



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

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

**REGULAR MEETING**

1. **Approval of Minutes: September 13, 2022 Regular Meeting**
2. **Open to the public**
  - a. Citizens wishing to comment will be recognized in the Order of their listing on the Appearance Sheet and are asked to stand up and give their name, address, and organization they represent (if applicable). Impromptu comments are limited to five minutes per individual.
  - b. Community Media – Ray Gouker and Tom Landis
3. **Ordinances and Resolutions**
4. **Mayor's Report – R. Harris**
  - a. Police Report
    - Personnel Update
  - b. Around Town
  - c. Upcoming Events & Meetings of Interest
  - d. In Requiem
5. **Fire/EMS/EMA Report**
6. **Committee Reports**
  - a. Civil Service Commission
  - b. Planning Commission
7. **Administrative Business – Borough Manager**
  - a. Treasurer's Report – September 2022
  - b. FY2021 Audit Report
  - c. 2023 Liquid Fuels Allocation
  - d. Fairfield Borough Police Contract
  - e. IT Contract
  - f. Lot Donation
  - g. Perc Test Request
  - h. Update to Toms Creek Bridge Repair
8. **Unfinished Business**
  - a. Grant Funding Updates
  - b. High-Speed Broadband Update
  - c. Police Department Ordinance
9. **New Business**
10. **Open to the public**
  - a. Citizens wishing to comment will be asked to stand up and give their name, address, and organization they represent (if applicable). Impromptu comments are limited to five minutes per individual.
11. **Adjournment**

## APPROVAL of MINUTES

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**MEMORANDUM**

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**TO:** BOROUGH COUNCIL; MAYOR  
**FROM:** DAVID HAZLETT, BOROUGH MANAGER  
**SUBJECT:** ARPA FUNDS UPDATE  
**DATE:** 10/6/2022  
**CC:** GAYLE MARTHERS

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The following is a breakdown of our received ARPA Funds, and a breakdown of what was approved to be spent from those disaster assistance funds.

**Total amount received**      \$413,910.60

**Money spent (by dept.)**

Administration	\$91,890.00	Software service upgrades
Police Department	\$6,330.00	Radar sign
	\$14,690.75	EVO-HD Kits, body camera kits
	\$26,165.00	License plate reader cameras
Municipal Services Department	\$3,999.98	Tow behind mower & grader
	\$18,463.22	John Deere Gator & snowplow
Sewer Department	\$41,000.00	Crawler camera
	\$26,000.00	Typhoon Trailer Jet Package
Fairfield Fire & EMS	<u>\$10,000.00</u>	Capital Campaign Support

**Total money spent**      \$238,538.95

**Remaining balance**      \$175,371.65



8/23/2022

Dear Carroll Valley Borough Council,

For the past 35 years we have struggled to have our financial support not only surpass our vision but to just keep up with our basic expenses. A few years ago we were forced to actively ask our local Townships and Boroughs to share their cable franchise fee with us and some have responded, for whom we are very grateful (Please refer to the budget for a list of municipalities that have given via franchise fee, PEG pass through or a donation). We now have a window of opportunity to expand our coverage of Adams County through some new programming that spotlights our neighbors and their positive energies which are making Adams County a better place to call home.

We recognize the challenging financial task in providing municipal services for your residents. It's important to state that we are not asking for any of your tax dollars from your budget. But we are asking you to consider supporting Community Media with 40% of your cable franchise fee. The cable franchise fee was established in part, to financially support local cable programming, providing a forum for free expression, community news and government transparency. Forty percent is the figure traditionally used by other local governments around the country to support their local PEG (Public, Education, Government) channels.

Within the past year we were able to cover local parades and community events. We highlighted veterans programs, educational opportunities and available public services and resources. We were a resource for our community to get covid information from local governance and social service agencies in a timely manner. We even helped develop and support meetings which we streamed through zoom and over our station simultaneously.

Additionally, in the last four years we have been instrumental in advocating for and pursuing a plan to update the county broadband network.

Enclosed you will find our mid-year financial report as well as an overview of the value that Community Media brings to the people of Adams County.

Thank you for your thoughtful consideration in partnering with us!

Sincerely,  
Raymond Gouker,

A handwritten signature in black ink that reads "Raymond Gouker". The signature is written in a cursive style with a large, prominent "R" and "G".

Founder/President/CEO  
Community Media of South Central PA

Community Media of South Central PA is a 501(c)3 nonprofit organization.

[CommunityMedia.net](http://CommunityMedia.net)



# Community Media of South Central PA

Budget vs. Actuals: 2022 Budget - FY22 P&L

January - July 2022

	TOTAL	
	ACTUAL	BUDGET
<b>Income</b>		
Donations	363.52	50.00
Business Donations		250.00
General Donations	225.53	400.00
Social Clubs and Organizations		
New Oxford Social Club		1,000.00
<b>Total Social Clubs and Organizations</b>		<b>1,000.00</b>
<b>Total Donations</b>	<b>589.05</b>	<b>1,700.00</b>
<b>Franchise Fees</b>		
Abbottstown Borough	3,023.84	5,643.31
Bendersville Borough	468.72	1,801.40
Berwick Township	7,046.66	13,041.40
Cumberland Township		1,000.00
Freedom Township	250.00	1,000.00
Germany Township		650.00
Gettysburg Borough	12,400.00	13,008.00
Hamiltonban Township	2,000.00	2,000.00
Mount Pleasant Township	2,500.00	2,500.00
New Oxford Borough	4,722.80	9,577.81
Oxford Township	500.00	500.00
Reading Township		4,000.00
Straban Township	9,800.32	12,346.00
<b>Total Franchise Fees</b>	<b>42,712.34</b>	<b>67,067.92</b>
<b>Grants</b>		
Adams County Community Foundation		15,860.00
Robert C Hoffman Charitable Endowment Trust	11,700.00	15,900.00
<b>Total Grants</b>	<b>11,700.00</b>	<b>31,760.00</b>
<b>PEG Pass-through</b>		
PEG Pass-through		5.00
Abbottstown Borough	378.08	715.17
Freedom Township	319.88	601.08
Hamiltonban Township	780.86	1,461.40
<b>Total PEG Pass-through</b>	<b>1,478.82</b>	<b>2,782.65</b>
<b>Production</b>		
Commercial Production		1,275.00
Contract Production		
Carroll Valley Borough	1,520.00	2,510.00
First Baptist Church	2,800.00	4,200.00
Gettysburg Borough Council Meeting	4,300.00	9,400.00
Hanover Borough	5,650.00	10,200.00
McSherrystown Borough	3,400.00	3,240.00
<b>Total Contract Production</b>	<b>17,670.00</b>	<b>29,550.00</b>

# Community Media of South Central PA

Budget vs. Actuals: 2022 Budget - FY22 P&L

January - July 2022

	TOTAL	
	ACTUAL	BUDGET
Editing	750.00	2,155.00
Field Production	2,260.00	4,250.00
Production Personnel	440.00	2,200.00
<b>Total Field Production</b>	<b>2,700.00</b>	<b>6,450.00</b>
General Production	100.00	50.00
Production Assistant	250.00	
Underwriting	1,207.50	1,364.86
Game of the Week	1,800.00	9,050.00
Race Night	600.00	1,400.00
Special Event	150.00	
Sponsorships		300.00
Trivia Show	264.14	
<b>Total Underwriting</b>	<b>4,021.64</b>	<b>12,114.86</b>
<b>Total Production</b>	<b>25,491.64</b>	<b>51,594.86</b>
Rental		
Equipment Rental		
Rental - Projector Screen		125.00
<b>Total Equipment Rental</b>		<b>125.00</b>
Studio Rental	550.00	1,950.00
<b>Total Rental</b>	<b>550.00</b>	<b>2,075.00</b>
Sales		
DVD Sales	114.00	625.00
Refund	260.00	291.57
<b>Total Sales</b>	<b>374.00</b>	<b>916.57</b>
Uncategorized Income	57.56	
<b>Total Income</b>	<b>\$82,953.41</b>	<b>\$157,897.00</b>
<b>GROSS PROFIT</b>	<b>\$82,953.41</b>	<b>\$157,897.00</b>
Expenses		
Marketing / Advertising	3.00	
Marketing Material		83.97
Meals		100.00
<b>Total Marketing / Advertising</b>	<b>3.00</b>	<b>183.97</b>
Operations		
Administration		
Bank Fees	3.29	1.20
Finance Charges		0.65
<b>Total Bank Fees</b>	<b>3.29</b>	<b>1.85</b>
Insurance - Equipment/Liability/Board		1,667.00
Insurance - Workers Compensation		714.00
Office - Software	1,142.58	1,786.28
Office Expense	644.16	2,284.40

# Community Media of South Central PA

Budget vs. Actuals: 2022 Budget - FY22 P&L

January - July 2022

	TOTAL	
	ACTUAL	BUDGET
Office Supplies	47.48	146.57
Photo, Video, and Music subscription	33.92	220.48
Postage/Shipping	46.46	110.10
<b>Total Administration</b>	<b>1,917.89</b>	<b>6,930.68</b>
Equipment		
Computer - Hardware	422.76	1,776.60
Computer - Software	473.45	475.29
Field/Mobile	5,377.48	3,996.00
Studio	1,969.18	4,982.13
<b>Total Equipment</b>	<b>8,242.87</b>	<b>11,230.02</b>
On-Location Production		
Travel Expense	7.05	130.40
Wireless Connect Card	571.08	1,247.16
<b>Total On-Location Production</b>	<b>578.13</b>	<b>1,377.56</b>
Online Presence		
24/7 Live Streaming	2,390.06	3,900.00
Crowd Participation Software		299.94
Online storage or transfer service	16.99	156.00
ReStream Service	542.16	607.10
Video Conferencing	190.68	384.00
Video Hosting		889.88
Website	200.34	406.74
<b>Total Online Presence</b>	<b>3,340.23</b>	<b>6,643.66</b>
<b>Total Operations</b>	<b>14,079.12</b>	<b>26,181.92</b>
Payroll Expenses		
Taxes	4,305.01	8,065.00
Wages	51,304.00	99,580.00
<b>Total Payroll Expenses</b>	<b>55,609.01</b>	<b>107,645.00</b>
Professional Fees		
Bookkeeping/Accounting	325.00	2,260.00
Freelancers	3,420.00	3,300.00
<b>Total Freelancers</b>	<b>3,420.00</b>	<b>3,300.00</b>
<b>Total Professional Fees</b>	<b>3,745.00</b>	<b>5,560.00</b>
QuickBooks Payments Fees		162.28
Studio		
Rent	9,290.02	
Utilities		16,450.88
Electric	736.36	731.51
Telephone		
Vonage	266.37	556.77

# Community Media of South Central PA

Budget vs. Actuals: 2022 Budget - FY22 P&L

January - December 2022

	TOTAL	
	ACTUAL	BUDGET
<b>Total Telephone</b>	<b>266.37</b>	<b>556.77</b>
<b>Total Utilities</b>	<b>1,002.73</b>	<b>17,739.16</b>
<b>Total Studio</b>	<b>10,292.75</b>	<b>17,739.16</b>
Uncategorized Expense	685.19	420.54
<b>Total Expenses</b>	<b>\$84,414.07</b>	<b>\$157,892.87</b>
<b>NET OPERATING INCOME</b>	<b>\$-1,460.66</b>	<b>\$4.13</b>

## Fiber Project 2022

### INCOME For Fiber Project

ARPA Funds	
<b>Straban Township</b>	<b>26,052.00</b>
Expenses For Fiber Project	.00





# The Value of Community Media



## Our History

Community Media of South Central PA is a PEG station (Public, Education, & Government) that was founded as Adams Community Television (ACTV) in 1988. Adams Community Television was the vision of Raymond Gouker, a teacher of Visual Communications at the Gettysburg High School. Raymond wanted to create a medium for Adams County and surrounding communities to showcase their local talents, history, people, cultural, government interactions and athletic events, as well as provide a focal point to address issues and provide educational programming that will be of interest to and benefit local residents.

ACTV went on the air as a cable access television station in October 1989. At this time, local productions of sports, community events, and news were beginning to be developed. By 1990, these productions were made into live shows.

When ACTV first aired, it was telecasting five nights a week, two hours a night. In 1998, the programming increased and added three more hours to the daily program schedule. Currently Community Media is on air 24 hours a day seven days a week. In the spring of 2004 ACTV made its programming available online, **streaming the live signal 24/7** and adding tons of on demand content.

## Public cable channel group hopes to incorporate as ACT

By ROBERT HOLT  
Times Staff Writer  
Four months after forming, an ad hoc citizens committee for starting a local public cable television channel intends to incorporate as Adams County Television.

The announcement came Wednesday during a presentation at Gettysburg College by Raymond C. Gouker and Wayne Wolfe, two members of the committee. Recently, the committee adopted the name Adams County Television and gave preliminary approval for a set of bylaws.

"This is a tremendous step. The next step is to prepare to incorporate," Mr. Gouker said.

A grass-roots effort that began in April to organize a volunteer operated community channel, ACT hopes to adopt its bylaws and start the incorporation process. The date for a committee session to discuss those plans has not been set yet.

"We'll just review our bylaws and go through our plan of attack," said Gouker, a teacher at Gettysburg Junior High School.

Part of incorporating ACT will include selecting a group of people who will serve on a board of directors. Gouker explained that forming a

corporate organization is an attempt to establish a public identity for ACT in the community. That identity can help educate people about the purpose and potential benefits of a public cable channel.

"This is a vehicle for the community to be a community," Gouker said in noting how many different population groups the channel can serve.

As part of the education process, ACT hopes to recruit volunteers who will promote the idea in the community. A recruitment video is being developed to solicit volunteers.

Gouker said he hopes the volunteers will begin meeting with civic groups and other community leaders within the next couple of months. With about 40 percent of the county offered cable television access, he added that ACT will have to show there is a desire for a public channel in the community.

Of the bylaws, the ACT committee members said they are based on a successful channel in Berks County. The bylaws will be adopted in a final form later this year.

"What's good is these bylaws are changeable by the (ACT) board," Gouker explained.

People attending the presentation were shown a video which gave an overview of the Berks County chan-

nel. Called Berks Community Television (BCTV), the channel has grown during the past 12 years into a station that is capable of broadcasting live, interactive programs. Interactive programs allow for a viewer to call in and speak with the host and guests of a show.

However, Mr. Wolfe noted that it will be two or three years before the Adams County channel will get on the air with just simple equipment. The planning and fund-raising will not happen overnight, he said.

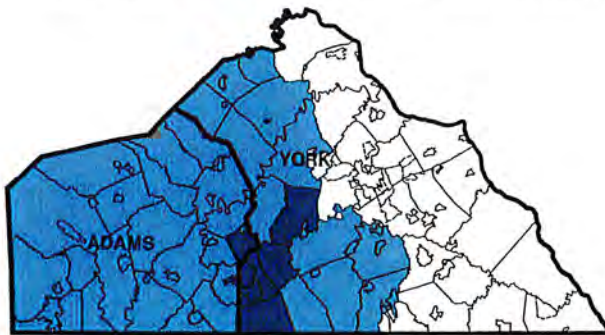
One person suggested that the bylaws include goals on funding, types of programming and equipment purchases for the first three years of broadcast for the channel. The idea is that a clear statement in the bylaws would help guide the members during the first years of the organization. Everyone agreed that the first ACT channel will not be as sophisticated as the Berks Community system.

Gouker said ACT only needs a VCR hooked to a local cable system and volunteers to change the tapes to start and it can show pre-recorded tapes.

"If that's what we have to start with, that's okay. We will grow," he added.

Community Media telecasts on Cable Channels 12\* and 240\*, and live stream on Roku and Amazon Fire TV, Facebook, YouTube, and on demand at CommunityMedia.net

\*Reaches 40,000 + homes in Adams and Western York Counties through Comcast cable.



■ Channel 12  
■ Channel 240

on Comcast Cable  
xfinity  
Comcast

# ROKU

# amazon fire TV

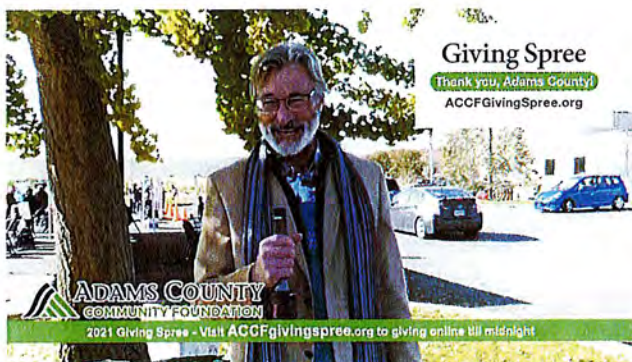


## A Public Discourse of Information and Ideas

We give the **local citizens a public voice** and a local public telecast forum that provides individuals, organizations and nonprofits a means to involve the community. An engaged and informed populace makes Adams and Western York Counties a safer and better community. People are heard!

