

**BOROUGH OF CARROLL VALLEY
REGULAR MEETING
Of BOROUGH COUNCIL
TUESDAY, JULY 12, 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 via teleconference call
Sarah Skoczen
N. Kenneth Lundberg
Robert Tyler Pyles
Dan Patton

Absent

Thomas Fitzsimmons

BOROUGH OFFICIALS, ETC.

Ronald J. Harris, Mayor
David A. Hazlett, Borough Manager
Gayle R. Marthers, Borough Secretary
Stephen T. Coccorese, Borough Solicitor
Richard L. Hileman, II, Police Chief

CONSIDERATION OF THE MINUTES OF THE JUNE 14, 2016 REGULAR MEETING

Following brief discussion.

*** K. Lundberg moved, S. Skoczen seconded, that the minutes of the June 14, 2016 Regular Council meeting be approved as submitted. Motion passed unanimously.

OPEN TO THE PUBLIC

No One addressed Council at this time.

Public Hearing

The Advertised Public Hearing was opened at 7:05 pm by Borough Solicitor, Steve Coccorese who asked that Borough Manager, David Hazlett explain the proposed Lot Exchanges and he gave brief overview of the guidelines that would be adhered to during the Hearing.

Upon completion of the overview, Mr. Hazlett asked Council Members for questions. Discussion ensued regarding the following topics:

- Assessed value of the properties to be traded
- Net effect of tax revenue
- Potential infrastructure impact of building on the lots in question

Ms. Ashman asked that any member of the audience who wished to be heard regarding the Proposed Lot Exchange stand to be recognized.

Mr. Terry Stem; 5 Ski Run Trail

Closing Comments were heard and upon a motion by K. Lundberg and seconded by D. Patton; the Hearing was brought to Adjournment at 7:14 pm by unanimous vote.

Regular Meeting of Council Reconvened @ 7:15pm

ORDINANCES AND RESOLUTIONS

Resolution #10-2016: Authorizing the Exchange of Real Property with Terry L. Stem. Following brief discussion:

***K. Lundberg moved; D. Patton seconded a motion to approve Resolution #10-2016: Authorizing the Exchange of Real Property with Terry L. Stem. Motion passed with Mr. Carr voting no.

Ordinance #1-2016: Authorizing the Refunding of Existing Non-Electoral Indebtedness. Mr. Coccorese explained that this ordinance is required to combine the Borough's current loan on the Comi Property with the loan for the new municipal office complex. Following brief discussion:

***K. Lundberg moved; D. Patton seconded a motion to approve Ordinance #1-2016: Authorizing the Refunding of Existing Non-Electoral Indebtedness. Motion passed unanimously.

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 Texas Police Ambush
- Police Report
 - Overdose Deaths discussed with regard to growing problem of opioid abuse.
 - Chief Hileman reviewed a memorandum requesting permission to make a capital purchase of a 4-wheel drive vehicle. This was a budgeted item in 2015 that had been tabled until this year. The current 4-wheel drive vehicle in the fleet has been deemed too expensive to fix when compared to its value. Following brief discussion:

***D. Patton moved; R. Pyles seconded that the 2016 Capital Reserve budget be amended to increase the line item 30.410.740 to \$20,000 and further that Chief Richard L. Hileman be authorized to expend up to that budgeted amount of \$20,000 for the purchase and equipping of a replacement 4-wheel drive vehicle. Motion passed unanimously.
- Updates:
 - Attended the Retirement Gathering for Gettysburg Mayor Troxell
 - 2016 July 4th Celebration was held July 9th due to rain. The day was quite successful and the following awards were presented:
 - Gayle Marthers for coordinating the event
 - David Hazlett for managing the event
 - Municipal Services Department for efforts
- Announced:
 - Fairfield United will host a Summer Book Club for grades 2nd – 4th on Wednesday mornings in July
 - PA State Mayors' Association Convention will be held in Gettysburg from July 21st through the 23rd
 - Annual National Night Out (NNO) will be held on Tuesday, August 2, 2016 at the Fairfield Fire Company from 5pm – 8pm
 - Each month Mayor Harris intends to highlight a Borough Ordinance. He began this series by explaining where to find the Ordinances on the Borough Website.
- Shared a list of the upcoming meetings and events
- In Requiem:
 - 12 Officers from various cities across the US were honored for their bravery following their being Line-of-Duty deaths during the month of June 2016.

FIRE/EMS/EMA REPORTS

No Report

COMMITTEE REPORTS

Finance.

