

**BOROUGH OF CARROLL VALLEY
REGULAR MEETING
Of BOROUGH COUNCIL
TUESDAY, JUNE 14, 2016 – 7:00 P.M.
BOROUGH OFFICE
MINUTES**

Janis Ashman, President called the meeting to order at 7:00 P.M. She led the Pledge of Allegiance. The attendance was as follows:

BOROUGH COUNCIL MEMBERS

Present

Janis Ashman, President
Bruce Carr
Sarah Skoczen
N. Kenneth Lundberg
Robert Tyler Pyles via teleconference call

Absent

Dan Patton
Thomas Fitzsimmons

BOROUGH OFFICIALS, ETC.

Ronald J. Harris, Mayor

Gayle R. Marthers, Borough Secretary
Samuel Wiser, Borough Solicitor
Richard L. Hileman, II, Police Chief
David Baker, Zoning Officer

CONSIDERATION OF THE MINUTES OF THE MAY 10, 2016 REGULAR MEETING

Mr. Carr asked that a statement regarding the “general tone” of those who spoke from the public at last month’s meeting along with a list of concerns be added to the minutes as an addendum. The statement read aloud:

“The general tenor of those speaking was negative in nature. Comments included: concern that the current building had not been cared for;; that the building was too big and should be what we need and not what we want; concern of not receiving a Redevelopment Assistance Capital Program (RACP) grant and therefore raising taxes; the need to relocate the Fairfield branch of Adams County Library; the need of a holding cell for the police station. Additionally, the total cost, cost overruns and financing were discussed.”

The printed addendum is attached to this document as page 6. Following brief discussion.

*** B. Carr moved, K. Lundberg seconded, that the minutes of the May 10, 2016 Regular Council meeting be approved with addendum. Motion passed unanimously.

OPEN TO THE PUBLIC

The following citizens addressed Council at this time:

Michael Eifert , 23 Hilltop Trail, Carroll Valley regarding the feral cat problem in the “A” Section of the Borough.

Council Action: Mrs. Skoczen explained the TNR program and consensus of the Members was to have this area targeted next. Discussion regarding additional funding followed with a consensus to refer the matter to the Finance Committee.

ORDINANCES AND RESOLUTIONS

No business was discussed.

MAYOR’S REPORT – R. HARRIS

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

- Observed a Moment of Silence for the victims of the Orlando Massacre

- Observance of Flag Day – History shared
- Offered Happy Birthday to the United States Army – 241st Birthday
- Police Report
 - Follow-up continues following the arrest of a man who was found in violation of Megan’s Law Registration
 - MS Bike Ride will make its annual ride through the area on August 6th & 7th. PennDOT requires notification be made to all affected municipalities. Members accepted notification by consensus.
 - Chief Hileman requested permission to serve as the lead agency in a potential grant opportunity in cooperation with Adams County Commissioners that would seek to place new laptop computers in the hands of every police officer in the county. The grant requires no matching funds and the equipment would not be purchased if the grant is not awarded. Following brief discussion:
 ***B. Carr moved; K. Lundberg seconded that Carroll Valley Borough may seek to serve as the lead agency in cooperation with Adams County Commissioners to apply for a grant for laptop computers for all officers within the county. Motion passed unanimously.
- Updates:
 - 100th Anniversary of the Adams County Penn State Extension Office was celebrated at an open house on May 15, 2016
 - Annual Carroll Valley Yard Sale to benefit the July 4th Celebration was held on Saturday, June 4, 2016
- Announced:
 - Announced the 12th Annual July 4th Celebration will be held on Monday, July 4, 2016. Shared schedule of events and fundraising opportunities.
- Shared a list of the upcoming meetings and events
- In Requiem:
 - 7 Officers from various cities across the US were honored for their bravery following their being Line-of-Duty deaths during the month of May 2016.

FIRE/EMS/EMA REPORTS

Call Reports were available from Fairfield Fire/EMS and Fountaindale Volunteer Fire Company.

Mr. Carr reported on the special meeting of the Municipal Leaders’ Forum held at the Fairfield Fire Company on May 31st. He shared that the focus of the meeting was volunteerism. Although progress was slower than he expected, Mr. Carr stated that Mayor Harris and Hamiltonban Supervisor Coleen Reamer agreed to work on a Training Curriculum and Facility while Mr. Pyles recommended varied advertising mediums to boost awareness. Mr. Pyles spoke to the difference between the “County” based system used in Maryland versus the individual municipal model used in Pennsylvania. Borough representatives pledged additional updates in the future.

