



BOROUGH COUNCIL AGENDA
TUESDAY, JANUARY 11, 2022 – 7:00 P.M.

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

REGULAR MEETING

1. **Approval of Minutes: December 14, 2021 Regular Meeting**
2. **Approval of Minutes: January 3, 2022 Reorganization Meeting**
3. **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.
4. **Ordinances and Resolutions**
 - a. Resolution #1-2022: 2022 Fee Schedule
 - b. Resolution #2-2022: 2022 Disposal of Records
5. **Mayor's Report – R. Harris**
 - c. Police Report
 - Re-Appointment of Civil Service Commission Member
 - d. Around Town
 - e. Upcoming Events & Meetings of Interest
 - f. In Requiem
6. **Fire/EMS/EMA Report**
7. **Committee Reports**
8. **Administrative Business – Borough Manager**
 - a. Treasurer's Report – December 2021
9. **Unfinished Business**
 - a. Grant Funding Updates
 - b. Property Maintenance Update
 - c. High-Speed Broadband Update
 - d. Cortner Pavilion Project Update
 - e. Conveyance of Sewer and Water Authority Update
 - f. Waste Collection Contract Update
10. **New Business**
11. **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.
12. **Adjournment**

APPROVAL of MINUTES

**BOROUGH OF CARROLL VALLEY
REGULAR MEETING
OF BOROUGH COUNCIL
TUESDAY, DECEMBER 14, 2021 – 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
Robert Verderaime
David Lillard
Bruce Carr
L. Michael Wight
John Schubring via phone

Absent

Jessica Kraft

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

CONSIDERATION OF THE MINUTES OF THE NOVEMBER 9, 2021 REGULAR MEETING

Following brief discussion:

*** R. Verderaime moved; B. Carr seconded, that the minutes of the November 9, 2021 Regular Meeting be approved as submitted. Motion passed unanimously.

OPEN TO THE PUBLIC

The following citizens addressed Members at this time:

Brody Holz, Eagle Scout Candidate regarding his Gaga Pit Project. Mr. Holz reported that the Gaga Pit is fully installed and ready for play. He extended thanks to Borough Staff for their help and to the Borough Council for allowing him the opportunity to provide the project to the park. Mr. Hazlett and Members congratulated Mr. Holz on a job very well done.

Todd Mason, 10 North Trail, requested the help of Council regarding the condition of his neighbor's property and his feeling that the Borough Manager was not properly addressing the issue. Mr. Mason provided a letter, copy of an email exchange with Mr. Hazlett and pictures of the property in question. Members listened quietly and thanked him for his presentation.

ORDINANCES AND RESOLUTIONS

None.

MAYOR'S REPORT – R. HARRIS

- Police Report
 - Corporal Weikert reviewed the Report noting the following:
 - ◆ Update on the hiring process; One candidate has passed testing and is having his background checks completed. Hope to have a recommendation by January 2022
 - ◆ Cpt. Weikert shared that he attained certification as a Field Training Officer; congratulation were extended by Members
 - ◆ Safe Driving initiative for the Holiday Season is “Drive Sober or Get Pulled Over”
 - ◆ Statistical Report was reviewed:
 - Crash at Spring Trail
 - Miscellaneous Calls for Service were reviewed

- Updates:
 - Liberty Worship Center hosted Cookies with Santa; it was very successful
 - Borough's Cookies with Santa Event was held on December 5, 2022. It was well attended and successful
 - Fairfield Fire Company held lunch with Santa on Sunday, December 12th for approximately 200.
 - Santa's Mailbox has been very well received and has collected over 100 letters
 - Santa will tour the Borough on Sunday, December 19th aboard Fire Trucks hosted by Fairfield and Fountaindale fire companies.
 - Borough is sponsoring "Adopt-a-Family" and "Holiday Meal Kits" again this year; donations are being accepted until Friday, December 17th.
- Topics of Interest:
 - Fishing Permits are available at the Court House
 - Scams/Internet Crimes and Phone Scams are increasing with the Holiday Season; be diligent; do not give personal information to callers or via email without verification
 - Blood Drive will be held at the Borough Office on Thursday, December 30, 2021
 - COVID-19 Report as of December 9, 2021:
 - ◆ Adams County: 12,314 cases
 - ◆ 17320 zip code: 841 cases
 - ◆ Numbers are on the rise; be safe
 - Newly Elected Officials Bootcamp will be held in Gettysburg January 21st and 22nd of 2022
 - Daddy Daughter Dance Save the Date: Saturday, February 19, 2022
 - Snow Emergency Route Reminder
 - Newly Elected Officials' Swearing-In Ceremony will be held at the Adams County Courthouse on Thursday, December 30, 2021 at 2pm. Mayor Harris offered to perform the swearing-in for local electees at the Re-organization Meeting of Council on Monday, January 3, 2022.
- Merry Christmas & Happy New Year
- In Requiem:
 - 19 Officers from various cities across the US were honored for their bravery following their Line-of-Duty deaths during the month of November 2021; Mayor Harris noted that 9 of those were related to COVID-19

FIRE/EMS/EMA REPORTS

Reports were provided by Fairfield and Fountaindale Fire Company for review; they were accepted without discussion. Copies of the Solicitation Letters for both companies were included in the packet for review. It was noted that the fire tax provides about one half the amount of money necessary to operate the volunteer companies; donations, volunteers and community support cover the other half. Please consider donating.

COMMITTEE REPORTS

Tree Board. Members reviewed the memorandum of December 10, 2021 from Mr. Hazlett regarding the long-term viability of the Tree Board. Following much discussion the following options were available for action:

- ◆ Prepare an Ordinance that would disband the Tree Board
- ◆ Leave the Board in a state of limbo by not replacing members; but not eliminating the Board either
 - Consider Re-aligning Membership to include Council members, Borough Staff and Community Members
 - Clarify the role of the Board Members and or the Board's mission

***R. Verderaime moved; D. Lillard seconded that the Issue be tabled at this time and that Council review the regulations necessary to Combine or Re-establish the Duties of the Tree Board. Motion passed unanimously.

ADMINISTRATIVE BUSINESS – BOROUGH MANAGER

Treasurer's Report for November 2021.

Following brief discussion:

***D. Lillard moved, R. Verderaime seconded, that Council accept the November 2021 Treasurer's Report as presented. Motion passed unanimously.

Resident Request – Tax Exemption

Members reviewed Mr. Hazlett's memorandum of December 9, 2021 outlining the request to abate all or a portion of the property taxes due on real property owned and occupied as the principal residence of the surviving spouse of a firefighter who dies while in the performance of their duties. It further explained that the Borough has no current program offering this abatement and the resident has asked that Council consider establishing one. Questions posed to the Solicitor during discussion included:

- ♦ Does the State of Pennsylvania offer the abatement of real property tax for the surviving family of a firefighter who suffers a Line of Duty Death
 - No
- ♦ Can a Borough vote to offer such an abatement?
 - No, PA Borough Code does not specifically authorize a Borough to offer the abatement of real property tax for the surviving family of a firefighter who suffers a Line of Duty Death; and there are no PA Statutes that authorize it either.

Resident Request – Deborah Trail

Members reviewed the letter from Mr. and Mrs. Murry requesting that the cul-de-sac of Deborah Trail be vacated and the right-of-way be returned to the appropriate property owners since it has not yet been fully improved or paved. Mr. Hazlett shared:

- ♦ Drawing of the properties in question
- ♦ Areas of the Borough where similar situations exist
- ♦ Information that the neighboring property owners have not been consulted
- ♦ Suggested that the request be Denied or Tabled until further research can be completed

***D. Lillard moved; J. Schubring seconded that the Issue be Tabled for further review. Following additional discussion; this motion was rescinded by Mr. Lillard and Dr. Schubring.

***B. Carr moved; D. Lillard seconded that Council deny the request to vacate the Cul-de-sac of Deborah Trail. Motion passed unanimously.

FY 2022 Proposed Budget.

Mr. Hazlett thanked the Borough Staff, Council, Finance Committee and Mayor for their hard work on the 2022 Budget. He presented a balanced budget with no tax increase for adoption. Following brief discussion:

***D. Lillard moved; M. Wight seconded that the 2022 Proposed Budget be advertised as adopted setting the 2022 tax rates as follows: Real estate 2.45 mils; Dedicated Fire/EMS tax .25 percent; Earned Income – .5 percent; Realty Transfer .5 percent and Admission – 5.0 percent or as permitted by law. Motion passed unanimously.

Resolution #6:2021: 2022 Real Estate Tax.

Following brief discussion:

***M. Wight moved; R. Verderaime seconded that Council adopt Resolution #6-2021: 2022 Real Estate Tax fixing the tax rate on Real Estate for 2022 at 2.45 mills. Motion passed unanimously.

Resolution #7-2021: 2022 Dedicated Fire/EMS Tax.

Following brief discussion:

***D. Lillard moved; M. Wight seconded that Council adopt Resolution #7-2021: 2022 Dedicated Fire/EMS Tax fixing the tax rate levied for the dedicated tax appropriated for the operation of fire and emergency services for 2022 at .25 mills. Motion passed unanimously.

Advertisement of 2022 Budget and Tax Rates.

Having adopted the budget and tax levy resolutions; Members acknowledged the requirement to advertise both items. Following brief discussion:

***B. Carr moved; M. Wight seconded that Council authorize advertising the Adoption of the 2022 Budget noting the adopted 2022 Tax Rates as: Real Estate of 2.45 mils; Dedicated Fire/Emergency Services Tax of .25 mils; Earned Income Tax of .50%; Realty Transfer Tax of .50% and Admission Tax of 5.0% or as permitted by law. Motion passed unanimously.

2022 Reorganization Meeting.

As required by PA Code; the Council must meet on the first Monday in January following an election year to reorganize. Following brief discussion:

***M. Wight moved; B. Carr seconded that Council authorize the advertising of the Bi-Annual Reorganization Meeting for Monday, January 3, 2022 at 7:00pm prevailing time as required by PA Borough Code. Motion passed unanimously.

2022 Meeting Schedule.

Members reviewed the schedule of Borough Meeting and following brief discussion:

***B. Carr moved; M. Wight seconded that Council approve the advertisement of the various meetings of Commissions, Committees and Boards of the Borough in accordance with PA Borough Code. Motion passed unanimously.

Sale of 2006 Dump Truck.

Mr. Hazlett reported that the truck and equipment successfully sold for \$55,200; considerably more than anticipated.

Reappointment of Deputy Tax Collector.

Members reviewed the memorandum of December 10, 2021 outlining the requirement for the appointment of a Deputy Tax Collector and the recommendation provided by the Borough Tax Collector, Phyllis Doyle-Smith. Ms. Doyle-Smith asked that Ms. Donna Maring be reappointed; it was noted that she is the elected collector for the neighboring municipality of Cumberland Township, she is certified and bonded and has agreed to continue in the position. Following brief discussion:

***M. Wight moved; J. Schubring seconded that Council reappoint Donna Maring, Cumberland Township's elected tax collector to serve as the Deputy Tax Collector for Carroll Valley Borough. Motion passed unanimously.

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 without discussion.

Property Maintenance.

Mr. Hazlett offered additional information regarding the on-going issue on North Trail that was brought to the attention of Members by Mr. Mason during "Open to the Public". He noted that the Borough's Code of Ordinances does not adequately address the issues shared. Mr. Mathews stated that a Property Maintenance Ordinance continues to be a priority of the subcommittee assigned to review the current regulations. Mr. Mathews further suggested that the Planning Commission be tasked with helping to complete the development of a comprehensive Property Maintenance Ordinance.

High-Speed Broadband Update.

Mr. Hazlett reported that the Comcast representative has shared that Comcast has budgeted to fully fund the expansion of service to the designated areas in 2022. The new target date for completion will be prior to the 2022-2023 school year.

Cortner Pavilion Project.

Mr. Hazlett reported that the project has begun and monthly updates will be provided.

Solid Waste Collection Contract.

Members were informed that the mandatory pre-bid meeting was held at 10am today, December 14, 2021 with three (3) haulers attending. In accordance with the terms of the bidding criteria; these three (3) companies will be the only entities permitted to submit a bid. The opening will be held on Thursday, December 30, 2021 at 10am. Periodic updates will be provided.

NEW BUSINESS

There was none.

OPEN TO THE PUBLIC

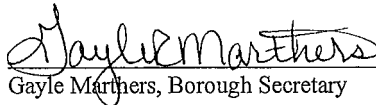
No one addressed Council at this time.

ADJOURNMENT

The meeting adjourned at 9:00 P.M. via a motion by B. Carr and seconded by M. Wight that passed unanimously.

ATTENDANCE REGISTER

The Attendance Register is attached, numbered Page 6 and made a part of the Official Minutes.


Gayle Marthers, Borough Secretary

**BOROUGH OF CARROLL VALLEY
REORGANIZATION COUNCIL MEETING
MONDAY, JANUARY 3, 2022 – 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

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 welcomed all newly elected officials to be sworn in. He administered the oath to the following:

- Richard Mathews, Borough Council
- Robert Verderaime, Borough Council
- David Lillard, Borough Council
- Phyllis Doyle-Smith, Tax Collector
- Stephen Beans, Borough Constable

Mayor Harris asked that all the appropriate paperwork be presented to the Borough Secretary, and he congratulated them on their election to their various offices.

ELECTION OF PRESIDENT AND VICE PRESIDENT

Mayor Harris read the process for electing the President and Vice President. Said process was read from the PA Borough Code.

Nominations for President were called for with the following results:

Richard Mathews, by Robert Verderaime

Mayor Harris asked the Borough Secretary for an alphabetical voice call vote with the following results recorded:

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

The vote yielding a majority for Mr. Mathews.

Nominations for Vice President were called for with the following results:

- Michael Wight, by David Lillard
- Robert Verderaime by Richard Mathews

Mayor Harris asked the Borough Secretary for an alphabetical voice call vote with the following results recorded:

- Mr. Carr voted for Mr. Verderaime
- Mrs. Kraft voted for Mr. Wight
- Mr. Lillard voted for Mr. Wight
- Mr. Mathews voted for Mr. Verderaime
- Mr. Schubring voted for Mr. Verderaime
- Mr. Verderaime voted for Mr. Verderaime
- Mr. Wight 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 proceeded with the appointment of a President Pro-Tempore:

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

AFFIRMATIONS OF COMMITTEE STRUCTURE

The Committee structure was reviewed and following discussion:

***B. Carr moved; D. Lillard seconded that Council agree to Affirm the Current Committee Structure. Motion passed unanimously.

APPOINTMENT OF BOROUGH COMMITTEE MEMBERS.

