

**BOROUGH OF CARROLL VALLEY  
REGULAR MEETING  
Of BOROUGH COUNCIL  
TUESDAY, JANUARY 14, 2014 – 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. The attendance was as follows:

**BOROUGH COUNCIL MEMBERS**

**Present**

John J. VanVolkenburgh, President  
N. Kenneth Lundberg  
Neal E. Abrams  
Tammy Lytle  
Dan Patton  
Janis Ashman  
Thomas Fitzsimmons

**Absent**

**BOROUGH OFFICIALS, ETC.**

Ronald J. Harris, Mayor  
David A. Hazlett, Borough Manager  
Gayle R. Marthers, Borough Secretary  
  
Sam Wiser, Borough Solicitor

**CONSIDERATION OF THE MINUTES OF THE DECEMBER 10, 2013 REGULAR MEETING**

\*\*\* T. Lytle moved, K. Lundberg seconded, that the minutes of the December 10, 2013 Regular Council meeting be approved as presented. Motion passed unanimously.

**CONSIDERATION OF THE MINUTES OF THE JANUARY 6, 2014 RE-ORGANIZATION MEETING**

\*\*\* D. Patton moved, J. Ashman seconded, that the minutes of the January 6, 2014 Re-Organization Meeting of Council be approved as presented. Motion passed unanimously.

**OPEN TO THE PUBLIC**

The Following Citizens addressed Council at this time:

- Mr. Anthony Wivell, 43 Fruitwood Trail, regarding the re-consideration of an ordinance to allow the keeping of domesticated chickens in a residential area. Council instructed Planning Commission to revisit the issue and asked Mr. Wivell to provide the Commission with the additional information that was presented this evening.
- Richard Matthews, 21 Helen Trail regarding opposition to Ordinance #2-2013 - Zoning Change Regarding Cluster Developments
- Ms. Dorothy Corbin, 21 Lakeview Trail regarding the following topics:
  - Concern regarding Ordinance #2-2013 - Zoning Change Regarding Cluster Developments
  - Growth of the Public Sewer System

At the request of the Mayor and Civil Service Commission; the Council addressed the commission's list of eligible candidates for the position of full-time police officer. Mr. Lundberg presented the candidate, Nathan T. Groft as the single eligible applicant who has completed the appropriate testing and background investigations. Chief Hileman requested that Members accept his recommendation to hire Nathan T. Groft. Following brief discussion:

\*\*\*T. Fitzsimmons moved; D. Patton seconded that Nathan Thomas Groft be offered the position of Full-time Police Officer for the standard probationary period of one (1) year with the starting salary of \$41,000 as budgeted. Motion passed unanimously.

Chief Hileman introduced Mr. Groft to the Members and the public in attendance and Mayor Harris was then asked to administer the Oath of Office. Upon completion, Mr. Groft was welcomed by the Council and Staff and given the opportunity to introduce his family in who attended.

## **ORDINANCES AND RESOLUTIONS**

Resolution #1-2014 – 2014 Fee Schedule. Mr. Hazlett reviewed the changes and asked that Council approve the Fee Schedule. Following brief discussion:

\*\*\* K. Lundberg moved; T. Lytle seconded that Resolution #1-2014 setting the Borough Fee Schedule for 2014 be adopted. Motion passed unanimously.

Resolution #2-2014 – Procedure for the Disposition of Surplus Borough Property. – Mr. Hazlett reviewed the language of the Resolution stating that Pennsylvania Code has recently changed to allow for electronic advertising/auctioning of surplus Borough property. This resolution would provide the guidelines for that option of property disposal.. Following brief discussion:

\*\*\*D. Patton moved; K. Lundberg seconded that Resolution #2-2014 establishing the policy and procedures for the Disposition of Surplus Borough Property be adopted. Motion passed unanimously.

Resolution #3-2014 – Authorizing the Disposal of Records. Following explanation and brief discussion:

\*\*\* T. Fitzsimmons moved; J. Ashman seconded that Resolution #3-2014 authorizing the disposal of records in accordance with Pennsylvania Municipal Records Manual Revised be approved as presented. Motion passed unanimously.