Local people have produced shows in CM studios:

- Good Evening Gettysburg
- You Gotta Have Art
- Political Insight
- Pet Talk
- Manos Unidas
- Community Focus



Community Media provides TV equipment and a **professional broadcast studio** and a public telecast format for anyone in the Adams County community to create a show of their interest or share information on issues or local news worthy events that are important to them.

Community Media **promotes nonprofits** participating in Adams County Community Foundation's annual giving spree. Broadcast live coverage of the Giving Spree and the Big Reveal.





## Parades and Celebrations – People gathering together in celebration of events important to a thriving community.

Community Media telecasts the Gettysburg and Hanover Memorial Day Parades, Gettysburg and Hanover Halloween Parades, Gettysburg and Hanover Christmas Parades, Remembrance Day Parade, New Oxford Fall Festival Parade, and live coverage of New Year's Celebrations and 4th of July Fireworks.



### Live, Weekly, Studio Productions

Community Media engages the local racing scene with *Race Night*, Recognizes local sports achievements on *Sport Chat*, challenging local brain power on our *Trivia Show*.



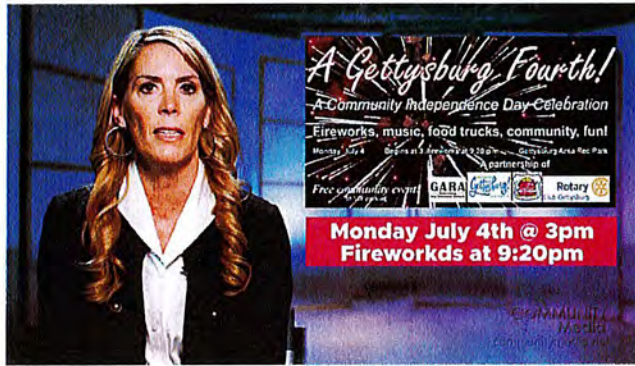
### Game of the Week

Live telecasts feature local high school football, basketball, and wrestling. We believe in our kids.



## Religious Services

A few churches broadcast their religious services - encouraging people to grow in their faith.



## Open House and What's Happening

Weekly program gives viewers a look at the events happening in our community.

## Education

Community Media has helped to promote educational opportunities provided by our area school districts and discussed the goals of superintendents.





# "The Only Security of All is a Free Press"

- Thomas Jefferson



A free people equals **transparency of local governments**. Community Media plays an important role in providing a telecast venue for local municipalities to have an open forum of their meetings and discussions of important issues, local laws and ordinances.

Community Media records, live streams, and broadcasts municipal meetings, commissioner meetings, COG meetings and other local government meetings, forums, and public hearings. 225 hours of municipal meetings aired in 2021. People can find local municipal meetings and forums in one venue, Communitymedia.net. Preserved in their entirety.



- Community Media provides a **platform for potential candidates** of any party to share their views on issues.
- The Government Insight show provided our representatives an opportunity to discuss and inform us of **issues affecting our community**.
- Government Spotlight is a new show in the works to **highlight, in a positive way, our elected municipality officials**. CM is an important source of valuable and critical information to public life.





## Community Media Provides Education Opportunities

**Internships for Media Production:** High School and college students have an opportunity to learn video production skills, TV studio production skills, editing and producing skills. Six CM interns have gone on to have thriving careers in the film and television industry in Hollywood, New York and Pittsburgh.

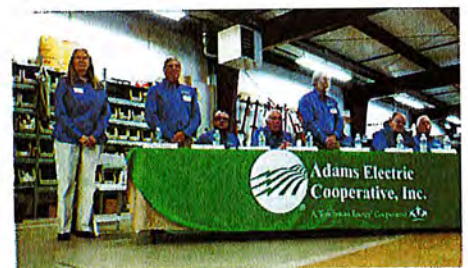


### Future Education Goals: (with more funding)

1. Participate with local post secondary educational institutions to produce educational content.
2. Collaborate with the county high schools on media outreach.
3. Offer opportunities for media education and development of digital literacy content.

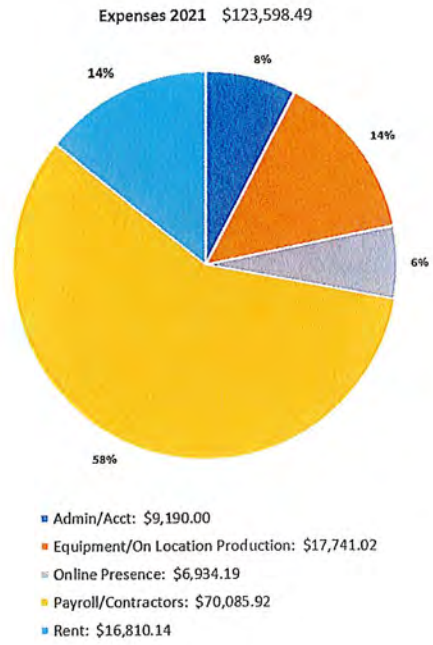
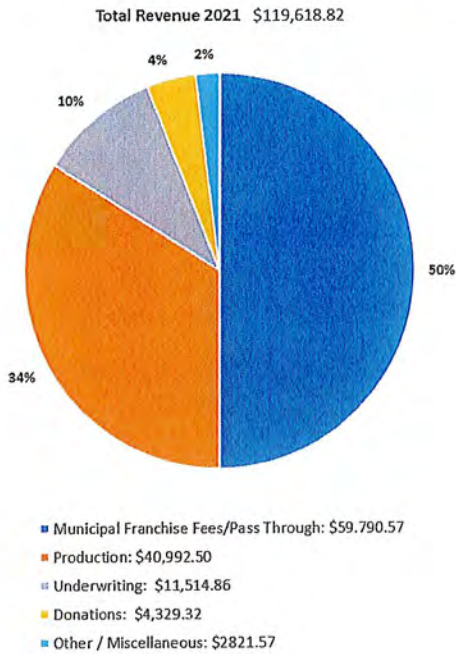
## Production Services for Hire and Technical Consulting

Community Media provides **reduced cost production services** and technical consultation, education, and how to services to local municipalities and nonprofit organizations. (EX: Zoom Meeting Set Up, Streaming a Live Meeting , Audio for a live event)



## Financials

Community Media's 2021 Budget (minus special project grants) totalled just \$119,618.82



As you can see from the charts above **payroll is the largest expense**, followed by equipment maintenance and purchases, and rent. In 2021 equipment was over \$16,000.

Payroll is currently eight part-time employees.

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## Goals

We want to develop digital literacy through the expansion of programming that celebrates who we are and what we do as a community.

- 1) Add a full time employee
- 2) Expand our Freelancer and part time employee pool



## The Cable Franchise Fee Act of 1984 Established PEG Stations

A cable television franchise fee is an annual fee charged by a local government to a private cable television company, paid by the cable subscriber, as compensation for using public property it owns as right-of-way for its cable lines. Franchise fees are governed under **Section 622 of the Cable Communications Act of 1984**. This states that municipalities are entitled to a maximum of 5% of gross revenues derived from the operation of the cable systems for the provision of community services such as public, educational, and government access (PEG) TV channels.

Congress recognized the vital role cable access tv played in providing a place for **free expression**. **The public access channel is to provide the general public with the widest possible diversity of information and information sources**. It provides coverage of important local issues and enriches a sense of local identity and strengthens participation in democratic institutions. -Napoli, Philip M.  
Foundations of Communications Policy: Principles and Process in the Regulation of Electronic Media. Cresskill, NJ: Hampton Press, 2001.

- Community Media is a **voice** for local nonprofits who work tirelessly for the less fortunate
- Community Media is a **voice** for local municipalities to communicate to their constituents
- Community Media is a **voice** for public interest programming, highlighting a vibrant and thriving community

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### What our viewers say:

“Thank you, I was able to watch my granddaughter march with the Hanover Nighthawks.” -Vicky DeWald

“Thank you, I really appreciate this... miss seeing this.” -Marcia Hook.

“A great evening of entertainment.” -George Hubbard

“I watch Community Media regularly and you (CM) provide an important service.” -Bob Gordon

**Board of Directors:** President - Ray Gouker, Vice President - Jeff Cook, Secretary - Mark Lookenbill, Treasurer - Tom Landis, Government Relations - David Bolton, Outreach - Lisa Beans, Christy Lucas, Ron Harris



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## Our Studio



## Community Media's Staff



# ORDINANCES and RESOLUTIONS

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# MAYOR'S REPORT

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# September 2022 Police Report

by  
Chief Richard L Hileman II  
Carroll Valley Borough Police



## Special News / Achievements:

The Carroll Valley Civil Service Commission has begun accepting applications for the position of patrol officer. Go to: <https://www.policeapp.com/Certified-Carroll-Valley-Borough-PA-Police-Officer-Jobs/1051/>



## Special Events:

- Halloween will be observed as always on October 31<sup>st</sup> from 6-8 pm in Carroll Valley and Fairfield Borough as well as at Carroll Valley's Office 'Trunk or Treat'. Please expect heavy traffic and PLEASE watch out for our many little ghouls and goblins. Accompany trick-or-treaters younger than age 12. Pin a piece of paper with your child's name, address, and phone number inside your child's pocket in case you get separated. Encourage older kids to trick or treat with friends, parents, or older siblings. Make sure someone in the group has a flashlight with fresh batteries. Think about attaching reflective tape to his or her costume or treat bag.
- On October 29<sup>rd</sup> between 10 AM and 2 PM, Carroll Valley Police Department and Liberty Twp PD, in cooperation with the US Drug Enforcement Agency and Collaborating for Youth, will give the public its 19th opportunity in 9 years to prevent pill abuse and theft by removing from their homes potentially dangerous, expired, unused, and unwanted prescription drugs. Bring your pills for disposal.



National Prescription Drug Take Back Day

### 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:  
10/04/2022

Page 1 of 1

Beginning Date: 09/01/2022

Ending Date: 09/30/2022

Agency: All

Municipality: Carroll Valley Borough

<b>Total Offenses</b>	1	<b>Clearance Rate</b>	100%
% change from last year	-66.67%	Last years rate	0
<b>Total Arrests</b>	2	<b>Hate Crime Offenses</b>	0
% change from last year	0%	<b>Law Officers Assaulted</b>	0
<b>Group A Crime Rate per 100,000 Population :</b>	0.00	<b>Summary based reporting Crime Rate per 100,000 Population :</b>	0.00
<b>Arrest Rate per 100,000 Population :</b>	0.00		

### 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	1	0	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	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
<b>Total Group A Arrests</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>
<b>Group "B" Arrests</b>					
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	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	0	0	0	1
Trespass	0	0	0	0	0
All Other Offenses	1	0	0	1	0
<b>Total Group B Arrests</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>2</b>
<b>Total Arrests</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>2</b>

### 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	1	1	1
Intimidation			
Bribery			
Counterfeiting/Forgery			
Vandalism			2
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			
<b>Total Group "A"</b>	<b>1</b>	<b>1</b>	<b>3</b>

#### Crime Against Person

1 - This year  
1 - Last year  
0% - Percent Change

#### Crime Against Property

- This year  
2 - Last year  
-100% - Percent Change

#### Crime Against Society

- This year  
- Last year  
0 - Percent Change

Population : 1

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
ANIMAL COMPLAINT	2	ALARM	29
ASSIST - FIRE/EMS	10	ANIMAL COMPLAINT	23
ASSIST - OTHER POLICE	3	ASSIST - FIRE/EMS	81
CHILD WELFARE	1	ASSIST - OTHER POLICE	24
DISTURBANCE/NOISE	3	BURGLARY	2
DOMESTIC DISTURBANCE	9	CHILD WELFARE	6
MENTAL HEALTH / WELFARE	3	CRIMINAL MISCHIEF	3
MISC CALL FOR SERVICE	9	DISTURBANCE/NOISE	21
SUSPICIOUS ACTIVITY	4	DOMESTIC DISTURBANCE	57
THEFT	2	DRIVING UNDER THE INFLUENCE	2
THREATS / HARRASSMENT / STALKING	1	DRUG ACTIVITY	1
TRAFFIC COMPLAINT	6	FRAUD	12
VEHICLE CRASH	1	MENTAL HEALTH / WELFARE	41
VEHICLE STOP	7	MISC CALL FOR SERVICE	90
Z COURT / JUSTICE	2	MISSING/LOST PERSON	1
Z FOLLOW-UP	11	SEX OFFENSE	3
ALARM	2	SUSPICIOUS ACTIVITY	34
TRESPASS	2	THEFT	30
<b>Grand Total</b>	<b>78</b>	THREATS / HARRASSMENT / STALKING	12
		TRAFFIC COMPLAINT	67
		TRESPASS	8
		VEHICLE CRASH	21
		VEHICLE STOP	90
		Z COURT / JUSTICE	12
		Z FOLLOW-UP	77
		<b>Grand Total</b>	<b>747</b>

## 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.



Citation, Faulty Equipment, and Warning	Count:
1301 (Title 75) - Registration and certificate of title required	2
1543 (Title 75) - Driving while operating privilege is suspended or revoked	1
3309 (Title 75) - Driving on roadways laned for traffic	1
4703 (Title 75) - Operation of vehicle without official certificate of inspection	1
<b>Grand Total</b>	<b>5</b>



**Miscellaneous:**

Calls for Service		September 2021	September 2022	YTD 2021	YTD 2022
	Calls from Public	81	71	910	639
	Officer initiated	16	7	402	108
	<b>Total CV Calls</b>	<b>97</b>	<b>78</b>	<b>1312</b>	<b>747</b>

<b>Vehicle Mileage</b>			
	Starting	Ending	Total
2017 Dodge Charger Unmarked	21,149	21,354	205
2017 Dodge Charger Marked	67,608	67,702	94
2014 Dodge Charger Unmarked	93,795	95,166	1,371
2014 Dodge Charger Marked	86,582	88,178	1,596
2010 Ford Exp Marked	83,062	83,062	0
		<b>Total</b>	<b>3,266</b>



# September 2022 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
ASSIST - FIRE/EMS	3	ALARM	6
DISTURBANCE/NOISE	2	ANIMAL COMPLAINT	3
MENTAL HEALTH / WELFARE	1	ASSAULT	2
MISC CALL FOR SERVICE	2	ASSIST - FIRE/EMS	32
THEFT	1	ASSIST - OTHER POLICE	1
THREATS / HARRASSMENT / STALKING	1	CHILD WELFARE	1
TRAFFIC COMPLAINT	1	CRIMINAL MISCHIEF	7
VEHICLE CRASH	1	DISTURBANCE/NOISE	7
VEHICLE STOP	7	DOMESTIC DISTURBANCE	6
Z FOLLOW-UP	3	FRAUD	1
<b>Grand Total</b>	<b>22</b>	MENTAL HEALTH / WELFARE	8
		MISC CALL FOR SERVICE	17
		MISSING/LOST PERSON	2
		SUSPICIOUS ACTIVITY	6
		THEFT	2
		THREATS / HARRASSMENT / STALKING	13
		TRAFFIC COMPLAINT	8
		TRESPASS	1
		VEHICLE CRASH	5
		VEHICLE STOP	79
		Z FOLLOW-UP	23
		<b>Grand Total</b>	<b>230</b>

## Citations:

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

Citation, Faulty Equipment, and Warning	Count:
3362 (Title 75) - Maximum speed limits	3
<b>Grand Total</b>	<b>3</b>



# Offense and Arrest Summary Report

Printed On:  
10/04/2022

Page 1 of 1

Beginning Date: 09/01/2022

Ending Date: 09/30/2022

Agency: All

Municipality: Fairfield Borough

Total Offenses 1 Clearance Rate 100%  
% change from last year -75% Last years rate 25%

Total Arrests 0 Hate Crime Offenses 0  
% change from last year -100% 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			2
Motor Vehicle Theft			
Arson			
Simple Assault			
Intimidation			
Bribery			
Counterfeiting/Forgery			
Vandalism			1
Drug/Narcotic Violations			1
Drug Equipment Violations			
Embezzlement			
Extortion/Blackmail			
Fraud	1	1	
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			
<b>Total Group "A"</b>	<b>1</b>	<b>1</b>	<b>4</b>

### Crime Against Person

- This year  
- Last year  
0 - Percent Change

### Crime Against Property

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

### Crime Against Society

- This year  
1 - 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	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	1
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
<b>Total Group A Arrests</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>
<b>Group "B" Arrests</b>					
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
Drunkness	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
<b>Total Group B Arrests</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Arrests</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>

Population : 1

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

# FIRE/EMS/EMA REPORT

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# **FOUNTAINDALE VOLUNTEER FIRE DEPARTMENT**

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



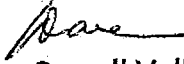
## **MONTHLY FIRE REPORT FOR SEPTEMBER 2022**

Breakdown of calls by type:

Building Fires.....	3
<u>Good Intent.....</u>	<u>8</u>
TOTAL	11

Notes: 118 calls for the year.

