

**BOROUGH OF CARROLL VALLEY  
REGULAR MEETING  
Of BOROUGH COUNCIL  
TUESDAY, NOVEMBER 9, 2010 – 7:00 P.M.  
BOROUGH OFFICE**

**MINUTES**

Council President John VanVolkenburgh called the meeting to order at 7:00 P.M. He led the Pledge of Allegiance. Quartessence provided sang the National Anthem. The attendance was as follows:

**BOROUGH COUNCIL MEMBERS**

**Present**

John J. VanVolkenburgh, President  
Daniel J. Patton  
William K. Reinke  
Frank A. Buhrman  
Neal E. Abrams  
Tammy Lytle  
N. Kenneth Lundberg

**Absent**

**BOROUGH OFFICIALS, ETC.**

Ronald J. Harris, Mayor  
David A. Hazlett, Borough Manager  
Gayle R. Marthers, Borough Secretary  
Adam Schellhase, Borough Solicitor  
Chief Richard L. Hileman  
David E. Baker, Zoning Officer

**Absent**

**CONSIDERATION OF THE MINUTES OF THE OCTOBER 12, 2010 REGULAR MEETING**

\*\*\* D. Patton moved, T. Lytle seconded, that the minutes of the October 12, 2010 Regular Council meeting be approved as submitted. Motion unanimously.

**CONSIDERATION OF THE MINUTES OF THE OCTOBER 19, 2010 SPECIAL JOINT MEETING WITH FINANCE**

\*\*\* W. Reinke moved, T. Lytle seconded, that the minutes of the October 19, 2010 Special Joint Council Meeting with Finance be approved as submitted. Motion carried unanimously.

**CONSIDERATION OF THE MINUTES OF THE NOVEMBER 1, 2010 SPECIAL MEETING**

\*\*\* D. Patton moved, W. Reinke seconded, that the minutes of the November 1, 2010 Special Council meeting be approved as submitted. Motion carried with W. Reinke abstaining.

**OPEN TO THE PUBLIC**

The following citizens asked to be heard:

Ms. Jale Dalton of 8 Gingell Trail, Carroll Valley; Resident regarding County Re-Assessment  
Ms. Linda Smallwood of 4 Linda Trail, Carroll Valley; Resident regarding County Re-Assessment

\*\*\*Consensus of Council Members asked that Mr. Hazlett share any Revaluation Results provided by Adams County Court House Tax Assessor's Office via the Borough website.

**ORDINANCES AND RESOLUTIONS**

Ordinance #2-2010: Tax Levy Ordinance – Mr. Hazlett explained that Adams County Commissioners must certify the Property Assessment Figures in order for the Borough to level an appropriate millage rate for property taxes; State regulated that this certification is to be completed no later than November 15<sup>th</sup> each year. At this time the Commissioners are faced with formal appeals being scheduled after November 15, 2010 and the pending law suit filed by Freedom Township. Therefore, Mr. Hazlett asked that the Members consider recommending the approval of advertisement of Ordinance #2-2010 reflecting no change in tax levy. If however, the new assessment figures are made available that would alter this Ordinance; a new meeting time would be set to review the Ordinance prior to ratifying it.

\*\*\*F. Buhrman moved; K. Lundberg seconded that Ordinance #2-2010 be approved for advertising with the caveat that upon the November 15, 2010 deadline; if there is a significant change based upon the new valuation through reassessment that a Special Meeting will be held on Tuesday, November 30, 2010 to modify the Ordinance. Motion passed unanimously.

### **MAYOR'S REPORT – R. HARRIS**

Mayor Harris provided updates or follow-ups for the following:

- Chief Hileman presented the October 2010 Police Report
- Announced FREMA Training Requirements and the impact of the Council Members not taking the course. Mayor Harris provided information on obtaining the necessary training for those who are not yet certified
- Provided the step-by-step process for the formal appeal of the County Re-Assessment
- Shared a list of the upcoming meetings and events

### **Fairfield Fire/EMS Report.**

Mr. Abrams provided updates or follow-ups for the following:

- Reported the monthly Fire/EMS calls for the department
- Reminded residents to use precaution when burning fall leaves and asked that they have chimneys cleaned regularly
- Reported that the EMT program in Fairfield High School is going well
- Reminded residents that House Numbers are essential to having Emergency Personnel find the address in the shortest time possible. Council Members asked Borough Staff to begin a comprehensive evaluation of the Borough to determine how many homes are in compliance with the Ordinance regarding proper display of House Numbers

