

**BOROUGH OF CARROLL VALLEY
REGULAR MEETING
OF BOROUGH COUNCIL
TUESDAY, FEBRUARY 9, 2021 – 7:00 P.M.
Held Via ZOOM On-Line Platform
MINUTES**

Richard Mathews, President called the meeting to order at 7:10 P.M. The attendance was as follows:

BOROUGH COUNCIL MEMBERS

Present

Richard Mathews

L. Michael Wight

David Lillard

John Schubring

Jessica Kraft

Robert Verderaime via phone – no video (left the meeting at 7:25 due to connectivity issues)

Bruce Carr

Absent

BOROUGH OFFICIALS, ETC

Ronald J. Harris, Mayor

David A. Hazlett, Borough Manager

Gayle R Marthers, Borough Secretary

Richard L. Hileman, II, Police Chief

Zachary Rice, Borough Solicitor

Mr. Mathews opened the meeting by thanking all members for their support in attending this evening meeting via the on-line platform. He further acknowledged the procedures that would be followed for the meeting.

CONSIDERATION OF THE MINUTES OF THE JANUARY 12, 2021 REGULAR MEETING

Following brief discussion:

***R. Verderaime moved; M. Wight seconded, that the minutes of the January 12, 2021 Regular Meeting be approved as submitted. Motion passed unanimously via roll call.

OPEN TO THE PUBLIC

It was acknowledged that no hand was raised; no questions had been submitted on-line; nor any questions submitted via email.

ORDINANCES AND RESOLUTIONS

Resolution #1-2021: 2021 Fee Schedule. Following brief discussion outlining changes highlighted and the correction of a typographical error on page two:

*** M. Wight moved; J. Kraft seconded that Council adopt Resolution #1-2021: The 2021 Fee Schedule. Motion passed unanimously via roll call.

Due to connectivity issues Mr. Verderaime dropped out of the meeting at 7:25pm and was unable to reconnect for the remainder of the meeting.

Resolution #2-2021: Authorizing the Disposal of Borough Records. Members reviewed this annual resolution outlining the various dates of record destruction as they are permitted by the Pennsylvania Historical and Museum Commission of the Bureau of the Pennsylvania State Archives in the Municipal Records Manual. Following brief discussion:

*** D. Lillard moved; M. Wight seconded that Council approve Resolution #2-2021: Disposal of Records. Motion passed unanimously via roll call.

MAYOR'S REPORT – R. HARRIS

- Police Report

- Chief Hileman reviewed the Report noting the following:
 - ◆ Due to a Century Link Fiber Optic Line issue; the 911 system was inoperable for several hours on January 20, 2021. Chief Hileman thanked the Administrative Staff (JoAnn Myers, Amanda Bell and Gayle Marthers) for answering the phones during the outage and providing dispatch services.
 - ◆ Investigation of a handgun theft has been cleared with the arrest and filing of charges.
 - ◆ Investigation continues following the impoundment of a utility trailer determined to have been stolen from Maryland.
 - ◆ Vandalism of the Borough Building resulted in one broken window and one damaged window in the Library area. The suspect has been arrested and charges have been filed; restitution for the damage will be sought.
 - ◆ Expenditure Requests: Chief Hileman reviewed his memorandum of February 4, 2021 outlining the unbudgeted expenses of \$2,342 for two (2) bullet resistant vests with outer carriers for part-time officers Groft and Freeman and \$2,845 to restore the contract service for the department's body-worn cameras and in-car video system. Chief Hileman proposed the use of unanticipated revenue from a COVID-19 relief grant to fund the purchases. Following much discussion:
 ***J. Kraft moved; D. Lillard seconded that Council approve the Capital expenditure of \$2,342 for the bullet resistant vests with outer carriers as requested and the General Fund expenditure of \$2,845 for the renewal of the service contract for the department's body-worn cameras and in-car video system. Motion passed unanimously via roll call.
 - ◆ Activities:
 - COVID-19 Vaccine Update
 - Review of statistics
- Updates:
 - COVID-19 Update
 - ◆ Positive Cases:
zip code of 17320 is 318; Adams County is 5,891; State is 759,466.
 - ◆ Increase from last report:
zip code of 17320 is 75; Adams County is 1,073; State is 26,037.
 - ◆ Public Comment was accepted at this time from Mr. Steven Semiatin, 58 Toms Creek Trail who inquired how many local police/1st responders have died from coronavirus. Chief Hileman shared that he knew of 3 police officers who were hospitalized, none died; and that he did not have information on the fire/EMS personnel.
 - ◆ Explanation of Self-Quarantine including definition, CDC guidelines and length of time recommended.
 - ◆ Vaccine information and how to register to be inoculated.
 - Neighbors Helping Neighbors filled 65 Valentine related treat bags to be delivered to nursing home residents in Fairfield area for the Holiday.
 - Blood Drives scheduled for 2021 are March 11th, June 10th, September 9th and December 30th.
 - E-Recycling dates scheduled for 2021 are April 17th, June 17th, and October 16th. They will be held from 8am until 11am at the Carroll Valley Borough Maintenance Building on Ranch Trail.
 - Library Programming.