David Martin  
Fire Chief

  
cc: Carroll Valley Borough  
Hamiltonban Township  
Liberty Township



# Fountain Dale Volunteer Fire Department

This report was generated on 10/4/2022 11:49:22 AM

## Incident Type and Street Name for Date Range

Incident Status: Reviewed | Start Date: 09/01/2022 | End Date: 09/30/2022

<b>Incident Date</b>	<b>Address</b>	<b>Incident Type</b>
09/04/2022	Raven Rock Road, Sabillasville, MD 21780	Dispatched & cancelled en route
09/07/2022	Harbaugh Valley Road, Sabillasville, MD 21780	Building fire
09/14/2022	Harbaugh Valley Road, Sabillasville, MD 21780	Dispatched & cancelled en route
09/19/2022	Freedom Trail, Fairfield, PA 17320	Building fire
09/20/2022	Freedom Trail, Fairfield, PA 17320	Dispatched & cancelled en route
09/22/2022	Boyle Road, Fairfield, PA 17320	Dispatched & cancelled en route
09/23/2022	Monterey Lane, Blue Ridge Summit, PA 17214	Dispatched & cancelled en route
09/24/2022	Hampton Valley Road, Emmitsburg, MD 21727	Building fire
09/29/2022	South Oller Avenue, Waynesboro, PA 17268	Dispatched & cancelled en route
09/29/2022	South Potomac Street, Waynesboro, PA 17268	Dispatched & cancelled en route
09/30/2022	Buena Vista Road, Blue Ridge Summit, PA 17214	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.

# COMMITTEE REPORTS

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INTEROFFICE MEMORANDUM

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**TO:** BOROUGH COUNCIL  
**FROM:** RICHARD L HILEMAN II, CHIEF OF POLICE  
**SUBJECT:** REPORT OF CIVIL SERVICE COMMISSION  
**DATE:** 10/4/2022

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The Civil Service Commission has made a review of Civil Service Regulations of Civil Service Commission to bring them up to date with statutory changes made by the legislature. After the review and changes, they adopted them by Commission Resolution #1-2022. The regulations are presented to Council for approval as required.

**Action Requested: Approve the Civil Service Regulations of the Carroll Valley Civil Service Commission as presented.**

Pursuant to your request the Civil Service Commission has completed the noncompetitive examination of Corporal Clifford J. Weikert for the position of Chief of Police and determined him to be qualified as required with the attached results.

**Action Requested: Appoint Clifford J. Weikert as Chief of Police pursuant to the Civil Service Regulations of the Civil Service Commission of the Borough of Carroll Valley effective upon the retirement of Chief Richard L Hileman II on November 9, 2022.**

**BOROUGH OF CARROLL VALLEY**

**CIVIL SERVICE COMMISSION**

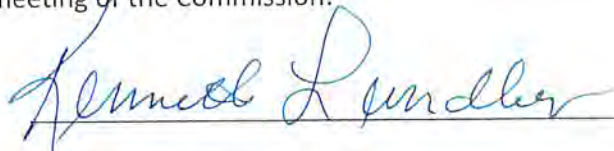
**RESOLUTION #1-2022**

**WHEREAS**, it is the desire of the Carroll Valley Borough Civil Service to amend its Civil Service Regulations to incorporate new changes, and to add to and delete from said locations from time to time;

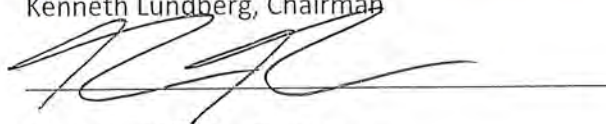
**NOW, THEREFORE, BE IT RESOLVED THAT:**

The following shall replace the entire existing regulations and shall take effect immediately upon approval of the Carroll Valley Borough Council.

Approved by a majority of the Commission this 23<sup>rd</sup>  
day of September, 2022 at a regular stated  
meeting of the Commission:



Kenneth Lundberg, Chairman



Kevin Koons, Vice Chairman



John Davis, Secretary

**CIVIL SERVICE REGULATIONS OF THE**  
**CIVIL SERVICE COMMISSION OF THE**  
**BOROUGH OF CARROLL VALLEY**

**ARTICLE I SCOPE AND DEFINITIONS**

**101 Scope**

The foregoing rules and regulations shall govern and regulate all appointments, suspensions, and removals of paid members of the police department of the Borough of Carroll Valley who were hired by or are under the jurisdiction of the Civil Service Commission.

**102 Definitions**

Unless otherwise expressly stated, the following words and phrases, wherever used in these rules and regulations, shall be construed to have the meanings indicated herein:

- A. Borough Council - The Borough Council of the Borough of Carroll Valley, Adams County, Pennsylvania.
- B. Applicant - Any individual who applies in writing to the Commission in response to legally advertised notice of vacancy and/or examination.
- C. Certification - The submission to the Borough Council of names taken from the eligible list developed by the Commission.
- D. Chairperson - The Chairperson of the Commission.
- E. Commission - The Civil Service Commission of the Borough of Carroll Valley, Adams County, Pennsylvania.
- F. Dismissal - The permanent separation of a police officer from the police department.
- G. Eligible - A person whose name is recorded on a current eligible list.
- H. Eligible List - The list of names of applicants who have passed all examinations for a position in the police department.
- I. Examination - The series of tests given to applicants to determine their qualifications for a position in the police department.
- J. Police Secretary - The Secretary of the Carroll Valley Borough Police Department.



- K. Police Officer - For purposes of these rules and regulations, a full-time position in the police department filled by or under the jurisdiction of the Civil Service Commission.
- L. Probationer - An officer in the police department who has been appointed from an eligible list, but who has not yet completed his or her probationary period.
- M. Removal - The permanent separation of a police officer from the police department.
- N. Secretary - The Secretary of the Civil Service Commission of the Borough of Carroll Valley, Adams County, Pennsylvania.
- O. Suspension - The temporary separation of a police officer from the police department.
- P. Vice-Chairperson - The Vice-Chairperson of the Commission.

**103 Gender**

The words "he", "his" and "men" when used in these Rules and Regulations represent both the masculine and feminine genders.

**ARTICLE II THE COMMISSION**

**201 Compensation**

The Commission shall consist of three commissioners who shall be qualified electors of the Borough of Carroll Valley and shall be appointed by the Borough Council to serve for terms of six years. Council may appoint no more than three qualified electors of the borough to serve as alternate members of the commission. The term of office of the alternate members shall be six years.

**202 Officers**

The Commissioners shall elect one of its members as Chairperson, one as Vice-Chairperson and one as Secretary.

**203 Offices Incompatible with Civil Service Commissioner**

No commissioner shall at the same time hold an elective or appointed officer under the United States Government, the Commonwealth of Pennsylvania or any political subdivision of the Commonwealth, except that one member of the Commission may be a member of the Borough Council and one may be a member of the teaching profession.

**204 Organization of Commission; Quorum**

The Commission shall meet and organize on the first Monday of each even-numbered year. Three members of the Commission shall constitute a quorum and no action of the Commission shall be valid unless it shall have the concurrence of at least two members. If, by reason of absence or disqualification of a member, a quorum is not reached, the chair shall designate as many alternate members of the commission to sit on the commission as may be needed to provide a quorum. An alternate member of the commission shall continue to serve on the commission in all proceedings involving the matter or case for which the alternate was initially designated until the commission has made a final determination of the matter or case. No action of the commission may be valid unless it shall have the concurrence of at least two members. Designation of an alternate member under this section shall be made on a case-by-case basis in rotation according to declining seniority among the alternates.

**205 Vacancies**

Any vacancy occurring in the Commission for any reason whatsoever shall be filled by the Borough Council for the unexpired term within the period of thirty (30) days after such vacancy occurs.

**206 Duties of Chairperson**

The Chairperson, or in his or her absence, the vice-chairperson, shall preside at all meetings and hearings of the Commission, decides all points of order or procedure and perform any duties required by law or these rules and regulations.

**207 Duties of Secretary**

The Secretary shall carry on at the direction of the Commission all official correspondence of the Commission, send out all notices required by law and these rules and regulations, keep a record of each examination or other official action of the Commission, and perform all other duties required by law, these rules and regulations and the Commission. The Borough will provide clerical assistance for this and any necessary work of the Commission.

**208 Meetings**

Except for the biennial organizational meetings, all meetings shall be held either at the call of the Chairperson or at the call of two members of the Commission. At least twenty-four (24) hours written notice of each meeting shall be given each member. The Commission shall have the discretion to determine whether meetings shall be open to the public when not specifically regulated by law or these rules and regulations.

**209 Order of Business**

The order of business of all meetings of the Commission shall be as follows:

- A. roll call;
- B. approval of minutes of previous meeting;
- C. unfinished business;

- D. hearing of cases;
- E. new business;
- F. communications and reports.

**210 Minutes and Records**

The Secretary shall keep minutes of the Commission's proceedings showing the vote of each member upon each question, and records of examinations and other official actions. If a member is absent or fails to vote, the Secretary shall indicate that fact in the minutes. All recommendations for applicants for appointment received by the Commission shall be kept and preserved for a period of five years, and all such records and all written causes of removal filed with the Commission, except as otherwise provided herein, shall be open to public inspection and subject to reasonable regulations.

**211 Annual Report**

The Commission shall make an annual report to the Borough Council containing a brief summary of its work during the year, which shall be available for public inspection.

**212 Investigations**

The Commission shall have the power to make investigations concerning all matters touching the administration and enforcement of the Commission for police officers and these rules and regulations. The Chairperson of the Commission is hereby given power to administer oaths and affirmations in connection with such investigations.

**213 Subpoenas**

The Commission shall have the power to issue subpoenas over the signature of the chairperson, or designee, to acquire the attendance of witnesses and the production of records and papers pertaining to any investigation or inquiry, including any background investigation conducted pursuant to Section 4.9 of these Rules. The fees of such witnesses for attendance and travel shall be the same as for witnesses appearing in the courts and shall be paid from appropriations for the incidental expense of the commission.

All officers in public service and employees of the Borough of Carroll Valley shall attend and testify when required to do so by the commission. If any person shall refuse or neglect to obey any subpoena issued by the commission, upon conviction of such refusal or neglect in a summary proceeding, that person shall be sentenced to pay a fine not to exceed one hundred dollars (\$100), and in default of the payment of such fine and cost shall be imprisoned not to exceed thirty (30) days.

If any person shall refuse or neglect to obey any subpoena, the commission may apply by petition to the Court of Common Pleas of Adams for its subpoena, requiring the attendance of such persons before the commission or the court to testify and to produce any records and papers necessary, and in default thereof shall be held in contempt of court.



## **ARTICLE III APPLICATIONS AND QUALIFICATIONS**

**301 Eligibility for Examination**

No person shall be admitted to an examination for a position in the police department of the Borough of Carroll Valley until after having filed, on the official form prescribed by the Commission, an oath or affirmation as required by Section 1182 of the Borough Code, 53 P.S. Section 46182. The official application form and all notations, references and statements appearing in it are incorporated by reference into these rules and regulations and shall be as much a part of these rules as if they were fully described herein.

**302 Discrimination**

The Borough of Carroll Valley is an equal opportunity employer. It is the Borough's and the Commission's policy to grant equal employment opportunities to qualified persons without regard to race, religion, color, national origin, gender, age, veteran's status, marital status or nonjob-related physical or mental handicap or disability. The Borough and the Commission will provide equal opportunities in employment and promotion.

**303 Availability**

Application forms shall be available to all interested persons in the office of the Secretary, and from such other offices and officers that the Commission, from time to time, may choose to delegate. Application forms may use an online service.

**304 Age Requirement**

No person shall be eligible to apply for examination unless he or she is at least twenty-one (21) years of age at the date of application.

**305 Residency Requirement**

An applicant need not be a resident of the Borough of Carroll Valley at the time of application or examination; however, all applicants who are appointed as a police officer after January 1, 1998 shall be required to establish a domicile in the residency district within six months of appointment. The residency district is defined as:

- A. within the Commonwealth of Pennsylvania, and
- B. within nine (9) miles of the borders of the Borough of Carroll Valley.

The Borough Council may grant a waiver of the residency requirement.

**306 General Qualifications - All Applicants**

Each applicant for a position in the police department shall have graduated from an accredited high school or have an equivalent education acceptable to the

Commission, including, but not limited to, a valid GED certificate. Each applicant shall be a citizen of the United States, be physically, medically, and psychologically fit for the performance of the duties of a police officer; of good moral character; licensed to operate a motor vehicle in the Commonwealth of Pennsylvania prior to appointment; and have no record of conviction of a felony or misdemeanor, except for a misdemeanor under the Vehicle Code, so long as said conviction occurred at least three years prior to application. In case of a foreign-born applicant, evidence satisfactory to the Commission shall be produced showing the person to be a naturalized citizen. From time to time, as determined by the Commission to be in the best interest of the Borough, applicants may be required to have completed the Municipal Police Officers' Education and Training Course specified in Act 120 of 1974.

**307 General Qualifications - Applicants for Corporal or Sergeant**

In addition to meeting the qualifications fixed for each applicant for a position in the Police Department, all applicants for the position of Corporal or Sergeant shall:

- A. Have been continuously employed in the Carroll Valley Police Department for at least four (4) years as of the date of application, and
- B. Have satisfactorily completed their basic training program for police officers and have graduated from a recognized police school, or possess a waiver for these requirements, and
- C. Have demonstrated an ability to carry out orders from superiors as documented by immediate supervisors and the chief of police in written evaluations, and
- D. Demonstrated a working knowledge of police science and administration as ascertained by a promotional examination prescribed by the Civil Service Commission, and
- E. Demonstrate an ability to deliver and supervise the work of subordinates, and
- F. Have received at least a grade of "satisfactory" on the latest service rating; provided that an evaluation of the experience, training, general background, and such other records of performance of the applicant, at the discretion of the Commission, may be substituted for service rating.

**308 Investigation of Applicant**

A background investigation of the character and reputation of the application shall be made by the Commission or its agent or agents and shall include credit reports and reports of investigation from recognized agencies. The character and reputation of the applicant must be sufficient for him or her to merit appointment as a police officer. The investigation shall be strictly confidential.

**309 Filing Applications**

Applications for positions in the police department may be received at any time, in the office of the Secretary, and by such other offices and officers as the Commission may designate including online application services after the advertisement and before the deadline for accepting applications.

**310 Recording Applications**

The office of the Secretary shall review each application upon receipt for the purpose of determining that such application contains no errors or omissions. An application containing errors or omissions may, by the Secretary, be returned to the applicant for correction. The Secretary shall date, number and record, in the order of receipt, all acceptable applications which, once recorded, shall not be returned to the applicant. This may be accomplished by the use of an online application service.

**311 Disqualification of Applicant**

The Commission may refuse to examine any applicant who is found to lack any of the minimum qualifications for examination prescribed in these rules and regulations adopted for the position of police officer, or who is physically unfit for the performance of the duties of a police officer, or who is illegally using a controlled substance, as defined in section 102 of the Controlled Substances Act (Public Law 91-513, 21 U.S.C. § 802);, or who has been found guilty of any felony or misdemeanor, or of infamous or notorious conduct, or who has been dismissed from public service for delinquency or misconduct of office, or who is affiliated with any group whose policies or activities are subversive to the form of government set forth in the Constitution and laws of the United States and the Commonwealth of Pennsylvania.

If any applicant feels himself or herself aggrieved by the action of the Commission in refusing to examine him or her, the Commission shall, at the request of the applicant, within ten days, appoint a time and place where he or she may appear personally and by counsel. The Commission shall then review its refusal to make such examination or certification and shall take such testimony as may be offered. At the hearing, the applicant or person aggrieved may appear with or without counsel, and the commission shall take testimony and review its refusal to provide examination or certification. The deliberations of the commission, including interim rulings on evidentiary or procedural issues, may be held in the nature of a closed executive session. The commission's disposition of the matter shall constitute official action which shall occur at a public meeting held under 65 Pa.C.S. Ch. 7 (relating to open meetings). The decision of the commission shall be final.

**312 Penalty for False Statement**

The statements made by the applicant in the official application shall contain no falsification, omission, or concealment of material fact. Should investigation

disclose any willful misstatement, falsification, or concealment with respect to an application:

- A. the application shall be invalid, and the applicant shall be disqualified for examination; or
- B. if the applicant shall have been examined, the name of such applicant shall be removed from the eligible list; or
- C. if the applicant shall have been appointed, such willful misstatement, falsification or concealment shall constitute grounds for dismissal from the police department.

No person who shall make any willful false application shall be permitted to make future application for any position in the police department of the Borough of Carroll Valley, without written approval from the Commission after considering each such request on its merits.

**313 Public Notice**

Public notice of the time and place of every examination together with the information as to the kind of position or place to be filled in the police department shall be given by publication in a minimum of one newspaper of general circulation in the Borough of Carroll Valley. The public notice shall be published at least two (2) weeks prior to the scheduled date for the commencement of the process and a copy of the notice shall be posted on the bulletin board in the Municipal Building. Additional public notice by publication, posting or otherwise may be given at any time at the discretion of the Commission.