Memorandum dated January 3, 2022 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 most committees have seats that will remain vacant due to no one being available for re-appointment. After lengthy discussion whereby Mr. Verderaime restated his opposition to Ms. Rowe serving on the Planning Commission the following action was taken:

***D. Lillard moved, J. Kraft seconded, that Council re-appoint the following Borough Residents to the corresponding Committees for the appropriate term:

- Ron Harris - Finance Committee
- Frank Buhrman - Finance Committee
- Sarah Skoczen - Finance Committee
- Crystal Durbin - Parks, Recreation and Environmental Advisory Committee
- John Schubring - Planning Commission
- Trish Rowe - Planning Commission
- Dan Patton - Public Safety Committee
- Richard Mathews - Sewer & Water Authority
- Ron Harris - Sewer & Water Authority
- Frank Buhrman - Vacancy Board
- Sean Jones - Zoning Hearing Board

Motion passed with Mr. Verderaime voting no.

BOROUGH CONSULTANTS, PROFESSIONALS AND REPRESENTATIVES:

Following brief discussion:

***J. Kraft moved; D. Lillard 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

And 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. Ms. Marthers explained that PLGIT account signatories require periodic updating and asked that Council take action to authorize re-authorize the check signers. Following brief discussion:

*** J. Kraft moved; B. Carr seconded that the list of signatories be updated as prepared. Motion passed unanimously.

Waste Contract Update. Mr. Hazlett reviewed the memorandum of January 3, 2022 that was presented to Council just prior to the meeting outlining the bid tabulation and the subsequent withdrawal of one of the two submitted bids. The following actions were taken after much discussion:

*** M. Wight moved; D. Lillard seconded that Council reject all bids submitted for the “2022 Curbside Collection, Transportation and Processing of Municipal Solid Waste and Recyclables” received from the December 30, 2021 letting. Motion passed with Dr. Schubring voting no.

***D. Lillard moved; J. Kraft seconded that Council authorize the Advertisement to Re-Bid the “2022 Curbside Collection, Transportation and Processing of Municipal Solid Waste and Recyclables”. Motion passed unanimously.

OPEN TO THE PUBLIC

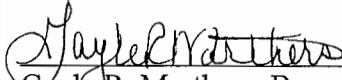
No one addressed Council at this time.

ADJOURNMENT

The meeting adjourned at 9:00 P.M. via a motion by D. Lillard and seconded by J. Kraft that passed unanimously.

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

PUBLIC COMMENT

ORDINANCES and RESOLUTIONS

BOROUGH OF CARROLL VALLEY
ADAMS COUNTY, PENNSYLVANIA
Resolution # 1-2022

A RESOLUTION OF THE BOROUGH OF CARROLL VALLEY, ADAMS COUNTY, PENNSYLVANIA, AMENDING THE FEES FOR SERVICES AND FACILITIES.

WHEREAS, the Borough Council of the Borough of Carroll Valley has adopted a codification, consolidation and revision of the ordinances of the Borough of Carroll Valley; and,

WHEREAS, it is the desire of the Borough Council of the Borough of Carroll Valley to eliminate all filing fees, permit fees and license fees from the Code of Ordinances and enact them instead by resolution; and,

NOW, THEREFORE BE IT RESOLVED THAT and it is hereby resolved by the Borough Council of the Borough of Carroll Valley that all fees are hereby fixed as follows, to be effective January 11, 2022:

Subject	Fees
ACT 13 —Pennsylvania Uniform Construction Code Surcharge:	\$4.50
AMUSEMENT RIDES/CARNIVALS (13, Part 1)	\$50
ATTORNEY FEES	\$200/hour (to be added to claims collected pursuant to Municipal Claims and Tax Liens Act, 53 P.S. §7101 <i>et seq.</i>)

BUILDING PERMIT FEE SCHEDULE

***Rates as charged by current 3rd party inspection company**

The Permit Fee for the construction of all buildings is determined using the "Building Gross Area" the square foot construction cost from the "Square Foot Construction Cost Table" and the "Carroll Valley Borough Permit Fee Multiplier". Use the following formula:

Permit Fee = Building Gross Area x Square Foot Construction Cost x Permit Fee Multiplier

Building Gross Area = the full footprint of proposed construction.

Carroll Valley Borough Permit Fee Multipliers:

New Homes	0.022
Additions	0.013
Commercial	0.006

Minor Construction Projects Not Addressed on the Square Foot Construction Cost Table:

The construction of minor projects such as Decks, Pools, Solar Panels and Hot Tubs that require Inspection Services are a Standard Flat Fee: \$225.00

Square-Foot-Construction-Cost-Table

Group (2009 International Building Code)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 Assembly, theaters, with stage	211.15	203.98	198.73	190.05	178.25	173.30	183.31	162.97	156.05
A-1 Assembly, theaters, without stage	193.16	185.99	180.74	172.06	160.31	155.36	165.32	145.04	138.12
A-2 Assembly, nightclubs	163.22	158.56	154.17	148.00	138.96	135.24	142.52	126.06	121.36
A-2 Assembly, restaurants, bars, banquet halls	162.22	157.56	152.17	147.00	136.96	134.24	141.52	124.06	120.36
A-3 Assembly, churches	195.10	187.93	182.68	174.00	162.21	157.26	167.26	146.94	140.02
A-3 Assembly, general, community halls, libraries, museums	163.81	156.64	150.39	142.71	129.91	125.96	135.97	114.63	108.71
A-4 Assembly, arenas	192.16	184.99	178.74	171.06	158.31	154.36	164.32	143.04	137.12
B Business	164.76	158.78	153.49	145.97	132.45	127.63	139.92	116.43	110.93
E Educational	176.97	170.85	165.64	158.05	146.37	138.98	152.61	127.91	123.09
F-1 Factory and industrial, moderate hazard	97.87	93.28	87.66	84.46	75.44	72.26	80.79	62.17	58.48
F-2 Factory and industrial, low hazard	96.87	92.28	87.66	83.46	75.44	71.26	79.79	62.17	57.48
H-1 High Hazard, explosives	91.74	87.15	82.53	78.33	70.49	66.31	74.66	57.22	N.P.
H234 High Hazard	91.74	87.15	82.53	78.33	70.49	66.31	74.66	57.22	52.53
H-5 HPM	164.76	158.78	153.49	145.97	132.45	127.63	139.92	116.43	110.93
I-1 Institutional, supervised environment	164.82	159.04	154.60	147.90	135.84	132.25	144.15	121.88	117.55
I-2 Institutional, hospitals	277.07	271.09	265.80	258.28	243.90	N.P.	252.23	227.88	N.P.
I-2 Institutional, nursing homes	193.00	187.02	181.74	174.22	160.98	N.P.	168.16	144.96	N.P.
I-3 Institutional, restrained	187.72	181.73	176.45	168.93	156.64	150.82	162.87	140.63	133.13
I-4 Institutional, day care facilities	164.82	159.04	154.60	147.90	135.84	132.25	144.15	121.88	117.55
M Mercantile	121.57	116.92	111.53	106.36	96.96	94.25	100.88	84.07	80.36
R-1 Residential, hotels	166.21	160.43	155.99	149.29	137.39	133.80	145.70	123.43	119.10
R-2 Residential, multiple family	139.39	133.61	129.17	122.47	111.23	107.64	119.54	97.27	92.94
R-3 Residential, one and two family	131.18	127.60	124.36	121.27	116.43	113.53	117.42	108.79	101.90
R-4 Residential, care/assisted living facilities	164.82	159.04	154.60	147.90	135.84	132.25	144.15	121.88	117.55
S-1 Storage, moderate hazard	90.74	86.15	80.53	77.33	68.49	65.31	73.66	55.22	51.53
S-2 Storage, low hazard	89.74	85.15	80.53	76.33	68.49	64.31	72.66	55.22	50.53
U Utility, miscellaneous	71.03	67.02	62.71	59.30	52.86	49.43	56.33	41.00	39.06

- a. Private Garages use Utility, miscellaneous
- b. Unfinished basements (all use group) = \$ 15.00 per sq. ft.
- c. For shell only buildings deduct 20 percent
- d. N.P. = not permitted

*** All Residential Building use column VB

Re-inspection (each visit) \$75

ELECTRIC SERVICE INSPECTION \$75

DRIVEWAY PERMIT

New (temp construction/permanent location) \$50

TEMPORARY USE AND OCCUPANCY PERMIT \$500

TEMPORARY USE AND OCCUPANCY PERMIT \$500

WITH UNFINISHED DRIVEWAY APRON **\$600 escrow**

MOVING PERMIT: See Borough Ordinance Chapter 5, §204.3C and D

DEMOLITION PERMIT: For each 1,000 cubic feet: \$5.00
(not less than \$50 or more than \$200)

MOTOR VEHICLES AND TRAFFIC

Reclamation costs: \$15-506

Towing charge as prescribed by towing agent	Varied
Impound Administrative Fee	\$45
Impound Storage Fee	\$35/day
Special Police Service:	
State Accident Report	\$15
Other Police Report	\$25
Employment Printing:	
Resident of Police Service Area	No Charge
Non-resident of Police Service Area	\$15
LIMITED RESIDENTIAL CHICKEN PERMIT	
5-Year Permit	\$50

MUNICIPAL BUILDING, PARK, AND PAVILIONS:

Facilities Rental Fee Schedule

All non-Borough affiliated users of Borough facilities, within Class I or II, shall be required to pay a base rental fee of \$50 per event. In addition to the base rental fee, additional rental fees may apply as follows:

		Classes of Organizations				Weekday Rate	
		Class I	Class II	Class III	Class IV	Class III	Class IV
Cortner Pavilion @ Carroll Commons	/day	No Charge	No Charge	\$250	\$375	\$100	\$200
Veterans' Pavilion @ Carroll Commons	/day	No Charge	No Charge	\$35	\$50	\$20	\$30
Unnamed Pavillion @ Carroll Commons	/day	No Charge	No Charge	\$100	\$200	\$50	\$75
Hertz Pavilion (Large Pavilion @ Ranch)	/day	No Charge	No Charge	\$50	\$75	\$30	\$50
Steeves Pavilion (Small Pavilion @ Ranch)	/day	No Charge	No Charge	\$30	\$50	\$20	\$30
Borough Athletic Fields	/day	No Charge	No Charge	\$50	\$75		
Carroll Commons Park	/Season**	No Charge	\$250	n/a	n/a	n/a	n/a
Ranch Trail Park	/Season**	No Charge	\$250	n/a	n/a	n/a	n/a
Ranch Park Baseball Field	/Season**	No Charge	\$250	n/a	n/a	n/a	n/a
Municipal Building							
Front Conference Room	/day	No Charge	No Charge	Resident/Personal - \$50 Resident/Business - \$100	\$400	n/a	n/a
Audio Visual Equipment Fee			\$100	\$100	\$100	n/a	n/a
Meeting Room	/day	No Charge	No Charge	Resident/Personal \$100 Resident/Business \$200	\$500	n/a	n/a
Audio Visual Equipment Fee			\$100	\$100	\$100	n/a	n/a

PLEASE NOTE: Additional charges for employee services will be charged to the responsible party for extraordinary cleanup. Further, the responsible party will pay actual costs for any repair/replacement costs due to damage of Borough owned property, regardless of user classification.

** Available only to Class I and Class II organizations, or with prior approval of the Borough Manager.

Classes: The following classes of use groups shall be established for determining rental fees to be charged and/or priorities for use of facilities in the event of scheduling conflicts.

Class I: Carroll Valley Borough sponsored programs, or other local, State, or Federal agencies.

Class II: Incorporated Nonprofit Organizations located within the boundaries of Carroll Valley Borough or nonprofit volunteer service organizations outside Borough boundaries that provide emergency or other services to the Borough or its citizens, Support Groups, or Organizations.

Class III: Resident, or business, located in Carroll Valley Borough.

Class IV: Non resident of Carroll Valley Borough and Nonprofit Organizations located outside the Borough's boundaries which do not meet the qualifications of a Class I or II group, and all other nonprofit organizations.

SEWER RENTS AND CHARGES

§18-132

Residential: (Public Sanitary Sewer)

Private Dwelling Unit, Flat Rate, Quarterly Billing Periods

~~\$576~~ **\$633.60**/annum; payable at
~~\$144~~ **\$158.40**/quarterly

Non-residential: (Commercial, Industrial and Institutional Establishments)

Quantity of Sanitary Sewage and/or Industrial Wastes Discharged

Monthly Rates and/or Charges

First 3,000 Gallons Per Month

~~\$75~~ **\$82.50** (minimum charge)

For flow in excess of 3,000 gallons per month

~~\$0.025~~ **\$0.0275** cents per gallon

Residential: (Holding Tank)

Quantity of Sanitary Sewage and/or Industrial Wastes Discharged

Monthly Rates and/or Charges

First 1,000 Gallons Pumped Per Pumping (mandatory twice per month)

\$40.25 (minimum charge)

Amount Pumped in excess of 1,000 gallons per pumping

\$.04025 cents per gallon

Miscellaneous Charges

Duplicate Bill

\$10

Returned Check Fee

\$30

Late Fees (Assessed on any account having an Unpaid Balance at time of Billing)

10% of past due amount

SEWER SYSTEMS

Borough Sanitary Sewers:

Permit to Connect to Existing Public Sewer Line:
(Plus tapping fees as established from time to time by the Sewer & Water Authority)

\$125

Holding Tanks:

Permit for Installation of Holding Tank:
(Plus tapping fees as established from time to time by the Sewer & Water Authority)

\$125

On-Site Sewage Disposal Permit Application Fees:

- I. Application Fee for all new systems (excluding subdivisions): \$275
 - A. This fee entitles the applicant to a site investigation, test pit analysis (maximum 4 per lot) and the preparation of the forms associated with the examination of the test pit(s)
 - B. Any evaluation requiring additional field investigation beyond the initial visits to the site stipulated above will require the following fees:
 - 1. For each additional visit to the site: \$125
 - 2. For each test pit over four: \$25
 - C. Lack of Preparation: If the test pit is not dug or the backhoe and operator are not on site when the Sewage Enforcement Officer arrives for the scheduled appointment, the applicant will be charged an additional fee.

NOTE: All cost and liability associated with the excavation and backfill of the test pit(s) will be the responsibility of the Applicant.

II. Percolation Test (excluding subdivisions): \$350

A. The fee associated with this portion of the application covers the cost of performing the percolation test, which shall be limited to one complete test on six (6) holes, and completing the appropriate test report forms stipulated by PA DER. If additional percolation tests are required, this fee will repeat for each additional test.

1. The applicant will be responsible for digging the percolation test holes to the depth and size required by the Sewage Enforcement Officer and presoaking of the percolation holes to conduct the test.
2. The applicant will be responsible for supplying sufficient water at the site to perform the tests.
3. If the applicant does not properly prepare the test holes or the holes are not ready when the Sewage Enforcement Officer arrives for the scheduled appointment, the applicant will be charged an additional fee.