Ordinance #1-2014 – Amending § 25-201: Unlawful Vegetation. Mr. Hazlett provided brief description and background for the amendment confirming that the required advertising had been completed. Following brief discussion:

\*\*\* T. Lytle moved; D. Patton that Ordinance #1-2014 – Amending § 25-201: Unlawful Vegetation be adopted. Motion passed with J. Ashman voting no.

## **MAYOR'S REPORT – R. HARRIS**

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

- Presentation of Oaths of Office
- Police Report
  - 2013 Re-Cap
  - December 2013 Report
- Vehicles are still being entered and items taken. Asked that doors be locked at all times
- York Adams Tax Bureau: New Deputy Director was announced. Next meeting 1-27-14
- Adams County Tax Collection Committee update
- FREMA: Next meeting 2-17-14
- House Signage and accompanying ordinance requirements
- CVCA Gala was held on 12-20-13
- Breakfast with Santa was held on 12-13-13
- CVCA Phone Directories are available. Free to members or purchase \$5/each
- Shared a list of the upcoming meetings and events

## **FIRE/EMS/EMA REPORTS**

Updates, Statistics and Information were supplied for the following:

- Mr. Neal Abrams, Fairfield Fire/EMS
  - Reminder about the dangers of Chimney Fires
  - Future of Advanced Life Support to the Community

## **COMMITTEE REPORTS**

### **Civil Service Commission:**

See above following Public Comment.

## **ADMINISTRATIVE BUSINESS – BOROUGH MANAGER**

**Treasurer's Report for December 2013.** Following brief discussion:

\*\*\* N. Abrams moved, J. Ashman seconded, that Council accept the December 2013 Treasurer's Report as presented. Motion passed unanimously.

**Employee Manual Update.** Mr. Hazlett asked that Members approve the amendment to the Employee Manual as outlined in the Memorandum provided on January 8, 2014 addressing the payment of sick leave upon retirement. Following brief discussion:

\*\*\*D. Patton moved; T. Lytle seconded that the Employee Manual be updated as proposed effective immediately. Motion passed unanimously.

**Borough Procurement Policy Update.** Mr. Hazlett shared that he reviewed the current Procurement Policy and asked that it be modified as outlined in the Memorandum provided on January 8, 2014. Following brief discussion:

\*\*\*D. Patton moved; T. Lytle seconded that the Borough Procurement Policy be modified as presented effective immediately. Motion passed unanimously.

**Request for Public Street Light Installation.** Mr. Hazlett explained that another request has been received from Mr. Brown of 6 Little Trail for the installation of a Street Light at the intersection of Little Trail and Walnut Trail. As noted in his memorandum of January 7, 2014, Mr. Hazlett spoke to the Municipal Services and Police Departments and upon further evaluation; both departments agree that the installation of a street light at this location would benefit the safety of the residents in the surrounding area. An estimated cost for installation has been received for \$482.22 and annual fees of \$114.32. Following brief discussion:

\*\*\* K. Lundberg moved; T. Fitzsimmons seconded that the Council approve the Installation and annual service for a Public Street Light at the intersection of Little Trail and Walnut Trail at the estimated costs presented. Motion passed unanimously.

**FY 2013 Audit Engagement Document.** Mr. Hazlett explained that new audit regulation requires that Council authorize a Member to execute the Audit Engagement Document. Following brief discussion:

\*\*\*D. Patton moved; K. Lundberg seconded that Council authorize Council President, John VanVolkenburgh to execute the Audit Engagement Document. Motion passed unanimously.

## **UNFINISHED BUSINESS**

**Municipal Building.** Mr. Hazlett reported that the committee was waiting for information from financial institutions at this time. The Committee is preparing a briefing for the March 2014 meeting.

## **NEW BUSINESS**

Nothing.

## **OPEN TO THE PUBLIC**

No one addressed Council at this time.

## **ADJOURNMENT**

The meeting was adjourned at 8: 02 P.M.

## **ATTENDANCE REGISTER**

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