

**BOROUGH OF CARROLL VALLEY
REORGANIZATION COUNCIL MEETING
MONDAY, JANUARY 6, 2020 – 7:00 P.M.
BOROUGH OFFICE**

MINUTES

Mayor Ronald J. Harris called the meeting to order at 7:00 P.M and he led the Pledge of Allegiance. The attendance was as follows:

BOROUGH COUNCIL MEMBERS

Present

Bruce Carr
Jessica Kraft
David Lillard
Richard Mathews
John Schubring
Robert Verderaime
L. Michael Wight

Absent

BOROUGH OFFICIALS, ETC.

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

Mayor Harris stated the purpose of the reorganization meeting is to administer the oath of office to the newly elected Borough Council members, to elect a President and Vice President of Council and to appoint and/or reappoint Borough officers, committee members and consultants.

Mayor Harris established that all elected officials had been previously sworn in, the appropriate paperwork had been presented to the Borough Secretary and he congratulated them on their election to the office of Councilor.

ELECTION OF PRESIDENT AND VICE PRESIDENT

Mayor Harris read the process for electing the President and Vice President. Said process was read from the Borough By-Laws followed by Mayor Harris asking Members via roll call to cast their vote for Council President: The following results were recorded:

Mr. Carr voted for Mr. Mathews
Mrs. Kraft voted for Mr. Lillard
Mr. Lillard voted for Mrs. Kraft
Mr. Schubring voted for Mr. Mathews
Mr. Verderaime voted for Mr. Mathews
Mr. Mathews voted for Mr. Mathews
Mr. Wight voted for Mr. Mathews

The vote yielding a majority for Mr. Mathews.

Mayor Harris asked each member to cast their vote via roll call for Council Vice President. The following results were recorded:

Mr. Wight voted for Mr. Verderaime
Mr. Mathews voted for Mr. Verderaime
Mr. Verderaime voted for Mr. Verderaime
Mr. Schubring voted for Mr. Verderaime
Mr. Lillard voted for Mrs. Kraft

Mrs. Kraft voted for Mr. Lillard
Mr. Carr voted for Mr. Verderaime

The vote yielding a majority for Mr. Verderaime.

Mayor Harris turned the meeting over to the Council President Richard Mathews.

Mr. Mathews asked if the By-Laws established the position of President Pro-Tempore; stating that there have been meetings in the past where both he and Mr. Verderaime have been absent and his desire to have established an alternate Member to lead the meeting in such cases. Members agreed that the appointment of a President Pro-Tempore would be appropriate and therefore, following brief discussion:

***R. Verderaime moved; B. Carr seconded that Mr. Wight be appointed President Pro-Tempore. Motion passed unanimously.

ORDINANCES AND RESOLUTIONS

Resolution #1-2020: 2020 Fee Schedule. Following brief discussion outlining changes highlighted:
*** R. Verderaime moved; M. Wight seconded that Council adopt Resolution #1-2020: The 2020 Fee Schedule. Motion passed unanimously.

AFFIRMATIONS OF COMMITTEE STRUCTURE

The Committee structure was affirmed by consensus without discussion.

APPOINTMENT OF BOROUGH COMMITTEE MEMBERS.

Memorandum dated December 6, 2019 outlined the committee members who have agreed to re-appointment; their respective committee affiliation and dates of expiration. Members discussed the various committee seats whose terms were expiring; noting that the Parks, Recreation and Environmental Advisory Committee and the Zoning Hearing Board have seats that will remain vacant due to no one being available for re-appointment. In the case of the Planning Commission; two (2) re-appointments were unable to occur due to requirements of the PA Planning Code for Boroughs; however, Members were presented with new applications for appointment to the Commission for their consideration. Consensus of Members was to address the new applications before acting on the other committees' appointments:

***D. Lillard moved; J. Kraft seconded that Sarah Skoczen be appointed to the Planning Commission for a 4-year term to fill the seat #7 vacated by Mr. Michael Wight's term ending. Motion passed unanimously.

