

**BOROUGH OF CARROLL VALLEY
REGULAR MEETING
OF BOROUGH COUNCIL
TUESDAY, JULY 19, 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
David Lillard via phone
Jessica Kraft
Bruce Carr
John Schubring

Absent

Robert Verderaime
L. Michael Wight

BOROUGH OFFICIALS, ETC

Ronald J. Harris, Mayor
David A. Hazlett, Borough Manager
Gayle Marthers, Borough Secretary
Clifford J. Weikert, Police Corporal
Justin George, Borough Solicitor

Mr. Mathews opened the meeting by reading the following statement:

“On July 12, 2022, at 6:00p, in the Borough office, The Borough Council met in an executive session to discuss personnel matters regarding the Police Department. The executive session ended at 8:45pm. No official actions were taken.”

CONSIDERATION OF THE MINUTES OF THE JUNE 14, 2022 REGULAR MEETING

Following brief discussion:

*** J. Schubring moved; J. Kraft seconded, that the minutes of the June 14, 2022 Regular Meeting be approved as submitted. Motion passed unanimously.

OPEN TO THE PUBLIC

The following citizens addressed Members at this time:

Kari Buterbaugh, 26 Lakeside Trail, CV; congratulating the Borough on the July 4th Celebration and thanking everyone for their hard work on the event

ORDINANCES AND RESOLUTIONS

Ordinance #2:2022 – Zoning Revision. Members reviewed the requested revision prepared by Solicitor, Zachary Rice in response to the Members’ discussion at the June 2022 meeting. Mr. Hazlett asked for confirmation that the intent of the ordinance was to limit RV, Trailers, Boats etc. to two (2) per property. That was confirmed as a yes.

Discussion ensued regarding the following:

- Cars, trucks, and other such vehicles being parked “all over the property”
- Bed & Breakfast Operations versus Vacation Rentals; shouldn’t they be treated similarly

***B. Carr moved; J. Kraft seconded that the issue be referred back to Planning Commission for review and recommendation. Motion passed unanimously.

MAYOR’S REPORT – R. HARRIS

- Police Report
 - Cpl. Weikert reviewed the Report noting the following:
 - ◆ Civil Service Commission continues employee search
 - ◆ DUI enforcement grant allowed extra coverage for month of July

- ♦ Aggressive Driving grant allows for extra coverage for months of July and August
- ♦ Statistical Report was reviewed and accepted by consensus.
 - Larceny & Forgery case cleared
- Personnel
 - Memorandum discussed:
 - ♦ Recommendation #1: Pay increase for Corporal Weikert
 - Cpl. Weikert was lauded for his service and dedication to the Borough
 - ***J. Kraft moved; B. Carr seconded a motion to increase the pay rate of Cpl. Weikert, effective July 20, 2022, to \$86,667 for the next 12 months with increase of \$5,000 annually for the 12 months proceeding the first 12 months, and for one (1) additional \$5,000 annual increase for the third 12 months, setting his pay rate until July 20, 2025. Motion passed unanimously.
 - ♦ Recommendation #2: Hire Courtney Herring as Full-Time Patrol Officer
 - ***B. Carr moved; J. Kraft seconded a motion to offer a full-time position of Patrol Officer to Courtney Herring at a starting pay rate of \$75,000 for the first year of employment with the Department and increase one year after the start date anniversary to an hourly rate equal to \$80,000 for the second year and after the third anniversary date with the Department, the pay rate will increase to an hourly rate equal to \$85,000 for the third year of employment with the Department. Motion passed unanimously.
 - ♦ Recommendation #3: Promotion in Rank
 - Cpl. Weikert has been recommended by Mayor Harris and Chief Hileman for rank of Lieutenant.
 - Solicitor George confirmed that the Borough must have the rank available in order to start the testing process for increased rank according to the PA State Civil Service Commission regulations. This availability is governed by Ordinance and the Borough Ordinance only lists Corporal and Chief; therefore, in order to offer Lieutenant, the ordinance needs to be updated.
 - Mr. Mathews shared that he has been working on an ordinance addressing this and other job responsibilities and offered to add the ranks of Lieutenant and Sergeant to his draft. Following brief discussion, Members agreed by consensus to allow Mr. Mathews to continue his work with a goal of having a draft ready for review at the August meeting.
- Updates:
 - Cortner Pavilion Progress
 - Blood Drive was held on Thursday, June 30, 2022:
 - ♦ 23 Donors
 - ♦ 20 Units Collected
 - ♦ 60 Lives Saved
 - 18th Annual July 4th Celebration will be held Monday, July 4th.
 - ♦ Very Successful
 - ♦ 4000+ in attendance
- Topics of Interest:
 - COVID-19 Report as of July 8, 2022:
 - ♦ Adams County: 22,299 cases
 - ♦ 17320 zip code: 1,832 cases
 - Christine's Law: Act 90 of 2022 requires drivers to remove all snow & ice from cars within 24 hours after a snowfall
- Upcoming Events:
 - Next Blood Drive will be held on Thursday, September 22, 2022
 - Next Movie-in-the-Park will be held Friday, August 19, 2022 at 7:30pm