- In Requiem:
 - 36 Officers from various cities across the US were honored for their bravery following their Line-of-Duty deaths during the month of January 2021; Mayor Harris noted that 21 of those were related to COVID-19.
- Mayor Harris apologized for the February article in the Emmitsburg Journal stating that he accidentally submitted an article from 2017. The correct article is available, if anyone is interested; please contact the Mayor.

FIRE/EMS/EMA REPORTS

Reports were provided by Fairfield Fire Company for review; they were accepted without discussion. Discussion ensued regarding the two major fires that occurred in the Borough recently and the Municipal Services Department was thanked for helping with ice on the roadway during the fire calls and for helping the ambulance safely get to several calls during the snow storm.

COMMITTEE REPORTS

All regular meetings of Borough Committees have been cancelled due to the COVID-19 pandemic until further notice. Members acknowledged that returning to virtual meetings of Council delays the restarting of Committee meetings. The issue will be revisited in the coming months.

ADMINISTRATIVE BUSINESS – BOROUGH MANAGER

Treasurer's Report for January 2021.

Following brief discussion:

*** M. Wight moved, D. Lillard seconded, that Council accept the January 2021 Treasurer's Report as presented. Motion passed unanimously via roll call.

APPOINTMENT OF BOROUGH COMMITTEE MEMBERS.

Memorandum dated February 9, 2021 outlined the committee members for re-appointment, their respective committee affiliation and dates of expiration. Also included was the Borough Consultants and representatives to various County Committees. Following brief discussion:

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

Beth Cool	-	Finance Committee
Brian Wheeler	-	Public Safety Committee
David Lillard	-	Sewer & Water Authority
Bruce Carbaugh	-	Sewer & Water Authority
Bruce Carr	-	Sewer & Water Authority
Bret Robinson	-	Tree Board
Emily Faalasli	-	Tree Board
Frank Buhrman	-	Vacancy Board
Anthony Golden	-	Zoning Hearing Board
Borough Auditor	-	Boyer & Ritter, LLC
Borough Engineer	-	KPI Technologies
Borough Sewage Enforcement Officer (SEO)-	-	KPI Technologies
Borough Solicitor	-	Salzmann Hughes, PC
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 via roll call.

It was noted that the Zoning Hearing Board has two (2) vacancies that must be filled in order to function; other committees having vacancies are the Parks, Recreation and Environmental Advisory Committee and the Sewer and Water Authority. Members were asked to help fill the positions.

UNFINISHED BUSINESS

Grant Funding Updates.

Members reviewed the written report supplied by Marissa Price of GMS Funding Solutions outlining the various grants being managed by her agency. The report was accepted by consensus. Members asked that GMS be asked to seek new grant opportunities for the Borough.

Property Maintenance.

Mr. Mathews reported that he and Mayor Harris were working on a flow chart that would coincide with the draft of the Code Enforcement Policies and Procedures Manual. Additional updates will be made in coming months.

NEW BUSINESS

Mr. Mathews applauded the Municipal Services report again. Mr. Hazlett thanked him and shared that Municipal Services Supervisor, Jeff Wise, was responsible for the improved report.

The entire Municipal Services department was complimented on their handling of the snow removal, great job!

OPEN TO THE PUBLIC

It was acknowledged that no hand was raised; however, three (3) questions had been submitted on-line by Mr. Steve Semiatin, 58 Toms Creek Trail, Carroll Valley; and no questions submitted via email during the meeting.

Question #1: Does Carroll Valley Borough receive annual funds from Liberty Mountain Resort?

Answer: The contracts for Water usage from Lake Kay and Lake Mae are still in place and Admissions Tax is collected from the green's fees associated with the golf course; however, no taxes are required in association with the lift tickets from the ski operations.

Question #2: Is there a lot of crime associated with the Ski Resort?

Answer: Traffic citations are up; thefts are common, but due to the pandemic; numbers are not as high as in years past and the Carroll Valley Police Department has a good working relationship with the security personnel from Liberty Mountain.

Question #3: Can the website be updated more frequently?

Answer: Yes, Mr. Hazlett admitted that the budget document was missed when updating and that has been corrected. Also, meeting information is available the Friday before the meeting.

Mrs. Kraft requested an update regarding the pavilion remodeling project. Mr. Hazlett stated that he hopes to have the RFP ready by March and the contract award can be done in April.

ADJOURNMENT

The meeting adjourned at 8:45 P.M. via a motion by M. Wight and seconded by J. Schubring that passed unanimously.

ATTENDANCE REGISTER

The Attendance Register was not available due to the electronic nature of the meeting; therefore, it has not been made a part of the Official Minutes.

Gayle Marthers, Borough Secretary