NOTE: All cost and liability associated with the excavation and backfill of the test pit(s) will be the responsibility of the Applicant.

III. Permit Fee for single-family dwelling. (Includes 1- design review & 1- final inspection (two trips)): \$325

NOTE: There will be an additional charge for additional design reviews and inspections. The representative of the property will be responsible for these fees prior to a permit being issued.

IV. Permit Fee for multi-family, commercial, institutional or other applications will be based on the size of the on-site disposal system.

- | | |
|------------------------------------|-------|
| 1. 150 sq. ft. to 1,000 sq. ft. | \$325 |
| 2. 1,001 sq. ft. to 2,500 sq. ft. | \$400 |
| 3. 2,501 sq. ft. to 5,000 sq. ft. | \$500 |
| 4. 5,001 sq. ft. to 10,000 sq. ft. | \$600 |

V. INSPECTION FEES: The cost of final inspection is included in the permit fee. If the system is not ready for inspection when notified, or corrections are required, additional fees will be required prior to the issuance of the Use and Occupancy Permit.

VI. TRANSFER OF APPLICATIONS and/or PERMITS: \$150

VII. REPAIRS: Fee for investigating any on-site sewerage system malfunction will require fees commensurate with the work performed. If, upon the investigation of the malfunction, the SEO determines that a new on-site sewerage system required, the necessary tests will need to be performed and appropriate fees must be paid in accordance with the fee schedule (Part 4, § I, II, III & V).

VIII. Application Fee for new system (subdivisions): \$275

A. This fee entitles the applicant to a site visit investigation, test pit analysis (max. 4 /lot) and the preparation of the forms associated with the examination of the test pit(s).

B. Any evaluation requiring additional field investigation beyond the initial visits to the site stipulated above will require the following fees:

1. Each additional visit to the site will require fees commensurate w/time.
2. For each test pit over four: \$20

C. Lack of Preparation: If the test pit is not dug or the backhoe and operator are not on site when the Sewage Enforcement Officer arrives for the scheduled appointment, the applicant will be charged an additional fee.

NOTE: All cost and liability associated with the excavation and backfill of the test pit(s) will be the responsibility of the Applicant.

IX.	Percolation Test (subdivisions):	\$350
	A. The fee associated with this portion of the application covers the cost of performing the percolation test, which shall be limited to one complete test on six holes, and completing the appropriate test report forms stipulated by DEP. If additional percolation tests are required, this fee will repeat for each additional test.	
	1. The applicant will be responsible for digging the percolation test holes to the depth and size required by the Sewage Enforcement Officer and presoaking of the percolation holes to conduct the test.	
	2. The applicant will be responsible for supplying sufficient water at the site to perform the tests.	
	3. If the applicant does not properly prepare the test holes or the holes are not ready when the Sewage Enforcement Officer arrives for the scheduled appointment, the applicant will be charged an additional fee.	
X.	Application Fee for new IRSIS, AB, or other new DEP approved systems.	\$325
	A. This fee entitles the applicant to a site investigation, test pit analysis (maximum 6 per lot) and the preparation of the forms associated with the examination of the test pit(s).	
	B. Any evaluation requiring additional field investigation beyond the initial visits to the site stipulated above will require the following fees:	
	1. For each additional visit to the site:	\$50
	2. For each test pit over six:	\$20
	C. If the test pit is not dug or the backhoe with operator is not at the site when the Sewage Enforcement Officer visits the site, the applicant will be charged a fee commensurate for time spent as determined by the municipality.	
XI.	REVIEW FEES: of Act 537 planning modules, for residential, commercial, institutional and other facilities will require fees commensurate with work performed.	
XII.	RESEARCHING FEES: This fee will be charged to the person requesting the research of files. There will be an additional cost for copying of any and all reports consisting in the file (per lot)	\$20/lot
XIII.	Fee for review of Act 537, Form B:	\$75
XIV.	Permit Fee for repair of on-site sewerage system if application does not involve any of the investigation and design review expenses associated with and implied by Steps I through IV:	\$200 +\$125 for site visit
XV.	Permit Fee for hooking into existing septic system, when required:	\$100
XVI.	Permit Fee for single family residence utilizing IRSIS, AB, or other new DEP approved systems. This includes 1-design review and final inspection of the system (3-trips):	\$350
	NOTE: There will be an additional charge for additional design reviews and inspections. The representative of the property will be responsible for these fees prior to a permit being issued.	
	SEWAGE MANAGEMENT PROGRAM (on-site systems except CVWWTS) Inspection Fee	\$25
	SOLID WASTE COLLECTOR (20, Part 1) Annual License Fee:	\$25

STORMWATER MANAGEMENT PLAN

The following "tiers" have been established to regulate the fees that will be collected by the Borough to offset engineering review of the various degrees of submitted Stormwater Management Plans (or exemptions thereof). Where the term "cumulative new impervious coverage" is used, it shall mean the area of impervious coverage created (cumulatively) after January 27, 2012, which is the date DEP approved the adopted Adams County Act 167 Stormwater Management Plan. Each project will be required to provide an accounting of both the total impervious coverage since that date and the project specific amount being proposed individually at the time of permit application. The following tiers and fees are hereby established:

Tier 1

Tier 1 shall include all projects that are appropriately deemed "exempt" due to the project being less than 1,000 sq.ft. of cumulative new impervious area. The review will be completed by the Borough Zoning Officer. No Fee Required.

Tier 2

This fee shall include all projects that cannot show a cumulative new impervious coverage of less than 1,000 square feet, however are able to adequately demonstrate that the area is properly "disconnected". The initial review will be processed by the Borough Zoning Officer, with a subsequent review (and report) conducted by the Borough Engineer. A non-refundable fee of \$150 is required.

Tier 3

This fee shall include all projects that cannot show a cumulative new impervious coverage of less than 1,000 square feet and are unable to adequately demonstrate that the area is "disconnected". The initial review will be processed by the Borough Zoning Officer, with a subsequent review (and report) conducted by the Borough Engineer. A non-refundable fee of \$250 is required.

Tier 4

Projects that propose impervious coverage and require a Land Development Plan and/ or a Stormwater Management Plan to be prepared, reviewed and approved, will be responsible for actual costs incurred by the Borough for the review by the Borough's Engineer.

EROSION & SEDIMENT POLLUTION CONTROL PLAN

Tier 1

Projects disturbing less than 5,000 square feet shall not be required to submit a fee for review by either the Borough or the Adams County Conservation District, unless said review is an integral part of some other permitting process. No Fee Required.

Tier 2

Projects disturbing between 5,000 square feet, but less than 1.0 acre (43,560 square feet), which are also submitting a fee per the Tier 2 Stormwater Program. A non-refundable fee of \$150 is required.

Tier 3

Projects disturbing between 5,000 square feet, but less than 1.0 acre (43,560 square feet), which are also submitting a fee per the Tier 3 Stormwater Program. This tier shall also include all projects within this range that are disturbing the existing ground, but not constructing new impervious coverage such general grading activities. Agricultural operations and/ or gardening will be reviewed on a case-by-case basis. A non-refundable fee of \$250 is required.

Tier 4

Projects that disturb 1.0 acre or more shall not be required to submit a fee to the Borough due to the regulations requiring such a review to be conducted by the Adams County Conservation District using their current fee schedule as approved annually by the Conservation District Board of Directors and/ or PA DEP (per Chapter 102 of the Pennsylvania Code).

STREET EXCAVATIONS (21, Part 1) Excavation Permit Fee: (fee plus bond)

\$10 per lineal foot

SUBDIVISION AND LAND DEVELOPMENT

The filing fee for consideration of a subdivision or a land development plan shall be broken into categories based upon the type of subdivision or land development presented. The accompanying fees under each category shall include the sketch plan, preliminary plan and final plan. The categories, together with the accompanying fees, are as follows:

Category I: Residential Subdivisions or Land Developments:			
<u>Number of lots or dwelling units</u>	<u>General Fee</u>	<u>Fee for each lot or dwelling unit</u>	<u>Deposit for Consultant* and legal review fees</u>
0-2	\$ 50.00	\$ 50.00	\$ 170.00
3-5	\$ 150.00	\$ 45.00	\$ 500.00
6+	\$ 250.00	\$ 40.00	\$ 800.00
Category II: Non-Residential Subdivision:			
<u>Number of Lots</u>	<u>General Fee</u>	<u>Fee for Each Lot</u>	<u>Deposit for Consultant* and legal review fees</u>
0-5	\$ 300.00	\$ 50.00	\$ 600.00
6+	\$ 300.00	\$ 50.00	\$ 800.00
Category III: Non-Residential Land Developments:			
<u>Number of acres</u>	<u>General Fee</u>	<u>Fee for each acre</u>	<u>Deposit for Consultant* and legal review fees</u>
0-5	\$ 300.00	\$ 50.00	\$ 800.00
6+	\$ 400.00	\$ 50.00	\$ 1,000.00

* Any unused portions of the deposit for consultant’s review fees shall be returned to the applicant within three months following signature or disapproval of the Final Plan. In the event that the actual amount for engineering and legal review fees exceeds the amount of the deposit, the applicant shall reimburse the Borough an amount equal to the increased fee upon receipt of the invoice.

The developer or subdivider shall pay the ordinary and customary hourly rate charged to the Borough for review and comment on the plan(s) by any consultant the Borough deems necessary to review said plan(s). Said charge shall be for time devoted by said consultant on the requested review. The rate charged shall not exceed the rate charged by the consultant to the Borough for other work performed at the Borough’s request for which there is no outside reimbursement. Such costs shall include, but not be limited to:

- A. Reviewing the plan for conformance to the provisions of the codes and ordinances of the Borough.
- B. Site inspection for conformance to topographic survey.
- C. Reviewing cost estimates of required improvements.
- D. Such other fees which shall be sufficient to cover the cost of all necessary reviews by the Borough’s consultants.

The definition of “consultant” shall include the services of the Borough Solicitor, Engineer or other professional or specialist whose services the Borough deems necessary to the review of any land development or subdivision plan.

2. In the case where the developer/subdivider desires the Borough to sign a Final Plan, all fees shall be paid prior to the release of signed plan by the Borough to Developer/subdivider. This shall be applicable to Preliminary and Final Plan stages.
3. The developer/subdivider shall be obligated to pay any fees incurred by the Borough, including services of the Borough Solicitor, Borough Engineer or authorized inspector, regarding the dedication of public improvements, for inspecting and approving final construction pursuant to the Borough of Carroll Valley Subdivision and Land Development Ordinance and the Pennsylvania Municipalities Planning Code. **A deposit of \$500 shall be submitted to the Borough to be applied to the cost of inspection fees. The deposit shall be submitted at such time that the signed Final Plan is released to the Developer.** If inspection fees are anticipated to significantly exceed the \$500 deposit, the developer/subdivider shall establish an escrow account. The amount of the escrow account shall be as estimated by the Borough Engineer. Any remaining deposit monies for engineering and legal review fees may be used towards the inspection fee deposit. Any unused portion of the deposit for inspection fees shall be returned to the applicant at such time that construction of improvements is completed and/or accepted for dedication by the Borough. In the event that the actual amount of inspection fees exceeds the amount of the escrow, the applicant shall reimburse the Borough an amount equal to the increased fee.

DEVELOPMENT PERMIT VERIFICATION UNDER THE PERMIT EXTENSION ACT (ACT 46 of 2010)

- | | |
|---------------------------------------------------------|-------|
| I. Residential Development Permit Approval Verification | \$100 |
| II. Commercial Development Permit Approval Verification | \$500 |

TAX COLLECTOR TO IMPOSE AND RETAIN COSTS AND FEES

- | | |
|---------------------------------------------------------------------|----------------------------------------------------|
| I. Individual Earned Income Tax | |
| A. Non-filing individual taxpayer delinquency notices: | |
| 1. First delinquent notice (each notice) | \$5 |
| 2. Second delinquent notice (each notice) | \$10 |
| 3. Preparation of Criminal Complaint | \$20 |
| 4. Preparation of re-filing Criminal Complaint due to noncompliance | \$40 |
| B. Unpaid individual earned income tax: | |
| 1. First nonpayment notice (each notice) | \$5 |
| 2. Second nonpayment notice (each notice) | \$10 |
| 3. Payment schedule fee: | |
| a. 0-6 months | \$20 |
| b. 6-12 months | \$30 |
| c. 12 -18 months | \$40 |
| d. 18 months or more | \$50 |
| 4. Wage attachment | \$40 |
| 5. Suit in assumpsit or other appropriate remedy | Actual costs incurred plus \$20
preparation fee |
| C. Noncompliance with required quarterly individual Tax payments. | \$5/quarter or \$20/year |

D. Cost to provide copies of filed tax returns or W-2s to taxpayers (current and next prior year)	\$5
(2 nd prior year and older)	\$10

II. Employer Accounts

A. Non-filing tax return or support documentation: (Applicable for each quarter)	
1. First delinquent notice (each notice)	\$5
2. Second delinquent notice (each notice)	\$10
3. Preparation of re-filing Criminal Compliant due to noncompliance	\$40
B. Unpaid Employer's Remittance of Employee's Tax: (Applicable for each quarter)	
1. First nonpayment notice (each notice)	\$5
2. Second nonpayment notice (each notice)	\$10
3. Payment schedule fee:	
a. 0-6 months	\$20
b. 6-12 months	\$30
c. 12-18 months	\$40
d. 18 months or more	\$50
4. Preparation of Criminal Compliant	\$20
5. Preparation of re-filing Criminal Compliant due to noncompliance	\$40

III. Municipal Property Tax.

A. Certification Fee	\$10
B. Duplicate Bill Fee	\$5
C. Returned Check Fee	\$40
D. Tax Certification	\$15

IV. Other Tax Collection Services. (Mercantile/Business Privilege; Emergency and Municipal Services Tax; Delinquent Per Capita Tax). (As applicable for year or designated tax period).