The public notice shall contain, at the minimum, the following information:

- A. title/general requirements of the position to be filled;
- B. Time and place for the commencement of the examination process; and
- C. any other information deemed appropriate by the Commission.

**314 Notice of Written Examination**

In addition to the public notice, the Secretary shall give written notice at least five (5) days prior to the date fixed for the written examination to each qualified applicant by mailing or otherwise delivering to each applicant qualified for the next step in the examination process. The notice shall include the date, time and place the applicant shall report for the written examination. This notification may be made using an online application process.

Only applicants receiving notices to report for any examination shall be permitted to participate in such examination, and each applicant shall present his or her notice to the examiner, and a valid driver's license, before he or she shall be examined.



## **ARTICLE IV EXAMINATION AND GRADING PROCEDURE**

### **401 General Provision Relating to Examination**

All applicants for the position of police officer shall be required to take an examination which shall be practical in character and shall relate to such matters and include such inquiries as will fairly test the merit and fitness of the persons examined to discharge the duties of a police officer.

### **402 Appointment of Examination Administrators**

The commission shall appoint a written examination administrator, oral examiners, and physical fitness examiner, a medical / vision examiner and a psychological examiner to conduct the appropriate examination required by these rules and regulations. The Commission may designate an examining agency or a qualified individual to act as examiner for an examination and/or test. The Commission reserves the right to accept or reject for cause, in whole or part, the recommendations of the regularly appointed examining agency.

### **403 Examination for Police Positions**

- A. Examination for the position of police officer. The examination for police officer will consist of a written and an oral examination. In addition, each applicant will undergo a physical fitness and a background investigation. After an applicant has been extended an offer of employment, final appointment shall be contingent upon the applicant passing a physical, vision, and psychological examination.

This chart provides additional details pertaining to the examination process:

STEP	ELEMENT	PASSING SCORE	WEIGHING
1	Written Examination	70%	60%
2*	Oral Examination	70%	40%
3	Physical Agility Test	Completion of all exercises	pass/fail
4	Background Investigation		pass/fail
5	Psychological Evaluation		pass/fail
6	Medical Examination		pass/fail
7	Vision Examination		pass/fail

\*The Oral Examination in Step 2 above shall be conducted by a panel consisting of four (4) members including:

- (3) Police officers from another departments, at least one
- (1) Being a Chief of Police; and
- (1) Carroll Valley Borough Council member.

B. Examination for the Position of Corporal - The following parts shall comprise the examination process for the aforementioned position:

STEP	ELEMENT	PASSING SCORE	WEIGHING
1	Performance Rating		pass/fail
2	Written Examination	70%	60%
3*	Oral Examination	70%	40%
4	Medical Examination		pass/fail

\*The Oral Examination in Step 3 above shall be conducted by a panel consisting of five (5) members including:

- (3) police officers from another department, at least one
- (1) being a Chief of Police; and
- (2) Carroll Valley Borough Council members.

*However, when there exists only one eligible applicant for the position of corporal or sergeant, the Commission may, by vote, adopt a different examination as long as said examination questions are practical in character and fairly test the merit and fitness of persons seeking promotion.*

- C. Examination for position of Chief of Police.
- i. No persons shall be considered for the position of Chief of Police until he or she has submitted to the Borough Council a current resume stating all police experience and expertise.
  - ii. The Commission may certify a candidate to the position of Chief of Police who meets the criteria established in Section 306 of these rules and regulations by one of the following options elected by Borough Council:
    - 1. Non-competitive Process. The Borough Council may nominate a candidate for the position of Chief of Police to the Commission at which time the Commission shall administer to the candidate a noncompetitive examination which shall test his or her knowledge of police management and administration. If the candidate shall be certified by the Commission as qualified, he or she may then be appointed to the position of Chief of Police by the Borough Council. In any event, the Chief of Police must be able to successfully complete medical examination, psychological examination and background examination unless currently employed in the Police Department; or
    - 2. Competitive Process. Applicant for the position of Chief of Police shall be required to undergo the examinations and evaluations more fully described in Section 403.A. The written examination shall test the applicant's knowledge of police management and administration. The Commission shall grade and weigh all steps involved in this competitive process as more fully described in this Article.

**404 Written Examinations**

The written examination shall be graded on a 100-point scale, and an applicant must score seventy percent (70%) or higher and remain one of the top 10 (Ten) scores including ties in order to continue in the application process. Applicants scoring less than seventy (70) percent shall be rejected.

A copy of the eligibility list, which contains the names and grades of those who have passed the examination, shall be posted in the Municipal Building.

Within thirty (30) days after the administration of the written examination, all applicants shall be given written notice of their test results and passing applicants shall be scheduled for an oral examination appointment.

**405 Oral Examinations**

Every applicant who scored seventy (70) percent or higher and receives one of the top 10 (Ten) highest scores in the written examination shall be given an oral examination which will be graded on a 100-point scale with a score of seventy percent (70%) or higher necessary for passing. The oral examination shall involve questioning applicants on how they would handle situations relevant to police work.

A copy of the eligibility list, which contains the names and grades of those who have passed the examination, shall be posted in the Municipal Building.

Within thirty (30) days after the applicants' oral examination, they shall be informed of the score in their oral examination and total overall score, and each passing applicant shall be informed of the date, time, and location for physical agility testing.

**406 Veterans' Preference Points**

Pursuant to the Veterans' Preference Act, any applicant for the position of patrol officer who qualifies as a "soldier" under this Act, shall receive an additional ten (10) points on top of their total score if that applicant has received passing scores as outlined in this Article. Veterans must furnish a copy of their DD214 showing that their initial term of commitment has been completed and they have received an honorable discharge.

Anyone who has served in the regular military, the National Guard or the reserves since July, 1953 and received an honorable discharge is eligible to receive veterans' preference points. Completion of basic training and receipt of an honorable discharge for members of the National Guard or the reserves bestows veterans' status on applicants even when they continue to serve in the National Guard or reserves.

**407 Physical Agility Testing**

The following physical exercises will be required of all applicants for the position of police officer. Those persons who fail to successfully complete all exercises will be eliminated from the selection process.

A. Quarter Mile Run and Simulated Radio Broadcast.



Applicants are required to run one lap equaling 1/4 mile within 110 seconds. Immediately after completing the run, applicant will be handed a description of a wanted person which he or she will be requested to read aloud in an intelligible manner. Failure to complete the course within the time limit or inability to read the description will result in failure of the physical agility test by the applicant.

Description to be read aloud:

Car 1 with an emergency . . . armed robbery just occurred at the PNC Bank, corner of Waynesboro Pike and Fairfield Road . . . a white male 25 - 30 years of age . . . 5' 10", husky, 185 pounds . . . light brown short cut hair . . . last seen running south to the rear of Zora Market Place. . . armed with small revolver.

**B. Simulated Body Drag.**

An applicant will be required to remove a simulated motor vehicle operator weighing approximately 200 pounds from behind the steering wheel of a motor vehicle and drag the simulated operator to a point 50 feet from the motor vehicle. Any applicant not able to drag the bag 50 feet within 20 seconds will fail the physical agility test.

**C. Vehicle Push.**

Applicant will be required to push an automobile 50 feet forward. Applicant will be allowed 20 seconds to push the vehicle. The front bumper will be at the starting line. Applicant will face the rear of the vehicle, place his/her hands anywhere and push the vehicle forward. Time will start with the command "go" and end when the entire vehicle is pushed across the finish line. The vehicle engine will not be running. Transmission will be in the neutral position and vehicle will contain one person sitting in the operator's position for the purpose of steering vehicle. Failure to complete the test within the time limit will result in failure of the physical agility test by the applicant.

**408 Background Investigation**

The commission shall request the chief of police or the chief's designee to conduct a background investigation on each applicant. The character and reputation of the applicant must be sufficient for him or her to merit appointment as a police officer.

The background investigation shall also include interviews with the applicant's family, acquaintances, current and former employers, current and former neighbors, references and current and former teachers and school officials. At a minimum, personal interviews shall be conducted with at least three (3) people

that have personal knowledge of the applicant but who are not related to the applicant and with the applicant's employer(s) for the past five (5) years. The background investigation shall also include a criminal history check, including the submission of fingerprints to the Central Repository for the Commonwealth of Pennsylvania and the Federal Bureau of Investigation. The applicant's credit history and record of criminal convictions shall also be investigated, as well as the applicant's driving record for verification that he possesses a valid driver's license. The applicant may be interviewed directly when the information collected during the background investigation requires clarification or explanation.

If necessary to complete a thorough background investigation on any applicant, the commission may, upon the request of the chief of police or his designee, subpoena the personnel records maintained by any other police department(s) by which the applicant was previously employed. After the background investigation is completed, the chief, or designee, shall make a written recommendation to the commission on whether the applicant is appropriate for consideration for appointment as a police officer.

Appropriateness of the applicant shall be based on the criteria set forth in Section 306 of these rules and regulations. This recommendation shall be in writing and if the recommendation is to disqualify, then a detailed written explanation of the reasons for disqualification must be included. The commission shall make the final determination on whether the information collected during the background investigation warrants rejection of the candidate. Within thirty (30) days after the commission considers the recommendations, each applicant will be informed of whether they have passed the background investigation.

**409 Ineligibility for Future Examinations**

If an applicant fails to obtain a passing grade in any examination, he or she shall not be eligible for a subsequent examination for any position in the police department of the Borough of Carroll Valley for a period of six months.

**410 Penalty for Improper Conduct**

Should an applicant be found guilty of any act tending to defeat the proper conduct or the result of any examinations, his or her name shall be removed from the eligible list resulting from the examination and the applicant shall not be permitted to make future application for any position in the police department without prior written approval of the Commission.

## **ARTICLE V CERTIFICATION OF THE LIST OF ELIGIBLES AND APPOINTMENTS**

### **501 Creation of the Eligibility List**

At the completion of the examination requirements set forth in Article IV, written examination, oral examination, background investigation and physical fitness test, the Secretary shall rank all passing applicants on the eligible list, from the highest to the lowest, in order of the final weighed score received by each eligible. For promotional positions, fulfilling the performance requirements set forth in Sections 307 and 403.B are also required.

Applicants who qualify for veterans' preference points shall have those points added to their passing score prior to being ranked on the eligibility list.

The eligible list shall be filed in the office of the Secretary, and a copy posted on the bulletin board in the Municipal Building. The eligible list shall also indicate the date of its preparation.

### **502 Breaking Tie Scores**

When two or more eligible applicants shall receive the same final weighed score, the order in which the names of such persons shall appear on the eligible list shall be determined by their respective scores on that part of the examination assigned the greatest weight. In the event that two or more qualifying applicants also receive identical scores on that part of the examination assigned the same weight, the order of listing shall be determined by the order in which the applications were received for recording purposes.

### **503 Life of Eligible List**

The eligibility list shall be valid for one year from the date the commission ranks all passing applicants, assigns veterans' preference points and formally adopts the eligibility list. The commission may, at its sole discretion, by a vote of the majority of the commission at a duly authorized commission meeting, extend the list for an additional year. The commission may, at its sole discretion, void an eligibility list at any time for any reason.

### **504 Filling Vacancies**

When a vacancy is to be filled in the police department, the Borough Council shall submit a written request to the Commission for certification of eligibles. In making the request, the title of the position to be filled and the compensation to be paid shall be specified.

### **504 Certification from Eligible List**

The Commission shall certify for each existing vacancy from the eligible list, the names of three persons, or a lesser number where three are not available, who have received the highest average.

**505 Removal of Names from Eligible List**

In addition to the other reasons stated as grounds for removal in these rules and regulations, the name of any person appearing on an eligible list shall be removed by the Commission or the Borough Council if such persons:

- A. For the reasons set forth in Section 311; or
- B. is appointed to a position in the police department; or
- C. declines an appointment to a permanent position in the police department; or
- D. fails to make written reply to the Commission within seven calendar days from the date of mailing a notice of certification; or
- E. indicates availability for appointment and is so appointed to fill a vacancy but fails to report for duty at the time prescribed, unless, in the opinion of the Borough Council, such person can show good and sufficient reason for failure to report.

These persons selected for appointment but unavailable to fill the vacancy at the prescribed time may make a mutual agreement with the Borough Council as to when the individual may be available for appointment. The Commission may, at its own discretion, remove the name of any person on an eligible list, certified for appointment consideration three times as a top name, but not appointed.

**506 Appointment Procedure**

Whenever the name of a person is certified from the eligible list, the person shall be notified immediately of such certification by means documenting receipt. The notice shall include the title of the position and the compensation to be paid and shall request a written reply within seven (7) days from the date of mailing. The Commission shall reserve the right to extend the reply period when extenuating circumstances exist.

**507 Temporary Appointment of Chief of Police**

In the event that a vacancy exists in the position of Chief of Police, either on a temporary or permanent basis, and there is an urgent and immediate need to fill that vacancy immediately, Borough Council may nominate a candidate to the Commission for noncompetitive examination, and if such nominee shall be certified by the Commission as qualified after such examination, he or she may be appointed provisionally to fill such vacancy. As soon as it appears that such vacancy shall be permanent, the Borough Council shall appoint a person to the position of Chief of Police pursuant to these rules and regulations.



**508 General Information Regarding Medical, Vision and Psychological Examinations**

After the appointing authority selects a candidate from the certified list of three for appointment to the vacant position, that candidate shall submit to a medical, vision and psychological examinations by the appropriate medical experts. The Borough shall be responsible for the cost of said physical, vision and psychological examinations. If the candidate successfully passes the medical, vision and psychological examinations, then that employee shall be appointed to the vacancy position in the police department for which the application was submitted. The appointment shall be contingent upon successfully passing the medical, vision and psychological examinations.

**509 Medical and Mental; Requirements**

No persons shall be eligible for an appointment until a Commission-appointed physician or psychologist certifies that the applicant is free from any bodily or mental defects, deformity or disease that might incapacitate him from the discharge of the duties of police officer.

**510 Examination Forms**

The Commission shall furnish each examiner with forms upon which the examiner shall state the physical and/or mental condition of each applicant. The report of each examination shall be submitted to the Commission within fourteen (14) days after the date of the examination.

**511 Vision Examination**

The candidate for employment with the police department of the Borough of Carroll Valley shall, as a condition of employment, provide to the Commission, a certification on the physical exam that his or her vision meets at least the current Municipal Police Officers' Education and Training Commission standards:

**512 Rejection of Unfit Applicants**

If the medical or psychological examiner shall deem any applicant medically or psychologically unfit for performance of the duties of a police officer because of any physical or mental defect, whether or not the defect shall be specifically stated as the cause for rejection in the statement of medical requirements, such applicant shall be rejected and a brief statement of the reasons for rejection shall be entered in the report of the medical or psychological examination.

Failure to pass any examination shall result in the candidate being rejected from consideration. The rejected candidate may appeal this decision under Section 311. The commission shall then certify another name to be included with the two previous certified names for consideration by the appointing authority pursuant to Article V.

**513 Reexamination of Medical or Mental Fitness**

Each applicant eligible for certification to the Borough Council for appointment to any position in the police department shall be deemed fit as determined by a medical or psychological examination. Each eligible applicant shall be further instructed by the Secretary, before being certified, to inform the Commission of any illness or injuries requiring the attendance of a physician or requiring hospitalization, and of any surgical operations that shall have occurred subsequent to the original medical examination. If, in the judgement of the Commission, there shall have been any change in the fitness of any applicant after being medically or psychologically examined, whether or not such change shall have been reported by the applicant, the Commission may require the applicant to submit to a further medical and/or psychological examination before being certified for appointment.

**514 Probationary Period**

All newly appointed police officers shall have a probationary period of twelve months from the date of initial hire. A new officer's probationary period including time at the academy, includes an additional year upon completion at the academy. During the probationary period, an officer may be dismissed only for cause, as specified in Section 1190 of the Borough Code, as amended. If at the close of the probationary period the conduct or fitness of the probationary officer has not been satisfactory to the Borough Council, such officer shall be notified, in writing, that he will not receive a permanent appointment to the Borough police department. In such case, his probationary appointment shall cease; otherwise, his retention shall be equivalent to a permanent employment.

**515 Provisional Appointments**

In the event that a vacancy exists and there is an urgent and immediate need to fill that vacancy immediately and there are no names on the eligible list, Borough Council may nominate a person to the Commission for noncompetitive examination, and if such nominee shall be certified by the Commission as qualified after such examination, he or she may be appointed provisionally to fill such vacancy. The Commission must hold a competitive examination within three weeks from such appointment and certify a list of eligible to the Borough Council from which a regular appointment shall be made as hereinafter provided. Nothing contained herein shall prevent the appointment, without examination, of persons temporarily as police officers in cases of riot or other emergency.

