



BOROUGH COUNCIL AGENDA
TUESDAY, AUGUST 11, 2020 – 7:00 P.M.

Richard Mathews, Council President, presiding
Pledge of Allegiance
Roll Call

REGULAR MEETING

1. **Approval of Minutes: July 14, 2020 Regular Meeting**
2. **Open to the public**
 - a. Citizens wishing to comment will be recognized in the Order of their listing on the Appearance Sheet and are asked to stand up and give their name, address, and organization they represent (if applicable). Impromptu comments are limited to five minutes per individual.
3. **Ordinances and Resolutions**
4. **Mayor's Report – R. Harris**
 - a. Police Report
 - b. Around Town
 - c. Upcoming Events & Meetings of Interest
 - d. In Requiem
5. **Fire/EMS/EMA Report**
6. **Committee Reports**
7. **Administrative Business – Borough Manager**
 - a. Treasurer's Report – July 2020
 - b. Request for Waiver of Vehicle Nuisance Violation
8. **Unfinished Business**
 - a. Grant Funding Updates
 - b. Property Maintenance Update
9. **New Business**
10. **Open to the public**
 - a. Citizens wishing to comment will be asked to stand up and give their name, address, and organization they represent (if applicable). Impromptu comments are limited to five minutes per individual.
11. **Adjournment**

APPROVAL of MINUTES

**BOROUGH OF CARROLL VALLEY
REGULAR MEETING
OF BOROUGH COUNCIL
TUESDAY, JULY 14, 2020 – 7:00 P.M.
BOROUGH OFFICE
MINUTES**

Richard Mathews, President called the meeting to order at 7:00 P.M. He led the Pledge of Allegiance. The attendance was as follows:

BOROUGH COUNCIL MEMBERS

Present

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

Absent

BOROUGH OFFICIALS, ETC

Ronald J. Harris, Mayor
David A. Hazlett, Borough Manager
Richard L. Hileman, II, Police Chief

Zachary Rice, Borough Solicitor

CONSIDERATION OF THE MINUTES OF THE JUNE 9, 2020 REGULAR MEETING

Following brief discussion:

*** M. Wight moved; B. Carr seconded, that the minutes of the June 9, 2020 Regular Meeting be approved as submitted. Motion passed unanimously via roll call vote.

CONSIDERATION OF THE MINUTES OF THE JUNE 16, 2020 RECONVENED MEETING of JUNE 9, 2020

Following brief discussion:

*** M. Wight moved; B. Carr seconded, that the minutes of the June 16, 2020 Reconvened Meeting of June 9, 2020 Regular Meeting be approved as submitted. Motion passed unanimously via roll call vote.

OPEN TO THE PUBLIC

No one addressed Council at this time.

ORDINANCES AND RESOLUTIONS

Ordinance #1-2020: Floodplain Ordinance Update.

Mr. Verderaime questioned the definition of person being restated in several sections; Borough Solicitor Rice stated that although duplicative; it was not problematic. Mr. Mathews identified a typographical error in Section 503: Encroachments in subsection #2; the word “case” should be “cause”. He also expressed concern regarding the list of pesticide types outlined in Section 506; requesting that the words “but not limited to” be added. Solicitor Rice opined that these items did not constitute a substantive change therefore could be done without the need to re-advertise. He further reminded Members that the ordinance was prepared by State and Federal agencies and left little room for changing content. Following additional brief discussion:

***M. Wight moved; B. Carr seconded that Ordinance #1-2020: Floodplain Ordinance Update be approved with the corrections noted. Motion passed unanimously via roll call vote.

Mr. Hazlett stated that the map includes significant changes and recommended that residents review the maps. They will be available on the Borough’s website.

Mr. Mathews shared his recommendations that current ordinances be reviewed and changes be submitted for action that assure the regulations in this new floodplain ordinance are consistent with those already in

place. He spoke specifically to new regulations for Recreational Vehicle storage in the floodplain. Also, the Fee Schedule Resolution may require updating as well.

MAYOR'S REPORT – R. HARRIS

- Chief's Report
- Updates:
 - July 4th Fireworks were spectacular. Special Thanks to:
 - McCleaf Family
 - Fairfield Fire/EMS
 - Police Department
 - Council/Staff
 - PA Department of Health Order regarding the wearing of facial masks
- In Requiem:
 - 16 Officers from various cities across the US were honored for their bravery following their Line-of-Duty deaths during the month of June 2020; Mayor Harris noted that 6 of those were due to COVID-19

FIRE/EMS/EMA REPORTS

Reports were provided by Fountaindale Fire Company for review; they were accepted without discussion.

COMMITTEE REPORTS

All meetings have been cancelled due to the COVID-19 pandemic until further notice.

ADMINISTRATIVE BUSINESS – BOROUGH MANAGER

Treasurer's Report for June 2020.

Discussion included explanation of the PA Department of Transportation Random Drug Testing for Commercial Drivers' Licenses; Pavilion Refunds, Chemical expenses of the Sewer Treatment Plant and algae treatments of the various lakes in the Borough. Following brief discussion:

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

Appointment of Deputy Tax Collector.

Mr. Hazlett reviewed the memorandum of July 9, 2020 which explained that the deputy tax collector, Natalie Williams has moved out of the area and therefore cannot fulfill the position. The State of Pennsylvania requires that each municipality have a deputy tax collector; therefore, the Borough's elected tax collector, Phyllis Doyle-Smith has recommended that Donna Maring be appointed to fill the position. Ms. Maring is the elected tax collector for Cumberland Township, possesses all the necessary training and is bonded and certified. Following brief discussion:

***M. Wight moved; D. Lillard seconded that Council appoint Donna Maring as the Deputy Tax Collector for the Borough. Motion passed unanimously via roll call vote.

New Website.

Mr. Hazlett shared that the new website has launched. He invited all Members of Council and the public to review it and provide feedback. He thanked those who served on the subcommittee for their time in planning and Mayor Harris for the updated pictures. The question of a Secure Sockets Layer (SSL) Certificate was raised; Mr. Hazlett will follow-up with the development company.

UNFINISHED BUSINESS

Grant Funding Updates.