A. Non-filing of return or support documentation delinquency notice:	
1. First delinquent notice (each notice)	\$5
2. Second delinquent notice (each notice)	\$10
3. Preparation of Criminal Compliant	\$20
4. Preparation or re-filing Criminal Compliant due to noncompliance	\$40
B. Unpaid Taxes.	
1. First nonpayment notice (each notice)	\$5
2. Second nonpayment notice (each notice)	\$10

3. Payment schedule fee:	
a. 0-6 months	\$20
b. 6-12 months	\$30
c. 12-18 months	\$40
d. 18 months or more	\$50
4. Wage attachment	\$40
5. Suit in assumpsit or other appropriate remedy	Actual costs incurred plus \$20 preparation fee

TRANSIENT RETAIL BUSINESSES (13, Part 2)

Semi-Annual License Fee:	\$50
Annual License Fee:	\$100

WELL DRILLING AND GEOTHERMAL PERMIT FEE (26, Part 1) \$150

ZONING HEARING APPLICATION FEE (27, Part 13) \$500

(Any hearing cost that exceed the application fee will be the responsibility of the petitioner)

APPLICATION FOR HEARING BEFORE BOROUGH COUNCIL \$300

ZONING PERMIT FEE

MINIMUM REVIEW FEE (for new construction and additions greater than 1,000 square feet) \$250

NEW IMPERVIOUS AREA (for living area additions of less than 1,000 square feet) \$50

SHEDS, DECKS, POOLS, ACCESSORY BUILDINGS less than 1,000 square feet (27, Part 13) \$25

ZONING CERTIFICATION \$30

HOME OCCUPATION PERMIT FEE (2-year permit) (27, Part 4) \$50

FIREWORKS PERMIT FEE \$150

SCHEDULE OF COSTS FOR MATERIALS AND SERVICES

Purchase of materials:

Codes:

Borough Code (complete) \$169.50

Subdivision and Land Development Ordinance: \$17.25

Zoning Ordinance: \$34.75

Administrative Services:

Copier Costs: 8 - ½ x 11 (letter size) \$.25/page

8 - ½ x 14 (legal size) \$.35/page

11 x 17 (ledger size) \$.50/page

Facsimile Machine Costs:

Within USA

\$1.75 first page

\$1 each additional page

Outside USA

\$2.75 first page

\$1.50 each additional page

APPROVED AND ADOPTED this 11th day of January 2022.

ATTEST:

CARROLL VALLEY BOROUGH COUNCIL

NAME: __ _

TITLE: __ _

PRINT: __ _

DATE: __ _

CERTIFICATION OF ADOPTION

I hereby certify that the foregoing resolution was duly approved as set forth at a regular meeting of the Borough Council of the Borough of Carroll Valley on the ___ day of ___ in the year

_____.

Borough Secretary

BOROUGH OF CARROLL VALLEY
ADAMS COUNTY, PENNSYLVANIA
RESOLUTION #2-2022

RESOLUTION AUTHORIZING THE DISPOSAL OF RECORDS OF THE BOROUGH OF CARROLL VALLEY.

RESOLVED by the Council of the Borough of Carroll Valley, Adams County, Pennsylvania, That

WHEREAS, by the virtue of Resolution #1-98, adopted February 9, 1998, the Borough of Carroll Valley declared its intent to follow the schedule and procedures for the disposition of records as set forth in the Municipal Records Manual approved on December 16, 2008 and amended on March 28, 2019, and

WHEREAS, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by resolution of the governing body of the municipality;

NOW THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Carroll Valley, Adams County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following public records:

GENERAL ADMINISTRATION AND LEGAL

Certificates of Election	11 months	2020
Ethics Commission Statements of Financial Interest	5 years	2016
Expired Insurance Policies	6 years	2015
Wage and Tax Statements	4 years	2017
Social Security Quarterly Reports	4 years	2017
Quarterly Returns of Withholding of Federal Income	4 years	2017
Quarterly Statements of State and Local Taxes Withheld	4 years	2017
Unemployment Compensation Records	4 years	2017
Time Cards/General Pay Records and Attendance Sheets	3 years	2018
W-4 Forms	4 years	2017
Cancelled Payroll Checks	7 years	2014
Municipal Lien Files (Following Satisfaction of Lien)	1 year	2020
Oaths of Municipal Officials	6 years	2015
Right to Know Requests	2 years	2019
Audit Work-papers (excludes Audit Report)	4 years	2017

TAXATION AND FINANCE

Bank Statements and Deposit Slips	7 years	2014
Daily Cash Records	7 years	2014
Vouchers, Bills, Invoices, Cancelled Checks, Purchase Orders	7 years	2014
Utility and Service Paid Receipts	7 years	2014

PUBLIC HEALTH RECORDS

Food Establishment Records Licenses and Inspections	4 years	2017
-----------------------------------------------------	---------	------

SANITARY SEWERS AND SEWAGE DISPOSAL

Sewer Billing Records	7 years	2014
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APPROVED AND ADOPTED this 11th day of January, 2022.

ATTEST:

CARROLL VALLEY BOROUGH COUNCIL

NAME: _____

TITLE: _____

PRINT: _____

DATE: _____

CERTIFICATION OF ADOPTION

I hereby certify that the foregoing resolution was duly approved as set forth at a regular meeting of the Borough Council of the Borough of Carroll Valley on the _____ day of _____ in the year _____.

Borough Secretary

MAYOR'S REPORT



December 2021 Police Report

by
Chief Richard L Hileman II
Carroll Valley Borough Police



Special News / Achievements:

HELP
WANTED

- The Carroll Valley Civil Service Commission has one candidate who has passed the oral board and is in the background investigation phase.

- It was discovered in the SR116/ Fairfield Road rehabilitation that the guiderail replacement on the westbound approach to the Toms Creek bridge resulted in the guiderail turning toward the road. It resulted in the end of the guard rail being much closer to the traffic lane. Also, something in the paving camber actually pulls towards that guiderail end. Two vehicles have struck the guiderail end. The problem was reported to PennDOT project management which plans to have the contractor reinstall the guiderail, so it turns from the road not towards it. They are examining the camber issue as well.

PENNDOT

Case Information:



- This is Chuck. Chuck was out for a walk on December 23rd, the day before Christmas Eve, when someone shot Chuck with an arrow. Chuck was able to get back to his family at his home at 24 Crossland Trail in Carroll Valley, dragging the arrow still lodged in his abdomen. His family rushed Chuck to a vet hospital, but the damage was too great and Chuck died of his wound. The family spent Christmas grieving Chuck's death and wondering who did this to Chuck. Carroll Valley Police are investigating this as a felony under the 'Aggravated

Cruelty to Animal' law. The Adams County SPCA and the Carroll Valley Constable's Office are offering rewards for information leading the identification and arrest of the person responsible.

Crime Data:

Key to reading the following page:

1. At the top left, you see overall statistics for the month. Total offenses and clearance rate refer to Group "A" offenses. Arrests refer to Group "A" and Group "B". This data is only for Carroll Valley Borough.
2. It also includes crime rates and arrest rates, however this calculation is not yet functioning on the PA State Police system, so they display as -0-. When working correctly, they will report in the national standard of per 100,000 population. As such, when it does calculate, it shows the rate as if the Carroll Valley population was 100,000. By doing this, it makes the rate comparable regardless of the size of the jurisdiction.
3. The column below on the left shows all Group "A" offenses. Offenses can be generally cleared by:
 - a. Arrest (by charging someone with the crime);
 - b. Victim Refused Prosecution = Prosecution limited by victim, or;
 - c. Exceptional Clearance = Charges could be filed but for cause are not.
4. In the center, NIBRS adds additional categories, and you can see how they compare year over year for the month reported.
5. On the right column, you first see a list of arrests for Group "A" offenses, divided into adults and juveniles.
6. At the bottom of the right column, Group "B" arrests are listed. As a major change in NIBRS reporting, Group "B" offenses are only listed when an arrest occurs. Unsolved Group "B" offenses are no longer reported.
7. Each NIBRS offense belongs to one of three categories: Crimes Against Persons, Crimes Against Property, and Crimes Against Society. Crimes Against Persons, e.g., murder, rape, and assault, are those whose victims are always individuals. The object of Crimes Against Property, e.g., robbery, bribery, and burglary, is to obtain money, property, or some other benefit. Crimes Against Society, e.g., gambling, prostitution, and drug violations, represent society's prohibition against engaging in certain types of activity; they are typically victimless crimes in which property is not the object.



Offense and Arrest Summary Report

Printed On:
01/05/2022

Beginning Date: 12/01/2021

Ending Date: 12/31/2021

Page 1 of 1

Agency: CARROLL VALLEY BOROUGH

Municipality: Carroll Valley Borough

Total Offenses	4	Clearance Rate	50%
% change from last year	42.86%	Last years rate	100%
Total Arrests	1	Hate Crime Offenses	0
% change from last year	-83.33%	Law Officers Assaulted	0
Group A Crime Rate per 100,000 Population :	0.00	Summary based reporting Crime Rate per 100,000 Population :	0.00
Arrest Rate per 100,000 Population :	0.00		

Offense Reporting

Group "A"	Offenses Reported	Offenses Cleared	Offenses Reported Last Year
Murder			
Negligent Manslaughter			
Justifiable Homicide			
Rape			
Robbery			
Aggravated Assault			
Burglary			
Larceny	1		1
Motor Vehicle Theft			
Arson			
Simple Assault	2	2	
Intimidation			1
Bribery			
Counterfeiting/Forgery			
Vandalism			1
Drug/Narcotic Violations			1
Drug Equipment Violations			1
Embezzlement			
Extortion/Blackmail			
Fraud			
Gambling			
Kidnapping			
Pornography			
Prostitution			
Sodomy			
Sexual Assault w/Object			
Fondling			
Incest			
Statutory Rape			
Stolen Property			1
Weapons Law Violations			1
Human Trafficking, Commercial Sex Acts			
Human Trafficking, Involuntary Servitude			
Animal Cruelty	1		
Total Group "A"	4	2	7

Crime Against Person

2 This year
1 Last year
100% Percent Change

Crime Against Property

1 - This year
3 - Last year
-66.67% - Percent Change

Crime Against Society

1 - This year
3 - Last year
-66.67% Percent Change

Arrest Reporting

Group "A"	Adult	Juvenile	Unknown	Total Arrests	Arrests Reported Last Year
Murder	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Justifiable Homicide	0	0	0	0	0
Rape	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Larceny	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0
Simple Assault	0	1	0	1	0
Intimidation	0	0	0	0	0
Bribery	0	0	0	0	0
Counterfeiting/Forgery	0	0	0	0	0
Vandalism	0	0	0	0	1
Drug/Narcotic Violations	0	0	0	0	0
Drug Equipment Violations	0	0	0	0	1
Embezzlement	0	0	0	0	0
Extortion/Blackmail	0	0	0	0	0
Fraud	0	0	0	0	0
Gambling	0	0	0	0	0
Kidnapping	0	0	0	0	0
Pornography	0	0	0	0	0
Prostitution	0	0	0	0	0
Sodomy	0	0	0	0	0
Sexual Assault w/Object	0	0	0	0	0
Fondling	0	0	0	0	0
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0
Stolen Property	0	0	0	0	0
Weapons Law Violations	0	0	0	0	1
Human Trafficking, Commercial Sex Acts	0	0	0	0	0
Human Trafficking, Involuntary Servitude	0	0	0	0	0
Animal Cruelty	0	0	0	0	0

Total Group A Arrests	0	1	0	1	3
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Group "B" Arrests	Adult	Juvenile	Unknown	Total Arrests	Arrests Reported Last Year
Bad Checks	0	0	0	0	0
Curfew/Vagrancy	0	0	0	0	0
Disorderly Conduct	0	0	0	0	1
DUI	0	0	0	0	1
Drunkenness	0	0	0	0	1
Family Offenses nonviolent	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0
Peeping Tom	0	0	0	0	0
Runaways	0	0	0	0	0
Trespass	0	0	0	0	0
All Other Offenses	0	0	0	0	0

Total Group B Arrests	0	0	0	0	3
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Total Arrests	0	1	0	1	6
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Population : 8882

Note: Last years figures are provided for comparison purposes only.



Offense and Arrest Summary Report

Printed On:
01/05/2022

Beginning Date: 01/01/2021

Ending Date: 12/31/2021

Page 1 of 1

Agency: CARROLL VALLEY BOROUGH

Municipality: Carroll Valley Borough

Total Offenses 70 Clearance Rate 34.29%
% change from last year 2.94% Last years rate 47.06%

Total Arrests 50 Hate Crime Offenses 0
% change from last year 92.31% Law Officers Assaulted 0
Group A Crime Rate per 100,000 Population : 0.00 Summary based reporting Crime Rate per 100,000 Population : 0.00

Arrest Rate per 100,000 Population : 0.00

Offense Reporting

Group "A"	Offenses Reported	Offenses Cleared	Offenses Reported Last Year
Murder			
Negligent Manslaughter	1		1
Justifiable Homicide			
Rape	1		2
Robbery	1		
Aggravated Assault			4
Burglary	1	1	1
Larceny	17	5	22
Motor Vehicle Theft			1
Arson			
Simple Assault	15	11	11
Intimidation	2	1	4
Bribery			
Counterfeiting/Forgery			
Vandalism	10	2	5
Drug/Narcotic Violations	4	3	3
Drug Equipment Violations	1		3
Embezzlement			
Extortion/Blackmail			
Fraud	15		5
Gambling			
Kidnapping			2
Pornography			1
Prostitution			
Sodomy			
Sexual Assault w/Object			
Fondling			
Incest			
Statutory Rape			
Stolen Property	1	1	2
Weapons Law Violations			1
Human Trafficking, Commercial Sex Acts			
Human Trafficking, Involuntary Servitude			
Animal Cruelty	1		
Total Group "A"	70	24	68

Crime Against Person

19 - This year
24 - Last year
-20.83% - Percent Change

Crime Against Property

45 - This year
36 - Last year
25% - Percent Change

Crime Against Society

6 - This year
8 - Last year
-25% - Percent Change

Arrest Reporting

Group "A"	Adult	Juvenile	Unknown	Total Arrests	Arrests Reported Last Year
Murder	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Justifiable Homicide	0	0	0	0	0
Rape	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	1
Burglary	1	0	0	1	0
Larceny	1	1	0	2	2
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0
Simple Assault	3	5	0	8	4
Intimidation	0	0	0	0	2
Bribery	0	0	0	0	0
Counterfeiting/Forgery	0	0	0	0	0
Vandalism	1	0	0	1	1
Drug/Narcotic Violations	2	1	0	3	0
Drug Equipment Violations	0	0	0	0	2
Embezzlement	0	0	0	0	0
Extortion/Blackmail	0	0	0	0	0
Fraud	0	0	0	0	0
Gambling	0	0	0	0	0
Kidnapping	0	0	0	0	1
Pornography	0	0	0	0	0
Prostitution	0	0	0	0	0
Sodomy	0	0	0	0	0
Sexual Assault w/Object	0	0	0	0	0
Fondling	0	0	0	0	0
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0
Stolen Property	0	2	0	2	1
Weapons Law Violations	0	0	0	0	1
Human Trafficking, Commercial Sex Acts	0	0	0	0	0
Human Trafficking, Involuntary Servitude	0	0	0	0	0
Animal Cruelty	0	0	0	0	0
Total Group A Arrests	8	9	0	17	15
Group "B" Arrests					
Bad Checks	0	0	0	0	0
Curfew/Vagrancy	0	0	0	0	0
Disorderly Conduct	3	2	0	5	3
DUI	17	0	0	17	4
Drunkenness	2	0	0	2	1
Family Offenses-nonviolent	1	0	0	1	0
Liquor Law Violations	0	0	0	0	0
Peeping Tom	0	0	0	0	0
Runaways	0	4	0	4	2
Trespass	0	0	0	0	0
All Other Offenses	3	1	0	4	1
Total Group B Arrests	26	7	0	33	11
Total Arrests	34	16	0	50	26

Population : 8882

Note: Last years figures are provided for comparison purposes only.

