

**BOROUGH OF CARROLL VALLEY
REGULAR MEETING
OF BOROUGH COUNCIL
TUESDAY, JANUARY 12, 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

Absent

Bruce Carr

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 DECEMBER 15, 2020 REGULAR MEETING

Correction was noted on page 4 in the 3rd bullet point in the ‘Answer’; the word “assigned” was changed to “assigns”. Following brief discussion:

*** M. Wight moved; J. Kraft seconded, that the minutes of the December 15, 2020 Regular Meeting be approved as amended. Motion passed unanimously via roll call.

OPEN TO THE PUBLIC

It was acknowledged that one member of the public was logged onto the meeting; however, no hand was raised; no questions had been submitted on-line; nor any questions submitted via email.

Mr. Mathews recognized Borough Manager, David A. Hazlett for having received the Cecil K. Liberwright Award from the State Boroughs Association for 10 years of service as the Borough Manager. Members offered praise and thanks for a job well done.

ORDINANCES AND RESOLUTIONS

There were none.

MAYOR’S REPORT – R. HARRIS

- Police Report
 - Chief Hileman reviewed the Report noting the following:
 - ◆ Santa Tour was well received.
 - ◆ Officer Freeman has started training.
 - ◆ Investigation of a handgun theft is ongoing.
 - ◆ Two raccoons were destroyed due to possible rabies.
 - Chief answered questions regarding feral cats and rabies.
 - Chief shared symptoms of rabid animals and where to call for help if you encounter a sick animal.
 - ◆ Activities:

- COVID-19 Vaccine Update
- Review of statistics
- Updates:
 - COVID-19 Update
 - ◆ Positive Cases:
zip code of 17320 is 243; Adams County is 4818; State is 733,429.
 - ◆ Increase from last report:
zip code of 17320 is 87; Adams County is 1897; State is 224,109.
 - Neighbors Helping Neighbors filled 65 Personal Care Kits and delivered to nursing home residents in Fairfield area during Holidays.
 - Borough provided 37 Holiday Meal Kits to Families in need.
 - Santa Toured the Community on December 20, 2020 beginning at 3:00pm, it was very well received by young and old alike.
 - Blood Drive was held December 30, 2020; there were 20 donors, and 17 units of blood was collected. The community support will be able to save 51 local lives.
 - Council President, Richard Mathews was recognized as having completed the Certified Borough Officials' Program.
 - Mayor Harris was also recognized for having completed the Certified Borough Officials' Program.
 - Library Programming
- In Requiem:
 - 28 Officers from various cities across the US were honored for their bravery following their Line-of-Duty deaths during the month of December 2020; Mayor Harris noted that 20 of those were related to COVID-19.
 - Mayor Harris summarized that 2020 saw 307 deaths of officers with 189 related to COVID-19.
- E-recycling Dates are being confirmed for 2021; Carroll Valley will be hosting the event this year.

FIRE/EMS/EMA REPORTS

Reports were provided by Fairfield and Fountaindale Fire Company for review; they were accepted without discussion. Members thanked the Departments for their coordinating and providing the Santa Tour.

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 December 2020.

Following brief discussion:

*** M. Wight moved, R. Verderaime seconded, that Council accept the December 2020 Treasurer's Report as presented. Motion passed unanimously via roll call.

RFP for Borough Engineer.

Mr. Hazlett reviewed the memorandum of January 7, 2021 outlining the evaluation of Request for Proposals (RFP's) received from local engineering firms to provide a complete range of municipal engineering services, professional engineering advice, and consultation to the Borough. Mr. Hazlett explained that the Borough has received good service from our current provider; however, they have chosen not to submit an RFP at this time. Of the proposals received; it is the recommendation of Mr. Hazlett to appoint KPI Technology of Gettysburg as the Borough Engineer as they received the highest

rating as evaluated using the criterion of Technical Merit, Firm Experience, Key Personnel Experience, Cost and Proposal Completeness. Following Brief Discussion:

***R. Verderaime moved; M. Wight seconded that Council appoint KPI Technology as the Borough Engineer. Motion passed unanimously via roll call.

Mr. Hazlett shared with Members that the office remained closed to the public and that staff were working remotely as much as possible. He further shared that some staff members were quarantining at home due to a positive COVID-19 test among the staff. Fortunately, there have been no other positive cases and the staff member affected is recovering well. Members agreed by consensus that administrative functions continue remotely until further notice.

UNFINISHED BUSINESS

There was none.

NEW BUSINESS

Members asked that two (2) potholes be investigated:

- Intersection of Skylark Trail and Route 116.
- Intersection of Sanders Road and Jacks Mountain Road.

Mr. Hazlett stated that although those intersections may require PennDOT intervention; he would have Municipal Services staff review the areas and provide temporary fixes if needed.

Mr. Mathews asked that the minutes reflect his appreciation of the newly formatted Municipal Services Report. Mr. Hazlett thanked him and shared that Municipal Services Supervisor, Jeff Wise, was responsible for the improved report.

OPEN TO THE PUBLIC

It was acknowledged that no member of the public was logged onto the meeting; therefore, no hand was raised; no questions had been submitted on-line; nor any questions submitted via email during the meeting.

ADJOURNMENT

The meeting adjourned at 8:05 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