



1 PARKS AND RECREATION COMMITTEE

Current size: 5 Members

Members: Tim Skoczen, Jennifer Jarrell, Jessica Kraft, Chrystal Durbin, Karen Maichle

The Carroll Valley Borough Parks & Recreation Committee is an advisory committee whose purpose is to provide advice, direction, and recommendations to the Parks Department, Borough Manager and Carroll Valley Borough Council. The Committee has no final authority or responsibility for policy making or administration.

Responsibilities of this Committee are as follows:

1. Recommend objectives and goals of the Parks and Recreation System.
2. Recommend rules and policies governing the Parks and Recreation System.
3. Recommend annual and long-term financial plans.
4. Recommend establishing and maintaining an effective public relation program.
5. Recommend short-term and long-term planning necessary to develop a broad variety of programs, facilities, and services to meet community needs.
6. Maintain close coordination with other community groups involved in parks and recreation and the Borough Council
7. Encourage broad citizen involvement in the park system.
8. Actively Participate in all the planning and carrying out of Borough Sponsored Events, Such as the July 4th Celebration and National Night Out.
9. Recommend annually a park fee schedule.
10. Receive public input on the parks and recreation system.
11. Create a Carroll Valley Parks and Recreation Plan, and annually review and recommend revisions to the Parks and Recreation Plan.
12. Annually recommend capital improvement plan.
13. Review statistics.
14. Annually tour parks as a Committee to determine goal objectives and to evaluate physical condition of park property.
15. In addition to the above described duties and responsibilities, three members of the Committee shall be designated as Environmental Advisors to the Borough Council and shall perform all the duties and advisory functions vested in it by law, Act of the General Assembly. No. 148. 1973. (53 P.S. 11501 et. seq).

The Carroll Valley Parks & Recreation Committee shall follow the rules and policies as set forth by the Carroll Valley Borough Council.

The Committee meets the 4th Wednesday of the month at 7.00 PM in the Borough Hall.



2 FINANCE COMMITTEE

Current size: 5 members

Members: Beth Cool, Ronald Harris, Frank Buhrman, Sarah Skoczen, Jason Shay

The Finance Committee monitors the fiscal affairs of the Borough and makes recommendations on any issues affecting the Borough's finances. The Committee has no final authority or responsibility for policy making or administration.

Responsibilities of this Committee are as follows:

1. Ascertain and determine the amount of money to be raised for Borough purposes for the ensuing year;
2. Examine all certificates, statements, papers, and records submitted to the Borough showing the monies to be raised for highway, police, fire, or other purposes.
3. Ascertain and recommend to the Borough Council such salaries as it may propose for all elected officials and employees of the Borough.
4. Review quarterly the financial health of the Borough.
5. In coordination with the Borough Manager, prepare and submit at the October Council Meeting a preliminary budget of all expenses and revenues.
6. The Finance Committee ensures that the purchasing policies and guidelines are implemented and enforced.
7. The Finance Committee reviews capital expenditures recommended by the staff and the other Council committees.
8. This Committee participates in the preparation of annual updates to the Capital Improvement Program and makes recommendations to Council for review and approval.
9. Shall annually review all Rules and Policies of the Borough in regard to all financial activity of the Borough.

The Carroll Valley Finance Committee shall follow the rules and policies as set forth by the Carroll Valley Borough Council.

The Committee meets the 4th Monday of March, June, September, and Budget Meetings (2 times in October and once in November) at 7.00 PM in the Borough Hall.



3 PLANNING COMMISSION

Current size: 9 members

Members: Ron Harris, Steven Sites, John Schubring, Bernie Garland, Michael Wight, David Lillard, Bruce Carr, Vacant, Vacant

The Carroll Valley Borough Planning Commission is an advisory committee whose purpose is to provide advice, direction, and recommendations to the Carroll Valley Borough Council. The commission has no final authority or responsibility for policy making or administration.

Responsibilities of the Planning Commission:

1. Prepare and keep updated the comprehensive plan for the development of the Borough of Carroll Valley, and present it to the Borough Council for consideration.
2. Make recommendations to the Borough Council concerning the adoption or amendment of an official map.
3. Prepare and present recommendations to the Borough Council on proposed amendments to the Zoning Ordinance.
4. Prepare, recommend and administer subdivision and land development and planned residential development regulations.
5. Prepare and present to the Borough Council a building code and a housing code and make recommendations concerning proposed amendments thereto.
6. Prepare and present to the Borough Council an environmental study.
7. Prepare and present to the Borough Council of the municipality a water survey, which shall be consistent with the State Water Plan and any applicable water resources plan adopted by a river basin commission. The water survey shall be conducted in consultation with any public water supplier in the area to be surveyed.
8. Promote public interest in, and understanding of, the comprehensive plan and planning.
9. Make recommendations to governmental, civic and private agencies and individuals as to the effectiveness of the proposals of such agencies and individuals.
10. Review the zoning ordinance, subdivision and land development ordinance, official map, provisions for planned residential development, and such other ordinances and regulations governing the development of land no less frequently than it reviews the comprehensive plan.