GMS Funding provided a written report that was accepted by consensus by Members. Discussion regarding the walking trail project involved updates on the status of pending Easements from Eluma and Liberty Mountain Resorts. If easements are not available the placement of the trail may change. There was discussion of the scope of the project changing to a different location if possible. Options will be reviewed with GMS Funding representatives.

Property Maintenance.

No report at this time.

Mr. Hazlett reported on the current zoning compliance efforts that he and Borough Staff have been pursuing. Several letters have been sent, one citation and a court hearing were among the actions taken over the past month. The Court Hearing resulted in a ruling in favor of the Borough.

NEW BUSINESS**School Tax Extension.**

Mr. Mathews reviewed the proposed letter that was emailed to Members outlining a request that the Fairfield Area School District School Board consider offering a 60-day extension for property tax payments like the Adams County and the Borough offered. Following discussion:

***M. Wight moved; J. Kraft seconded that Council authorize the proposed letter to be sent. Motion passed unanimously via roll call vote.

Mill Trail Access request.

Mr. Hazlett reviewed a request from North Star Legal Services on behalf of a Liberty Township property owner for permission to access their property via Mill Trail in Carroll Valley Borough. Much discussion included the following concerns:

- Number of potential homes and cars that would utilize the access
- Non-tax payors using the roads and benefiting by the Borough's Municipal Services
- Lack of area into which to push snow properly/safely
- If a Cul-de-sac would be built (by the Liberty Township property owner), the physical location of the cul-de-sac within the boundaries of Liberty Township and owned by the Borough of Carroll Valley

Borough Solicitor Rice shared that the Borough could grant the request with no stipulations, respond with terms for the property owner to meet or deny the request. He further assured Members that the Borough is under no obligation to permit the request. Following discussion:

***M. Wight moved; B. Carr seconded that Council deny the request to permit access to the Liberty Township property through Mill Trail in the Carroll Valley Borough. Motion passed with six (6) yes votes and a single no vote cast by Mr. Verderaime via roll call.

Request to Hire Officer.

Chief Hileman reviewed the memorandum of July 13, 2020 requesting Council consider appoint Andrew C. Myers as a fulltime, probationary police officer. Candidate Myers was the single the certified eligible candidate provided by the Civil Service Commission and recommended by Chief Hileman. Mr. Mathews requested a motion to appoint Mr. Myers; however no motion was voiced by Members. Hearing no motion, Mr. Mathews closed the issue. At this time Chief Hileman asked to be heard on the subject and permission to review his PowerPoint presentation with Members. His request was granted and the following information was presented:

- Governor's Center methodologies data for Carroll Valley Police Department (CVPD) for 2018
- Time of Calls responded to by CVPD
- Number and Type of Arrests made by CVPD
- Comparison of CVPD to other local Departments
- 911 Calls per Officer for CVPD
- Coverage Time w/4 police officers versus Coverage Time w/3 police officers

Members requested a copy of the PowerPoint be provided. Chief Hileman confirmed that Mr. Peiffer, who was offered a conditional probationary officer position at the June 16, 2020 Council meeting has accepted the position.

Concerns expressed by Council included:

- When does Mr. Myers graduate the academy?
- Why was Mr. Myers not recommended at the June meeting?
- What is the financial impact of COVID-19 pandemic on the budget?

Mr. Hazlett explained that the financial data from July is needed in order to answer the financial questions posed due to the extended tax deadlines. The Borough's Earned Income Tax income has been delayed by the 60-day extension of IRS tax deadline. He stated that he will do his best to have a comprehensive review of the financial data at the August 2020 meeting.

OPEN TO THE PUBLIC

No one addressed Council at this time.

ADJOURNMENT

The meeting Recessed at 09:20 P.M. via a motion by M. Wight and seconded by D. Lillard that passed unanimously via roll call vote.

ATTENDANCE REGISTER

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

Gayle Marthers, Borough Secretary

PUBLIC COMMENT

ORDINANCES and RESOLUTIONS

MAYOR'S REPORT



July 2020 Police Report



by
Chief Richard L Hileman II
Carroll Valley Borough Police

Calls for Service:

This data represents all calls for service we receive from the Adams County Department of Emergency Services which accounts for most of our calls. It also includes officer-initiated calls, like traffic stops and follow ups as well as complaints received on station or by other means. It is divided into three parts by location: Carroll Valley; Fairfield, and; other areas. All three are included in the total calls for service.

Count of Carroll Valley Calls for Service	
Carroll Valley Calls for Service	Total
911 HANGUP	5
ALARM	3
ANIMAL - INJURED	1
ANIMAL COMPLAINT	1
ASSIST - FIRE/EMS	5
ASSIST - OTHER POLICE	5
BARKING DOG	1
DISABLED VEHICLE	1
DOMESTIC DISTURBANCE	5
DRIVING UNDER THE INFLUENCE	1
FIREWORKS	3
FOUND PROPERTY	2
INFORMATION	7
MEGAN'S LAW	1
ORDINANCE VIOLATION	1
PARKING COMPLAINT	3
PROPERTY LOST/MISSING	1
PSYCH/SUICIDE	1
PUBLIC SERVICE - POLICE	3
RECKLESS DRIVING	1
SUSPICIOUS ACT	5
THEFT	4
TRAFFIC HAZARD	2
TRAFFIC VIOLATION	1
TRESPASS	1
UTILITY PROBLEM	1
VEHICLE CRASH	3
VEHICLE STOP	10
Z COMMUNITY MTNG OR EVENT	1
Z FOLLOW-UP	6
Grand Total	85

Count of Fairfield Calls For Service	
Fairfield Calls For Service	Total
911 HANGUP	1
ALARM	1
ANIMAL ON HIGHWAY	2
ASSIST - FIRE/EMS	3
DISABLED VEHICLE	1
DOMESTIC DISTURBANCE	3
DRIVING UNDER THE INFLUENCE	1
DRUG ACTIVITY	1
FIGHT	1
FOUND PROPERTY	2
INFORMATION	2
PARKING COMPLAINT	1
RECKLESS DRIVING	2
THEFT	1
TRESPASS	1
VEHICLE STOP	4
WELFARE CHECK	1
Z FOLLOW-UP	2
Grand Total	30

Total Calls for Service	131
Call to Date 2020	910
Call to Date 2019	1506
Increase Year over Year	-40%

Equipment Thefts	0
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In looking at the other municipalities, the vast majorities of these calls are related to Carroll Valley or Fairfield Borough work. For instance, traffic stops are recorded where they occur, so a vehicle that was observed speeding at Fairfield Road and Waynesboro Pike would likely be stopped in Liberty Township. Some calls relate to responding to assist other agencies at their request. Very rarely it might be an actual call in another municipality handled by our officer, for instance an officer finds a disabled vehicle while travelling through Hamiltonban Township and stops to help the motorist. We do not take calls outside of Carroll Valley or Fairfield unless we are requested or find it while carrying out our duties.

