

**BOROUGH OF CARROLL VALLEY
REGULAR MEETING
OF BOROUGH COUNCIL
TUESDAY, AUGUST 15, 2023 – 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
John Schubring
Bruce Carr
Kari Buterbaugh via phone
Jessica Kraft
David Lillard
L. Michael Wight

Absent

BOROUGH OFFICIALS, ETC

Ronald J. Harris, Mayor
David A. Hazlett, Borough Manager
Clifford J. Weikert, Police Chief
Zachary Rice, Borough Solicitor
Gayle R. Marthers, Borough Secretary

CONSIDERATION OF THE MINUTES OF THE JULY 11, 2023, REGULAR MEETING

Following brief discussion:

*** J. Schubring moved; B. Carr seconded, that the minutes of the July 11, 2023, Regular Meeting be approved as submitted. Motion passed unanimously.

OPEN TO THE PUBLIC

Mr. Mathews acknowledged receipt of the formal request for Council to review the pending permit for the Colson's to allow for their chicken coop be placed in the front yard. Members further acknowledged receipt of nine (9) letters from residents in support of the Colson's request. Those letters were a part of the agenda packet received by Members.

The following citizens addressed members at this time:

Adam & Katlyn Colson, 8 Fawn Trail regarding their chicken coop placement on the property.

Sharon Jankowski, 5 Fawn Trail in support of the Colson request.

Lilly Gallmeister, 5 Fawn Trail in support of the Colson request.

Josh Haines, 15 Buffalo Trail in support of the Colson request.

Katherine Fairlie, 17 Gladys Trail regarding new construction of an accessory structure that can be seen from Jacks Mountain Road. She expressed concern that it is not a "personal" building; but may be a "professional business".

Mark Ounan, 25 Valley View Trail shared that he recently requested a permit for backyard chickens and learned that his property could not meet the criteria and therefore, he was unable to have them. He requests that instead of an exception for one (1), the rules should be changed to help all residents.

Members discussed the possibility of granting an exception; Mr. Lillard made a motion to grant the exception, however it died for lack of a second prompting Mr. Lillard to withdraw the motion. Borough Solicitor, Zach Rice recommended a change to the ordinance in Council would like to loosen the rules stating that to issue exceptions may cause additional problems in the future. Following additional discussion, Members directed the Borough Manager to consult Planning Commission at their next meeting and report back at the September 12, 2023, meeting.

ORDINANCES AND RESOLUTIONS

Ordinance #4-2023: Chapter 27 Amendment: Accessory Building Setbacks and Permitting requirements for Home Occupation and No Impact Home-Based Businesses.

Discussion ensued that included the following changes recommended to the document:

- Consistently list “Accessory Building/Structure” throughout the revision to match definitions.
- Code Enforcement Officer changed to Zoning Officer.
- Reword the reference to Application Fees.

Solicitor Rice opined that the revisions noted were not substantive to the ordinance and therefore did not require an additional re-write before Council could act. Therefore, following additional brief discussion:

*** D. Lillard moved; J. Kraft seconded that Members approve the advertising of Ordinance #4-2023:

Chapter 27 Amendment: Accessory Building Setbacks and Permitting requirements for Home Occupation and No Impact Home-Based Businesses incorporating the changes noted with the intent to adopt at the September 12, 2023 Meeting. Motion passed unanimously.

Resolution # 11-2023: Accepting Dedication of 3 Crestview Trail.

This resolution ratifies the decision of Council from the July 11, 2023 meeting where tax parcel 43018-0051---000 (3 Crestview Trail) was accepted by donation from the estate of Katie G. Alafoginis.

Members asked that #3 on page 2 include the county parcel number along with the Carroll Valley Borough lot number. Following brief discussion:

***J. Kraft moved; D. Lillard seconded that Council approve Resolution #11-2023: Accepting Dedication of 3 Crestview Trail with the inclusion of the Adams County parcel number as recommended. Motion passed unanimously.

