

**BOROUGH OF CARROLL VALLEY
REGULAR MEETING
OF BOROUGH COUNCIL
TUESDAY, OCTOBER 11, 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 until 7:10pm
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 SEPTEMBER 13, 2022, REGULAR MEETING

Additions to the Minutes:

- Page 2 first paragraph; add clarification that assessed price of \$4,000 assumes non-percable property; and assessed price of \$14,000 assumes percable property;
- page 2 under Mr. Mathews comments in regard to the draft of the Easement Agreement whereas clarification was added stating that the consensus was in favor of moving forward with a draft Agreement;
- page 4 under ARPA Funds Request; third line remove the word “the” between the words “to” and “modernize”;
- Following brief discussion:

*** M. Wight moved; D. Lillard seconded, that the minutes of the September 13, 2022, Regular Meeting be approved as amended. Motion passed unanimously.

OPEN TO THE PUBLIC

The following citizens addressed Members at this time:

Raymond Gouker & Tom Landis of Community Media regarding financial support

Michael Capone, 566 Friends Creek Road, Fairfield; renewed his request that 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 acknowledged the perc issue to be important and asked permission to have the property tested at his expense in order to determine the appropriate assessed value and possibly have Members reconsider the lot trade.

Mike Jones, 74 Toms Creek Trail, Fairfield; opposed to lot trade

Ryan Astheimes, 585 Friends Creek Road, Fairfield; renewed his interest in accessing any right-of-way that would be permitted for emergency access as his home is also inaccessible during large rain events

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

Mr. Capone addressed the Members again clarifying the terms of the agreement/easement that was discussed. He asked for permission to have the property perc tested at his expense

Per Solicitor Rice:

- Easement would have the Borough retaining ownership of the property with an agreement in place outlining the permitted uses of the property
- Lot Swap would have the ownership of the property going to Mr. Capone with covenants or deed restrictions outlining the permitted uses of the property

It was determined that public comment was anticipated to be in regard to Item #7g on the agenda; therefore, Members agreed by consensus to alter the agenda to address Item #7g concerning the request to allow Mr. Capone to have the property perc tested.

Following brief discussion:

***B. Carr moved; K. Buterbaugh seconded a motion that Borough Council allow the Borough Lot # RC-0018 (82 Toms Creek Trail) to be Perc Tested at the expense of Mr. Michael Capone. Motion passed via roll call vote with 5 yes votes; and Mr. Lillard voting no.

ORDINANCES AND RESOLUTIONS

Nothing

MAYOR'S REPORT – R. HARRIS

- Police Report
 - Chief Hileman reviewed the Report noting the following:
 - ◆ Civil Service Update
 - ◆ Halloween Trick-or-Treat Safety Measures
 - ◆ Drug Take-Back scheduled for Saturday, October 29, 2022
 - ◆ Statistical Report was reviewed and accepted by consensus
- Next Blood Drive was held on Tuesday, September 20, 2022 with the following results:
 - 28 Donors
 - 25 Units Collected
 - 75 Lives Saved
- Child Passenger Safety Week was September 18th – 24th. PA State Police were here on Wednesday, September 21, 2022 @ 10am to check child safety seats free of charge
- Pippinfest was held weekend of September 24th & 25th
- Fairfield Fire Company Banquet was held Saturday, October 8, 2022
- COVID-19 Report as of October 10, 2022:
 - ◆ Adams County: 24,295 cases
 - ◆ 17320 zip code: 1,978 cases
- Updates: None
- Upcoming Events:
 - Next Movie-in-the-Park will be held Friday, October 21, 2022, at 7:30pm
 - PSAB Leadership Fall Conference will be held October 14th – 15th
 - Trunk-or-Treat will be held on Monday, October 31, 2022 from 6pm-8pm
 - Trick-or-Treat will be held on Monday, October 31, 2022 from 6pm-8pm

- “Fall Back” on November 6, 2022 ... Don’t forget to turn clocks back & Change Batteries in Smoke/CO Detectors
- Fall General Election will be held Tuesday, November 8, 2022
- Schedule of Library Activities was shared
- In Requiem:
 - 10 Officers from various cities across the US were honored for their bravery following their Line-of-Duty deaths during the month of September 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

Civil Service Commission.

Discussion regarding memorandum of October 4, 2022 regarding the requested approval of the Civil Service Regulations resulted in the tabling of the issue until Members received a copy of the current regulations for comparison.