Municipalites		Call Type	
Row Labels	Total	Row Labels	Total
Cumberland Township	2	ANIMAL COMPLAINT	1
Hamiltonban Township	4	ASSIST - OTHER POLICE	2
Highland Township	1	VEHICLE STOP	10
Liberty Township	9	WELFARE CHECK	1
Grand Total	16	Z COURT / JUSTICE	1
		Z FOLLOW-UP	1
		Grand Total	16

Officer Activity:

Below is the breakout by officer. We have removed the separation between primary officer and assisting officer(s). The officers work as a team and share in the credit, regardless who signs the documents and to separate those is not conducive to that effort. Most are handled by a single officer. You will see the total of citations and arrests for the Department for the month.

Complaints by Officer Involved	Citations and Assists by Officer	Arrests / Assists by Officer
Chief Hileman 48	Chief Hileman 19	Chief Hileman 4
CPL Weikert 67	CPL Weikert 22	CPL Weikert 2
PTLM Groft 11	PTLM Groft 2	PTLM Groft
Sec. Myers 19		PTLM Hartley
	Total Citations 33	Total Arrests 3

Incident Log:

The incident log lists the criminal and other serious incidents that the Department reported for the month. Most relate to criminal investigations of crime other than minor traffic or relating to mental health cases where arrests are made though not a criminal offense.

	Incident Number	Status	Police Personnel	Date and Time	Nature
Fairfield	CV-2020-07-0076	Closed	Hileman	7/22/2020 10:55	DRUG ACTIVITY
	CV-2020-07-0005	Unfounded	Weikert	7/1/2020 15:31	TRESPASS
	CV-2020-07-0101	Open	Weikert	7/25/2020 22:53	DOMESTIC DISTURBANCE
	CV-2020-07-0127	Open	Weikert	7/30/2020 18:52	FIGHT
	CV-2020-07-0073	Closed	Weikert	7/20/2020 19:17	THEFT
Fairfield Citations					5
	Incident Number	Status	Police Personnel	Date and Time	Nature
Carroll Valley	CV-2020-07-0012	Open	Hileman	7/3/2020 5:57	THEFT
	CV-2020-07-0021	Open	Weikert	7/3/2020 20:55	DRIVING UNDER THE INFLUENCE
	CV-2020-07-0025	Open	Weikert	7/6/2020 9:00	THEFT
	CV-2020-07-0064	Open	Hileman	7/19/2020 12:04	DOMESTIC DISTURBANCE
	CV-2020-07-0007	Unfounded	Weikert	7/2/2020 10:36	DOMESTIC DISTURBANCE
	CV-2020-07-0009	Open	Myers	7/2/2020 14:26	BARKING DOG
	CV-2020-07-0032	Closed	Hileman	7/7/2020 20:01	PSYCH/SUICIDE
	CV-2020-07-0121	Open	Hileman	7/29/2020 11:34	THEFT

Calls for Service Year to Date:

Count of Carroll Valley Calls for Service	
Carroll Valley Calls for Service	Total
911 HANGUP	16
ALARM	37
ALARM - FIRE	3
ANIMAL COMPLAINT	27
ASSAULT	3
ASSIST - FIRE/EMS	76
ASSIST - OTHER POLICE	12
BARKING DOG	1
CRIMINAL MISCHIEF	1
CUSTODY DISPUTE	3
DISABLED VEHICLE	5
DISORDERLY CONDUCT	3
DISTURBANCE/NOISE	10
DOMESTIC DISTURBANCE	22
DRIVING UNDER THE INFLUENCE	2
DRUG ACTIVITY	1
FIGHT	1
FIREWORKS	5
FOUND PROPERTY	5
FRAUDULENT ACTIVITY	13
HARASSMENT	6
HIT & RUN CRASH	4
INFORMATION	52
MEGAN'S LAW	3
MISSING/LOST PERSON	5
ORDINANCE VIOLATION	7
PARKING COMPLAINT	14
PROPERTY LOST/MISSING	3
PSYCH/SUICIDE	13
PUBLIC SERVICE - POLICE	11
SEX OFFENSE	2
SHOTS FIRED	7
SUSPICIOUS ACT	41
THEFT	19
TRAFFIC PROBLEM	89
TRESPASS	3
UTILITY PROBLEM	3
VEHICLE CRASH	13
VEHICLE THEFT	3
WARRANT SERVICE	4
WELFARE CHECK	17
Z COMMUNITY MTNG OR EVENT	9
Z FOLLOW-UP	67
Grand Total	641

Count of Fairfield Calls For Service	
Fairfield Calls For Service	Total
911 HANGUP	4
ALARM	2
ANIMAL COMPLAINT	6
ASSAULT	1
ASSIST - FIRE/EMS	16
ASSIST - OTHER POLICE	3
BUILDING SECURITY - CHECK	3
CRIMINAL MISCHIEF	1
DISABLED VEHICLE	1
DISTURBANCE/NOISE	1
DOMESTIC DISTURBANCE	7
DRIVING UNDER THE INFLUENCE	2
DRUG ACTIVITY	1
FIGHT	1
FIREWORKS	1
FOUND PROPERTY	2
FRAUDULENT ACTIVITY	1
HARASSMENT	5
HIT & RUN CRASH	2
INFORMATION	6
MISSING/LOST PERSON	3
ORDINANCE VIOLATION	4
PARKING COMPLAINT	2
PSYCH/SUICIDE	3
PUBLIC SERVICE - POLICE	2
SUSPICIOUS ACT	5
THEFT	2
TRAFFIC PROBLEM	55
TRESPASS	2
VEHICLE ABANDONED	1
VEHICLE CRASH	1
WARRANT SERVICE	1
WELFARE CHECK	5
Z COMMUNITY MTNG OR EVENT	2
Z FOLLOW-UP	8
Grand Total	162