**ARTICLE VI Suspensions, Removals and Reductions in Police  
Department**

**601 General**

No persons employed in the police department shall be suspended or removed except for the following reasons:

- A. Physical or mental disability affecting his or her ability to continue in service, in which case the person shall receive an honorable discharge from service;
- B. neglect or violation of any official duty;
- C. violation of any law which provides that such violation constitutes a misdemeanor or felony;
- D. inefficiency, neglect, intemperance, immorality, disobedience of orders, or conduct unbecoming an officer;
- E. intoxication while on duty; and
- F. Engaging or participating in the conduct of a political or election campaign while on duty or in uniform or while using borough property otherwise than to exercise the person's own right of suffrage..
- G. Engaging or participating in the conduct of a political or election campaign for an incompatible office as provided in section 1104(f) of Title 8, "Borough Code" (relating to appointments and incompatible offices).

No officer shall be removed from the police force for religious, racial or political reasons.

**602 Reduction in Police Force**

If for reasons of economy or other reasons, provided that Borough Council is acting in good faith, it is deemed necessary to reduce the number of paid officers in the police department, the following procedure shall be applied:

- A. if there are any officers eligible for retirement under the terms of any retirement or pension law, if the party to be retired exceeds the maximum age as defined in the Act of October 22, 1955 (P.L. 744, No. 222), known as the Pennsylvania Human Relations Act, then such reduction in numbers shall be made by retirement of such officers, starting with the oldest officer and following in order of age respectively.
- B. if the number of paid officers eligible for retirement is insufficient to affect the necessary reduction in numbers, or if there are no officers eligible for retirement, or if no retirement or pension funds exist, then the reduction shall be effected by furloughing the officers, including probationers, last appointed to the respective force. Such removal shall be accomplished by furloughing in numerical order commencing with the officer last appointed until such reduction shall have been accomplished.

In the event that the police department shall again be increased, the officers furloughed shall be reinstated in order of their seniority in the service. The

provisions contained in this section as to reductions in force shall not be applicable to the Chief of Police.

**603 Procedure**

Whenever any police officer is suspended or removed, the specific charges warranting each such action shall be stated in writing by the Borough Council. The charges shall be stated clearly and in sufficient detail to enable the accused to understand the charges made against him or her and to be able to answer them and shall include the section of the law or regulation as well as the factual basis for the violation of that law or regulation. As soon as practical, the statement of charges shall be filed in triplicate with the Commission and within five days of such filing, the original copy of the statement of charges shall be delivered to the accused either by personal service or by certified or registered mail. All charges shall be accompanied by a supporting affidavit of one or more persons having personal knowledge of the factual basis cited therein.

**604 Hearings on Suspension and Removal**

Any officer having charges filed against him or her providing for a suspension, dismissal or reduction in rank shall have the right to demand a hearing before the Commission. The demand shall be made in writing to the Commission and the officer may make written answer to the charges filed against him or her not later than the day fixed for the hearing. The hearing shall be held within a period of ten days from the filing of written charges, unless continued by the Commission for cause at the request of the Borough Council or the officer. At such hearing, the officer against whom the charges are made may be present in person and by counsel.

**605 Suspension Pending Determination of Charges**

Borough Council may suspend any officer, without pay, pending the determination of the charges against him or her. In the event the Commission fails to uphold the charges, the officer sought to be suspended, removed or demoted shall be reinstated with full pay for the period during which he or she was suspended or removed, and no charges shall be officially recorded against his or her record.

**606 Notice of Hearing**

Notice of the date, time and place for each hearing shall be given in the following manner:

- A. either by personal service or by certified or registered mail to each of the principals involved in the case, and
- B. by mailing a notice to all other parties who have stated an interest in the hearing; provided, however, that any failure to give the notice required by this subsection shall not invalidate any subsequent action taken by the Commission.



**607 Subpoenas**

The Commission shall have the power to issue subpoenas. The Chairperson of the Commission shall be authorized to sign all subpoenas requiring the attendance of witnesses and the production of records and papers pertaining to the charges filed against the officer. If any person shall refuse or neglect to obey any subpoenas issued by the Commission, he or she shall, upon conviction thereof in a summary proceeding, be sentenced to pay a fine not to exceed One Hundred Dollars (\$100.00), and in default of such payment, shall be imprisoned for a period not to exceed thirty (30) days. If any person shall refuse or neglect to obey any subpoena issued by the Commission, the Commission may apply by petition to the Court of Common Pleas of Adams County requiring the attendance of such persons before the Commission to testify and to produce any records and papers necessary. In default thereof, the witness shall be held in contempt of court.

**608 Hearing Procedure**

Each hearing shall be conducted in the following manner:

- A. The Chairperson shall call the hearing to order, state the general purpose of the hearing, and make note of the parties present.
- B. The Secretary, upon direction of the Chairperson, shall read the charges against the accused together with the record of action taken against such officer.
- C. The Secretary shall read any written reply of the accused.
- D. The Chairperson shall afford each person making charges, or his or her counsel, an opportunity to make further statement in support of the charges and to produce any witnesses and testimony.
- E. The Chairperson shall afford the accused, or his or her counsel, an opportunity to question or cross-examine the person making charges, and to question or cross-examine any witness produced by such person.
- F. The Chairperson shall afford the accused, or his or her counsel, an opportunity to produce any witnesses.
- G. All parties shall have the opportunity to examine or cross-examine all witnesses produced by the parties.
- H. The Chairperson shall afford all parties the opportunity to present a summation to the Commission.

- I. The Commission shall be the judge of admissible evidence and procedure and shall be bound by technical rules of evidence.
- J. A stenographic record of all testimony taken at such hearing shall be filed with and preserved by the Commission, which record shall be sealed and not be available for public inspection in the event the charges are dismissed.

The Commission, at any time during the course of the hearing, may question or cross-examine the persons making charges, the accused and any witness. All testimony shall be given under oath. The Chairperson shall administer all oaths.

**609 Decision of the Commission**

Within fourteen (14) calendar days after the hearing, the Commission shall issue its decision in the form of a written order approved by at least two members of the Commission. The written order shall include all findings of fact and conclusions of law. If, during the hearing, opposing facts are presented, the Commission shall include in its written order a decision as to what it considers to be the correct facts. The findings and decision of the Commission shall be certified to the person making charges, to the accused officer, and to the Borough Council.

**610 Right of Appeal**

All parties concerned shall have the right to appeal the decision of the Commission to the Court of Common Pleas of Adams County. Such appeal must be taken within thirty (30) days from the date of entry by the Commission of its final order. The form of the appeal shall be by petition.

## **ARTICLE VII INSPECTION OF DOCUMENTS**

**701 Inspection in General**

Except as otherwise provided in this article, all of the records of the Commission shall be open to the public and available for inspection during normal business hours. A member of the Commission, or any person who may, from time to time, be designated by the Commission, shall be present at all times during any inspection of any records of the Commission.

**702 Character and Reputation Reports**

The initial application and all reports of investigation and inquiries into the character and reputation of applicants shall be kept in the strictest confidence and shall not be open to public inspection.

**703 Inspection of Examination Materials**

All examination materials shall be confidential and shall not be open to general public inspection. Any examined applicant may inspect his or her examination papers provided that:

- C. he or she makes a written request to the Commission within fourteen (14) calendar days from the date of notice of his or her grades; and
- A. he or she receives a written consent of the Commission to inspect his or her examination papers; and
- B. he or she makes inspection within fourteen (14) calendar days from the date of the mailing of the consent of the Commission.

The Commission shall not consent to the request of any examined applicant to inspect any written examination paper which may be used in a subsequent written examination that may be scheduled within ninety (90) calendar days following the receipt of the written request. If the Commission consents to an inspection of any of the written examination papers by any previously examined applicant, it shall state in its letter of consent the specific examination papers that may be inspected. Before any member of the Commission, or any person designated by the Commission, permits any inspection of examination papers, he or she shall require the examined applicant to produce the letter indicating the consent of the Commission and he or she shall limit the inspection by the examined applicant to those examination papers indicated in the letter of consent. No examined applicant shall be permitted to inspect any examination papers other than his or her own, nor shall he or she be permitted to make any written notes while inspecting any examination paper.

## **ARTICLE VIII COMMISSION FORMS**

### **801 Use of Forms**

The Commission may adopt and use various forms to perform their official functions, copies of which may be obtained from the office of the Secretary, and from other offices and officers that the Commission, from time to time, may choose to designate including online services.

### **802 Forms**

The following forms and their titles become the official forms of the Commission and a part of the rules and regulations of the Commission, a copy of which may be obtained from the Police Secretary or the Commission:

- A. Forms and letters referenced in the rules and regulations as Appendix 1 - 17;
- B. Notification Procedure Release;
- C. Waiver and Release for background Investigation;

- D. Personal Injury Waiver;
- E. Psychological Examination - Instructions to Examiner; and
- F. Release of Psychological Information.

## **ARTICLE IX AMENDMENTS**

The Commission, with the approval of the Borough Council, may from time to time, amend any of these rules and regulations, insofar as such amendments do not run contrary to the Borough Code.





# Carroll Valley Borough Police

5685 Fairfield Road  
Fairfield, PA 17320

Richard L Hileman II  
Chief of Police  
(717) 642-8269  
Fax (717) 642-9697  
Dispatch (717) 334-8101

To Whom it May Concern,

Carroll Valley Police Department is aware of the grant request being submitted by the Lehigh Township Police Department for enhancements to the cNET RMS system. As a current cNET user agency we are completely supportive of this request as all the features and enhancements outlined within the grant request will benefit our department as well as all cNET user agencies.

As record data contained within cNET is sharable by all cNET agencies, the more information that can be collected, the greater the opportunity will be to utilize the data for investigative and reporting capabilities. As a shared web-based platform, any upgrades to the application are also available to all users.

cNET is a valuable and cost-effective tool and we hope that the grant committee will have a favorable response to the application request.

Sincerely,

Chief Richard L Hileman II

**CARROLL VALLEY BOROUGH CIVIL SERVICE COMMISSION**

**CIVIL SERVICE RESULT OF QUALIFICATION EXAMINATION**

The Civil Service Commission has completed the appropriate examination and certifies the following candidate for the position of Chief of Police with the Carroll Valley Borough Police Department.

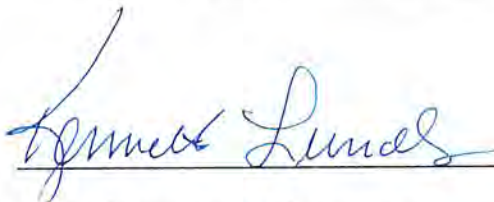
**Name:**

Clifford J. Weikert

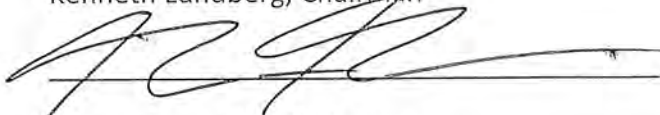
**Final Assesement:**

Qualified

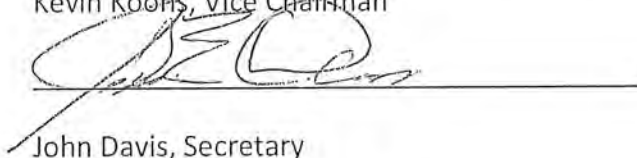
Approved by a majority of the Commission this 23<sup>rd</sup> day of September 2022 at a Regular stated meeting of the Commission:



Kenneth Lundberg, Chairman



Kevin Koons, Vice Chairman



John Davis, Secretary

## Planning Meeting 10/3/2022

- Approval of September minutes
- Open to the public - none
- New Business - none
- Old Business -
  - Zoning Ordinance Concerns
    - Vacation Rental - Reviewed the changes submitted last month and approved to move to Council
    - Trailers and Vehicle storage - Reviewed (and discussed) the changes submitted last month and approved to move to Council
  - Reviewed proposed Chapter 10 - Health, Safety, and Nuisances
    - Discussion concerning definitions - changes requested
    - Additional changes and clarifications requested.
    - Dave will update and commission will review the updated document next month November
  
- Adjourned

# ADMINISTRATIVE BUSINESS

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BOROUGH OF CARROLL VALLEY SUMMARY FINANCIAL REPORT: 1 thru 30 September 2022

ACCOUNT	GENERAL FUND	SPECIAL EVENT	SANITARY SEWER	SINKING FUND	CAPITAL RESERVE	HIGHWAY AID (LF)	TOTAL FUNDS	SEWER AUTHORITY
START OF PERIOD								
CHECKING ACCOUNT	\$41,149.95	\$0.00	\$0.00	\$145.50	\$74,329.56	\$0.00	\$115,625.01	\$4,476.33
INVESTMENTS	\$2,217,764.92	\$0.00	\$0.00	\$0.00	\$0.00	\$689,544.89	\$2,907,309.81	\$207,313.69
PETTY CASH	\$425.00	\$0.00	\$25.00	\$0.00	\$0.00	\$0.00	\$450.00	\$50.00
DUE FROM OTHER FUNDS	\$66,415.33	(\$3,417.68)	\$696,187.64	\$0.00	(\$430,261.86)	\$0.00	\$328,923.43	\$0.00
DUE TO OTHER FUNDS	\$202,634.80	\$152.70	\$42,400.36	\$0.00	\$41,524.45	\$0.00	\$286,712.31	\$52,076.73
LIABILITIES	\$12,690.01	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,690.01	\$0.00
NET BALANCE	\$2,110,430.39	(\$3,570.38)	\$653,812.28	\$145.50	(\$397,456.75)	\$689,544.89	\$3,052,905.93	\$159,763.29

TRANSACTIONS FOR PERIOD								
ADJUSTMENTS (SEE NOTE)								
ACTUAL REVENUES (+)	\$620,693.08	\$0.00	\$17,925.49	\$0.00	\$245,705.27	\$0.00	\$884,323.84	\$0.00
ACTUAL EXPENDITURES (-)	\$336,591.57	\$11,329.68	\$265,454.53	\$0.00	\$47,185.75	\$10,610.68	\$671,172.21	\$0.00
ENCUMBERED FUNDS (-)	\$23,129.84	\$739.37	\$10,566.53	\$0.00	\$125,162.95	\$0.00	\$159,598.69	\$0.00
NET TRANSACTION BALANCE	\$260,971.67	(\$12,069.05)	(\$258,095.57)	\$0.00	\$73,356.57	(\$10,610.68)	\$53,552.94	\$0.00

END OF PERIOD								
CHECKING ACCOUNT	\$41,472.64	\$0.00	\$0.00	\$145.50	\$74,329.56	\$0.00	\$115,947.70	\$4,476.33
INVESTMENTS	\$2,428,518.50	\$0.00	\$0.00	\$0.00	\$0.00	\$678,934.21	\$3,107,452.71	\$207,313.69
PETTY CASH	\$425.00	\$0.00	\$25.00	\$0.00	\$0.00	\$0.00	\$450.00	\$50.00
DUE FROM OTHER FUNDS	\$382,602.22	(\$3,417.68)	\$686,923.13	\$0.00	(\$184,556.59)	\$0.00	\$881,551.08	\$0.00
DUE TO OTHER FUNDS	\$439,075.56	\$11,482.38	\$277,617.57	\$0.00	\$111,164.45	\$0.00	\$839,339.96	\$52,076.73
LIABILITIES	\$15,824.18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,824.18	\$0.00
NET BALANCE	\$2,398,118.62	(\$14,900.06)	\$409,330.56	\$145.50	(\$221,391.48)	\$678,934.21	\$3,250,237.35	\$159,763.29



# Check Register with Invoices

Borough of Carroll Valley

27-Sep-22

From: 01-Sep-22 To: 30-Sep-22

Check No	Check Date	VendorNo	Vendor	Invoice	Check Amount	Status
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**Bank Account: 35 HIGHWAY AID FUND**

556	9/13/2022	33	ALPHA SPACE CONTROL COMPANY IN		\$2,105.40	O
			57088 Line Painting		\$2,105.40	
557	9/13/2022	14643	SPECIALTY GRANULES INC.		\$1,009.66	O
			7005462001 Swallow Trail: Stone for Drainage		\$214.76	
			91322 Swallow Trail: Stone for Drainage		\$794.90	
558	9/27/2022	17731	AMAZON CAPITAL SERVICES		\$2,145.62	O
			17FW-Q3GM-QMQY Ranch Trail Bridge: Supplies		\$2,145.62	
559	9/27/2022	17763	SERLLC		\$800.00	O
			9227 Ranch Trail Bridge: Repair Drawings		\$800.00	
560	9/27/2022	311	SHENANGO OF PENNSYLVANIA, INC.		\$4,550.00	O
			0872 Ranch Trail Bridge: Steel, Bolts, and Pain		\$4,550.00	