Request to have Council consider the appointment of Corporal Clifford Weikert to the position of Police Chief upon the retirement of Chief Hileman resulted in:

***D. Lillard moved; K. Buterbaugh seconded that Council appoint Clifford J. Weikert as Chief of Police pursuant to the Civil Service Regulations of the Civil Service Commission of the Borough of Carroll Valley effective upon the retirement of Chief Richard L. Hileman, II on November 9, 2022. Motion passed unanimously.

It was noted that due to Mrs. Buterbaugh’s appointment to Council; an alternate is needed for the Civil Service Commission.

Planning Commission.

Report accepted by consensus.

ADMINISTRATIVE BUSINESS – BOROUGH MANAGER

Treasurer’s Report for September 2022.

Following brief discussion:

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

FY2021 Audit.

Mr. Hazlett reviewed the details of the FY 2021 Financial Audit sharing there were no findings indicating a clean audit. Congratulations was expressed and Borough Staff was thanked for a job well done. Following brief discussion:

***D. Lillard moved; M. Wight seconded that the FY 2021 Financial Audit be advertised according to PA Borough Code requirements. Motion passed unanimously.

FY2023 Liquid Fuels Allocation.

Members reviewed the PA Department of Transportation notice expressing the 2023 estimated liquid fuels allocation of \$235,110.20. Notice was accepted without comment by consensus.

Fairfield Police Contract.

Fairfield has verbally agreed to the contract details for an extension of the current contract. Mr. Hazlett requested authorization to negotiate terms with Fairfield Borough as per the contract terms discussed previously in executive session. Following brief discussion:

***D. Lillard moved; M. Wight seconded that Council authorize the Borough Manager to forward to Fairfield Borough a proposal for an extension of our police services agreement, as per the contract terms discussed previously in executive session. Motion pass unanimously.

IT Contract.

Mr. Hazlett yielded the discussion of memorandum of October 4, 2022 to Chief Hileman and Council Member Wight regarding the Borough's need for professional IT Managed Services. Following Discussion:

***D. Lillard moved; M. Wight seconded that Council authorize the execution of a contract with Treysta Technology Management as contained in Quote #TREQ8723 for 10 units recurring block of hours/amount for labor service agreements at a cost of \$1,250.00. Motion passed unanimously.

Lot Donation.

Mr. Hazlett reviewed the Offer of Lot Donation received from Mr. Gordon Snurr, II in reference to Lot # R-0107 located at 16 Pinto Trail. Following discussion:

***B. Carr moved; M. Wight seconded that Council deny the offer of donation for Lot # R-0107. Motion carried with 5 yes votes and Mr. Mathews voting no.

Toms Creek Trail Update.

Mr. Hazlett reviewed his memorandum dated October 6, 2022 regarding the Toms Creek Trail Bridge repairs. The recommended maintenance to this bridge was outlined in a PennDOT Bridge Inspection report of June 2021 with an estimated cost of \$144,000. He was pleased to report that the Borough Municipal Services Crew accomplished the work which required PennDOT engineering approval at a cost of \$8,133.95 accomplishing a savings of over \$135,000 to the taxpayers. Members joined Mr. Hazlett is complimenting the efforts of Borough Staff.

Mr. Hazlett formally welcomed newest staff member Sarah Ginn to the Borough; Sarah joined the administrative team on September 19, 2022.

Discussion regarding the addition of iPads or similar devices being issued to Council Members in lieu of printed packets was discussed briefly. More discussion will be had in the future.

Mr. Hazlett acknowledged Chief Hileman's commitment to the Borough and recognized that his attendance tonight would be his last and congratulated him on his pending retirement.

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.

The target date is still December 31, 2022.

Police Department Ordinance.

Mr. Mathews reported that he has received comments and work continues.

NEW BUSINESS

There was none.

OPEN TO THE PUBLIC

No One addressed Members at this time:

Upon a motion by D. Lillard and seconded by B. Carr, Council entered into executive session at 9:20pm for purposes of discussing personnel matters. Members exited executive session into open session at 10:10pm stating that no action had been taken nor was any required at this time.

ADJOURNMENT

The meeting adjourned at 10:12 P.M. via a motion by K. Buterbaugh 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.

Gayle Marthers, Borough Secretary