

**BOROUGH OF CARROLL VALLEY
REGULAR MEETING
OF BOROUGH COUNCIL
TUESDAY, AUGUST 9, 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
L. Michael Wight
Bruce Carr
John Schubring

Absent

Jessica Kraft

BOROUGH OFFICIALS, ETC

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

CONSIDERATION OF THE MINUTES OF THE JULY 19, 2022 REGULAR MEETING

Following brief discussion:

*** J. Schubring moved; B. Carr seconded, that the minutes of the July 19, 2022 Regular Meeting be approved as submitted. Motion passed unanimously.

OPEN TO THE PUBLIC

It was determined that public comment was anticipated to be in regard to Item #9 on the agenda; therefore, Members agreed by consensus to alter the agenda to address Item #9a concerning the requested Lot Trade of Citizen-owned Lot # RC-0130 for the Borough Lot # RC-0018.

The following citizens addressed Members at this time:

Mary Vincent, 556 Friends Creek Trail, Fairfield; requesting Council consider a request for a Lot trade of Borough-owned Lot # RC-0018 (82 Toms Creek Trail) for Lot # RC-0130 (66 Ranch Trail) owned by her significant other in order to gain access to their property during large rain events where the creek rises to a level making it unsafe to cross the fording that provides normal access to the residence.

Michael Capone, 566 Friends Creek Trail, Fairfield; requesting Council consider a request for a Lot trade of Borough-owned Lot # RC-0018 (82 Toms Creek Trail) for Lot # RC-0130 (66 Ranch Trail) owned by him in order to gain access to his property during large rain events where the creek rises to a level making it unsafe to cross the fording that provides normal access to the residence. Mr. Capone states that his property of 26 acres is included in the Adams County Conservancy Preservation Program and therefore cannot be further developed, logged or subdivided without consequences. Further stating that he does not intend to cut the trees down except for what is needed to complete a driveway allowing emergency access to his home in case of an emergency.

Michael Jones, 74 Toms Creek Trail, Fairfield expressed concerns about the possible trade and voiced his opposition to the trade

Robert Wood, 90 Toms Creek Trail, Fairfield expressed concerns about the possible trade and voiced his opposition to the trade

Janet Wood, 90 Toms Creek Trail, Fairfield expressed concerns about the possible trade and voiced her opposition to the trade

Judy Hogan, 685 Friends Creek Road, Fairfield expressed concerns about the possible trade and voiced her opposition to the trade. She further shared that she had made a similar request and it was denied at that time. Mr. Hazlett clarified that this request had been made prior to his tenure as Borough Manager over 17 years ago; Mrs. Hogan agreed that it was before Mr. Hazlett was hired.

Melanie Simpson, 2 Lower Trail, Fairfield expressed concerns about the possible trade and voiced her opposition to the trade and asked for possible alternative solutions.

Steve Semiatin, 58 Toms Creek Trail, Fairfield expressed concerns about the possible trade and voiced his opposition to the trade. He further expressed his overwhelming concern about the possibility of logging and damage it would create to the roads and the Ranch Trail Bridge.

Mr. Capone addressed the Members again clarifying his intentions and assured Council and the other residents present that he has no intention of logging the property.

Mr. Wood addressed the Members again stating his belief that this is a Liberty Township issue and Carroll Valley Borough Council or residents should not have to fix it.

Members offered the following:

Mr. Mathews drew attention to a correspondence provided to Member where he had requested formal responses to several key concerns about this issue from the Liberty Township Board of Supervisors. He noted one in particular that asked if the Township was planning to improve Friends Creek Road in the area of the fording by building a bridge; the Township responded no due to financial limitations.

Mr. Carr noted that there are many properties in Liberty Township that use Borough roads to access their property; suggested that Council should address the overall issue. He questioned fees, annexation, or exploration of other options. Discussion ensued about a newly passed state law; Act 41 which goes into effect on September 9, 2022 which speaks to allowing municipalities to agree to changes to their boundaries, in effect, allowing for annexation. Borough Solicitor Rice provided a bit more information about this and offered to explore additional options.