Calls for Service:

Carroll Valley Calls for Service Month	Total	Carroll Valley Calls for Service YTD	Total
ALARM	4	ALARM	39
ANIMAL COMPLAINT	5	ANIMAL COMPLAINT	47
ASSAULT	2	ASSAULT	9
ASSIST - FIRE/EMS	9	ASSIST - FIRE/EMS	130
ASSIST - OTHER POLICE	3	ASSIST - OTHER POLICE	39
DISTURBANCE/NOISE	2	BURGLARY	3
DOMESTIC DISTURBANCE	5	CHILD WELFARE	10
MENTAL HEALTH / WELFARE	5	CRIMINAL MISCHIEF	9
MISC CALL FOR SERVICE	10	DISTURBANCE/NOISE	40
SUSPICIOUS ACTIVITY	1	DOMESTIC DISTURBANCE	38
THEFT	2	DRIVING UNDER THE INFLUENCE	18
THREATS / HARRASSMENT / STALKING	2	DRUG ACTIVITY	4
TRAFFIC COMPLAINT	2	FRAUD	23
TRESPASS	1	MENTAL HEALTH / WELFARE	58
VEHICLE CRASH	5	MISC CALL FOR SERVICE	168
VEHICLE STOP	6	MISSING/LOST PERSON	9
Z FOLLOW-UP	18	ROBBERY	1
Grand Total	82	SUSPICIOUS ACTIVITY	71
		THEFT	18
		THREATS / HARRASSMENT / STALKING	26
		TRAFFIC COMPLAINT	124
		TRESPASS	10
		VEHICLE CRASH	33
		VEHICLE STOP	443
		Z COURT / JUSTICE	29
		Z FOLLOW UP	182
		Grand Total	1581

Traffic Enforcement:

- Officers conducted vehicle stops and handled crashes this month as listed above. Together these resulted in the following citations, faulty equipment notices, and warnings.



Citations, Warnings and Faulty Equipment	Count:
1301 (Title 75) - Registration and certificate of title required	2
3323 (Title 75) - Stop signs and yield signs	2
3714 (Title 75) - Careless driving	1
4303 (Title 75) General lighting requirements	2
Grand Total	7

Miscellaneous:

Calls for Service	December 2020	December 2021	YTD 2020	YTD 2021
Calls from Public		74		1145
Officer initiated		8		436
Total CV Calls	120	82	1002	1581

Vehicle Mileage

	Starting	Ending	Total
2017 Dodge Charger Unmarked	17,875	18,202	327
2017 Dodge Charger Marked	65,045	65,045	0
2014 Dodge Charger Unmarked	81,500	82,892	1,392
2014 Dodge Charger Marked	85,687	85,913	226
2010 Ford Exp Marked	82,951	82,968	17
Total			1,962



December 2021 Fairfield Police Report Supplement



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.

Fairfield Calls for Service Month	Total	Fairfield Calls for Service YTD	Total
ANIMAL COMPLAINT	1	ANIMAL COMPLAINT	5
ASSIST - FIRE/EMS	3	ASSIST - FIRE/EMS	42
MISC CALL FOR SERVICE	3	ASSIST - OTHER POLICE	1
SEX OFFENSE	1	CHILD WELFARE	2
THREATS / HARRASSMENT / STALKING	1	CRIMINAL MISCHIEF	4
VEHICLE STOP	7	DISTURBANCE/NOISE	5
Z FOLLOW-UP	2	DOMESTIC DISTURBANCE	17
Grand Total	18	DRIVING UNDER THE INFLUENCE	1
		DRUG ACTIVITY	1
		FRAUD	4
		MENTAL HEALTH / WELFARE	12
		MISC CALL FOR SERVICE	33
		SEX OFFENSE	2
		SUSPICIOUS ACTIVITY	10
		THEFT	11
		THREATS / HARRASSMENT / STALKING	19
		TRAFFIC COMPLAINT	18
		TRESPASS	2
		VEHICLE CRASH	4
		VEHICLE STOP	199
		Z COURT / JUSTICE	2
		Z FOLLOW-UP	24
		Grand Total	448

Citations:

We issued the following citations, faulty equipment, and warning cards in Fairfield Borough:

Citations, Warnings and Faulty Equipment	Count
1371 (Title 75) - Operation following suspension of registration	1
1786 (Title 75) - Required financial responsibility	1
3362 (Title 75) - Maximum speed limits	3
4303 (Title 75) - General lighting requirements	4
4703 (Title 75) - Operation of vehicle without official certificate of inspection	1
4704 (Title 75) - Inspection by police or Commonwealth personnel	1
Grand Total	11



Offense and Arrest Summary Report

Printed On:
01/05/2022

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Beginning Date: 01/01/2021

Ending Date: 12/31/2021

Agency: CARROLL VALLEY BOROUGH

Municipality: Fairfield Borough

Total Offenses 30 Clearance Rate 63.33%
% change from last year 20% Last years rate 44%

Total Arrests 14 Hate Crime Offenses 0
% change from last year 55.56% Law Officers Assaulted 0

Group A Crime Rate per 100,000 Population: 0.00 Summary based reporting Crime Rate per 100,000 Population: 0.00

Arrest Rate per 100,000 Population: 0.00

Offense Reporting

Group "A"	Offenses Reported	Offenses Cleared	Offenses Reported Last Year
Murder			
Negligent Manslaughter			
Justifiable Homicide			
Rape			
Robbery			
Aggravated Assault			
Burglary	1		
Larceny	7	1	7
Motor Vehicle Theft	2	1	1
Arson			5
Simple Assault			
Intimidation	3	2	1
Bribery			
Counterfeiting/Forgery			
Vandalism	4	1	5
Drug/Narcotic Violations	5	5	2
Drug Equipment Violations	2	2	2
Embezzlement			
Extortion/Blackmail			
Fraud	3	1	2
Gambling			
Kidnapping			
Pornography	1	1	
Prostitution			
Sodomy			
Sexual Assault w/Object			
Fondling	2	2	
Incest			
Statutory Rape			
Stolen Property			
Weapons Law Violations			
Human Trafficking, Commercial Sex Acts			
Human Trafficking, Involuntary Servitude			
Animal Cruelty			
Total Group "A"	30	16	25

Crime Against Person

5 - This year
6 - Last year
-16.67% - Percent Change

Crime Against Property

17 - This year
15 - Last year
13.33% - Percent Change

Crime Against Society

8 - This year
4 - Last year
100% - Percent Change

Arrest Reporting

Group "A"	Adult	Juvenile	Unknown	Total Arrests	Arrests Reported Last Year
Murder	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Justifiable Homicide	0	0	0	0	0
Rape	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Larceny	0	0	0	0	1
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0
Simple Assault	0	0	0	0	3
Intimidation	2	0	0	2	0
Bribery	0	0	0	0	0
Counterfeiting/Forgery	0	0	0	0	0
Vandalism	1	0	0	1	0
Drug/Narcotic Violations	4	0	0	4	3
Drug Equipment Violations	3	0	0	3	0
Embezzlement	0	0	0	0	0
Extortion/Blackmail	0	0	0	0	0
Fraud	1	0	0	1	0
Gambling	0	0	0	0	0
Kidnapping	0	0	0	0	0
Pornography	0	0	0	0	0
Prostitution	0	0	0	0	0
Sodomy	0	0	0	0	0
Sexual Assault w/Object	0	0	0	0	0
Fondling	0	0	0	0	0
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0
Stolen Property	0	0	0	0	0
Weapons Law Violations	0	0	0	0	0
Human Trafficking, Commercial Sex Acts	0	0	0	0	0
Human Trafficking, Involuntary Servitude	0	0	0	0	0
Animal Cruelty	0	0	0	0	0
Total Group A Arrests	11	0	0	11	7
Group "B" Arrests					
Bad Checks	0	0	0	0	0
Curfew/Vagrancy	0	0	0	0	0
Disorderly Conduct	1	0	0	1	0
DUI	0	0	0	0	1
Drunkenness	0	0	0	0	0
Family Offenses-nonviolent	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0
Peeping Tom	0	0	0	0	0
Runaways	0	1	0	1	0
Trespass	0	0	0	0	0
All Other Offenses	1	0	0	1	1
Total Group B Arrests	2	1	0	3	2
Total Arrests	13	1	0	14	9

Population: 8882

Note: Last years figures are provided for comparison purposes only.



Offense and Arrest Summary Report

Printed On:
01/05/2022

Beginning Date: 12/01/2021

Ending Date: 12/31/2021

Page 1 of 1

Agency: CARROLL VALLEY BOROUGH

Municipality: Fairfield Borough

Total Offenses Clearance Rate 0
 % change from last year 0 Last years rate 0
Total Arrests 0 Hate Crime Offenses 0
 % change from last year 0 Law Officers Assaulted 0
Group A Crime Rate per 100,000 Population : 0.00 Summary based reporting Crime Rate per 100,000 Population : 0.00
Arrest Rate per 100,000 Population : 0.00

Offense Reporting

Group "A"	Offenses Reported	Offenses Cleared	Offenses Reported Last Year
Murder			
Negligent Manslaughter			
Justifiable Homicide			
Rape			
Robbery			
Aggravated Assault			
Burglary			
Larceny			
Motor Vehicle Theft			
Arson			
Simple Assault			
Intimidation			
Bribery			
Counterfeiting/Forgery			
Vandalism			
Drug/Narcotic Violations			
Drug Equipment Violations			
Embezzlement			
Extortion/Blackmail			
Fraud			
Gambling			
Kidnapping			
Pornography			
Prostitution			
Sodomy			
Sexual Assault w/Object			
Fondling			
Incest			
Statutory Rape			
Stolen Property			
Weapons Law Violations			
Human Trafficking, Commercial Sex Acts			
Human Trafficking, Involuntary Servitude			
Animal Cruelty			
Total Group "A"			

Crime Against Person

- This year
 - Last year
 0 - Percent Change

Crime Against Property

- This year
 - Last year
 0 - Percent Change

Crime Against Society

- This year
 - Last year
 0 - Percent Change

Arrest Reporting

Group "A"	Adult	Juvenile	Unknown	Total Arrests	Arrests Reported Last Year
Murder	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Justifiable Homicide	0	0	0	0	0
Rape	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Larceny	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0
Simple Assault	0	0	0	0	0
Intimidation	0	0	0	0	0
Bribery	0	0	0	0	0
Counterfeiting/Forgery	0	0	0	0	0
Vandalism	0	0	0	0	0
Drug/Narcotic Violations	0	0	0	0	0
Drug Equipment Violations	0	0	0	0	0
Embezzlement	0	0	0	0	0
Extortion/Blackmail	0	0	0	0	0
Fraud	0	0	0	0	0
Gambling	0	0	0	0	0
Kidnapping	0	0	0	0	0
Pornography	0	0	0	0	0
Prostitution	0	0	0	0	0
Sodomy	0	0	0	0	0
Sexual Assault w/Object	0	0	0	0	0
Fondling	0	0	0	0	0
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0
Stolen Property	0	0	0	0	0
Weapons Law Violations	0	0	0	0	0
Human Trafficking, Commercial Sex Acts	0	0	0	0	0
Human Trafficking, Involuntary Servitude	0	0	0	0	0
Animal Cruelty	0	0	0	0	0
Total Group A Arrests	0	0	0	0	0
Group "B" Arrests					
Bad Checks	0	0	0	0	0
Curfew/Vagrancy	0	0	0	0	0
Disorderly Conduct	0	0	0	0	0
DUI	0	0	0	0	0
Drunkenness	0	0	0	0	0
Family Offenses nonviolent	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0
Peeping Tom	0	0	0	0	0
Runaways	0	0	0	0	0
Trespass	0	0	0	0	0
All Other Offenses	0	0	0	0	0
Total Group B Arrests	0	0	0	0	0
Total Arrests	0	0	0	0	0

Population : 8882

Note: Last years figures are provided for comparison purposes only.

INTEROFFICE MEMORANDUM



TO: BOROUGH COUNCIL
FROM: RICHARD L HILEMAN II, CHIEF OF POLICE
SUBJECT: KEVIN KOONS REAPPOINTMENT TO CS COMMISSION
DATE: 01/6/2022

Kevin Koons is willing to accept reappointment to the Civil Service Commission for another 6-year term.

Action Requested: Reappoint Kevin Koons to a 6-year term on the Carroll Valley Civil Service Commission ending 2/7/2028

FIRE/EMS/EMA REPORT

Gayle R. Marthers

From: William M Jacobs <wmjacobs@embarqmail.com>
Sent: Thursday, January 6, 2022 8:38 AM
To: hamiltonban; Highland Township; Borough of Fairfield; Wendy Peck; Gayle R. Marthers
Cc: drjimhmt
Subject: Fairfield Fire & EMS Fire Report
Attachments: Fire Report December 2021.doc; 2021 Year End Fire Report.pdf

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

All, In addition to the December Fire Report, Bill has asked that I forward year end reports, which I have done.

Further, Fairfield Fire Company's next municipal meeting will be January 31, 2022 at 7:00 p.m. Please pass the word to your supervisors and municipal leaders.