### **COMMITTEE REPORTS**

**Civil Service Commission.** Chief Hileman reviewed a memorandum that presented regarding the search for a Police Officer. He asked that Council consider the recommendation from the Civil Service Commission to appoint Dustin Kirk Miller to the position of full-time Police Officer with a one year probationary period conditioned on his passing the required medical, vision and psychological examinations and successfully obtaining his Act 120 certification. After brief discussion:

\*\*\*F. Buhrman moved, T. Lytle seconded that Dustin Kirk Miller be appointed to the position of full-time Police Officer with a one year probationary period conditioned on his passing the required medical, vision and psychological examinations and successfully obtaining his Act 120 certification. The starting salary for the position is set at \$40,500. Motion carried unanimously.

Chief Hileman and Mr. Lundberg addressed Members regarding the recommendation of the Civil Service Commission for the promotion of Detective Clifford James Weikert to rank of Corporal; thereby filling the vacancy left by Corporal Powers in 2009. After discussion:

\*\*\*N. Abrams moved, D. Patton seconded that Clifford James Weikert be promoted to the position of Police Corporal with a 5% base pay increase in salary and the elimination of the detective stipend effective November 10, 2010. Motion carried with Mr. VanVolkenburgh casting a nay vote.

Discussion followed regarding the budget constraints. Mr. Hazlett expressed that due to these constraints he did not evaluate non-uniform staffing for vacancies; therefore, he did not offer recommendations for promotions. He asked that he be permitted to submit any recommendations at the next meeting. By consensus, Members asked that Mr. Hazlett submit recommendations for Promotion to Council at the December meeting.

**Planning Commission.** Mr. Hazlett reported that the Commission is reviewing the Joint Comprehensive Plan being developed through the Regional Planning Group. This document is being evaluated for use as the Borough's Plan.

## **ADMINISTRATIVE BUSINESS – BOROUGH MANAGER**

### **Treasurer's Report for October 2010.**

Following brief discussion:

\*\*\* F. Buhrman moved, D. Patton seconded, that Council accept the October 2010 Treasurer's Report as presented. Motion carried unanimously.

**2010 Property Tax Re-Assessment Update.** Mr. Hazlett reported that the Adams County Commissioners have voted to approve the exemption of all Borough Lots as enumerated in Resolution 10-2010. When written confirmation is received; the budget will be adjusted to reflect zero dollars being owed in property tax. Members commended Mr. Hazlett on his efforts to accomplish the exemption.

**2011 Proposed Budget.** Mr. Hazlett asked that Council agree to advertise the Proposed Budget for 2011 with the same caveat attached to the Tax Levy Ordinance (#2-2010) be attached to this motion. \*\*\*W. Reinke moved; T. Lytle seconded that the Proposed Budget for 2011 be updated as a result of the Police Department appointment and promotion and then advertised with the caveat that upon the November 15, 2010 deadline; if there is a significant change based upon the new valuation through reassessment that a Special Meeting will be held on Tuesday, November 30, 2010 to modify the Ordinance and therefore modify the Budget appropriately. Motion passed unanimously.

**Special Meeting.** Mr. Hazlett asked that Council take action on the advertising of a special meeting if it is necessary to hold one. By consensus, Members asked that Borough Staff make appropriate advertisement of a Special Meeting on Tuesday, November 30, 2010 if it is deemed necessary to hold one.

**Life/Disability Insurance Renewal.** Mr. Hazlett explained that as a result of requesting quotes for insurance coverage the Borough has found an exact duplication of benefit with the Hartford through BENECON that offers a 22% reduction in premium and locks the per unit rate for 3 years. Consensus of the Members was to enter into a contract for 3 years with The Hartford for Life/Disability Insurance Coverage matching the current coverage.

## **UNFINISHED BUSINESS**

Nothing.

## **NEW BUSINESS**

**150<sup>th</sup> Anniversary of the Civil War.** Mr. Hazlett reported that he was approached by the County Committee planning the events to commemorate the 150<sup>th</sup> Anniversary of the Civil War. The group is hoping to have the Fairfield Area host one of the many events. Consensus of the Members was to join the Planning Group. At this time Mr. Hazlett will attend as the Borough representative.

## **OPEN TO THE PUBLIC**

No one addressed council at this time.

## **ADJOURNMENT**

The meeting was adjourned at 8:05 P.M.

## **ATTENDANCE REGISTER**

The Attendance Register is attached, numbered Page 4 and made a part of the Official Minutes.