- PA Municipal Legal Update will be held on July 27th & 28th
- National Night Out will be held Tuesday, August 2, 2022
- Land Conservancy Summer Picnic will be held Sunday, August 14, 2022 from 4-7pm
- PSAB Leadership Fall Conference will be held October 14th – 15th
- Schedule of Library Activities was shared
- In Requiem:
 - 19 Officers from various cities across the US were honored for their bravery following their Line-of-Duty deaths during the month of June 2022; Mayor Harris noted that none of those were related to COVID-19

Mr. Mathews shared information regarding legislation to improve the process for out-of-state certified officers to become certified in PA.

FIRE/EMS/EMA REPORTS

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

Adams Regional Emergency Medical Services (AREMS) annual ambulance service subscription notice was shared.

COMMITTEE REPORTS

Finance Committee.

Mayor Harris reviewed his memorandum of July 15, 2022 regarding the meeting held on July 11th. Members accepted the report without comment.

Public Sewer Advisory Committee.

Mr. Hazlett's memorandum of July 6, 2022 was discussed outlining the creation of the Borough of Carroll Valley Public Sewer Advisory Committee to replace the efforts of the Sewer and Water Authority. The structure would remain 5-Member with staggering 5-year terms. The focus would be on the long-range planning of the Wastewater treatment and collection facilities within the Borough. The committee would be responsible for reviewing, analyzing, and drafting updates to the Act 537 Plan, and further, be responsible for monitoring the goals of the Plan for the Borough. As a Committee of Council, the Members will provide recommendations to Council for Approval and Action. Mr. Hazlett noted that the Members of the Sewer and Water Authority have agreed to continue to serve the Borough on this Committee. Following brief discussion:

***J. Schubring moved; B. Carr seconded that Council form a new Committee of Council entitled "Public Sewer Advisory Committee" and appoint the roster of Members as follows with the associated initial term expirations:

N Kenneth Lundberg	Term Expiring:	12/31/2023
Vacancy	Term Expiring:	12/31/2023
David Lillard	Term Expiring:	12/31/2025
Bruce Carbaugh	Term Expiring:	12/31/2025
Bruce Carr	Term Expiring:	12/31/2025
Richard Mathews	Term Expiring:	12/31/2026
Ronald Harris	Term Expiring:	12/31/2026

Motion passed unanimously.

ADMINISTRATIVE BUSINESS – BOROUGH MANAGER

Treasurer's Report for June 2022.

Following brief discussion:

***J. Kraft moved, B. Carr seconded, that Council accept the June 2022 Treasurer's Report as presented. Motion passed unanimously.

UNFINISHED BUSINESS

Grant Funding Updates. Members reviewed and accepted the written report supplied by Marissa Price of GMS Funding Solutions outlining the various grants being managed by her agency.

High-Speed Broadband Update.

No additional information available.

Maintenance Work on the Municipal Services Buildings has stalled due to the availability of the roof coating agreed to in the contract. At this time the contractor has agreed to use the more expensive material at no additional cost in order to get the project done in a timely fashion.

NEW BUSINESS

Resignation of Council Member Robert Verderaine was discussed; Consensus of Members was to not accept his resignation at this time. Members understand that the resignation will be “deemed approved” August 29th without their accepting it and they will have to appoint a replacement no later than the September 13th meeting or schedule a special meeting to do so. Letters of interest will be accepted immediately until the time of appointment; they are asked to be sent to Borough Manager, Dave Hazlett. The successor will serve until the end of 2023 at which time the seat will be on the ballot for election to a 2-year term.

Mrs. Kraft addressed Members regarding the discussion of Members’ value and appreciation of staff at all levels and positions. The improvements in the Police Department is a welcomed start to the process of showing the employees’ their worth; and Mrs. Kraft requested that the Council continue talking and renew efforts to evaluate the entire staff. Members agreed by consensus that the formation of a committee to serve this purpose would be a good idea. Mr. Hazlett asked that the Solicitor be consulted prior to forming the committee due to the nature of the intended discussion, content may be protected from public discussion as it will involve specific employees, tenure, and other potentially personal information. Members agreed to wait until next month.

OPEN TO THE PUBLIC

The following citizens addressed Members at this time:

Mike Jones, 74 Toms Creek Trail, CV; stating his opposition to the property at 82 Toms Creek Trail being used as access to a Liberty Township property for the purpose of logging. After brief discussion; Mr. Mathews asked that the issue of this lot and a potential lot trade be added to the agenda for the August meeting.

ADJOURNMENT

The meeting adjourned at 8:50 P.M. via a motion by J. Schubring 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.