MAYOR’S REPORT – R. HARRIS

- Police Report
 - Chief Weikert reviewed the Report noting the following:
 - ◆ Shared a letter from a citizen publicly thanking Officer Reed for his help and thoughtfulness in a recent situation. Members commended Officer Reed and Chief for their continued service to the Borough.
 - ◆ Shared that there has been some Vehicle Break-ins. Chief offered tips to prevent this occurrence and steps to take if your vehicle is broken into.
 - ◆ Provided an update on the hiring process.
 - ◆ Introduced his memorandum of August 10, 2023 requesting the appointment of a subcommittee to address the hiring issue. Discussion included:
 - Academy Candidates
 - Sign-on Bonuses
 - Changes to Civil Service Regulations
 - Appointment of the following to the subcommittee: Mayor Harris, Chief Weikert, Dave Hazlett, Michael Wight, Bruce Carr, Richard Mathews, One (1) Member of Civil Service Commission to-be-determined
 - ◆ Shared that the new police vehicles should be in-service by end of September
 - ◆ Statistical Report was reviewed and accepted by consensus.
- Attended PA State Mayors’ Association Conference July 2023.
- Attended the PA Municipal Legal Update sponsored by PSAB.
- Shared that the Voters’ Registration Office has moved from the Courthouse to the 911 Center (Adams County Emergency Services Building) located at 230 Greenamyre Lane, Gettysburg.
- Carroll Valley Community Blood Drive will be held Wednesday, September 27, 2023 from 1pm – 6pm.
- Shared the process to check for Unclaimed Property available from PA Treasury
- School is Starting Soon – School Bus Safety information was shared.
- Pippinfest will be held September 23rd and 24th.
- In Requiem:
 - Condolences were offered to the family and friends of Daniel Patton, former Council Member and long-time resident of Carroll Valley.

- 14 Officers from various cities across the US were honored for their bravery following their Line-of-Duty deaths during the month of July 2023; Mayor Harris noted that none (0) of those were related to COVID-19.

FIRE/EMS/EMA REPORTS

Reports from Fountaindale Fire Department were accepted by consensus.

COMMITTEE REPORTS

Planning Commission.

Mr. Wight reviewed the notes of the August 7, 2023 meeting of the Commission noting that the Moul Subdivision Plan was reviewed and Planning Commission Members unanimously voted to recommend Borough Council approval of the Plan. Other discussion at the meeting included short-term vacation rentals. Following brief discussion:

***M. Wight moved; D. Lillard seconded that Council approve the Dorothy E. Moul Subdivision Plan prepared by R. Lee Royer & Associates as submitted. Motion passed unanimously.

ADMINISTRATIVE BUSINESS – BOROUGH MANAGER

Treasurer's Report for July 2023.

Following brief discussion:

***D. Lillard moved, M. Wight seconded, that Council accept the July 2023 Treasurer's Report as presented. Motion passed unanimously.

Capital Purchase Request.

Mr. Hazlett reviewed the memorandum of August 11, 2023 outlining the capital purchase of computer hardware for all departments of the Borough. Requested items:

- 5 HP ProBook 450 G9 15.6" Notebooks
 - 5 HP USB-C/A Universal Docking Stations
 - 8 21.5" Full HD LCD Monitors
 - 3 HP Elite SFF 800 Desktop Units
 - 4 Dell Latitude 5430 Rugged Laptops
- Treysta Installation and Set-up of all Devices

Purchases are quoted from HP Direct and Dell Direct under the Costars State Contract pricing program therefore it is not necessary to request outside vendor bids. The total cost quoted is \$28,930.

Following brief discussion:

***M. Wight moved; J. Kraft seconded that Members authorize Borough Staff to purchase the outlined Computer Hardware at the state contract price of \$28,930. Motion passed unanimously.

Carroll Valley Wastewater Treatment Facility Project Bid Letting.

Mr. Hazlett reviewed the bid tabulation from the Letting of August 8, 2023 for the Carroll Valley Wastewater Treatment Facility Project. Five (5) bids were received ranging in cost from \$6,671,550 to \$5,315,000. Mr. Hazlett described the project, reviewed the recommendations from the Borough Engineer, and explained his memorandum of August 10, 2023 outlining the financial implications of the project. It was also noted that the Public Sewer Advisory Committee met Monday, August 14, 2023 and reviewed these same documents at length and unanimously voted to recommend awarding the contract to the lowest responsible bidder, Hickes Associates at a price of \$5,315,000.

Following discussion:

*** D. Lillard moved, M. Wight seconded that the Members award the contract for the Carroll Valley Wastewater Treatment Facility Project to Hickes Associates at the bid price of \$5,315,000 as the lowest responsible bidder. 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. Members reviewed information regarding the Statewide Local Share Account (LSA) grant program. Borough staff was asked to discuss this funding opportunity with Ms. Price and seek projects that would qualify.

NEW BUSINESS

Mr. Hazlett reviewed the first draft of the document concerning Lot Sate Guidelines. Members were asked to send their thoughts, recommendations, comments and questions to Mr. Hazlett.

Council members thanked Brad Sanders and Jed Fetter for their monthly reports.

OPEN TO THE PUBLIC

No one addressed Members at this time.

ADJOURNMENT

The meeting adjourned at 9:00 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.

Gayle R. Marthers, Borough Secretary