COMMITTEE REPORTS

Parks, Recreation and Environmental Advisory Committee.

Lori Davidson: presented a PowerPoint outlining the Carroll Valley Path System of 2004. She shared that a small sub-group working with the Parks and Recreation Committee and the Planning Commission have established a plan to bring this project closer to implementation. The approach would be in 3 phases with the first providing a pathway from the Fairfield School District property through the “K” Section of the Borough and ending at the sidewalk adjacent to Liberty Mountain’s parking lot. The remaining 2 phases would complete the 5-mile trail’s trek parallel to Route 116 through the Borough, crossing Route 16 and ending at the Ranch Commons Park at the intersection of Ranch and Walnut Trails. Ms. Davidson along with Borough Grant Consultant Amy Kauffman asked that Council allow the Borough to apply for a

Department of Community & Economic Development (DCED) grant dedicated to Greenways, Trails and Recreation Programs (GTRP) and a Department of Conservation of Natural Resources (DCNR) grant dedicated to Community Conservation Partnership Programs (C2P2). The GTRP grant has a fifteen (15%) local match requirement using cash or in-kind services and the C2P2 grant is a traditional 50/50 matching grant. Ms. Kauffman explained a unique characteristic of these grants was the state's agreement to utilize one grant to serve as a "match" for the other grant. Although the Borough is not guaranteed approval of both grants; if they are both awarded this provision is allowable. The estimated cost for Phase 1 of the project is \$250,000. Ms. Kauffman also explained that a Borough Resolution is required expressing the Borough's support of the Pathway Project and Authorizing the filing of an application to the Greenways, Trails and Recreation Program requesting grant funding. Following much discussion and Ms. Kauffman's recommendation to apply for the GTRP grant first with a submission deadline of June 30, 2016; the following action was taken:

*** K. Lundberg moved; S. Skoczen seconded that Council support the proposed Pathway Project and adopt Resolution #9-2016: GTRP Grant Application Authorizing the filing of an application to the Greenways, Trails and Recreation Program requesting grant funding for the Carroll Valley Path System. Motion passed with J. Ashman voting no.

Sewer and Water Authority. Mr. Lundberg shared that Mr. George Fisanich has agreed to join the Authority filling one of the three (3) vacancies. Following brief discussion:

***B. Carr moved; R. Pyles seconded that Mr. George Fisanich of 7 Snow Plow Trail, Carroll Valley be appointed to the Sewer and Water Authority. Motion passed unanimously.

ADMINISTRATIVE BUSINESS – BOROUGH MANAGER

Treasurer's Report for May 2016.

Following brief discussion:

*** K. Lundberg moved, R. Pyles seconded, that Council accept the May 2016 Treasurer's Report as presented. Motion passed unanimously.

2015 FY Audit. Ms. Marthers reviewed the Independent Auditor's Report. Having no findings; Ms. Marthers asked that Members accept the report and take action to advertise the report as required by Borough Code. Following brief discussion:

***K. Lundberg moved, R. Pyles seconded to authorize Borough personnel to advertise the 2015 FY Independent Auditor's Report as required by Borough Code. Motion passed unanimously.

Copier Lease Renewal. Ms. Marthers reviewed a memorandum outlining quotes received from three (3) companies on three (3) different machines that would provide the same functionality as the current unit. Following brief discussion:

*** R. Pyles moved; K. Lundberg seconded that Borough Staff be authorized to sign the Agreement to enter a 60 month lease with The Phillips Group on a Kyocera TASKalfa 4551ci copier with dual fax machines at a cost of \$295.00/month. Motion passed unanimously.

Sanders Road Paving Project. Ms. Marthers explained the project and requested Council take action to advertise the project. Following brief discussion:

K. Lundberg moved; B. Carr seconded that the Sanders Road Paving Project be advertised for bids in accordance with Pennsylvania Borough Code. Motion passed unanimously.