**Bank Total:**

**\$10,610.68**

# Check Register with Invoices

Borough of Carroll Valley

27-Sep-22

From: 01-Sep-22 To: 30-Sep-22

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

34833	9/13/2022	17718	AC&T CO, INC.		\$4,905.83	O
			91322 Fuel & Diesel Fuel: August 2022		\$3,858.46	
			2607254 Generator at Boro Office		\$1,047.37	
34834	9/13/2022	22	ADAMS ELECTRIC COOPERATIVE, IN		\$2,579.92	O
			3000-922 STP: Country Club Trl. Pump Station: Svc 8/1/22-9/		\$130.86	
			4700-922 Boro Office: Svc 8/1/22-9/1/22		\$909.02	
			4704-922 STP: Sanders Rd. Pump Station: Svc 8/1/22-9/1/22		\$1,540.04	
34835	9/13/2022	14391	CAPITAL REGION WATER		\$675.00	O
			91322 STP: Sludge Testing July 2022		\$675.00	
34836	9/13/2022	17760	Edmunds GovTech, Inc		\$69,640.00	O
			22-IN4589 Financial Mgmt Software Package		\$69,640.00	
34837	9/13/2022	14412	GOVERNMENT MANAGEMENT SERVICE		\$3,000.00	O
			3454 Retainer for the month of August 2022		\$3,000.00	
34838	9/13/2022	14636	HARRINGTON EQUIPMENT		\$333.98	O
			198984 Weed Trimmer & Heads		\$333.98	
34839	9/13/2022	14462	KAPP ADVERTISING SERVICE		\$65.40	O
			1556973 Legal Ad: Admin Assistant		\$65.40	
34840	9/13/2022	825	KPI TECHNOLOGY		\$1,216.03	O
			9220 SEO Services		\$1,216.03	
34841	9/13/2022	196	LABORATORY, ANALYTICAL & BIOLO		\$360.00	O
			106614 STP: Testing August 2022		\$360.00	
34842	9/13/2022	418	LOWES IN-STORE ACCOUNT		\$136.62	O
			91322 Split Rail Posts & Fencing		\$136.62	
34843	9/13/2022	137	MET-ED		\$74.27	O
			628-922 Jacks Mtn & Skylark Trl: Street Lighting		\$74.27	
34844	9/13/2022	975	PA MUNICIPAL HEALTH INSURANCE		\$21,079.90	O
			91322 October 2022: Major Medical, Dental, Vision		\$21,079.90	
34845	9/13/2022	874	PENNSYLVANIA ONE CALL SYSTEM,		\$14.58	O
			965829 August 2022: Activity Fee		\$14.58	

# Check Register with Invoices

Borough of Carroll Valley

27-Sep-22

From: 01-Sep-22 To: 30-Sep-22

Check No	Check Date	VendorNo	Vendor	Invoice	Check Amount	Status
34846	9/13/2022	269	PSAB		\$370.00	O
			31337 2022 Fall Conference		\$185.00	
			31336 2022 Fall Conference		\$185.00	
34847	9/13/2022	14145	SALZMANN HUGHES, P.C.		\$2,014.20	O
			18541 S&W Authority Dissolution		\$208.00	
			18532 Representation as Borough Solicitor		\$1,806.20	
34848	9/13/2022	310	SHEALERS SEPTIC SERVICE		\$3,840.00	O
			91322 HT: August 2022		\$3,840.00	
34849	9/13/2022	14548	Stacy L. Krietz		\$316.00	O
			91322 Office Cleaning: 8/28/22-9/10/22		\$316.00	
34850	9/13/2022	328	STEPHENSON EQUIPMENT		\$600.00	O
			90010424 OSHA Inspection on MS4 (Bucket Truck)		\$600.00	
34851	9/13/2022	14493	THE YORK WATER COMPANY		\$92.35	O
			91322 Water: Svc 7/25/22-8/23/22		\$92.35	
34852	9/13/2022	14207	WEST PENN POWER		\$2,693.92	O
			822-922 Green Trl: Svc 8/1/22-8/30/22		\$9.04	
			594-922 Ranch Trl: Svc 8/1/22-8/30/22		\$17.63	
			294-922 14 Ranch Trl: Barn: Svc 8/1/22-8/30/22		\$41.12	
			218-922 Street Lights		\$2,346.75	
			872-922 14 Ranch Trl: Svc 8/1/22-8/30/22		\$279.38	
34853	9/13/2022	14622	WILLIAMS SCOTSMAN, INC.		\$665.63	O
			9015012630 STP: September 2022 Office Trailer		\$665.63	
34854	9/13/2022	1191	COMCAST CABLE		\$729.96	O
			154141988-3 14 Ranch Trl: Svc 9/1/22-9/30/22		\$119.51	
			154141988-2 STP: Svc 9/1/22-9/30/22		\$62.32	
			154141988-4 Boro Office: Svc 9/1/22-9/30/22		\$219.13	
			154141988 PL: Svc 9/1/22-9/30/22		\$282.00	
			154141988-1 Zoning: Svc 9/1/22-9/30/22		\$47.00	
34855	9/13/2022	17713	TOSHIBA FINANCIAL SERVICES		\$351.83	O
			481657690 September 2022: Copier Lease		\$351.83	
34856	9/27/2022	22	ADAMS ELECTRIC COOPERATIVE, IN		\$2,119.66	O

# Check Register with Invoices

Borough of Carroll Valley

27-Sep-22

From: 01-Sep-22 To: 30-Sep-22

Check No	Check Date	VendorNo	Vendor	Invoice	Check Amount	Status
			1701-922 Pavilion: Svc 8/1/22-8/31/22		\$141.36	
			4800-922 MS Bldg: Svc 8/1/22-8/31/22		\$53.20	
			8400-922 Jacks Mtn Bridge: Svc 8/1/22-8/31/22		\$45.96	
			4200-922 Ski Run Trl: Svc 8/1/22-8/31/22		\$83.96	
			1500-922 Street Lights		\$1,667.75	
			4500-922 Trout Run Trl: Svc 8/1/22-8/31/22		\$127.43	
34857	9/27/2022	14374	AMERICAN UNITED LIFE INS		\$285.87	O
			92722 Life & Disability Premium: October 2022		\$285.87	
34858	9/27/2022	823	BOYER & RITTER CPA		\$2,500.00	O
			270219 2021 Audit Final Billing		\$2,500.00	
34859	9/27/2022	1191	COMCAST CABLE		\$404.48	O
			9274-922 99 Country Club Trl: Emergency Dialer		\$102.19	
			2005-922 Internet Fees		\$251.24	
			2989-922 STP: 119A Sanders Rd: Svc 9/13/22-10/12/22		\$51.05	
34860	9/27/2022	14219	COMMUNITY MEDIA OF SOUTH CENT		\$220.00	O
			1431 CVB Council Meeting: August 2022		\$220.00	
34861	9/27/2022	783	CONTROL SYSTEMS 21		\$836.32	O
			38543 Repair Sludge Return Pump Station		\$393.00	
			38593 Repair of EQ Pump		\$443.32	
34862	9/27/2022	17736	DOLI CONSTRUCTION CORPORATION		\$47,625.40	O
			#3/Final Phase 1: Final Payment Sanders Rd. Pump Station		\$47,625.40	
34863	9/27/2022	113	FAIRFIELD FIRE & EMS		\$10,000.00	O
			92722 Capital Campaign Contribution		\$10,000.00	
34864	9/27/2022	14272	FASTENAL COMPANY		\$18.03	O
			260475 Adhesive, Nuts & Washers		\$18.03	
34865	9/27/2022	356	GETTYSBURG TIMES		\$55.70	O
			42861 Legal Ad: Civil Service Commission		\$55.70	
34866	9/27/2022	155	HARRINGTON & SONS		\$49.31	O
			92722 EQPK: Wheel Bearing Parts		\$49.31	
34867	9/27/2022	17735	KELLER ENGINEERS, INC.		\$9,522.14	O
			04529-0001-6 Phase 2: WWTP Expansion		\$2,008.65	

# Check Register with Invoices

Borough of Carroll Valley

27-Sep-22

From: 01-Sep-22 To: 30-Sep-22

Check No	Check Date	VendorNo	Vendor	Invoice	Check Amount	Status
				04407-0002-3 Phase 1: Sanders Rd. Pump Station	\$603.30	
				004529-0001-7 Phase 2: WWTP Expansion	\$1,097.25	
				004407-0001-5 Phase 2: WWTP Expansion	\$5,812.94	
34868	9/27/2022	1204	KILMER INSURANCE AGENCY		\$500.00	O
				1171 2022-2023 Bond # B1191248	\$500.00	
34869	9/27/2022	825	KPI TECHNOLOGY		\$3,293.66	O
				9225 SEO Services	\$3,293.66	
34870	9/27/2022	14504	MONARCH		\$606.00	O
				248517 Catch Basin for Swallow Trail	\$606.00	
34871	9/27/2022	241	PA MUNICIPAL RETIREMENT SYSTEM		\$20.00	O
				92722 Enrollment Fee: Sarah Ginn	\$20.00	
34872	9/27/2022	242	PA STATE ASSOC. OF BOROUGHES		\$224.05	O
				31414 Random Alcohol Testing: 7/12/22	\$39.05	
				31453 R.M: 2022 Fall Conference	\$185.00	
34873	9/27/2022	993	PETRO-CHOICE		\$4,043.20	O
				92722 Bulk Hydraulic & Motor Oil	\$4,043.20	
34874	9/27/2022	14651	REAGAN YEARS L.L.C.		\$5,000.00	O
				92722 J-4: 2023 Band Down Payment	\$5,000.00	
34875	9/27/2022	1072	SCHAEFER PYROTECHNICS, INC.		\$6,279.00	O
				2392 2023 J-4 Celebration Fireworks: Down Payment	\$6,279.00	
34876	9/27/2022	14548	Stacy L. Krietz		\$316.00	O
				92722 Office Cleaning: 9/11/22-9/24/22	\$316.00	
34877	9/27/2022	14607	STOUFFER MECHANICAL CONTRACTO		\$5,063.50	O
				6155 Conference Room AC Issue	\$487.50	
				6158 Heating and Cooling Maintenance	\$4,576.00	
34878	9/27/2022	1137	TRAPUZZANOS UNIFORMS		\$120.71	O
				20400 POL: Pants for Freeman	\$120.71	
34879	9/27/2022	363	U.S. MUNICIPAL SUPPLY, INC.		\$978.40	O
				92722 Brooms for MS5 (Sweeper)	\$978.40	

**Bank Total:**

**\$215,836.85**



Members of Borough Council  
Borough of Carroll Valley  
Carroll Valley, Pennsylvania

Members of the Authority  
Carroll Valley Sewer and Water Authority  
Carroll Valley, Pennsylvania

This letter is to inform the Members of Borough Council of the Borough of Carroll Valley (Borough) and the Members of the Authority of Carroll Valley Sewer and Water Authority (Authority) about significant matters related to the conduct of our audit as of and for the year ended December 31, 2021, so that they can appropriately discharge their oversight responsibility and we comply with our professional responsibilities.

Generally accepted auditing standards (AU-C 260, *The Auditor's Communication With Those Charged With Governance*) require the auditor to promote effective two-way communication between the auditor and those charged with governance. Consistent with this requirement, the following summarizes our responsibilities regarding the financial statement audit as well as observations arising from our audit that are significant and relevant to your responsibility to oversee the financial reporting process:

**Our Responsibilities With Regard to the Financial Statement Audit**

Our responsibilities under auditing standards generally accepted in the United States of America have been described to you in our arrangement letter dated January 6, 2022. The audit of the basic financial statements does not relieve management or those charged with governance of their responsibilities, which are also described in that letter.

**Overview of the Planned Scope and Timing of the Financial Statement Audit**

We have issued a separate communication regarding the planned scope and timing of our audit and identified significant risks.

**Significant Accounting Practices, Including Policies, Estimates and Disclosures**

The following identifies the qualitative aspects of significant accounting practices, including accounting policies, accounting estimates and financial statement disclosures which you may wish to monitor as part of your oversight responsibilities of the financial reporting process.

*Preferability of Accounting Policies and Practices*

Under the modified cash basis of accounting, in certain circumstances, management may select among alternative accounting practices. In our view, in such circumstances, management has selected the preferable accounting practice.

## **Significant Accounting Practices, Including Policies, Estimates and Disclosures (Continued)**

### *Adoption of, or Change in, Accounting Policies*

The Members of Borough Council, Members of the Authority, and management have the ultimate responsibility for the appropriateness of the accounting policies used by the Borough and the Authority.

Following are descriptions of significant accounting policies or their applications that were considered or initially selected during the year ended December 31, 2021:

GASB Statement No. 89, *Accounting for Interest Cost Incurred before the End of a Construction Period*, establishes accounting requirements for interest cost incurred before the end of a construction period to enhance the relevance and comparability of information about capital assets and the cost of borrowing for a reporting period and to simplify accounting for interest cost incurred before the end of a construction period.

GASB Statement No. 98, *The Annual Comprehensive Financial Report*, establishes the term annual comprehensive financial report and its acronym ACFR.

The following are descriptions of accounting pronouncements which will be considered for implementation during subsequent years, with modified effective dates as established by GASB Statement No. 95:

GASB Statement No. 87, *Leases*, will be effective for the Borough beginning with its year ending December 31, 2022 (fiscal periods beginning after June 15, 2021). This Statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset.

GASB Statement No. 91, *Conduit Debt Obligations*, will be effective for the Borough beginning with its year ending December 31, 2022 (periods beginning after December 15, 2021). This Statement provides a single method of reporting conduit debt obligations by issuers and eliminates diversity in practice.

GASB Statement No. 92, *Omnibus 2020*, will be effective for the Borough beginning with its year ending December 31, 2022 (fiscal periods beginning after June 15, 2021). This Statement enhances comparability in accounting and financial reporting and improves consistency of authoritative literature by addressing practice issues that have been identified during implementation and application of various GASB standards previously issued.

GASB Statement No. 93, *Replacement of Interbank Offered Rates*, will be effective for the Borough beginning with its year ending December 31, 2022 (fiscal periods beginning after June 15, 2021). This Statement addresses accounting and financial reporting implications that result from the replacement of an IBOR.

GASB Statement No. 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements*, will be effective for the Borough beginning with its year ending December 31, 2023 (fiscal periods beginning after June 15, 2022). This Statement improves financial reporting by addressing issues related to public-private and public-public partnerships.

GASB Statement No. 96, *Subscription-Based Information Technology Arrangements*, will be effective for the Borough beginning with its year ending December 31, 2023 (fiscal periods beginning after June 15, 2022). This Statement provides guidance on the accounting and financial reporting for subscription-based information technology arrangements (SBITAs) for government end users.

## **Significant Accounting Practices, Including Policies, Estimates and Disclosures (Continued)**

### *Adoption of, or Change in, Accounting Policies (Continued)*

GASB Statement No. 97, *Certain Component Unit Criteria, and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans - an amendment of GASB Statements No. 14 and No. 84, and a supersession of GASB Statement No. 32*, will be effective in varying states, with certain requirements that go into effect immediately and all other requirements becoming effective for the Borough beginning with its year ending December 31, 2022 (fiscal periods beginning after June 15, 2021). This Statement (1) increases consistency and comparability related to the reporting of fiduciary component units where a governing board does not exist and the primary government performs the duties that a governing board typically would perform; (2) mitigates costs associated with the reporting of certain defined contribution pension plans and OPEB plans and other employee benefit plans as fiduciary component units; and (3) enhances the relevance, consistency, and comparability of the accounting and financial reporting for Internal Revenue Code (IRC) Section 457 deferred compensation plans that meet the definition of a pension plan.

The Borough's management has not yet determined the effects, if any, that these Statements will have on the Borough's financial statements.

We did not discuss with management any alternative treatments within the modified cash basis of accounting for accounting policies and practices related to material items during the current audit period.

### *Significant Accounting Estimates*

Accounting estimates are an integral part of the preparation of financial statements and are based upon management's current judgments. The process used by management encompasses its knowledge and experience about past and current events and certain assumptions about future events. Management has informed us that it used all relevant facts available to it at the time to make the best judgments about accounting estimates, and we considered this information in the scope of our audit.

The estimate significant to the financial statements includes depreciation expense on capital assets.

Management's estimate of this item is based on current and historical information available to management. We evaluated the key factors and assumptions used to develop the estimates and determined that they are reasonable in relation to the financial statements taken as a whole.

### *Financial Statement Disclosures*

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the Borough's financial statements relate to:

- Deposits and Investments (Note 3)
- Fixed Assets (Note 6)
- Long-Term Debt (Note 7)
- Defined-Benefit Pension Plans (Note 8)
- Commitments and Subsequent Events (Notes 16 and 18)

The financial statement disclosures are objective, consistent and clear.

## **Significant Accounting Practices, Including Policies, Estimates and Disclosures (Continued)**

### *Significant Unusual Transactions*

We did not identify any significant or unusual transactions or significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

### **Audit Adjustments**

There were audit adjustments made to the original trial balances that were presented to us to begin our audit. The significant audit adjustments proposed by us and recorded by the Borough included recognizing depreciation expense in the Sewer and Water Authority of \$74,812 and construction in progress in the Sewer and Water Authority of \$99,683.

### **Uncorrected Misstatements**

We are not aware of any uncorrected misstatements other than misstatements that are clearly trivial.