Municipality	
Row Labels	Total
Carroll County, MD	2
Cumberland Township	9
Gettysburg Borough	5
Hamiltonban Township	43
Highland Township	5
Liberty Township	37
Straban Township	4
Washington Twp, Franklin	1
Waynesboro, Franklin	1
Grand Total	107

Call Type	
Row Labels	Total
ANIMAL COMPLAINT	2
ASSIST - FIRE/EMS	2
ASSIST - OTHER POLICE	14
DISABLED VEHICLE	1
INFORMATION	3
MISSING/LOST PERSON	1
TRAFFIC PROBLEM	58
WARRANT SERVICE	1
WELFARE CHECK	1
Z COMMUNITY MTNG OR EVENT	2
Z COURT / JUSTICE	8
Z FOLLOW-UP	14
Grand Total	107

FIRE/EMS/EMA REPORT

FAIRFIELD FIRE & EMS

Fire Report – June, 2020

Calls for the Month – **15**

Nature of Call(s)

Fire Police -	0
Structure Fire -	2
Medical Assist	6
Motor Vehicle Accident	4
Vehicle Fire	1
Wildland Fire	1
Landing Zone	1

Location of Call(s)

Carroll Valley Borough	2
Hamiltonban Township	6
Fairfield Borough	2
Freedom Township	1
Highland Township	0
Liberty Township	1
Cumberland Township	2
Franklin Township	1
Frederick County, MD – Emmitsburg	0

FAIRFIELD FIRE & EMS

Fire Report – July, 2020

Calls for the Month –	31
Total calls for the Year	105

Nature of Call(s)

Fire Police -	2
Structure Fire -	3
Medical Assist	14
Motor Vehicle Accident	7
Outside Investigation	1
Wildland Fire	2
Automatic Fire Alarm	2

Location of Call(s)

Carroll Valley Borough	6
Hamiltonban Township	8
Fairfield Borough	4
Freedom Township	
Highland Township	5
Liberty Township	4
Cumberland Township	4

FOUNTAINDALE VOLUNTEER FIRE DEPARTMENT

**1340 OLD WAYNESBORO ROAD
FAIRFIELD, PA 17320**



MONTHLY FIRE REPORT FOR JULY 2020

Breakdown of calls by type:

Vehicle Accident.....	1
Building fire.....	5
<u>Good Intent.....</u>	<u>3</u>
TOTAL	9

Notes: Was a busy month with only 9 calls but 5 were building fires. Held a joint fundraiser of a drive thru dinner with Fairfield. Served 250 meals.

David M. Martin

A handwritten signature in cursive script that reads "Dave".

Fire Chief

cc: Carroll Valley Borough
Hamiltonban Township
Liberty Township

Fountain Dale Volunteer Fire Department



Fairfield, PA

This report was generated on 8/3/2020 8:06:25 PM

Incident Type and Street Name for Date Range

Incident Status: Reviewed | Start Date: 07/01/2020 | End Date: 07/31/2020

Incident Date	Address	Incident Type
07/01/2020	Steelman Street, Fairfield, PA 17320	Dispatched & cancelled en route
07/07/2020	Old Waynesboro Road, Fairfield, PA 17320	Building fire
07/09/2020	Barkdoll Road, Hagerstown, MD 21740	Building fire
07/11/2020	Manahan Road, Thurmont, MD 21788	Dispatched & cancelled en route
07/14/2020	Barlow Road, Gettysburg, PA 17325	Building fire
07/19/2020	Waynesboro Pike, Fairfield, PA 17320	Motor vehicle accident with injuries
07/20/2020	Buttermilk Road, Quincy, PA 17247	Building fire
07/21/2020	Ridge Road, Shady Grove, PA 17256	Building fire
07/23/2020	Fairfield Road, Fairfield, PA 17320	Dispatched & cancelled en route

10/25/2020 10:00:00 AM

Lists the Incident Date, Street Name (including City, State, Zip), and Incident Type of incidents occurring within the given Date Range. Only Reviewed incidents are included.



Fountain Dale Volunteer Fire Department



Fairfield, PA

This report was generated on 8/3/2020 8:07:11 PM

Incident Type Count per Station for Date Range

Start Date: 07/01/2020 | End Date: 07/31/2020

INCIDENT TYPE	# INCIDENTS
Station: <input type="checkbox"/>	
111 - Building fire	5
322 - Motor vehicle accident with injuries	1
611 - Dispatched & cancelled en route	3
# Incidents for :	9

Only REVIEWED incidents included.

FOUNTAIN DALE VOLUNTEER FIRE DEPT
JULY 2020
CALLS PER MUNICIPALITY

TOWNSHIP	NUMBER OF CALLS FOR MONTH
HAMILTONBAN TOWNSHIP	1
LIBERTY TOWNSHIP	1
MONT ALTO BORO	0
WASHINGTON TOWNSHIP	0
CARROLL VALLEY BOROUGH	1
BOROUGH OF WAYNESBORO	0
FREDERICK COUNTY	1
WASHINGTON COUNTY	1
QUINCY TOWNSHIP	1
CUMBERLAND TOWNSHIP	1
GUILFORD TOWNSHIP	0
FAIRFIELD BOROUGH	1
FREEDOM TOWNSHIP	0
ANTRIM TOWNSHIP	1
TOTAL	9

COMMITTEE REPORTS

ADMINISTRATIVE BUSINESS

Gayle R. Marthers

From: David A. Hazlett
Sent: Wednesday, July 22, 2020 3:20 PM
To: Gayle R. Marthers
Subject: Fwd: Appeal to Violation Notice

For August agenda.