Following much discussion:

***R. Mathews moved; J. Schubring seconded a motion asking the Borough Solicitor to move forward with the drafting of a resolution to approve the requested lot trade. The resulting resolution would be available for a vote at the September 2022 meeting. Motion passed via roll call vote with three Yes votes and two No votes.

Discussion continued; and after additional debate:

***D. Lillard moved; B. Carr seconded a motion to rescind the previous motion and authorize Borough Staff and the Solicitor to prepare conditions that must be met in order for a future lot trade to be considered. Motion passed via roll call vote with four Yes votes and one No vote.

ORDINANCES AND RESOLUTIONS

Nothing

MAYOR'S REPORT – R. HARRIS

- Police Report
 - Chief Hileman reviewed the Report noting the following:

- ♦ Welcome extended to Patrol Officer Courtney Herring
- ♦ Aggressive Driving grant allows for extra coverage for months of July and August
- ♦ Statistical Report was reviewed and accepted by consensus.
- ♦ Grant Request. Chief reviewed his memorandum of August 5, 2022 outlining the notification from the Federal Small, Rural, Tribal Body Worn Camera Grant Program of a \$10,000 award over three (3) years for the upgrade and expansion of the Department's camera program. Following brief discussion:
***D. Lillard moved; M. Wight seconded that Members authorize the Chief of Police to accept the grant and order the new body-worn cameras in accordance with the terms of the grant award. Motion passed unanimously.
- Updates:
 - 100th Anniversary of the Iron Springs Brethren in Christ Church
 - PA Municipal Legal Update held July 27th and 28th
 - National Night Out was held August 2, 2022
- Topics of Interest:
 - COVID-19 Report as of August 9, 2022:
 - ♦ Adams County: 22,952 cases
 - ♦ 17320 zip code: 1,881 cases
 - Crisis Helpline info shared
- 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
 - Land Conservancy Summer Picnic will be held Sunday, August 14, 2022 from 4-7pm
 - Pippinfest will be held weekend of September 24th & 25th
 - PSAB Leadership Fall Conference will be held October 14th – 15th
 - Schedule of Library Activities was shared
 - Fall General Election will be held Tuesday, November 8, 2022
- 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

FIRE/EMS/EMA REPORTS

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

COMMITTEE REPORTS

Nothing.

ADMINISTRATIVE BUSINESS – BOROUGH MANAGER

Treasurer's Report for July 2022.

Following brief discussion:

***D. Lillard moved, M. Wight seconded, that Council accept the July 2022 Treasurer's Report as presented. Motion passed unanimously.

ARPA Funds Requests.

- Accounting Software Request – Administrative Department
Members reviewed the memorandum dated August 4, 2022 prepared by Gayle Marthers regarding capital improvements to the accounting software. Two software options were presented: the first being Edmunds GovTech software offering an all-inclusive program of Financial Accounting, Payroll, HR, Permitting and Code Enforcement, Utility Billing and Management, Parks, Recreation and Pavilion Management, and customer self-service portals. The second option

utilized three (3) specialized applications to perform all of the same services excluding the Parks, Recreation and Pavilion Management. The recommended alternative was option 1; Edmunds GovTech software due to three factors:

- Time will be saved by learning one- (1) interface and any issues within the modules will be handled more efficiently by dealing with one company versus three- (3).
- Edmunds' proposal offers additional features not found in Option 2, including Self-Service web-based park rentals and permits.
- Edmunds Corporation also offers unlimited users, and the customer support promise will offer added convenience and peace of mind as we move forward

Following discussion:

***D. Lillard moved; M. Wight seconded that Member authorize Borough Staff to enter into a contractual agreement with Edmunds GovTech for the comprehensive software package outlined with a Year 1 investment not to exceed \$92,890 and subsequent annual subscription and hosting fees of \$47,390. Motion passed unanimously.

