022 Treasurer's Report as presented. Motion passed unanimously.

**2022 Materials Re-Bid.** Ms. Marthers reviewed the memorandum of May 10, 2022. There was an error in the Bid Tabulation from the letting of April 6, 2022; the corrected Bid Tabulation for Seal Coating was reviewed. Following brief discussion:

\*\*\*D. Lillard moved; M. Wight seconded that Council approve awarding a contract to Russell Standard for Seal Coating as the sole responsible bidder. Motion passed unanimously.

Ms. Marthers reported that the materials re-bid for Gasoline and Diesel Fuel yielded no bids for the second time. According to Pennsylvania Borough Code, these materials may be purchased from any provider available to serve the Borough's needs. Following brief discussion:

\*\*\*D. Lillard moved; M. Wight seconded that Council authorize Borough Staff to purchase Gasoline and Diesel Fuel from the provider who can best serve the Borough's needs at the lowest price available. Motion passed unanimously.

### **Municipal Building Mortgage Payoff.**

Members reviewed the memorandum of May 10, 2022 from Mr. Hazlett requesting permission to use unreserved capital funds to pay off the mortgage of \$1,848,881. He expressed pride in the Borough Staff for their diligence in following the budget plans; allowing for this request. The 20-year early payoff represents an approximate million dollars in saved interest for the taxpayers. Following brief discussion: \*\*\*M. Wight moved; D. Lillard seconded that Council authorize Borough Staff to request the payoff amount of Loan #031304306 and further authorize the payment of the payoff amount. Motion passed unanimously.

Members praised Mr. Hazlett and the Staff for this accomplishment.

### **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.

### **High-Speed Broadband Update.**

There was nothing new to report on this topic.

### **NEW BUSINESS**

Mr. Mathews provided copies of the 911 call logs for 2021 and the first three months of 2022 for Members review. No discussion was had.

### **OPEN TO THE PUBLIC**

No one addressed Members at this time.

### **ADJOURNMENT**

The meeting adjourned at 8:00 P.M. via a motion by M. Wight and seconded by D. Lillard that passed unanimously.

### **ATTENDANCE REGISTER**

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