The Carroll Valley Planning Commission shall follow the rules and policies as set forth by the Carroll Valley Borough Council.

The Commission meets the 1st Monday monthly at 7.00 PM in the Borough Hall.



4 PUBLIC SAFETY COMMITTEE

Current size: 5 Members

Members: Anthony Golden, Ron Harris, John Svalina, Brian Wheeler, Dan Patton

The Carroll Valley Borough Public Safety Committee is an advisory committee whose purpose is to provide advice, direction, and recommendations to the Mayor, Police Chief, Borough Manager and Carroll Valley Borough Council. The Committee has no final authority or responsibility for policy making or administration.

Responsibilities of this Committee are as follows:

1. This Committee serves in an advisory capacity to the Mayor who directs all police activities.
2. The Committee receives and attempts to resolve complaints, hear suggestions, proposals and concerns from citizens, public officials, department heads, and other interested persons, concerning issues related to police services.
3. This Committee is concerned with all responsibilities, duties and policies of the Borough's police force. They serve as a direct link with the Mayor and Borough Council.
4. The Committee also acts in an advisory capacity to the Borough Council on issues related to Fire Services, Code Enforcement, Emergency Management, Parking, Special Events, and Public Safety generally.
5. The Mayor will be an ex-officio member of the Committee.
6. The Committee will report to the Council through the Mayor on all police-related matters and directly to the Council on other issues.

The Carroll Valley Public Safety Committee shall follow the rules and policies as set forth by the Carroll Valley Borough Council.

The Committee meets the 4th Monday quarterly, starting in February at 7.00 PM in the Borough Hall.

5 SEWER AND WATER AUTHORITY

Current size: 5 members

Members: Ken Lundberg, George Fisanich, Bruce Carbaugh, Bruce Carr, Richard Mathews, Ron Harris

The Sewer and Water Authority is responsible for the long-range public sewer and water facilities planning goals of the Borough of Carroll Valley. The Sewer and Water Authority is also responsible for executing the goals outlined in its 10-year Act 537 plan. Through financing power, the Sewer and Water Authority is able to complete projects which are deemed in the best interest of the residents of Carroll Valley.

The Carroll Valley Sewer and Water Authority meets the 3rd Monday, every other month, starting in January.



6 CIVIL SERVICE COMMISSION

Current size: 3 members

Members: John Davis, Ken Lundberg, Kevin Koons

The Duties of the Civil Service Commission is to assist elected officials in hiring and promotions, as well as to assure the individual rights of police officers, by developing the qualifications for police positions, to establish a method of testing and qualifying applicants for those positions, to prepare candidates for hiring and promotion by overseeing the administration of the testing elements established and to conduct hearings for police officers suspended, removed or reduced in rank.

The Civil Service Commission meets as needed.

7 ZONING HEARING BOARD

Current size: 3 members, plus alternate

Members: Laura Scudder, Lawrence Muschamp, Anthony Golden, Vacant (Alternate)

The Zoning Hearing Board is a quasi-judicial body that renders decisions regarding the fair and equitable application and administration of the zoning ordinance, including by hearing appeals from the zoning officer's determinations and by granting relief from the literal enforcement of the zoning ordinance in certain hardship situations.

The Zoning Hearing Board meets as needed.

8 TREE BOARD

Current Size: 5 members

Members: Daryl Despres, Lori Kolenda, Heather Wight, Bret Robinson, Vacant

The Tree Board is responsible to study, investigate, council and develop and/or update annually, and administer a written plan for the care, preservation, pruning, planting, replanting, removal or disposition of trees and shrubs in parks and in other public areas. Such plan will be presented annually to the Borough Council and upon their acceptance and approval shall constitute the official comprehensive tree plan for the Borough of Carroll Valley, Adams County, Pennsylvania.

The Tree Board will provide tree related educational opportunities, encourage community and youth involvement through volunteerism, and when requested by the Borough Council, shall consider, investigate, make finding, report and recommend upon any special matter of question coming within the scope of its work.