Thanks,

Dave Hazlett

Begin forwarded message:

From: Becky Robinson <rlrobinson08@gmail.com>
Date: July 22, 2020 at 3:00:37 PM EDT
To: "David A. Hazlett" <manager@carrollvalley.org>
Subject: Appeal to Violation Notice

Dear Borough Council:

We received a notice, dated July 14, that my husband and I were in violation of Ordinance 10-202, Motor Vehicle Nuisance. The vehicle in question is Bret's restoration project and our budget does not allow for a complete top to bottom renovation within a short span of time. We have no other property to move it and as it currently sits on our driveway (not NEAR the driveway as the notice states) with all removed parts loaded into the bed, I would like to propose that we cover it with a tarp until Bret can resume work on the vehicle.

Thank you for your understanding that this is not simply a nuisance vehicle sitting in our yard, rusting away to bits, but a restoration in the works.

Becky Robinson

BOROUGH OF CARROLL VALLEY SUMMARY FINANCIAL REPORT: 1 thru 31 JULY 2020

ACCOUNT	GENERAL FUND	SPECIAL EVENT	SANITARY SEWER	SINKING FUND	CAPITAL RESERVE	HIGHWAY AID (LF)	TOTAL FUNDS	SEWER AUTHORITY
START OF PERIOD								
CHECKING ACCOUNT	\$97,916.51	\$0.00	\$0.00	\$3,223.68	\$27,417.57	\$0.00	\$128,557.76	\$3,380.57
INVESTMENTS	\$2,751,797.62	\$0.00	\$0.00	\$0.00	\$0.00	\$521,452.86	\$3,273,250.48	\$376,161.36
PETTY CASH	\$425.00	\$0.00	\$25.00	\$0.00	\$0.00	\$0.00	\$450.00	\$50.00
DUE FROM OTHER FUNDS	\$15,770.83	(\$1,476.22)	\$502,078.38	\$0.00	\$884,174.95	\$0.00	\$1,400,547.94	\$0.00
DUE TO OTHER FUNDS	\$1,317,569.51	\$21.20	\$30,363.63	\$0.00	\$0.00	\$0.00	\$1,347,954.34	\$52,076.73
LIABILITIES	\$17,369.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,369.80	\$0.00
NET BALANCE	\$1,530,970.65	(\$1,497.42)	\$471,739.75	\$3,223.68	\$911,592.52	\$521,452.86	\$3,437,482.04	\$327,515.20

TRANSACTIONS FOR PERIOD								
ADJUSTMENTS (SEE NOTE)								
ACTUAL REVENUES (+)	\$96,886.79	\$200.00	\$66,162.27	\$29,658.78	\$1,013.97	\$91.73	\$194,013.54	\$857.84
ACTUAL EXPENDITURES (-)	\$112,781.31	\$6,526.20	\$15,236.35	\$29,658.78	\$29,658.78	\$0.00	\$193,861.42	\$0.00
ENCUMBERED FUNDS (-)	\$292.17	\$325.00	\$461.00	\$0.00	\$0.00	\$0.00	\$1,078.17	\$0.00
NET TRANSACTION BALANCE	(\$16,186.69)	(\$6,651.20)	\$50,464.92	\$0.00	(\$28,644.81)	\$91.73	(\$926.05)	\$857.84

END OF PERIOD								
CHECKING ACCOUNT	\$107,392.40	\$0.00	\$0.00	\$3,223.68	\$27,431.54	\$0.00	\$138,047.62	\$3,380.57
INVESTMENTS	\$2,735,733.72	\$0.00	\$0.00	\$0.00	\$0.00	\$521,544.59	\$3,257,278.31	\$377,019.20
PETTY CASH	\$425.00	\$0.00	\$25.00	\$0.00	\$0.00	\$0.00	\$450.00	\$50.00
DUE FROM OTHER FUNDS	\$52,223.22	(\$1,297.42)	\$553,196.28	\$0.00	\$885,174.95	\$0.00	\$1,489,297.03	\$0.00
DUE TO OTHER FUNDS	\$1,369,866.21	\$6,526.20	\$30,652.24	\$0.00	\$29,658.78	\$0.00	\$1,436,703.43	\$52,076.73
LIABILITIES	\$11,453.02	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,453.02	\$0.00
NET BALANCE	\$1,514,455.11	(\$7,823.62)	\$522,569.04	\$3,223.68	\$882,947.71	\$521,544.59	\$3,436,916.51	\$328,373.04

Check Register with Invoices

Borough of Carroll Valley

04-Aug-20

From: 01-Jul-20 To: 31-Jul-20

Check No	Check Date	VendorNo	Vendor	Invoice	Check Amount	Status
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Bank Account: 3 GENERAL FUND PLGIT CHECKING

1072	7/21/2020	14510	BCV F&M Sinking Fund		\$25,605.60	O
			72120-1 Transfer for payment of 7/1/20 for Loan # 410681-0		\$12,802.80	
			72120 Transfer for payment of 8/1/20 for Loan # 410681-0		\$12,802.80	

Bank Total: \$25,605.60

Check Register with Invoices**Borough of Carroll Valley**

04-Aug-20

From: 01-Jul-20 To: 31-Jul-20

Check No	Check Date	VendorNo	Vendor	Invoice	Check Amount	Status
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Bank Account: 17 F&M SF - Bldg

1046	7/21/2020	14505	F&M TRUST		\$25,605.60	O
			72120 New Bldg Payment of: 7/1/20		\$12,802.80	
			72120-1 New Bldg Payment of: 8/1/20		\$12,802.80	

Bank Total:**\$25,605.60**

Check Register with Invoices

Borough of Carroll Valley

04-Aug-20

From: 01-Jul-20 To: 31-Jul-20

Check No	Check Date	VendorNo	Vendor	Invoice	Check Amount	Status
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Bank Account: 18 F&M SF - Land

811	7/21/2020	14505	F&M TRUST		\$4,053.18	O
				72120-3 July 2020 Pmt #44: Land Purchase Loan # 410681	\$2,026.59	
				72120-2 August 2020 Pmt #45: Land Purchase Loan # 410681	\$2,026.59	