### **Departure From the Auditor's Standard Report**

#### **Expected Emphasis of Matter Paragraph**

On February 28, 2022, the Authority approved a resolution to terminate its existence and submitted a Certificate of Termination to the Borough for approval. On March 15, 2022, the Borough of Carroll Valley approved a resolution approving the Authority's request to terminate its existence. Upon recording of the Certificate of Termination with the Office of the Recorder of Deeds of Adams County, Pennsylvania, the Projects and all property and assets of the Authority shall transfer to the Borough, and the Authority shall cease to exist. The Certificate of Termination was filed with the Pennsylvania Department of State on May 9, 2022, and recorded in the Office of the Recorder of Deeds in Adams County, Pennsylvania on August 11, 2022. As of August 11, 2022, the Project and all property and assets of the Authority ceased to exist. In light of this matter, we will include an emphasis of matter paragraph in the auditor's report. Below is a draft of the paragraph to be included in the auditor's report:

#### **Emphasis of Matter - Termination of the Authority**

As discussed in Note 18 to the financial statements, the Borough of Carroll Valley and the Carroll Valley Sewer and Water Authority approved a plan to terminate the Authority's existence on March 15, 2022, and commenced termination shortly thereafter. Upon recording of the Certificate of Termination with the Office of the Recorder of Deeds of Adams County, Pennsylvania, the Projects and all property and assets of the Authority shall transfer to the Borough, and the Authority shall cease to exist. The Certificate of Termination was recorded on August 11, 2022. Our opinion is not modified with respect to this matter.

### **Other Information in Documents Containing Audited Financial Statements**

We are not aware of any other documents that contain the audited financial statements. If such documents were to be published, we would have a responsibility to determine that such financial information was not materially inconsistent with the audited statements of the Borough.

### **Disagreements with Management**

We encountered no disagreements with management over the application of significant accounting principles, the basis for management's judgments on any significant matters, the scope of the audit, or significant disclosures to be included in the financial statements.

### **Consultations with Other Accountants**

We are not aware of any consultations management had with other accountants about accounting or auditing matters.

**Significant Issues Discussed with Management**

No significant issues arising from the audit were discussed with or were the subject of correspondence with management.

**Significant Difficulties Encountered in Performing the Audit**

We did not encounter any significant difficulties in dealing with management during the audit.

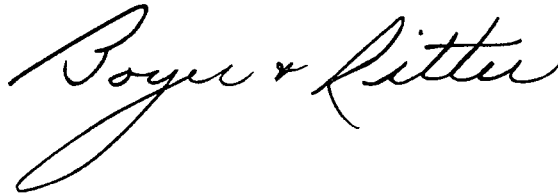
**Significant Written Communications Between Management and Our Firm**

We have requested certain representations from management that are included in the management representation letter dated September 6, 2022.

**Closing**

We will be pleased to respond to any questions you have about the foregoing. We appreciate the opportunity to continue to be of service to the Borough of Carroll Valley and the Carroll Valley Sewer and Water Authority.

This report is intended solely for the information and use of the Members of Borough Council, the Members of the Authority and management and is not intended to be, and should not be, used by anyone other than these specified parties.

A handwritten signature in cursive script that reads "Boyer & Ritten". The signature is written in black ink and is centered on the page.

Chambersburg, Pennsylvania  
September 6, 2022



**BOROUGH OF CARROLL VALLEY**

**FINANCIAL REPORT**

**DECEMBER 31, 2021**

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## INDEPENDENT AUDITOR'S REPORT

Members of Borough Council  
Borough of Carroll Valley  
Carroll Valley, Pennsylvania

Members of the Authority  
Carroll Valley Sewer and Water Authority  
Carroll Valley, Pennsylvania

### Report on the Financial Statements

#### *Opinion*

We have audited the Department of Community and Economic Development of the Commonwealth of Pennsylvania Annual Audit and Financial Report (Form DCED-CLGS-30) of the Borough of Carroll Valley, Adams County, Pennsylvania and the Annual Report of Municipal Authorities (Form DCED-CLGS-04) of the Carroll Valley Sewer and Water Authority, Adams County, Pennsylvania as of and for the year ended December 31, 2021, and the related notes to the financial statements as listed in the Contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the DCED Municipal Annual Audit and Financial Report Form DCED-CLGS-30 of Borough of Carroll Valley, Adams County, Pennsylvania and the Annual Report of Municipal Authorities (Form DCED-CLGS-04) of the Carroll Valley Sewer and Water Authority, Adams County, Pennsylvania, as of and for the year ended December 31, 2021, and the related notes to the financial statements as listed in the Contents, in accordance with the financial reporting provisions of DCED's regulatory basis of accounting and budget laws as described in the "Emphasis of Matter - Basis of Accounting" paragraph below.

#### *Basis for Opinion*

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Borough of Carroll Valley and the Carroll Valley Sewer and Water Authority and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### *Emphasis of Matter - Basis of Accounting*

The financial statements are prepared on the basis of the financial reporting provisions of DCED's regulatory basis of accounting and budget laws, which is a basis of accounting other than accounting principles generally accepted in the United States of America, to meet the requirements of the DCED. Our opinion is not modified with respect to this matter.

### ***Emphasis of Matter - Termination of the Authority***

As discussed in Note 18 to the financial statements, the Borough of Carroll Valley and the Carroll Valley Sewer and Water Authority approved a plan to terminate the Authority's existence on March 15, 2022, and commenced termination shortly thereafter. Upon recording of the Certificate of Termination with the Office of the Recorder of Deeds of Adams County, Pennsylvania, the Projects and all property and assets of the Authority shall transfer to the Borough, and the Authority shall cease to exist. The Certificate of Termination was recorded on August 11, 2022. Our opinion is not modified with respect to this matter.

### ***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the financial reporting provisions of DCED's regulatory basis of accounting and budget laws; and for determining that the financial reporting provisions of DCED's regulatory basis of accounting and budget laws is an acceptable basis for the preparation of the financial statements in the circumstances. Management is also responsible for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

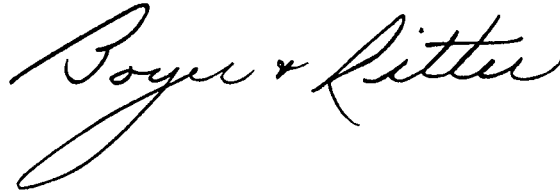
In performing an audit in accordance with GAAS, we:

- exercise professional judgment and maintain professional skepticism throughout the audit.
- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Borough of Carroll Valley and the Carroll Valley Sewer and Water Authority's internal control. Accordingly, no such opinion is expressed.
- evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Borough of Carroll Valley and the Carroll Valley Sewer and Water Authority's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings and certain internal control related matters that we identified during the audit.

**Restriction on Use**

Our report is intended solely for the information and use of the Borough Council, members of the Authority Board, and management of the Borough of Carroll Valley and for filing with the Clerk of Courts of Adams County, Pennsylvania and the Department of Community and Economic Development of the Commonwealth of Pennsylvania and is not intended to be, and should not be, used by anyone other than these specified parties.

A handwritten signature in cursive script that reads "Boyer & Ritter". The signature is written in black ink and is centered on the page.

Chambersburg, Pennsylvania  
September 6, 2022

**BOROUGH OF CARROLL VALLEY, ADAMS COUNTY**  
**BALANCE SHEET**  
**December 31, 2021**

	Governmental Funds				Proprietary Funds		Fiduciary Funds	Account Groups		Total		
	General Fund	Special Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise	Internal Service		Trust and Agency	General Fixed Assets		General Long Term Debt	Memorandum Only
<b>Assets and Other Debits</b>												
100-120	2,976,096	565,197	74,101	146	26	-	-	-	-	3,615,566		
140-144	-	-	-	-	-	-	-	-	-	-		
121-129	-	-	-	-	-	-	-	-	-	-		
145-149	-	-	-	-	-	-	-	-	-	-		
130	34,610	-	897,315	-	492,724	-	-	-	-	1,424,649		
131-139	-	-	52,077	-	-	-	-	-	-	52,077		
150-159	-	-	-	-	68,093	-	-	-	-	6,029,413		
160-169	-	-	-	-	-	-	-	-	-	-		
180-189	-	-	-	-	-	-	-	-	-	-		
<b>Total Assets and Other Debits</b>	<b>3,010,706</b>	<b>565,197</b>	<b>1,023,493</b>	<b>146</b>	<b>560,843</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>11,121,705</b>		

<b>Liabilities and Other Credits</b>										
210-229	8,697	-	-	-	-	-	-	-	-	8,697
200-209	14,089	-	-	-	-	-	-	-	-	14,089
231-239	1,375,425	6,061	13,236	-	29,927	-	-	-	-	1,424,649
230	-	-	-	-	-	-	-	-	-	1,242,776
260-269	-	-	-	-	-	-	-	-	-	123,314
240-259	-	-	-	-	-	-	-	-	-	123,314
<b>Total Liabilities and Other Credits</b>	<b>1,398,211</b>	<b>6,061</b>	<b>13,236</b>	<b>-</b>	<b>29,927</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,813,525</b>

<b>Fund and Account Group Equity</b>										
281-284	-	-	-	-	-	-	-	-	-	-
290	-	-	-	-	68,093	-	-	-	-	4,663,323
270-289	1,612,495	559,136	1,010,257	146	462,823	-	-	-	-	3,644,857
291-299	-	-	-	-	-	-	-	-	-	-
<b>Total Fund and Account Group Equity</b>	<b>1,612,495</b>	<b>559,136</b>	<b>1,010,257</b>	<b>146</b>	<b>530,916</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8,308,190</b>

<b>Total Liabilities and Fund and Account Group Equity</b>	<b>11,121,705</b>
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**BOROUGH OF CARROLL VALLEY, ADAMS COUNTY  
STATEMENT OF REVENUES AND EXPENDITURES  
December 31, 2021**

General Fund	Governmental Funds			Proprietary Funds		Fiduciary Funds	Total
	Special Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise	Internal Service		

**REVENUES**

Taxes		General Fund	Special Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise	Internal Service	Fiduciary Funds	Total
301.00	Real Estate Taxes	983,850	100,304	-	-	-	-	-	1,084,154
305.00	Occupation Taxes (levied under municipal code)	-	-	-	-	-	-	-	-
308.00	Residence Taxes (levied by cities of the 3rd Class)	-	-	-	-	-	-	-	-
309.00	Regional Asset District Sales Tax (Allegheny County municipalities only)	-	-	-	-	-	-	-	-
310.00	Per Capita Taxes	-	-	-	-	-	-	-	-
310.10	Real Estate Transfer Taxes	146,030	-	-	-	-	-	-	146,030
310.20	Earned Income Taxes/Wage Taxes	647,904	-	-	-	-	-	-	647,904
310.30	Business Gross Receipts Taxes	-	-	-	-	-	-	-	-
310.40	Occupation Taxes (levied under Act 511)	-	-	-	-	-	-	-	-
310.50	Local Services Tax	-	-	-	-	-	-	-	-
310.60	Amusement/ Admission Taxes	14,048	-	-	-	-	-	-	14,048
310.70	Mechanical Device Taxes	-	-	-	-	-	-	-	-
310.90	Other: _____	-	-	-	-	-	-	-	-
	Other: _____	-	-	-	-	-	-	-	-
	<b>Total Taxes</b>	<b>1,791,832</b>	<b>100,304</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,892,136</b>

**Licenses and Permits**

320-322	All Other Licenses and Permits	800	-	-	-	-	-	-	800
321.80	Cable Television Franchise Fees	61,945	-	-	-	-	-	-	61,945
	<b>Total Licenses and Permits</b>	<b>62,745</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>62,745</b>

**Fines and Forfeits**

330-332	Fines and Forfeits	20,897	-	-	-	-	-	-	20,897
	<b>Total Fines and Forfeits</b>	<b>20,897</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>20,897</b>

**BOROUGH OF CARROLL VALLEY, ADAMS COUNTY**  
**STATEMENT OF REVENUES AND EXPENDITURES**  
**December 31, 2021**

	Governmental Funds			Proprietary Funds		Fiduciary Funds	Total
	General Fund	Special Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise	Internal Service	

<b>REVENUES</b>								
Interest, Rents, and Royalties								
341.00	Interest Earnings	3,136	64	1,171	-	188	-	4,559
342.00	Rents and Royalties	-	-	41,062	-	-	-	41,062
	<b>Total Interest, Rents, and Royalties</b>	<b>3,136</b>	<b>64</b>	<b>42,233</b>	<b>-</b>	<b>188</b>	<b>-</b>	<b>45,621</b>

<b>Federal</b>								
351.03	Highways and Streets	-	-	-	-	-	-	-
351.09	Community Development	-	-	-	-	-	-	-
351.00	All Other Federal Capital & Operating Grants	-	-	-	-	-	-	-
352.01	National Forest	-	-	-	-	-	-	-
352.00	All Other Federal Shared Revenue & Entitlements	211,217	-	-	-	-	-	211,217
353.00	Federal Payments in Lieu of Taxes	-	-	-	-	-	-	-
	<b>Total Federal</b>	<b>211,217</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>211,217</b>

<b>State</b>								
354.03	Highway and Streets	-	-	2,500	-	-	-	2,500
354.09	Community Development	-	-	-	-	-	-	-
354.15	Recycling / Act 101	-	-	-	-	-	-	-
354.00	All Other State Capital & Operating Grants	-	-	-	-	-	-	-
355.01	Public Utility Realty Tax (PURTA)	1,842	-	-	-	-	-	1,842
355.02-	Motor Vehicle Fuel Tax (Liquid Fuels Tax) and	-	231,711	-	-	-	-	231,711
355.03	State Road Turnback	-	-	-	-	-	-	-
355.04	Alcoholic Beverage Licenses	-	-	-	-	-	-	-
355.05	General Municipal Pension System State Aid	71,959	-	-	-	-	-	71,959
355.07	Foreign Fire Insurance Tax Distribution	21,614	-	-	-	-	-	21,614
355.08	Local Share Assessment/Gaming Proceeds	-	-	-	-	-	-	-

**BOROUGH OF CARROLL VALLEY, ADAMS COUNTY**  
**STATEMENT OF REVENUES AND EXPENDITURES**  
**December 31, 2021**

	Governmental Funds			Proprietary Funds		Fiduciary Funds	Total
	General Fund	Special Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise	Internal Service	
355.09 Marcellus Shale Impact Fee Distribution	-	-	-	-	-	-	-
355.00 All Other State Shared Revenues and Entitlements	-	-	-	-	-	-	-
356.00 State Payments in Lieu of Taxes	-	-	-	-	-	-	-
<b>Total State</b>	95,415	231,711	2,500	-	-	-	329,626

**REVENUES**

	General Fund	Special Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise	Internal Service	Trust and Agency	Total
<b>Local Government Units</b>								
357.03 Highways and Streets	-	-	-	-	-	-	-	-
357.00 All Other Local Governmental Units Capital and Operating Grants	-	-	-	-	-	-	-	-
358.00 Local Governmental Unit Shared Payments for Contracted Intergovernmental Services	26,122	-	-	-	-	-	-	26,122
359.00 Local Governmental Units, Authorities Payments and Payments in Lieu of Taxes	591	-	-	-	-	-	-	591
<b>Total Local Government Units</b>	26,713	-	-	-	-	-	-	26,713

	General Fund	Special Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise	Internal Service	Trust and Agency	Total
<b>Charges for Services</b>								
361.00 General Government	11,425	-	-	-	-	-	-	11,425
362.00 Public Safety	130,659	-	-	-	-	-	-	130,659
363.20 Parking	-	-	-	-	-	-	-	-
363.00 All Other Charges for Highway & Street Services	780	-	-	-	-	-	-	780
364.10 Wastewater/ Sewage (including connection/tapping fees, sewer usage charges, reserve capacity fee)	-	-	-	456,094	-	-	-	456,094
364.30 Solid Waste Collection & Disposal Charge (trash)	-	-	-	-	-	-	-	-
364.60 Host Municipality Benefit Fee for Solid Waste Facility	-	-	-	-	-	-	-	-
364.00 All Other Charges for Sanitation Services	-	-	-	-	-	-	-	-
365.00 Health	-	-	-	-	-	-	-	-
366.00 Human Services	-	-	-	-	-	-	-	-
367.00 Culture and Recreation	8,350	1,340	-	-	-	-	-	9,690

**BOROUGH OF CARROLL VALLEY, ADAMS COUNTY**  
**STATEMENT OF REVENUES AND EXPENDITURES**  
**December 31, 2021**

	Governmental Funds				Proprietary Funds		Fiduciary Funds	Total
	General Fund	Special Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise	Internal Service	Trust and Agency	
<b>REVENUES</b>								
368.00 Airports	-	-	-	-	-	-	-	-
369.00 Bars	-	-	-	-	-	-	-	-
370.00 Cemeteries	-	-	-	-	-	-	-	-
372.00 Electric System	-	-	-	-	-	-	-	-
373.00 Gas System	-	-	-	-	-	-	-	-
374.00 Housing System	-	-	-	-	-	-	-	-
375.00 Markets	-	-	-	-	-	-	-	-
377.00 Transit System	-	-	-	-	-	-	-	-
378.00 Water System	-	-	-	-	-	-	-	-
379.00 All Other Charges for Services	-	-	-	-	-	-	-	-
<b>Total Charges for Services</b>	151,214	1,340	-	-	456,094	-	-	608,648