Thanks for your municipality's continued support of Fairfield Fire & EMS

Rose Jacobs

FAIRFIELD FIRE & EMS

Fire Report – December, 2021

Calls for the Month –	23
Year to Date Total -	224 *

Nature of Call(s)

Fire Police -	3
Fire – Structure	5
Motor Vehicle Accident	2
Medical Assist	6
Brush Fire	3
Landing Zone	1
Tree on a House	1
Rescue	1
Inside Investigation	1

Location of Call(s)

Carroll Valley Borough	7
Fairfield Borough	2
Franklin Township	3
Hamiltonban Township	3
Highland Township	3
Liberty Township	2
Cumberland Township	1
Washington Township, Franklin County	2

*Breakdown of Total Incidents is also attached

Fairfield Fire and EMS

Fairfield, PA

This report was generated on 11/2/2022 9:49:21 AM



Count of Incidents by Incident Type for Incident Status for Date Range

Incident Status(s): All Incident Statuses | Sort By: Incident Type | Start Date: 01/01/2021 | End Date: 12/31/2021

INCIDENT TYPE	# INCIDENTS
111 - Building fire	21
114 - Chimney or flue fire, confined to chimney or flue	2
131 - Passenger vehicle fire	2
140 - Natural vegetation fire, other	1
141 - Forest, woods or wetland fire	7
142 - Brush or brush-and-grass mixture fire	11
161 - Outside storage fire	1
200 - Overpressure rupture, explosion, overheat other	3
211 - Overpressure rupture of steam pipe or pipeline	1
300 - Rescue, EMS incident, other	1
311 - Medical assist, assist EMS crew	51
321 - EMS call, excluding vehicle accident with injury	25
322 - Motor vehicle accident with injuries	22
324 - Motor vehicle accident with no injuries	13
331 - Lock-in (if lock out, use 511)	1
350 - Extrication, rescue, other	2
352 - Extrication of victim(s) from vehicle	1
400 - Hazardous condition, other	1
411 - Oils, oilsees, other flammable liquid spill	2
412 - Gas leak (natural gas or LPG)	1
440 - Electrical wiring/equipment problem, other	3
444 - Power line down	8
462 - Aircraft standby	4
531 - Smoke or odor removal	2
553 - Public service	1
571 - Cover assignment, standby, moveup	2
611 - Dispatched & cancelled en route	17
631 - Authorized controlled burning	2
651 - Smoke scare, odor of smoke	1
733 - Smoke detector activation due to malfunction	1
735 - Alarm system sounded due to malfunction	3
736 - CO detector activation due to malfunction	2
745 - Alarm system activation, no fire - unintentional	5
800 - Severe weather or natural disaster, other	3
900 - Special type of incident, other	1
Total Incidents	224

This report displays incidents by incident type for the selected incident status (es) and chosen date range. Non-fire 2 & 3 incidents included.



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2021 in-REVIEW

Fairfield Fire and EMS

Fairfield, PA

This report was generated on 1/2/2022 9:46:49 AM



Incident Type Count per Municipality per Station for Date Range

Start Date: 01/01/2021 | End Date: 12/31/2021

INCIDENT TYPE	# INCIDENTS
MUNICIPALITY: BIGLERVILLE	
Station 2 - Fairfield Fire & EMS:	
322 - Motor vehicle accident with injuries	1
# Incidents for 2 - Fairfield Fire & EMS:	1
# INCIDENTS FOR BIGLERVILLE	1

MUNICIPALITY: CARROLL VALLEY	
Station 2 - Fairfield Fire & EMS:	
111 - Building fire	3
141 - Forest, woods or wildland fire	3
142 - Brush or brush-and-grass mixture fire	4
200 - Overpressure rupture, explosion, overheat other	2
311 - Medical assist, assist EMS crew	10
321 - EMS call, excluding vehicle accident with injury	8
322 - Motor vehicle accident with injuries	3
324 - Motor vehicle accident with no injuries.	6
331 - Lock-in (if lock out , use 511)	1
350 - Extrication, rescue, other	2
400 - Hazardous condition, other	1
411 - Gasoline or other flammable liquid spill	1
412 - Gas leak (natural gas or LPG)	1
440 - Electrical wiring/equipment problem, other	3
444 - Power line down	2
462 - Aircraft standby	1
553 - Public service	1
611 - Dispatched & cancelled en route	1
735 - Alarm system sounded due to malfunction	1
745 - Alarm system activation, no fire - unintentional	1
800 - Severe weather or natural disaster, other	2
900 - Special type of incident, other	1
# Incidents for 2 - Fairfield Fire & EMS:	58
# INCIDENTS FOR CARROLL VALLEY	58

MUNICIPALITY: CUMBERLAND (TOWNSHIP OF)	
Station 2 - Fairfield Fire & EMS:	
111 - Building fire	4

Only REVIEWED incidents included.



INCIDENT TYPE	# INCIDENTS
142 - Brush or brush-and-grass mixture fire	1
611 - Dispatched & cancelled en route	1
# Incidents for 2 - Fairfield Fire & EMS:	6
# INCIDENTS FOR CUMBERLAND (TOWNSHIP OF)	6

MUNICIPALITY: EMMITSBURG	
Station 2 - Fairfield Fire & EMS:	
111 - Building fire	3
611 - Dispatched & cancelled en route	1
# Incidents for 2 - Fairfield Fire & EMS:	4
# INCIDENTS FOR EMMITSBURG	4

MUNICIPALITY: FAIRFIELD	
Station 2 - Fairfield Fire & EMS:	
111 - Building fire	1
200 - Overpressure rupture, explosion, overheat other	1
211 - Overpressure rupture of steam pipe or pipeline	1
311 - Medical assist, assist EMS crew	22
321 - EMS call, excluding vehicle accident with injury	4
322 - Motor vehicle accident with injuries	1
444 - Power line down	1
462 - Aircraft standby	2
611 - Dispatched & cancelled en route	2
735 - Alarm system sounded due to malfunction	1
736 - CO detector activation due to malfunction	2
# Incidents for 2 - Fairfield Fire & EMS:	38
# INCIDENTS FOR FAIRFIELD	38

MUNICIPALITY: FAYETTEVILLE	
Station 2 - Fairfield Fire & EMS:	
141 - Forest, woods or wildland fire	1
# Incidents for 2 - Fairfield Fire & EMS:	1
# INCIDENTS FOR FAYETTEVILLE	1

MUNICIPALITY: FRANKLIN (TOWNSHIP OF)	
Station 2 - Fairfield Fire & EMS:	
111 - Building fire	2
114 - Chimney or flue fire, confined to chimney or flue	1
131 - Passenger vehicle fire	1
141 - Forest, woods or wildland fire	1

Only REVIEWED incidents included.



INCIDENT TYPE	# INCIDENTS
142 - Brush or brush-and-grass mixture fire	2
322 - Motor vehicle accident with injuries	6
324 - Motor vehicle accident with no injuries.	1
611 - Dispatched & cancelled en route	2
651 - Smoke scare, odor of smoke	1
# Incidents for 2 - Fairfield Fire & EMS:	17
# INCIDENTS FOR FRANKLIN (TOWNSHIP OF):	17

MUNICIPALITY: FREEDOM (TOWNSHIP OF)	
Station 2 - Fairfield Fire & EMS:	
111 - Building fire	1
# Incidents for 2 - Fairfield Fire & EMS:	1
# INCIDENTS FOR FREEDOM (TOWNSHIP OF):	1

MUNICIPALITY: GETTYSBURG	
Station 2 - Fairfield Fire & EMS:	
111 - Building fire	2
311 - Medical assist, assist EMS crew	1
# Incidents for 2 - Fairfield Fire & EMS:	3
# INCIDENTS FOR GETTYSBURG:	3

MUNICIPALITY: HAMILTONBAN (TOWNSHIP OF)	
Station 2 - Fairfield Fire & EMS:	
111 - Building fire	1
114 - Chimney or flue fire, confined to chimney or flue	1
140 - Natural vegetation fire, other	1
142 - Brush or brush-and-grass mixture fire	2
300 - Rescue, EMS incident, other	1
311 - Medical assist, assist EMS crew	13
321 - EMS call, excluding vehicle accident with injury	8
322 - Motor vehicle accident with injuries	4
324 - Motor vehicle accident with no injuries.	3
444 - Power line down	3
531 - Smoke or odor removal	1
611 - Dispatched & cancelled en route	6
631 - Authorized controlled burning	1
735 - Alarm system sounded due to malfunction	1
745 - Alarm system activation, no fire - unintentional	2

Only REVIEWED incidents included.

INCIDENT TYPE	# INCIDENTS
800 - Severe weather or natural disaster, other	1
# Incidents for 2 - Fairfield Fire & EMS:	49
# INCIDENTS FOR HAMILTONBAN (TOWNSHIP OF):	49

MUNICIPALITY: HIGHLAND (TOWNSHIP OF)	
Station 2 - Fairfield Fire & EMS:	
141 - Forest, woods or wildland fire	2
161 - Outside storage fire	1
311 - Medical assist, assist EMS crew	4
321 - EMS call, excluding vehicle accident with injury	1
322 - Motor vehicle accident with injuries	4
324 - Motor vehicle accident with no injuries.	2
352 - Extrication of victim(s) from vehicle	1
444 - Power line down	2
462 - Aircraft standby	1
745 - Alarm system activation, no fire - unintentional	1
# Incidents for 2 - Fairfield Fire & EMS:	19
# INCIDENTS FOR HIGHLAND (TOWNSHIP OF):	19

MUNICIPALITY: LIBERTY (TOWNSHIP OF)	
Station 2 - Fairfield Fire & EMS:	
111 - Building fire	1
131 - Passenger vehicle fire	1
142 - Brush or brush-and-grass mixture fire	2
311 - Medical assist, assist EMS crew	1
321 - EMS call, excluding vehicle accident with injury	4
322 - Motor vehicle accident with injuries	3
324 - Motor vehicle accident with no injuries.	1
411 - Gasoline or other flammable liquid spill	1
531 - Smoke or odor removal	1
611 - Dispatched & cancelled en route	2
631 - Authorized controlled burning	1
733 - Smoke detector activation due to malfunction	1
745 - Alarm system activation, no fire - unintentional	1
# Incidents for 2 - Fairfield Fire & EMS:	20
# INCIDENTS FOR LIBERTY (TOWNSHIP OF):	20

Only REVIEWED incidents included.



INCIDENT TYPE	# INCIDENTS
MUNICIPALITY: NEW MIDWAY	
Station 2 - Fairfield Fire & EMS:	
611 - Dispatched & cancelled en route	1
# Incidents for 2 - Fairfield Fire & EMS:	1
# INCIDENTS FOR NEW MIDWAY:	1

MUNICIPALITY: SOUTHAMPTON (TOWNSHIP OF)	
Station 2 - Fairfield Fire & EMS:	
571 - Cover assignment, standby, moveup	1
# Incidents for 2 - Fairfield Fire & EMS:	1
# INCIDENTS FOR SOUTHAMPTON (TOWNSHIP OF):	1

MUNICIPALITY: STRABAN (TOWNSHIP OF)	
Station 2 - Fairfield Fire & EMS:	
111 - Building fire	1
# Incidents for 2 - Fairfield Fire & EMS:	1
# INCIDENTS FOR STRABAN (TOWNSHIP OF):	1

MUNICIPALITY: THURMONT	
Station 2 - Fairfield Fire & EMS:	
611 - Dispatched & cancelled en route	1
# Incidents for 2 - Fairfield Fire & EMS:	1
# INCIDENTS FOR THURMONT:	1

MUNICIPALITY: WASHINGTON (TOWNSHIP OF)	
Station 2 - Fairfield Fire & EMS:	
111 - Building fire	2
571 - Cover assignment, standby, moveup	1
# Incidents for 2 - Fairfield Fire & EMS:	3
# INCIDENTS FOR WASHINGTON (TOWNSHIP OF):	3

Only REVIEWED incidents included.



Fairfield Fire and EMS

Fairfield, PA

This report was generated on 1/2/2022 9:58:20 AM



Detailed Losses For Date Range

Start Date: 01/01/2021 | End Date: 12/31/2021

# INCIDENTS	TOTAL PRE-INCIDENT PROP. VAL.	TOTAL PRE-INCIDENT CONT. VAL.	TOTAL PRE-INCIDENT VAL.	AVG. VAL.	TOTAL PROP. LOSS	TOTAL CONT. LOSS	TOTAL LOSSES	AVERAGE LOSS
7	\$310,500.00	\$75,800.00	\$386,300.00	\$55,185.00	\$306,500.00	\$75,800.00	\$382,300.00	\$54,614.00

INCIDENT #	DATE	TYPE	LOCATION	PRE-INCIDENT PROPERTY	PRE-INCIDENT CONTENTS	PRE-INCIDENT TOTAL	PROP. LOSS	CONT. LOSS	TOTAL
2021-18064	04/08/2021	111 - Building fire	1228 Iron Springs RD Hamiltonban (Township of)	\$5,000.00	\$5,000.00	\$10,000.00	\$5,000.00	\$5,000.00	\$10,000.00
2021-2335	01/15/2021	111 - Building fire	66 Fruitwood TRL Carroll Valley	\$200,000.00	\$50,000.00	\$250,000.00	\$200,000.00	\$50,000.00	\$250,000.00
2021-2867	01/17/2021	111 - Building fire	33 Rist TRL Liberty (Township of)	\$5,000.00	\$0.00	\$5,000.00	\$1,000.00	\$0.00	\$1,000.00
2021-4907	01/29/2021	111 - Building fire	6555 Fairfield RD Carroll Valley	\$100,000.00	\$20,000.00	\$120,000.00	\$100,000.00	\$20,000.00	\$120,000.00
2021-5241	01/31/2021	200 - Overpressure rupture, explosion, overheat other	30 Main TRL Carroll Valley	\$0.00	\$300.00	\$300.00	\$0.00	\$300.00	\$300.00
2021-67710	12/14/2021	161 - Outside storage fire	782 Knoxlyn RD Highland (Township of)	\$500.00	\$0.00	\$500.00	\$500.00	\$0.00	\$500.00
2021-7650	02/14/2021	111 - Building fire	2 Fawn TRL Carroll Valley	\$0.00	\$500.00	\$500.00	\$0.00	\$500.00	\$500.00

Only Reviewed Incidents included.



FOUNTAINDALE VOLUNTEER FIRE DEPARTMENT

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



MONTHLY FIRE REPORT FOR DECEMBER 2021

Breakdown of calls by type:

Medical Assist.....	3
Building fire.....	2
Inside gas leak.....	1
<u>Good Intent.....</u>	<u>4</u>
TOTAL	10

Notes: Total calls for 2021 was 148 compared to 119 in 2020 and increase of 29 calls or 20 percent increase.

David M. Martin

A handwritten signature in cursive script, appearing to read "DM Martin".