Bank Total: \$4,053.18

Check Register with Invoices

Borough of Carroll Valley

04-Aug-20

From: 01-Jul-20 To: 31-Jul-20

Check No	Check Date	VendorNo	Vendor	Invoice	Check Amount	Status
Bank Account: 51 F&M GF - Checking						
33366	7/7/2020	14184	AFLAC		\$28.92	O
			436682 Payroll Deduction: June 2020		\$28.92	
33367	7/7/2020	37	AQUATIC ENVIRONMENT CONSULTANT		\$920.00	O
			37969 Lake Mae Treatment		\$920.00	
33368	7/7/2020	14211	AT&T MOBILITY		\$224.68	O
			06262020 Wireless Svc: 5/19/20-6/18/20		\$224.68	
33369	7/7/2020	14391	CAPITAL REGION WATER		\$1,350.00	O
			7620 STP: Sludge testing May 2020		\$1,350.00	
33370	7/7/2020	14661	COMBINED INSURANCE		\$79.28	O
			77575 Payroll Deduction: 5/21/20-6/21/20		\$79.28	
33371	7/7/2020	1191	COMCAST CABLE		\$91.39	O
			0019274-720 99 Country Club Trl: Emergency Dialer		\$91.39	
33372	7/7/2020	14219	COMMUNITY MEDIA OF SOUTH CENT		\$400.00	O
			1190 CVB Council Meetings: June 2020		\$400.00	
33373	7/7/2020	521	FREEDOM SYSTEMS		\$2,520.00	O
			1013183 CityShare Land Suite Annual Maintenance Fee		\$2,520.00	
33374	7/7/2020	356	GETTYSBURG TIMES		\$232.94	O
			38002 Legal Ad: 2020 Floodplain Update		\$232.94	
33375	7/7/2020	1216	GF PETTY CASH - Gayle Marthers		\$80.72	O
			7620-3 PL: Gas		\$36.07	
			7620-1 Postage		\$9.90	
			7620 COVID-19: Barrells to mix chemicals		\$21.20	
			7620-2 Postage		\$13.55	
33376	7/7/2020	14412	GOVERNMENT MANAGEMENT SERVICE		\$3,042.21	O
			2172 Retainer for the month of June 2020		\$3,042.21	
33377	7/7/2020	155	HARRINGTON & SONS		\$149.95	O
			67074 Leaf Blower		\$149.95	
33378	7/7/2020	14331	HELENA CHEMICAL COMPANY		\$650.17	O
			37146072 MS: Round Up, Foam Buster, Zandar		\$650.17	

Check Register with Invoices

Borough of Carroll Valley

04-Aug-20

From: 01-Jul-20 To: 31-Jul-20

Check No	Check Date	VendorNo	Vendor	Invoice	Check Amount	Status
33379	7/7/2020	180	[REDACTED]		\$147.14	O
			7620 2020 Medical Deductible Reimbursement		\$147.14	
33380	7/7/2020	14685	KEYSTONE PETROLEUM		\$299.09	O
			0296870 Gas Pump Repair		\$299.09	
33381	7/7/2020	825	KPI TECHNOLOGY		\$2,350.32	O
			8091 SEO Services		\$2,350.32	
33382	7/7/2020	196	LABORATORY, ANALYTICAL & BIOLO		\$240.00	O
			90357 STP: Testing June 2020		\$240.00	
33383	7/7/2020	14686	LISA WIVELL		\$275.00	O
			7620 Pavilion Refund		\$275.00	
33384	7/7/2020	418	LOWES IN-STORE ACCOUNT		\$347.01	O
			7620 Spray Paint for the Playground		\$24.96	
			7620-1 Pressure Washer		\$274.55	
			7620-2 Refrigerator Filter		\$47.50	
33385	7/7/2020	137	MET-ED		\$71.24	O
			451628-720 Jacks Mtn & Skylark Trl: Street Lightng		\$71.24	
33386	7/7/2020	1119	MOHNS LUMBER		\$1,080.00	O
			9609 Mulch for the Park		\$1,080.00	
33387	7/7/2020	14665	RABOLDS SERVICES		\$152.00	O
			24137 July 2020 Calibrations		\$152.00	
33388	7/7/2020	14584	READYREFRESH BY NESTLE		\$59.36	O
			00781-720 STP: Water: June 2020		\$19.08	
			40191-720 MS: Water: June 2020		\$40.28	
33389	7/7/2020	1242	RON HARRIS		\$70.00	O
			7620 49th Annual Mayors Conference		\$70.00	
33390	7/7/2020	14145	SALZMANN HUGHES, P.C.		\$3,877.50	O
			54445 Municipal Claims		\$1,066.50	
			54445-1 Representation as Borough Solicitor		\$2,811.00	
33391	7/7/2020	1072	SCHAEFER PYROTECHNICS, INC.		\$6,505.00	O
			1842 2020 July 4th Celebration Fireworks: Final Payment		\$6,505.00	

Check Register with Invoices

Borough of Carroll Valley

04-Aug-20

From: 01-Jul-20 To: 31-Jul-20

Check No	Check Date	VendorNo	Vendor	Invoice	Check Amount	Status
33392	7/7/2020	1005	SECURITY BENEFIT GROUP		\$1,743.76	O
			7620 Deferred Comp: Payroll dated 7/7/20		\$1,743.76	
33393	7/7/2020	14548	Stacy L. Krietz		\$530.80	O
			7620 June 2020: Office Cleaning		\$530.80	
33394	7/7/2020	14493	THE YORK WATER COMPANY		\$67.80	O
			7620 Water: Svc 5/22/20-6/23/20		\$67.80	
33395	7/7/2020	14207	WEST PENN POWER		\$2,226.91	O
			452294-720 14 Ranch Trl: Barn: Svc 6/1/20-6/29/20		\$58.18	
			479594-720 Ranch Trl: Svc 6/1/20-6/29/20		\$14.14	
			510218-720 Street Lights		\$1,993.41	
			481822-720 Green Trl: Svc 6/1/20-6/29/20		\$10.78	
			452872-720 14 Ranch Trl: Svc 6/1/20-6/29/20		\$150.40	
33396	7/7/2020	14622	WILLIAMS SCOTSMAN, INC.		\$426.00	O
			7890991 STP: July 2020 Trailer		\$426.00	
33397	7/21/2020	10	ADAMS COUNTY AUTO SUPPLY, INC.		\$80.87	O
			72120-1 Splash Shield		\$3.31	
			72120 Hydraulic Hose and Hydraulic Fittings		\$77.56	
33398	7/21/2020	22	ADAMS ELECTRIC COOPERATIVE, IN		\$4,517.99	O
			4800-720 MS Bldg: Svc 5/31/20-6/30/20		\$42.82	
			4704-720 STP: Sanders Rd. Pump Station: Svc 5/31/20-6/30/20		\$1,576.61	
			4700-720 Boro Office: Svc 5/31/20-6/30/20		\$757.79	
			4500-720 Trout Run Trl: Svc 5/31/20-6/30/20		\$119.31	
			4200-720 Ski Run Trl: Svc 5/31/20-6/30/20		\$79.65	
			3000-720 STP: Country Club Trl: Pump Station: Svc 5/31/20-6		\$129.96	
			1701-720 Pavilion: Svc 5/31/20-6/30/20		\$89.10	
			8400-720 Jacks Mtn Rd: Svc 5/31/20-6/30/20		\$41.50	
			1500-720 Street Lights		\$1,681.25	
33399	7/21/2020	1165	██████████		\$14.00	O
			72120 2020 Medical Deductible Reimbursement		\$14.00	
33400	7/21/2020	37	AQUATIC ENVIRONMENT CONSULTANT		\$1,618.00	O
			37913-1 Lake Kay: Payment D		\$1,022.00	
			37913 Lake Carroll - Payment D		\$596.00	