Mayor Harris provided the following from the meeting of July 11, 2016:

- Request for TNR Program funding. There have been just over 100 cats trapped, neutered and released since its inception. There is a need to focus on another area of the borough; in the “A” Section near Fawn and Deer trails. A resident appeared at the last council meeting requesting TNR services; however, the budgeted allocation has been used. Finance Members unanimously approved a motion recommending the requested additional funding of \$500 to target this identified section.
***K. Lundberg moved; R. Pyles seconded that \$500 be allocated to the TNR Program. Motion passed unanimously.
- 2nd Quarter Budget review
- Salary Evaluation: Mayor Harris reviewed the project details and provided an update.
- Finance Members unanimously recommend to Council the creation of the new job title: Assistant Borough Manager/Borough Secretary/Assistant Treasurer with a starting salary of \$61,000 and promote current Borough Secretary, Gayle Marthers to the position effective immediately. Following brief discussion:
***K. Lundberg moved; R. Pyles seconded that a new job title of Assistant Borough Manager/Borough Secretary/Assistant Treasurer be created with a starting salary of \$61,000 and promote current Borough Secretary, Gayle Marthers to the position effective immediately. Motion passed unanimously. Congratulations were extended and sincere thanks expressed.

Planning Commission.

Chairman Ed Kaplan provided the following updates:

- Comprehensive Ordinance Review of Chapter 27: Zoning was discussed by the Commission and it was unanimously recommended that Council consider requesting the services of the Office of Adams County Planning and Development to help in the complete re-write of this chapter. Mr. Robert Thaeler of the Planning and Development Office was in attendance and provided detailed information regarding the services that he and his staff could provide and confirmed a flat fee of \$2000 for the services. He further explained that the fee would be due at the conclusion of the project and that in order to access the resources; the Borough need only request in writing the service with acknowledgement of the fee. Following brief discussion:
***K. Lundberg moved; D. Patton seconded that Borough Staff be authorized to prepare and send a letter to the Office of Adams County Planning and Development requesting consultation services for the re-writing of Chapter 27:Zoning in the Borough of Carroll Valley Code of Ordinances for a flat fee of \$2000 payable at the conclusion of the project. Motion passed unanimously.

ADMINISTRATIVE BUSINESS – BOROUGH MANAGER

Treasurer’s Report for June 2016.

Following brief discussion:

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

Sanders Road Paving Project. Mr. Hazlett outlined the Bid Tabulation Form and explained the two different options proposed for bid. Following brief discussion:

***R. Pyles moved; K. Lundberg seconded that the Contract for the Sanders Road Paving Project be awarded to Hammaker East Ltd as the lowest responsible bidder for Option #1. Motion passed unanimously.

Borough Engineer. Mr. Hazlett explained that the engineer that the Borough has employed for the past several years, Eric Mains, has accepted a position with a new firm. The expertise and professionalism that Mr. Mains has provided on the many projects has been a valuable asset to the Borough and Mr. Hazlett requested Council approval to enter into a professional contract with Gannett Fleming, Inc. to provide engineering services to the Borough. Mr. Mains would remain our primary engineer and Gannett Fleming has agreed to keep all fees consistent. Following brief discussion:

***K. Lundberg moved; R. Pyles seconded that Borough Staff be authorized to enter into a contractual agreement with Gannett Fleming, Inc. for Engineering Services. Motion passed unanimously.

UNFINISHED BUSINESS

Re-Codification Consultant. Members reviewed the single response to the Request for Proposal and following discussion agreed by consensus to table the appointment of a consultant pending the Borough Staff's search for additional providers.

Council Members Contact Information. Reminder was made to any Members who wanted this information listed on the Borough website to please forward it to Mr. Hazlett as soon as possible.

Sunshine Law. Due to the absence of two Councilman; Members asked that the presentation be tabled until the August meeting. It will be added to the August agenda.

Municipal Building Project

- July 2016 Update prepared by Mr. Hazlett was reviewed and accepted
- Ground Breaking Ceremony occurred just prior to this meeting.
- Initial meeting of the Contractor, Sub-Contractors, Architect and Borough is scheduled for Monday, July 25, 2016.
- Any Councilman wishing to tour the construction site is asked to contact Mr. Hazlett. The contractor is very willing to allow a tour of the site, they only require notification to ensure coordination with sub-contractors due to safety concerns.

NEW BUSINESS

Change Orders. Mr. Pyles requested that Members consider discussing a policy whereby Mr. Hazlett would be authorized to approve minor change orders between meeting; thereby reducing the need to have special meetings or interrupt construction progress. Mr. Dubbs, of Murray Associates was consulted where he explained the review process for a change order, provided examples of potential change order scenarios and assured Members that all change orders no matter the size would be brought to a meeting for review and follow-up. Following discussion:

***R. Pyles moved; S. Skoczen seconded that Mr. Hazlett be authorized to approve construction change orders with a cap of \$5000. Motion passed unanimously.

OPEN TO THE PUBLIC

The following citizens addressed Council at this time:

- George Fisanich, 7 Snow Plow Trail regarding overgrowth of vegetation in front of the Welcome to Carroll Valley sign. Mr. Hazlett will ask that the Municipal Services department clear the brush.
- Mary Walter, 36 Hilltop Trail regarding the proposed Hiking/Biking Trail

ADJOURNMENT

The meeting was adjourned at 9:30 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