***D. Lillard moved; J. Kraft seconded that Steven Sites be appointed to the Planning Commission for a 4-year term to fill the seat #8 vacated by Mr. Thomas Schubring's term ending. Motion passed with Mr. Carr, Mrs. Kraft, Mr. Lillard, M. Mathews and Mr. Schubring voting yes; and Mr. Wight and Mr. Verderaime voting no.

***B. Carr moved; M. Wight seconded that Owen Phelan be appointed to the Planning Commission for a 4-year term to fill the seat #9 vacated by Mr. Ron Harris's term ending. Motion passed unanimously.

After discussion the following action was taken:

***M. Wight moved, B. Carr seconded, that Council re-appoint the following Borough Residents to the corresponding Committees for the appropriate term:

N. Kenneth Lundberg	-	Civil Service Commission
Lori Kolenda	-	Tree Board
Heather Wight	-	Tree Board
Anthony Golden	-	Public Safety Committee

John Svalina	-	Public Safety Committee
Ron Harris	-	Public Safety Committee
Lawrence Muschamp	-	Zoning Hearing Board
Frank Buhrman	-	Vacancy Board

At this time Mr. Carr offered his resignation from Planning Commission stating that he would like to recommend re-appointing Mr. Wight to fulfill his term. Mr. Hazlett explained that Members would need to accept the resignation and then act separately on the appointment. Following brief discussion:

***J. Schubring moved; R. Verderaime seconded that Council accept the resignation of Mr. Carr from the Planning commission. Motion passed unanimously.

*** B. Carr moved; R. Verderaime seconded that Council appoint L. Michael Wight to the Planning Commission to fill the seat #3 vacated by Mr. Bruce Carr's resignation with a term ending December 31, 2022.

BOROUGH CONSULTANTS, PROFESSIONALS AND REPRESENTATIVES:

Following brief discussion:

***R. Verderaime moved; M. Wight seconded that Council re-appoint the following Professional Consultants to the various position of the Borough:

Borough Auditor	-	Boyer & Ritter, LLC
Borough Engineer	-	P. Eric Mains, P.E.
Borough Sewage Enforcement Officer (SEO)-		KPI Technologies
Borough Solicitor	-	Salzmann Hughes, PC

Motion passed unanimously.

Following brief discussion:

***R. Verderaime moved; M. Wight seconded that Council re-appoint the following Individuals to the various County and Regional Committee to represent the Borough:

Representatives to York Adams Tax Bureau:

Borough Representative	-	Ron Harris, Mayor
Borough Alternate Representative	-	Gayle Marthers, Borough Secretary

Representative to Adams County Tax Collection Committee:

Borough Representative	-	Ron Harris, Mayor
Borough Alternate Representative	-	Gayle Marthers, Borough Secretary

Representative to Adams County Council of Governments:

Borough Representative	-	Ron Harris, Mayor
Borough Alternate Representative	-	Gayle Marthers, Borough Secretary

Representative to Fairfield Regional Emergency Management Agency:

Borough Representative	-	Ron Harris, Mayor
Borough Alternate Representative	-	Gayle Marthers, Borough Secretary

The motion passed unanimously.

ADMINISTRATIVE BUSINESS – BOROUGH MANAGER

Account Signatories. Mr. Hazlett and Ms. Marthers explained the importance of timely signing of Borough checks and the need to replace two signers who are no longer on Borough Council.

Following discussion:

*** D. Lillard moved; R. Verderaime seconded that former Council Members Sarah Skoczen and Beth Cool be removed from the list of authorized signors on all accounts and that all current Council Members be listed as signors on all Borough Accounts. Motion passed unanimously.

OPEN TO THE PUBLIC

No one addressed Council at this time.

EXECUTIVE SESSION

At 7:52pm Mr. Hazlett requested an executive session of Council for personnel reasons.

***D. Lillard moved; B. Carr seconded that Council move into Executive Session for the purposes of discussing personnel issues. Motion passed unanimously.

OPEN SESSION

The meeting reopened at 8:10pm and Mr. Mathews stated that personnel matters were discussed and there was no action to be taken at this time.

ADJOURNMENT

The meeting was adjourned at 8:15 P.M.

ATTENDANCE REGISTER

The Attendance Register for this meeting is attached, made a part of the Official Minutes and numbered as Page 5.

Gayle R. Marthers, Borough Secretary