Fire Chief

cc: Carroll Valley Borough
Hamiltonban Township
Liberty Township

Fountain Dale Volunteer Fire Department

Fairfield, PA

This report was generated on 1/3/2022 10:10:38 PM

Incident Type and Street Name for Date Range

Incident Status: Reviewed | Start Date: 12/01/2021 | End Date: 12/31/2021

Incident Date	Address	Incident Type
12/01/2021	Royer Road, Cascade-Highfield, MD 21719	Gas leak (natural gas or LPG)
12/02/2021	Buchanan Trail East, Blue Ridge Summit, PA 17214	Fire in mobile home used as fixed residence
12/04/2021	Geiser Avenue, Waynesboro, PA 17268	Dispatched & cancelled en route
12/08/2021	Cheryl Trail, Fairfield, PA 17320	Medical assist, assist EMS crew
12/13/2021	Old Waynesboro Road, Fairfield, PA 17320	Medical assist, assist EMS crew
12/15/2021	Tower Road, Blue Ridge Summit, PA 17214	Building fire
12/20/2021	Elm Trail, Fairfield, PA 17320	Dispatched & cancelled en route
12/23/2021	South Main Street, Mont Alto, PA 17237	Dispatched & cancelled en route
12/27/2021	Gum Springs Road, Fairfield, PA 17320	Medical assist, assist EMS crew
12/27/2021	Jacks Mountain Road, Fairfield, PA 17320	Dispatched & cancelled en route

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.



emergencyreporting.com

Doc Id: 1513

Page # 1 of 1

COMMITTEE REPORTS

ADMINISTRATIVE BUSINESS

BOROUGH OF CARROLL VALLEY SUMMARY FINANCIAL REPORT: 1 thru 31 DECEMBER 2021

ACCOUNT	GENERAL FUND	SPECIAL EVENT	SANITARY SEWER	SINKING FUND	CAPITAL RESERVE	HIGHWAY AID (LF)	TOTAL FUNDS	SEWER AUTHORITY
START OF PERIOD								
CHECKING ACCOUNT	\$33,044.67	\$0.00	\$0.00	(\$12,627.30)	\$74,073.56	\$0.00	\$94,490.93	\$3,128.89
INVESTMENTS	\$2,927,606.51	\$0.00	\$0.00	\$0.00	\$0.00	\$565,189.24	\$3,492,795.75	\$259,239.19
PETTY CASH	\$425.00	\$0.00	\$25.00	\$0.00	\$0.00	\$0.00	\$450.00	\$50.00
DUE FROM OTHER FUNDS	\$189,233.12	(\$5,136.22)	\$661,695.41	\$0.00	\$1,076,020.42	\$0.00	\$1,921,812.73	\$0.00
DUE TO OTHER FUNDS	\$1,496,585.42	\$258.64	\$193,175.86	(\$3,048.18)	\$183,550.77	\$0.00	\$1,870,522.51	\$52,076.73
LIABILITIES	\$13,002.16	\$0.00	\$0.00	\$142,000.28	\$0.00	\$0.00	\$155,002.44	\$0.00
NET BALANCE	\$1,640,721.72	(\$5,394.86)	\$468,544.55	(\$151,579.40)	\$966,543.21	\$565,189.24	\$3,484,024.46	\$210,341.35
TRANSACTIONS FOR PERIOD								
ADJUSTMENTS (SEE NOTE)								
ACTUAL REVENUES (+)	\$109,496.39	\$200.00	\$9,590.49	\$25,605.60	\$56,949.61	\$7.71	\$201,849.80	\$27,900.91
ACTUAL EXPENDITURES (-)	\$109,735.56	\$866.50	\$8,353.06	\$12,802.80	(\$81,247.20)	\$0.00	\$50,510.72	\$0.00
ENCUMBERED FUNDS (-)	\$309.25	\$0.00		\$0.00	\$0.00	\$0.00	\$309.25	\$0.00
NET TRANSACTION BALANCE	(\$548.42)	(\$666.50)	\$1,237.43	\$12,802.80	\$138,196.81	\$7.71	\$151,029.83	\$27,900.91
END OF PERIOD								
CHECKING ACCOUNT	\$39,381.89	\$0.00	\$0.00	\$175.50	\$74,100.96	\$0.00	\$113,658.35	\$30,173.89
INVESTMENTS	\$2,935,524.79	\$0.00	\$0.00	\$0.00	\$0.00	\$565,196.95	\$3,500,721.74	\$260,095.10
PETTY CASH	\$425.00	\$0.00	\$25.00	\$0.00	\$0.00	\$0.00	\$450.00	\$50.00
DUE FROM OTHER FUNDS	\$26,366.71	(\$5,194.86)	\$492,724.04	\$0.00	\$1,119,481.83	\$0.00	\$1,633,377.72	\$0.00
DUE TO OTHER FUNDS	\$1,371,016.82	\$866.50	\$29,926.59	(\$3,048.18)	\$183,325.77	\$0.00	\$1,582,087.50	\$52,076.73
LIABILITIES	\$15,843.60	\$0.00	\$0.00	\$142,000.28	\$0.00	\$0.00	\$157,843.88	\$0.00
NET BALANCE	\$1,614,837.97	(\$6,061.36)	\$462,822.45	(\$138,776.60)	\$1,010,257.02	\$565,196.95	\$3,508,276.43	\$238,242.26

Check Register with Invoices

Borough of Carroll Valley

05-Jan-22

From: 01-Dec-21 To: 31-Dec-21

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

1096	12/28/2021	14510	BCV F&M Sinking Fund		\$12,802.80	O
			122821 Transfer for payment of 1/1/22 for Loan # 410681-0		\$12,802.80	

Bank Total: \$12,802.80

Check Register with Invoices

Borough of Carroll Valley

05-Jan-22

From: 01-Dec-21 To: 31-Dec-21

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

1063	12/28/2021	14505	F&M TRUST		\$12,802.80	O
			122821 New Building: Payment of 1/1/22		\$12,802.80	

Bank Total: \$12,802.80

Check Register with Invoices

Borough of Carroll Valley

05-Jan-22

From: 01-Dec-21 To: 31-Dec-21

Check No	Check Date	VendorNo	Vendor	Invoice	Check Amount	Status
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Bank Account: 51 F&M GF - Checking

34344	12/7/2021	10	ADAMS COUNTY AUTO SUPPLY, INC.		\$230.14	O
			235008 MS8: Batteries		(\$236.10)	
			237728 MS6: Power Steering Filter		\$16.36	
			240823 EQMS10: Filter		\$41.27	
			234586 MS8: Batteries		\$297.36	
			241432 Gear Shift Cable		\$69.98	
			241820 EQMS10: Hydraulic Filter		\$41.27	
34345	12/7/2021	31	ALLEN BECKETT		\$48.94	O
			12721 Refund 2021 Borough Taxes		\$48.94	
34346	12/7/2021	14374	AMERICAN UNITED LIFE INS		\$343.20	O
			12721 Life & Disability Premium: December 2021		\$343.20	
34347	12/7/2021	14211	AT&T MOBILITY		\$182.44	O
			11262021 Wireless Svc: 10/19/21-11/18/21		\$182.44	
34348	12/7/2021	823	BOYER & RITTER CPA		\$2,500.00	O
			262545 Progress Bill: FY20 Audit		\$2,500.00	
34349	12/7/2021	944	██████████		\$1,100.00	O
			12721 2021 Medical Deductible Reimbursement		\$1,000.00	
			12721-1 2021 Clothing Allowance		\$100.00	
34350	12/7/2021	14391	CAPITAL REGION WATER		\$1,125.00	O
			12721 STP: Sludge Testing October 2021		\$1,125.00	
34351	12/7/2021	1191	COMCAST CABLE		\$94.57	O
			0019274-12721 99 Country Club Trl: Emergency Dialer		\$94.57	
34352	12/7/2021	83	COMMONWEALTH OF PENNSYLVANIA		\$250.00	O
			12721 Treatment of Lakes Permit		\$250.00	
34353	12/7/2021	14219	COMMUNITY MEDIA OF SOUTH CENT		\$200.00	O
			1341 CVB Council Meeting: November 2021		\$200.00	
34354	12/7/2021	884	FLOHR LUMBER CO.		\$10.74	O
			8983 MS1: 1/2 x5 Bolt for Calcium Tank		\$10.74	
34355	12/7/2021	14144	FREDERICK BRICK WORKS, INC		\$512.50	O
			166681 Ice Melt		\$512.50	

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

05-Jan-22

From: 01-Dec-21 To: 31-Dec-21

Check No	Check Date	VendorNo	Vendor	Invoice	Check Amount	Status
34356	12/7/2021	14412	GOVERNMENT MANAGEMENT SERVICE		\$3,000.00	O
			2922 Retainer for the month of November 2021		\$3,000.00	
34357	12/7/2021	418	LOWES IN-STORE ACCOUNT		\$585.34	O
			12721 Mailbox Display		\$585.34	
34358	12/7/2021	17728	LYDIA & HARLEY WEIGLE		\$48.94	O
			12721 Refund 2021 Borough Taxes		\$48.94	
34359	12/7/2021	17727	MARK MCGLAUGHLIN		\$134.67	O
			12721 Refund 2021 Borough Taxes		\$134.67	
34360	12/7/2021	137	MET-ED		\$73.36	O
			628-12721 Jacks Mtn & Skylark Tri: Street Lighting		\$73.36	
34361	12/7/2021	1147	OLYMPIAN ATHLETICS		\$660.00	O
			11583 Hi-Vis Raingear		\$660.00	
34362	12/7/2021	874	PENNSYLVANIA ONE CALL SYSTEM,		\$15.05	O
			932223 November 2021: Activity Fee		\$15.05	
34363	12/7/2021	14145	SALZMANN HUGHES, P.C.		\$2,478.50	O
			10790 Municipal Claims		\$177.50	
			10788 Representation as Borough Solicitor		\$2,301.00	
34364	12/7/2021	1005	SECURITY BENEFIT GROUP		\$2,024.62	O
			12721 Deferred Comp: Payroll dated 12/7/21		\$2,024.62	
34365	12/7/2021	310	SHEALERS SEPTIC SERVICE		\$4,044.00	O
			12721 HT: November 2021		\$4,044.00	
34366	12/7/2021	172	SHIPLEY ENERGY		\$764.98	O
			7987276 MS: Propane: December 2021		\$764.98	
34367	12/7/2021	14643	SPECIALTY GRANULES INC.		\$706.80	O
			7005425418 Antiskid		\$706.80	
34368	12/7/2021	328	STEPHENSON EQUIPMENT		\$845.86	O
			10175706 Filters		\$720.55	
			10176291 EQMS10: Hydraulic Filter		\$125.31	
34369	12/7/2021	14493	THE YORK WATER COMPANY		\$62.67	O

Check Register with Invoices

Borough of Carroll Valley

05-Jan-22

From: 01-Dec-21 To: 31-Dec-21

Check No	Check Date	VendorNo	Vendor	Invoice	Check Amount	Status
			12721 Water: Svc 10/25/21-11/19/21		\$62.67	
34370	12/7/2021	17726	THOMAS & LINDA SANDERS JR		\$69.86	O
			12721 Refund 2021 Borough Taxes		\$69.86	
34371	12/7/2021	363	U.S. MUNICIPAL SUPPLY, INC.		\$867.64	V
			6189902 Street Signs, Traffic Cones, Barricades		\$867.64	
34372	12/7/2021	14207	WEST PENN POWER		\$2,401.46	O
			872-12721 14 Ranch Trl: Svc 10/29/21-11/29/21		\$191.11	
			218-12721 Street Lights		\$2,096.42	
			294-12721 14 Ranch Trl: Barn: Svc 10/29/21-11/29/21		\$67.41	
			822-12721 Green Trl: Svc 10/29/21-11/29/21		\$7.91	
			594-12721 Ranch Trl: Svc 10/29/21-11/29/21		\$38.61	
34373	12/7/2021	14622	WILLIAMS SCOTSMAN, INC.		\$532.50	O
			9012282238 STP: December 2021 Office Trailer		\$532.50	
34374	12/7/2021	14610	██████████		\$1,000.00	O
			12721 2021 Medical Deductible Reimbursement		\$1,000.00	
34375	12/21/2021	17718	AC&T CO, INC.		\$538.14	O
			2173141 MS: Propane: December 2021		\$538.14	
34376	12/21/2021	22	ADAMS ELECTRIC COOPERATIVE, IN		\$2,908.84	O
			4700-1221 Boro Office: Svc 11/1/21-12/1/21		\$1,024.00	
			3000-1221 STP: Country Club Trl. Pump Station: Svc 11/1/21-1		\$134.25	
			4704-1221 STP: Sanders Rd. Pump Station: Svc 11/1/21-12/1/21		\$1,750.59	
34377	12/21/2021	110	EXCALIBUR TOWING		\$295.12	O
			13533 PL2: Replace Tire Pressure Sensors and Mount and B		\$295.12	
34378	12/21/2021	1156	KAREN HEFLIN, RECORDER		\$53.00	O
			122021-1 Filing Fee: Stm. Wtr. Agreement: 55 Mason Dixon T		\$26.50	
			122021 Filing Fee: Stm. Wtr. Agreement: 1 Lakeview Trail		\$26.50	
34379	12/21/2021	825	KPI TECHNOLOGY		\$1,783.68	O
			8847-2 Cortner Pavilion Remodel		\$312.00	
			8847-1 SEO Services		\$925.68	
			8847 Lake Carroll Engineering Services		\$546.00	
34380	12/21/2021	196	LABORATORY, ANALYTICAL & BIOLO		\$240.00	O

Check Register with Invoices

Borough of Carroll Valley

05-Jan-22

From: 01-Dec-21 To: 31-Dec-21

Check No	Check Date	VendorNo	Vendor	Invoice	Check Amount	Status
			100652 STP: Testing November 2021		\$240.00	
34381	12/21/2021	975	PA MUNICIPAL HEALTH INSURANCE		\$34,498.10	O
			122021 January 2022: Major Medical, Dental, Vision		\$34,498.10	
34382	12/21/2021	242	PA STATE ASSOC. OF BOROUGHES		\$25.00	O
			29430 Ron Harris: The limits to Zoning		\$25.00	
34383	12/21/2021	253	PENNSYLVANIA CHIEFS OF POLICE		\$150.00	O
			4521 Testing and Consulting (2nd Round) Entry Level Pol		\$150.00	
34384	12/21/2021	14665	RABOLDS SERVICES		\$163.00	O
			25558 Calibrations on November 17, 2021		\$163.00	
34385	12/21/2021	286	RICHARD L. HILEMAN		\$671.64	O
			122021 2021 Cellular Reimbursement		\$671.64	
34386	12/21/2021	1005	SECURITY BENEFIT GROUP		\$1,976.13	O
			122021 Deferred Comp: Payroll dated 12/20/21		\$1,976.13	
34387	12/21/2021	14531	SIEMENS INDUSTRY, INC		\$732.50	O
			5330146739 Vesda Fire Detection System Malfunction		\$732.50	
34388	12/21/2021	14548	Stacy L. Krietz		\$663.50	O
			122021 December 2021: Office Cleaning		\$663.50	
34389	12/21/2021	17729	T-MOBILE		\$130.64	O
			122021 PL: Connection Card Data Plan: Svc 10/25/21-11/21/		\$130.64	
34390	12/21/2021	14232	TALLEY PETROLEUM ENTERPR		\$6,501.24	O
			122021 Fuel & Diesel Fuel: October 2021		\$5,352.83	
			122021-1 Fuel & Diesel Fuel: November 2021		\$1,148.41	
34391	12/21/2021	17713	TOSHIBA FINANCIAL SERVICES		\$332.33	O
			459592598 December 2021: Copier Lease		\$332.33	
34392	12/28/2021	22	ADAMS ELECTRIC COOPERATIVE, IN		\$2,213.85	O
			4800 1221 MS Bldg: Svc 11/1/21-12/1/21		\$169.33	
			1701-1221 Pavilion: Svc 11/1/21-12/1/21		\$138.16	
			1500-1221 Street Lights		\$1,681.25	
			8400-1221 Jacks Mtn Rd.: Svc 11/1/21-12/1/21		\$9.74	
			4500-1221 Trout Run Trl: Svc 11/1/21-12/1/21		\$131.76	
			4200-1221 Ski Run Trl: Svc 11/1/21-12/1/21		\$83.61	