UNFINISHED BUSINESS

Proposed Lot Trades. Ms. Marthers and Mr. Wisner offered explanation regarding the law allowing for the exchange of real property. Mr. Lundberg shared past practice and theory for agreeing to accept such offers. Mr. Carr and Mr. Pyles questioned the benefit to the Borough versus the potential loss of tax revenue. Following much discussion:

***K. Lundberg moved; S. Skoczen seconded that Council take the necessary steps of preparing and advertising a resolution and public hearing stating the Borough's intent to accept the lot exchanges:

- Lot Trade Request #1
 - Lot # J-0036: 11 White Oak Trail to be traded for Borough Owned Lot # RD-0114: 43 Oak Ridge Trail
 - Lot # J-0037: 14 Whit Oak Trail to be traded for Borough Owned Lot # RD-0119: 46 Oak Ridge Trail
- Lot Trade Request #2
 - Lot # A-0082CR: 5 Roadside Trail to be traded for Borough Owned Lot # D-0076: 31 Freedom Trail

Motion passed following a roll call vote with K. Lundberg, S. Skoczen and J. Ashman voting yes; B. Carr and R. Pyles voting no.

Re-Codification Consultant. Members reviewed the Request for Proposals as amended with recommendations from the last meeting. Typographical error was identified and will be changed on page 1; section 4c, 5th line the word "buy" should be "but". Following brief discussion:

***R. Pyles moved; S. Skoczen seconded that the Request for Proposals (RFP) for Re-codification services with consultant be advertised in accordance with Pennsylvania Borough Code. Motion passed unanimously.

Municipal Building Project

- June 2016 Update prepared by Mr. Hazlett was reviewed and accepted
- Library Agreement was outlined by Ms. Marthers and Mr. Wiser. Following discussion:

***K. Lundberg moved; R. Pyles seconded to authorize the signing of the Lease Agreement between the Borough and the Adams County Library System as outlined. Motion passed unanimously.
- York Water Company Water Distribution Line Extension Agreement was reviewed by Mr. Wiser. Members discussed the terms and following discussion:

***K. Lundberg moved; R. Pyles seconded to authorize the signing of the Agreement between the Borough and the York Water Company for a Distribution Line Extension at the cost of \$63,500. Motion passed unanimously.
- Lobar Associates Contract Documents were available for review. Mr. Wiser reported that all required bonding has been secured and all appropriate insurance has been certified. The contract is ready for signatures.

***K. Lundberg moved, R. Pyles seconded to authorize the signing of the Contract between the Borough and Lobar Associates for the construction of the Greater Carroll Valley Community and Education Complex at the bid price of \$3,599,000 and to issue the official Notice to Proceed. Motion passed unanimously.
- Members reviewed two (2) proposals for a Construction Manager for the project. Mr. Benedict Dubs of Murray Associates presented a list of duties that are included in the contract with Borough that may address the concerns of the Members and meet the needs of the Construction Manager position. Following discussion the members agreed by consensus to forgo a Construction Manager at this time and rely on Mr. Dubs and Borough staff for this service.

NEW BUSINESS

Council Members Contact Information. It was requested that Members be given Borough email addresses and biographical information on the website. All members who wished to have the email address were asked to confirm with the Borough Secretary. Mayor Harris was asked to make arrangements

with each Member for a picture to be put on the website; Members were asked to provide a brief bio for the website as well. All information was to be forwarded to the Borough Manager.

Sunshine Law. Mr. Carr requested information regarding the use of email and the requirements of the Sunshine Law. Mr. Wiser advised that any email addressed to all Council Members would be subject to the provisions of the Law if there was deliberation or discussion of any topic. He cautioned that email should be use for the dissemination of information only and not as a method to discuss Borough Business. Mr. Wiser provided the slides from a PowerPoint presentation on the topic and offered to have himself or a colleague present it at a future meeting. Members agreed and asked that it be added to the July agenda.

OPEN TO THE PUBLIC

The following citizens addressed Council at this time:

- Bruce Carr, councilman, addressed an article from a recent Gettysburg Times edition where fellow council member Ken Lundberg was quoted as saying Mr. Carr suffered from “cold feet” when he voted against the awarding of the contract for the new municipal building project. Mr. Lundberg apologized for having misspoken and Mr. Carr accepted the apology.

ADJOURNMENT

The meeting was adjourned at 9:15 P.M.

ATTENDANCE REGISTER

The Attendance Register is attached, numbered Page 7 and made a part of the Official Minutes.

Gayle R. Marthers, Borough Secretary