Check Register with Invoices

Borough of Carroll Valley

04-Aug-20

From: 01-Jul-20 To: 31-Jul-20

Check No	Check Date	VendorNo	Vendor	Invoice	Check Amount	Status
33401	7/21/2020	51	BCV SINKING FUND		\$4,053.18	O
			72120 July 2020 Pmt #44: Land Purchase		\$2,026.59	
			72120-1 August 2020 Pmt #45: Land Purchase		\$2,026.59	
33402	7/21/2020	14668	[REDACTED]		\$104.71	O
			72120 2020 Medical Deductible Reimbursement		\$104.71	
33403	7/21/2020	404	BUSINESS CARD		\$169.47	O
			8580-720-3 Postal Service Upgrade		\$10.55	
			8580-720 Flags		\$119.80	
			8580-720-1 Zoning: Adobe Software		\$15.89	
			8580-720-2 J-4: Website		\$21.20	
			5709-720 STP: Ink Cartridge		\$27.53	
			8580-720-5 Credit for returned items		(\$25.50)	
33404	7/21/2020	1191	COMCAST CABLE		\$1,040.56	O
			2005-720 Internet Fees		\$322.79	
			2989-720 STP: 119A Sanders Rd.: Svc 7/13/20-8/12/20		\$51.22	
			5974 PL: Svc 7/1/20-7/31/20		\$282.00	
			5974-1 Zoning: Svc 7/1/20-7/31/20		\$47.00	
			5974-2 STP: 119A Sanders Rd: Svc 7/1/20-7/31/20		\$57.48	
			5974-3 14 Ranch Trl: Svc 7/1/20-7/31/20		\$109.90	
			5974-4 Boro Office: Svc 7/1/20-7/31/20		\$170.17	
33405	7/21/2020	83	COMMONWEALTH OF PENNSYLVANIA		\$100.00	O
			72120 Operator Certification		\$100.00	
33406	7/21/2020	110	EXCALIBUR TOWING		\$350.00	O
			72120-1 PL: Impound Inv# 12382		\$200.00	
			72120 PL: Impound Inv# 12385		\$150.00	
33407	7/21/2020	852	FAIRFIELD MUNICIPAL AUTHORITY		\$25.00	O
			72120 2nd Qtr 2020: Hydrant Fee		\$25.00	
33408	7/21/2020	14689	JAMES MIRABILE		\$250.00	O
			72120 Pavilion Refund		\$250.00	
33409	7/21/2020	14690	JANET JONES		\$100.00	O
			72120 Pavilion Refund		\$100.00	
33410	7/21/2020	14687	JOAN SANDERS		\$250.00	O
			72120 Pavilion Refund		\$250.00	

Check Register with Invoices

Borough of Carroll Valley

04-Aug-20

From: 01-Jul-20 To: 31-Jul-20

Check No	Check Date	VendorNo	Vendor	Invoice	Check Amount	Status
33411	7/21/2020	14469	JONATHAN HARVEY		\$200.00	O
			72120 Pavilion Refund		\$200.00	
33412	7/21/2020	14624	MARCO		\$334.17	O
			27375747 August 2020: Copier Lease		\$334.17	
33413	7/21/2020	975	PA MUNICIPAL HEALTH INSURANCE		\$27,129.42	O
			72120 August 2020: Major Medical, Dental, Vision		\$27,129.42	
33414	7/21/2020	241	PA MUNICIPAL RETIREMENT SYSTEM		\$5,472.95	O
			72120-1 2nd Qtr 2020: Police Pension Contribution		\$1,631.87	
			72120 2nd Qtr 2020: Pension Contribution		\$3,841.08	
33415	7/21/2020	244	PA UC FUND		\$109.02	O
			72120 2020 2nd Qtr UC Pmt		\$109.02	
33416	7/21/2020	246	PAN		\$392.35	O
			72120 Notary Re-Appointment Training: David Hazlett		\$392.35	
33417	7/21/2020	874	PENNSYLVANIA ONE CALL SYSTEM,		\$4.93	O
			865112 June 2020: Activity Fee		\$4.93	
33418	7/21/2020	270	PSAB U/C PLAN		\$121.35	O
			72120 2nd Qtr 2020 payment		\$121.35	
33419	7/21/2020	1005	SECURITY BENEFIT GROUP		\$1,818.69	O
			72120 Deferred Comp: Payroll dated 7/21/20		\$1,818.69	
33420	7/21/2020	310	SHEALERS SEPTIC SERVICE		\$4,494.00	O
			72120 HT: June 2020		\$3,894.00	
			72120-1 STP: Sludge haul to Hsbg: June 2020		\$600.00	
33421	7/21/2020	1118	SMITHS IMPLEMENTS, INC.		\$94.34	O
			384248 MS: Wheel Bolts and Spacer		\$94.34	
33422	7/21/2020	1239	SPRINT		\$297.97	O
			790-134 PL: Connection Card Data Plan: Svc 6/1/20-6/30/20		\$297.97	
33423	7/21/2020	14232	TALLEY PETROLEUM ENTERPR		\$2,211.53	O
			72120 Fuel & Diesel Fuel: June 2020		\$2,211.53	
33424	7/21/2020	14688	VICKIE GOURLEY		\$75.00	O