- UTV & Attachments Request – Municipal Services Department

Members reviewed the memorandum dated August 5, 2022 prepared by Brad Sanders regarding the capital purchase of a UTV with attachments. Following brief discussion:

***D. Lillard moved; J. Schubring seconded that Council authorize Borough Staff to purchase a John Deere Gator XUV590M with a western snowplow, DR Power Grader and Swisher classic trail mower for a cost not to exceed \$23,000. Motion passed unanimously.

- Camera & Jetter Request – Sewer Department

Members reviewed the memorandum dated August 5, 2022 prepared by Jed Feters regarding the capital purchase of a crawler camera and water-jet system for the Sewer Department. Following brief discussion:

***D. Lillard moved; B. Carr seconded that Council authorize Borough Staff to purchase a Ratech Mini Crawler Camera and General Typhoon Jetter for a cost not to exceed \$67,000. Motion passed unanimously.

- Adams County Historical Society request to fund a new history center currently under construction in Cumberland Township outside of Gettysburg Borough. The Historical Society has asked for \$20,630.30 representing 5% of the Borough's ARPA funding allocation. Upon consultation with the Borough Solicitor, he offered his interpretation of Section 1202(32) of the Borough Code, 8 Pa.C.S. § 1202(32) which does not permit donations of this type. Following brief discussion:

***D. Lillard moved; R. Mathews seconded that Borough Staff be asked to prepare a letter of denial with explanation of the code interpretation. Motion passed unanimously.

- Fairfield Community Fire Company request to fund their capital campaign in support of their purchase of the Department's first motorized fire engine and renovations to the original Fairfield AMVETS Community Ambulance Service building that will provide artifact and memorabilia space for preservation. Members reviewed the request and by consensus asked that Borough Staff contact the Fire Company and ask that they provide a dollar amount that they want.
- Community Media request for financial support of their County-wide High-Speed Fiber Broadband Project. Members asked if the project meets the Borough Code as a permitted donation. Brief discussion was had; however, no action was taken on the issue.

STAFF VACANCY

Members reviewed the memorandum of August 5, 2022 prepared by Mr. Hazlett requesting authorization to advertise for an Administrative Assistant. Following brief discussion:

***D. Lillard moved; B. Carr seconded a motion to authorize the Borough Manager to advertise and hire an individual on a full-time basis within a starting salary range of \$18 - \$20 per hour with benefits to fill the position of Administrative Assistant within the Administrative Department. Motion passed unanimously.

2022 SURPLUS PROPERTY SALE

Members reviewed the memorandum of August 4, 2022 prepared by Mr. Hazlett requesting authorization to offer several items for sale using the Municibid public auction site. Following brief discussion:

***M. Wight moved; D. Lillard seconded that Borough Staff be authorized to advertise and sell the following items via Municibid.com website:

1. 2000 Ford F350 Pickup Truck with Flatbed and 9'Fisher Plow
2. American Flow Control (AFC) 8" Flanged Ductile Iron Gate Valve
3. Grinder Pump Unit
4. Pump Control Panel Box
5. Shaver HD10 post Pounder

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.

Police Department Ordinance.

Mr. Mathews reported that the draft has been sent to Mayor Harris for comment. Comments were asked to be returned by August 19th; Mayor Harris asked for a meeting with Mr. Mathews to be set in the next few days.

NEW BUSINESS

Nothing.

OPEN TO THE PUBLIC

No One addressed Members at this time:

Upon a motion by D. Lillard and seconded by M. Wight, Council entered into executive session at 9:55pm for purposes of personnel issues. Members exited executive session into open session at 10:58pm stated no action had been taken nor was any required at this time.

ADJOURNMENT

The meeting adjourned at 11:02 P.M. via a motion by J. Schubring and seconded by M. Wight that passed unanimously.

ATTENDANCE REGISTER

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