Check Register with Invoices

Borough of Carroll Valley

05-Jan-22

From: 01-Dec-21 To: 31-Dec-21

Check No	Check Date	VendorNo	Vendor	Invoice	Check Amount	Status
34393	12/28/2021	17730	BARLEY SNYDER LLP		\$2,830.00	O
			70326967 Zoning Hearing Board: Mason		\$2,830.00	
34394	12/28/2021	58	BOROUGH OF FAIRFIELD		\$394.28	O
			2021-23 2021 FREMA Expense		\$394.28	
34395	12/28/2021	1191	COMCAST CABLE		\$1,152.13	O
			8024-2 PL: Svc 12/1/21-12/31/21		\$282.00	
			8024-1 14 Ranch Trl: Svc 12/1/21-12/31/21		\$119.51	
			8024-3 Zoning: Svc 12/1/21-12/31/21		\$47.00	
			2005-1221 Internet Fees		\$255.96	
			19274-1221 99 Country Club Trl: Emergency Dialer		\$104.57	
			135748024 STP: 119A Sanders Rd.: Svc 12/1/21-12/31/21		\$62.30	
			2989-1221 STP: 119A Sanders Rd.: Svc 12/13/21-1/12/22		\$61.19	
			8024-4 Boro Office: Svc 12/1/21-12/31/21		\$219.60	
34396	12/28/2021	356	GETTYSBURG TIMES		\$234.76	O
			41386 Legal Ad: 2022 Meeting Schedule		\$144.40	
			41384 Legal Ad: Re Org Meeting		\$34.52	
			41385 Legal Ad: 2022 Budget		\$55.84	
34397	12/28/2021	1216	GF PETTY CASH - Gayle Marthers		\$47.24	O
			122821-1 EQMS2: Tire Repair		\$25.00	
			122821 Santa Decorations		\$22.24	
34398	12/28/2021	1156	KAREN HEFLIN, RECORDER		\$47.00	O
			122821 Filing Fee: Strm. Wtr. Agreement: 23 Janet Trail		\$20.50	
			122821-1 Filing Fee: Strm. Wtr. Agreement: 13 Black Bass T		\$26.50	
34399	12/28/2021	1239	SPRINT		\$137.96	O
			53790-151 PL: Connection Card Data Plan: Svc 11/1/21-11/30/2		\$137.96	
34400	12/28/2021	14607	STOUFFER MECHANICAL CONTRACTO		\$297.50	O
			5763 Boro Building Controller Repair		\$297.50	
Bank Total:					\$85,931.36	

UNFINISHED BUSINESS

January 5, 2022

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

GMS has received the first Application for Payment (AFP) for DOLI Construction as the first reimbursement request for \$236,157.25 was submitted on January 4, 2022. At this time, the grant is covering only construction costs, and should allow the Borough to easily maximize the grant award amount of \$425,000 and necessary matching funds of \$75,000.

Next Steps: The Authority should provide additional AFPs and cancelled checks when available. GMS will draft payment requests for partial reimbursements.

ADAMS COUNTY PARKS, RECREATION, AND GREEN SPACE GRANT PROGRAM UPDATE

Carroll Valley Path System – Phase I

Awarded \$25,000

The County has requested additional information be submitted prior to making a decision on the project re-scope request. GMS has requested approval to contact FSA directly to work on the concept plan of the revised trail location. If the Borough agrees, GMS will directly contact FSA about a cost estimate and concept plan.

Next Steps: The Borough should either coordinate with FSA or approve GMS to contact FSA directly to gather the necessary documents. Once work commences, the Borough should forward project invoices and cancelled check payments to GMS for reimbursement submissions.

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

Wastewater Treatment Plant Upgrades

Awarded: \$700,000

The H2O grant expires on June 30, 2023. Once the Project has been bid, GMS will need copies of the public advertisement, bid responses, and bid tabulation. GMS has received invoices for Wm. H. Hill and has drafted the first reimbursement request for the design costs.

Next Steps: The Borough should sign the reimbursement request cover page and continue to forward all engineering invoices and evidence of payments to GMS. Once the Project is bid, the Authority should move forward with project construction.

CARLISLE

354 Alexander Spring Rd.
Carlisle, PA 17015

www.GMSFundingSolutions.com
(717) 552-2639

HARRISBURG

112 Market St., 8th Floor
Harrisburg, PA 17101

COVID-19 ARPA LOCAL FISCAL RECOVERY FUNDS (LFRF)

Request: \$206,303.02 (first tranche); \$206,303.02 (second tranche)

The Borough received notice that the first Project and Expenditure Report (Report) is now due April 30, 2022. GMS will assist the Borough with completing and filing the Report(s).

Next steps: The Borough should work with their auditor/accountant to calculate the lost revenue as it is GMS' understanding that the Borough desires to put the funds toward lost revenue. GMS will coordinate with the Borough to compile and submit the necessary Report(s).

BROADBAND INITIATIVE

Estimated project cost: \$171,503

GMS continues to research potential funding sources to extend broadband services in the Borough and has provided a funding matrix that outlines prospective funding sources for broadband planning and/or implementation. Key funding sources, in addition to those included on the matrix, are the County American Rescue Plan Act (ARPA) funds and the Capital Project Program funds through the US Department of Treasury. Once the Capital Project Program releases funds to the States, GMS will monitor for potential competitive broadband programs.

Next Steps: The Borough should review project costs to account for any increases. GMS will provide the Borough with summaries of any potential funding opportunities, decide which will be the best fit, and move forward with the grant application process.

FEDERAL INFRASTRUCTURE BILL

GMS is researching the Federal Infrastructure Investment and Jobs Act (IIJA) bill for additional funding that may be available to support the remaining phase of the Wastewater Treatment Plant Upgrades project. In addition, if there are other infrastructure initiatives that the Borough has on its "wish list," that list should be forwarded to GMS so it can be referenced as the Bill is being reviewed for potential funding sources.

Next Steps: The Borough should provide a cost estimate for the additional phase of the scope of work for the Wastewater Treatment Plant and any other infrastructure projects that the Borough may have on its capital improvements plan. It is also highly recommended that applicants begin coordination with PennVEST on any potential project, as a good deal of the IIJA funds will be routed through this source.



NEW BUSINESS

FOR YOUR INFORMATION

**Municipal Services Report
December
2021**

Road Work: 133 Man-Hours

- Road work performed in December included:
 - Roadside ditches were inspected and cleaned of leaves and branches multiple times throughout the month.
 - Trimming of overhanging tree branches and brush along the roadsides in sections "H" and "E"
 - Damaged stop sign was repaired at Country Club trail and Sanders Rd Intersection
 - Downed trees from past storms were cut back from right of ways on lakeside trail. Brush was chipped and large wood loaded and hauled to MS yard
 - Large washout hole was filled and compacted on Gingell trail
 - Contacted power company to notify of a streetlight outage on Eagles tr.
 - A street sign was installed for Fairfield Borough

Equipment Maintenance and Repair: 257 Man-Hours

- Municipal Services/Parks/Zoning/STP Departments:
 - Hydraulic filter replaced on EQMS 10
 - Calcium tank installed on MS 11
 - Hydraulic coupler leak repaired on MS 3 and fluids topped off
 - Heavy duty Dump trucks interior and exterior cleaned
 - Replaced tire on MS 11
 - 2 sets of tire chains were disassembled and rebuilt for HD dump trucks in preparation of winter roads maintenance
 - Geotab devices were installed in all Borough vehicles
 - Assisted buyer of the 2006 International dump truck load snowplow onto truck. Explained truck functions and equipment prior to truck leaving borough facility

Police Department: 2 man-hours

- Serviced PL 21
 - Jump started PL25, this vehicle needs a new battery. Created a parking spot in MS building to park this vehicle temporarily
-
- Vehicle and Equipment mileage log and Fuel usage summary for December 2021 attached.

Parks and Property Maintenance: 228 Man-Hours

- Carroll Commons Park
 - Clean and sanitize playground equipment
 - Installed Christmas lighting in trees at Carroll Commons
 - Decorated for the evening with Santa event, cleaned up following the event

- Constructed and decorated the mailbox for letters to Santa area in the office building entrance, cleaned front windows
 - Removed damming boards from spillway in creek to eliminate flow into Lake Carroll to start lowering water level
 - Lowered lake Carroll water level over a one-week period
 - Cleaned Approx. 40 tons of sediment from Lake Carroll bottom to keep dry hydrant operational
- Ranch Trail
 - Routine trash collection
 - Clean and sanitize playground equipment
 - A large pine tree that was uprooted from wind gusts was removed from the park to MS facility.
 - Lake May
 - Routine trash collection
 - Lake breast Inspection performed by engineer. Drain valve was operated by MS employees for inspector to ensure proper operation
 - Lake Kay Mini Park
 - Routine trash collection
 - Fallen branches removed from within the park

Miscellaneous, Admin and Training: 56 Man-Hours

- Staff Meetings
- Met with contractors regarding pavilion demolition and renovations
- Two MS employees had DOT physicals performed as required for CDL license
- Large brush pile at Ranch trail facility was chipped

Sewer Treatment Plant: 6 Man-Hours

- Assisted STP operator removing and installing pumps at pump station due to blockage and damaged pumps

Paid Time Off: 297 Man-Hours

Holiday (Christmas/ New years Eve): 144 Man-Hours

Respectfully Submitted,

Brad A. Sanders

Brad A. Sanders

MS Supervisor

Hours/Mileage Dec. 2021					
Vehicle ID/ Equipment ID	Description	Beginning Miles/ Hours	Ending Miles/Hours	Total Miles/Hours	
MS1	2021 Mack Granite	943.7	943.7	0	
MS2	2000 Ford F-350	153065	153207	142	
MS3	2010 Ford F550 D/T	45428	45588	160	
MS4	2001 Chevy B/T	81344	81415	71	
MS5	2007 Freightliner Sweeper Truck	15312.3	15312.3	0	
MS6	2012 INT 7400 D/T	12512	12513	1	
MS7	1999 Int 5000 D/T	118357	118373	16	
MS8	2015 Mack Granite	12466	12466	0	
MS10	2012 Ford F550 D/T	72414	72541	127	
MS 11	2016 Ford F550 D/t	31633	31807	174	
Total Mileage for December				691	
EQMS2	2006 Bobcat Skid loader	767	769	2	
EQMS3	2004 CAT IT 14G loader	4246	4250.6	4.6	
EQMS4	580 John Deere 570B Grader	730.8	734.8	4	
EQMS5	6310 John Deere Boom Mower	1188.7	1188.7	0	
EQMS6	Bandit Brush Chipper	309.7	315.7	6	
EQMS10	2019 JCB Backhoe	841	859.2	18.2	
EQPK1	2015 Scag Mower	1030	1030	0	
EQPK3	301A John Deere tractor	Hour meter inoperable			
EQPK 6	2018 Simplicity mower	297	297	0	
Total Equipment hours				34.8	

Carroll Valley

Activity Summary Report By Account For Vehicle

Date Range From: 12/01/2021 12:00:00 AM To: 12/31/2021 11:59:59 PM

Vehicle	Name	Transactions		Avg Price	Total Quantity	Total Amount
Account: 001	Highway dept					
03	2010 Ford F-550 D/T	1	0 Miles @ 0.0 MPG	\$1.000	22.400	\$22.40
04	2001 Gmc 3500 HD Bucket	1	0 Miles @ 0.0 MPG	\$1.000	19.700	\$19.70
10	2012 F-550 D/T	2	0 Miles @ 0.0 MPG	\$1.000	28.400	\$28.40
11	2016 Ford F-550 D/t	2	0 Miles @ 0.0 MPG	\$1.000	37.600	\$37.60
27	2019 JCB Backhoe	2	0 Miles @ 0.0 MPG	\$1.000	23.200	\$23.20
28	2006 Bobcat Skid Loader	1	0 Miles @ 0.0 MPG	\$1.000	5.300	\$5.30
41	Chainsaws/shop cans	1	0 Miles @ 0.0 MPG	\$1.000	50.000	\$50.00
Totals for Account:				\$1.000	186.600	\$186.60

Carroll Valley

Activity Summary Report By Account For Vehicle

Date Range From: 12/01/2021 12:00:00 AM To: 12/31/2021 11:59:59 PM

Vehicle	Name	Transactions		Avg Price	Total Quantity	Total Amount
Account: 002	Police Dept					
20	2017 Dodge Charger Unmarked	3	0 Miles @ 0.0 MPG	\$1.000	41.200	\$41.20
21	2014 Ummarked Charger	9	0 Miles @ 0.0 MPG	\$1.000	82.900	\$82.90
24	2014 Mark Charger	2	0 Miles @ 0.0 MPG	\$1.000	18.200	\$18.20
Totals for Account:				\$1.000	142.300	\$142.30

Carroll Valley

Activity Summary Report By Account For Vehicle

Date Range From: 12/01/2021 12:00:00 AM To: 12/31/2021 11:59:59 PM

Vehicle	Name	Transactions	Avg Price	Total Quantity	Total Amount	
Account: 003	Codes					
16	2018 Ford Escape	1				
			0 Miles @ 0.0 MPG	\$1.000	11.500	\$11.50
Totals for Account:			\$1.000	11.500	\$11.50	

Carroll Valley

Activity Summary Report By Account For Vehicle

Date Range From: 12/01/2021 12:00:00 AM To: 12/31/2021 11:59:59 PM

Vehicle	Name	Transactions	Avg Price	Total Quantity	Total Amount	
Account: 005	Sewer					
18	2019 Chevy 2500	1	0 Miles @ 0.0 MPG	\$1.000	18.400	\$18.40
Totals for Account:			\$1.000	18.400	\$18.40	