Check Register with Invoices

Borough of Carroll Valley

04-Aug-20

From: 01-Jul-20 To: 31-Jul-20

Check No	Check Date	VendorNo	Vendor	Invoice	Check Amount	Status
			72120 Pavilion Refund		\$75.00	
33425	7/21/2020	14645	W.B. MASON		\$574.25	O
			212063623 PL: Flash Drives		\$46.48	
			211973767 Copier Paper, Ink Cartridges, Pens, Highlighters		\$46.48	
			211849780 Copier Paper, Ink Cartridges, Pens, Highlighters		\$481.29	
33426	7/21/2020	1042	YORK/ADAMS TAX BUREAU		\$2,946.97	O
			72120 2nd Qtr 2020: Local Tax Withheld		\$2,946.97	
Bank Total:					\$89,189.91	

UNFINISHED BUSINESS



August 5, 2020

Memorandum

To: Carroll Valley Borough Council
From: GMS Funding Solutions (GMS)

PA SMALL WATER AND SEWER PROGRAM UPDATE

Carroll Valley Wastewater Treatment Facility Upgrades Project

Awarded \$425,000

The Authority signed the vendor justification letter and it will be provided to DCED along with the first payment reimbursement request.

Next Steps: Wm. F. Hill invoices and copies of payment should be provided to GMS. GMS will draft payment requests for partial reimbursement by the grant. Once the Project is designed, the Authority should move forward with bidding for the work. The Authority should provide GMS all draft bid documents for compliance review prior to public advertisement of solicitation of bids.

ADAMS COUNTY PARKS, RECREATION AND GREEN SPACE GRANT PROGRAM UPDATE

Carroll Valley Path System – Phase I

Awarded \$25,000

For additional details please see the DCNR update below.

Next Steps: GMS will continue to provide quarterly updates to the County planning office. Once the easement agreements are finalized, the Borough should continue to forward project invoices and cancelled check payments to GMS for reimbursement submissions.

DCNR COMMUNITY CONSERVATION PARTNERSHIP PROGRAM (C2P2) UPDATE

Carroll Valley Path System – Phase I

Awarded \$84,564

On May 28, 2020, the Borough received formal notification from DCNR that it has six months to secure the easements for the Project. At this time it appears that Eluma will not accept the finalized easement agreement. The Borough, Borough Solicitor, FSA, and GMS are in discussions on potential next steps to still utilize the grant. Options include moving the trail alignment or attempting a full re-scope. At this time DCNR has not been fully briefed on any option, but stated that re-scope would not be preferred. DCNR has been informed of the easement status to-date.

August 5, 2020

Next Steps: Decide on an alternative options for the trail alignment and/or Project. Once that is decided, GMS will work to gain approval from DCNR while FSA works on drafting new easements (if needed).

H2O PA – WATER SUPPLY, SANITARY SEWER AND STORM WATER PROJECTS (H2O)

Wastewater Treatment Plant Upgrades

Request: \$689,500

GMS has met with CFA staff to advocate for the project. Award decisions are anticipated at the August 17, 2020 Commonwealth Financing Authority (CFA) Board meeting.

Next Steps: GMS, with coordination from the Borough, continues to advocate for the project and monitor the status of the CFA Board Meetings/Agendas amidst the COVID-19 pandemic.



NEW BUSINESS

FOR YOUR INFORMATION

July 2020

ROAD WORK	MAN HOURS
DUST ROADS FOR BLEEDING	433
REMOVE TREES CYPRESS, WALNUT, HIGH, BLUE RIDGE, FIR, APPLE, SPRING TR	
TRIM LOW TREE LIMBS	
CUT DITCH ON PERSIMMON, MARY ANN TR, IVY, EHCO TR	
TRIM AT STOP & SPEED LIMIT SIGNS	
CHIPPED LOCUST & HICKORY TR. LOCUST & HICKORY TR	
MOW R.O.W	
START MARKING ROADS FOR BAR PATCHING	
ORDER SIGN FOR TAR & CHIP	
REPAIR STOP SIGN ON SPRING TR	
EQUIPMENT MAINTENANCE AND REPAIRS:	MAN HOURS
WASH EQMS2, 10 & 3	178
REMOVE SPRAYER FROM MS2 AND WASH	
GREASE EQMS10	
ORDER PARTS FOR EQMS5	
REPAIR WHEEL STUD ON EQMS5	
REPLACE BLADES ON EQMS5	
RETORQUE BOLTS ON EQMS5	
REPAIR HYD OIL LEAK ON EQMS11	
SERVICE POWER STEERING ON MS5	
MS8 TO SHOP FOR EMISSION REPAIRS	
PARKS/ PROPERTY MAINTENANCE	MAN HOURS
MOW PARKS EMPTY TRASH	211
SPRAY DOWN PLAYGROUD EQUIPMENT	
INSTALL NEW SWING AT RANCH, LAKE KAY PARK	
CLEAN RANCH PAVILION	
MOW BANK AT LAKE MAY	
REMOVE DEAD PINE TREES AT RANCH PARK	
WEED EAT AT PARKS	
PICKED UP RUBBER MULCH FOR LAKE CARROLL PAARK	
REMOVE FLOWER BED AT PARK	
MISCELLANEOUS AND TRAINING	MAN HOURS
DRIVERS TRAINING	69
TOOK CE1 FOR STATE INSPECTION	
POLICE DEPT. REPAIRS	MAN HOURS
MOVE CARS TO OFFICE FOR VASCAR	16
PL20 TO SHOP FOR RECALLS	
WASH & WAX PL20, 2	
SEWER PLANT	MAN HOURS
BACKHOE FOR CLEAN UP	
PAID TIME OFF	MAN HOURS
	216
UPCOMING PROJECTS	TOTAL MAN HOURS