Unclassified Operating Revenues								
383.00 Special Assessments	-	-	-	-	-	-	-	-
386.00 Escheats (sale of personal property)	-	-	-	-	-	-	-	-
387.00 Contributions & Donations from Private Sectors	-	315	1,131	-	-	-	-	1,446
388.00 Fiduciary Fund Pension Contributions	-	-	-	-	-	-	-	-
389.00 All Other Unclassified Operating Revenues	10,766	-	-	-	-	-	-	10,766
<b>Total Unclassified Operating Revenues</b>	10,766	315	1,131	-	-	-	-	12,212

Other Financing Sources								
391.00 Proceeds of General Fixed Asset Disposition	443	-	55,200	-	-	-	-	55,643
392.00 Interfund Operating Transfers	166,123	15,000	223,398	153,634	-	-	-	558,155
393.00 Proceeds of General Long-Term Debt	-	-	-	-	-	-	-	-

**BOROUGH OF CARROLL VALLEY, ADAMS COUNTY  
STATEMENT OF REVENUES AND EXPENDITURES**

**December 31, 2021**

	Governmental Funds			Proprietary Funds		Fiduciary Funds	Total
	General Fund	Special Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise	Internal Service	
394.00	-	-	-	-	-	-	-
395.00	5,201	-	-	-	-	-	5,201
<b>Total Other Financing Sources</b>	171,767	15,000	278,598	153,634	-	-	618,999
<b>TOTAL REVENUES</b>	2,545,702	348,734	324,462	153,634	456,282	-	3,828,814

**REVENUES**

**EXPENDITURES**

General Government							
400.00	Legislative (Governing) Body	3,038	-	-	-	-	3,038
401.00	Executive (Manager or Mayor)	87,099	-	30	-	-	87,129
402.00	Auditing Services / Financial Administration	14,000	-	-	-	-	14,000
403.00	Tax Collection	9,160	-	-	-	-	9,160
404.00	Solicitor / Legal Services	55,811	-	-	-	-	55,811
405.00	Secretary / Clerk	108,410	-	-	-	-	108,410
406.00	Other General Government Administration	16,136	-	-	-	-	16,136
407.00	IT-Networking Services-Data Processing	21,930	-	-	-	-	21,930
408.00	Engineering Services	1,220	-	-	-	-	1,220
409.00	General Government Buildings and Plant	44,886	-	1,144	-	-	46,030
	<b>Total General Government</b>	361,690	-	1,144	30	-	362,864

**BOROUGH OF CARROLL VALLEY, ADAMS COUNTY**  
**STATEMENT OF REVENUES AND EXPENDITURES**  
**December 31, 2021**

	Governmental Funds			Proprietary Funds		Fiduciary Funds	Total
	General Fund	Special Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise	Internal Service	

**EXPENDITURES**

		General Fund	Special Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise	Internal Service	Fiduciary Funds	Total
<b>Public Safety</b>									
410.00	Police	299,446	-	-	-	-	-	-	299,446
411.00	Fire	27,647	100,304	-	-	-	-	-	127,951
412.00	Ambulance / Rescue	-	-	-	-	-	-	-	-
413.00	UCC and Code Enforcement	48,456	-	-	-	-	-	-	48,456
414.00	Planning and Zoning	-	-	-	-	-	-	-	-
415.00	Emergency Management & Communications	771	-	-	-	-	-	-	771
416.00	Militia and Armories	-	-	-	-	-	-	-	-
417.00	Examination of Licensed Occupations	-	-	-	-	-	-	-	-
418.00	Public Scales (weights and measures)	-	-	-	-	-	-	-	-
419.00	Other Public Safety	-	-	-	-	-	-	-	-
<b>Total Public Safety</b>		376,320	100,304	-	-	-	-	-	476,624

		General Fund	Special Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise	Internal Service	Fiduciary Funds	Total
<b>Health and Human Services</b>									
420.00-	Health and Human Services	-	-	-	-	-	-	-	-
425.00	Health and Human Services	-	-	-	-	-	-	-	-
<b>Total Health and Human Services</b>		-	-	-	-	-	-	-	-

		General Fund	Special Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise	Internal Service	Fiduciary Funds	Total
<b>Public Works - Sanitation</b>									
426.00	Recycling Collection and Disposal	-	-	-	-	-	-	-	-
427.00	Solid Waste Collection and Disposal (garbage)	-	-	-	-	-	-	-	-
428.00	Weed Control	-	-	-	-	-	-	-	-
429.00	Wastewater / Sewage Collection & Treatment	-	-	-	-	184,956	-	-	184,956
<b>Total Public Works - Sanitation</b>		-	-	-	-	184,956	-	-	184,956



**BOROUGH OF CARROLL VALLEY, ADAMS COUNTY  
STATEMENT OF REVENUES AND EXPENDITURES**

**December 31, 2021**

General Fund	Governmental Funds			Proprietary Funds		Fiduciary Funds	Total
	Special Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise	Internal Service	Trust and Agency	

**EXPENDITURES**

	General Fund	Special Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise	Internal Service	Fiduciary Funds	Total
<b>Public Works - Highways and Streets</b>								
430.00	313,815	-	159,665	-	-	-	-	473,480
431.00	-	-	-	-	-	-	-	-
432.00	29,483	-	-	-	-	-	-	29,483
433.00	3,321	-	-	-	-	-	-	3,321
434.00	45,532	-	-	-	-	-	-	45,532
435.00	-	-	-	-	-	-	-	-
436.00	-	-	-	-	-	-	-	-
437.00	2,835	-	-	-	-	-	-	2,835
438.00	-	28,296	-	-	-	-	-	28,296
439.00	-	7,020	-	-	-	-	-	7,020
<b>Total Public Works - Highways and Streets</b>	<b>394,986</b>	<b>35,316</b>	<b>159,665</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>589,967</b>

<b>Other Public Works Enterprises</b>								
440.00	-	-	-	-	-	-	-	-
441.00	-	-	-	-	-	-	-	-
442.00	-	-	-	-	-	-	-	-
443.00	-	-	-	-	-	-	-	-
444.00	-	-	-	-	-	-	-	-
445.00	-	-	-	-	-	-	-	-
446.00	-	-	-	-	-	-	-	-
447.00	-	-	-	-	-	-	-	-
448.00	-	-	-	-	-	-	-	-
449.00	-	-	-	-	-	-	-	-
<b>Total Other Public Works Enterprises</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**BOROUGH OF CARROLL VALLEY, ADAMS COUNTY  
STATEMENT OF REVENUES AND EXPENDITURES  
December 31, 2021**

General Fund	Governmental Funds			Proprietary Funds		Fiduciary Funds	Total
	Special Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise	Internal Service		

**EXPENDITURES**

Culture and Recreation							
451.00	Culture-Recreation Administration	-	-	-	-	-	-
452.00	Participant Recreation	6,013	-	-	-	-	6,013
453.00	Spectator Recreation	20,235	-	-	-	-	20,235
454.00	Parks	79,540	8,416	-	-	-	87,956
455.00	Shade Trees	-	-	-	-	-	-
456.00	Libraries	5,628	-	-	-	-	5,628
457.00	Civil and Military Celebrations	-	-	-	-	-	-
458.00	Senior Citizens' Centers	-	-	-	-	-	-
459.00	All Other Culture and Recreation	-	-	-	-	-	-
	<b>Total Culture and Recreation</b>	<b>85,168</b>	<b>8,416</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>119,832</b>

Community Development							
461.00	Conservation of Natural Resources	-	-	-	-	-	-
462.00	Community Development and Housing	-	-	-	-	-	-
463.00	Economic Development	-	-	-	-	-	-
464.00	Economic Opportunity	-	-	-	-	-	-
465-469	All Other Community Development	-	-	-	-	-	-
	<b>Total Community Development</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**BOROUGH OF CARROLL VALLEY, ADAMS COUNTY  
STATEMENT OF REVENUES AND EXPENDITURES**

December 31, 2021

General Fund	Governmental Funds			Proprietary Funds		Fiduciary Funds	Total
	Special Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise	Internal Service	Trust and Agency	

**EXPENDITURES**

Debt Service								
471.00	Debt Principal (short-term and long-term)	-	-	117,377	-	-	-	117,377
472.00	Debt Interest (short-term and long-term)	-	-	36,257	-	-	-	36,257
475.00	Fiscal Agent Fees	-	-	-	-	-	-	-
	<b>Total Debt Service</b>	-	-	153,634	-	-	-	153,634

**Employer Paid Benefits & Withholding Items**

481.00	Employer Paid Withholding Taxes and Unemployment Compensation	66,686	-	-	20,068	-	-	86,754
482.00	Judgments and Losses	-	-	-	-	-	-	-
483.00	Pension / Retirement Fund Contributions	164,286	-	-	-	-	-	164,286
484.00	Workers Compensation Insurance	21,508	-	-	-	-	-	21,508
487.00	Group Insurance and Other Benefits	401,918	-	-	-	-	-	401,918
	<b>Total Employer Paid Benefits &amp; Withholding Items</b>	654,398	-	-	20,068	-	-	674,466

**Insurance**

486.00	Insurance, Casualty and Surety	46,645	-	-	-	-	-	46,645
	<b>Total Insurance</b>	46,645	-	-	-	-	-	46,645

**Unclassified Operating Expenditures**

488.00	Fiduciary Fund Benefits & Refunds Paid	-	-	-	-	-	-	-
489.00	All Other Unclassified Expenditures	-	-	-	-	-	-	-
	<b>Total Unclassified Operating Expenditures</b>	-	-	-	-	-	-	-

**BOROUGH OF CARROLL VALLEY, ADAMS COUNTY  
STATEMENT OF REVENUES AND EXPENDITURES**

**December 31, 2021**

	Governmental Funds			Proprietary Funds		Fiduciary Funds	Total
	General Fund	Special Revenue (Including State Liquid Fuels)	Capital Projects	Debt Service	Enterprise		

**EXPENDITURES**

	OTHER FINANCING USES						
491.00	Refund of Prior Year Revenues	2,760	-	-	-	-	2,760
492.00	Interfund Operating Transfers	217,508	153,634	3,048	183,965	-	558,155
493.00	All Other Financing Uses	-	-	-	9,121	-	9,121
	<b>Total Other Financing Uses</b>	<b>220,268</b>	<b>153,634</b>	<b>3,048</b>	<b>193,086</b>	<b>-</b>	<b>570,036</b>

<b>TOTAL EXPENDITURES</b>	2,139,475	161,868	322,859	156,712	398,110	-	3,179,024
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<b>EXCESS/DEFICIT OF REVENUES OVER EXPENDITURES</b>	406,227	186,866	1,603	(3,078)	58,172	-	649,790
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**BOROUGH OF CARROLL VALLEY, ADAMS COUNTY**

December 31, 2021

**DEBT STATEMENT**

**OUTSTANDING BONDS AND NOTES**

Listed below are all currently outstanding bonds and note issues according to our files, excluding bond issues redeemed or refunded and defeased. Please show the principal payments and make any other necessary corrections and additions.

Purpose	Bond (B) Capital Lease (C) Lease Rental (L) Note (N)	Issue Year (yyyy)	Maturity Year (yyyy)	Original Amount of Issue	Outstanding Beginning of Year (1)	Principal Incurred This Year	Principal Paid This Year	Current Year Accretion on Compound Interest Bonds	Outstanding at Year End (1)	Plus (less) Unamortized Premium (Discount)	Total Balance
<b>General Obligation Bonds and Notes</b>											
F&M Trust - Building	N	2016	2042	3,500,000	1,483,467	-	117,377	-	1,366,090	-	1,366,090
<b>Revenue Bonds and Notes</b>											
<b>Lease Rental Debt</b>											
<b>Other</b>											

(1) - excludes unamortized premium/discount

Total bonds and notes outstanding

1,366,090

Capitalized lease obligations

-

Net debt

1,366,090

**BOROUGH OF CARROLL VALLEY, ADAMS COUNTY**  
**STATEMENT OF CAPITAL EXPENDITURES**  
**December 31, 2021**

Category	Capital Purchases	Capital Construction	Total
Community Development	-	-	-
Electric	-	-	-
Fire	-	-	-
Gas System	-	-	-
General Government	-	-	-
Health	-	-	-
Housing	-	-	-
Libraries	-	-	-
Mass Transit	-	-	-
Parks	-	-	-
Police	-	-	-
Recreation	-	7,205	7,205
Sewer	-	-	-
Solid Waste	-	-	-
Streets/Highways	159,665	-	159,665
Water	-	-	-
Other: _____	-	-	-
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>159,665</b>	<b>7,205</b>	<b>166,870</b>

**EMPLOYEE COMPENSATION**

Total salaries, wages, commissions, etc. paid this year (including all employees and elected officials)*	850,464
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*\*Use income from box 16 of the W-3 Statement*



CARROLL VALLEY SEWER & WATER AUTHORITY  
STATEMENT OF NET POSITION  
DECEMBER 31, 2021

CURRENT ASSETS	
Cash and cash equivalents	290,317
Investments	-
Receivables (net of allowance for uncollectibles)	-
Lease rental payments receivable (Financing authorities only)	-
Due from other governments	-
Inventories	-
Prepays	-
Restricted current assets:	
Cash and cash equivalents	-
Investments	-
Lease rental payments receivable (Financing authorities only)	-
Intergovernmental receivables	-
Other current assets	-
<b>TOTAL CURRENT ASSETS</b>	<b>290,317</b>

NON-CURRENT ASSETS	
Restricted non-current assets:	
Investments	-
Lease rental payments receivable (Financing authorities only)	-
Capital assets not being depreciated:	
Land	231,489
Construction in progress	155,778
Capital assets net of accumulated depreciation:	
Buildings and system	910,153
Improvements other than buildings	-
Furnishings, machinery and equipment	131
Infrastructure	-
Lease rental payments receivable (Financing authorities only)	-
Other non-current assets	-
<b>TOTAL NON-CURRENT ASSETS</b>	<b>1,297,551</b>
<b>TOTAL ASSETS</b>	<b>1,587,868</b>

DEFERRED OUTFLOWS OF RESOURCES	
Deferred amount on debt refundings	-
Deferrals related to pensions	-
Other deferred inflows of resources	-
<b>TOTAL DEFERRED OUTFLOWS OF RESOURCES</b>	<b>-</b>
<b>TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES</b>	<b>1,587,868</b>

CARROLL VALLEY SEWER & WATER AUTHORITY  
STATEMENT OF NET POSITION  
DECEMBER 31, 2021

CURRENT LIABILITIES	
Accounts payable	-
Accrued payroll and withholdings	-
Accrued interest payable	-
Due to other governments	-
Unearned revenue	-
Funds held as fiduciary	-
Debt due within one year	-
Other current liabilities	52,077
<b>TOTAL CURRENT LIABILITIES</b>	<b>52,077</b>

NON-CURRENT LIABILITIES	
Debt due in more than one year	-
Net pension liabilities	-
Other non-current liabilities	-
<b>TOTAL CURRENT NON-CURRENT LIABILITIES</b>	<b>-</b>
<b>TOTAL LIABILITIES</b>	<b>52,077</b>

DEFERRED INFLOWS OF RESOURCES	
Deferred amount on debt refundings	-
Deferrals related to pensions	-
Other deferred inflows of resources	-
<b>TOTAL DEFERRED INFLOWS OF RESOURCES</b>	<b>-</b>
<b>TOTAL LIABILITIES AND DEFERRED INFLOWS OF RESOURCES</b>	<b>52,077</b>

NET POSITION	
Net investment in capital assets	1,297,551
Restricted	-
Unrestricted	238,240
<b>TOTAL NET POSITION</b>	<b>1,535,791</b>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION</b>	<b>1,587,868</b>

CARROLL VALLEY SEWER & WATER AUTHORITY  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN NET POSITION  
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2021  
SEWER OPERATIONS

OPERATING REVENUES	
Charges for services	36,543
Lease rental income (Financing authorities only)	-
Operating grants:	
Federal	-
State	-
Local	-
Other	-
Contributions	-
Interest income	566
Assessment revenue*	-
Payments in lieu of assessments*	-
Program income*	-
Other operating revenue	-
<b>TOTAL OPERATING REVENUES</b>	<b>37,109</b>

OPERATING EXPENSES	
Administrative	-
Contracted services	-
Personnel services	-
Supplies and materials	-
Repairs and maintenance	23,650
Utilities	-
Other services and charges	-
Depreciation and amortization	74,812
Fundraising*	-
Program services*	-
Other operating expenses	1,612
<b>TOTAL OPERATING EXPENSES</b>	<b>100,074</b>
<b>OPERATING INCOME (LOSS)</b>	<b>(62,965)</b>

NONOPERATING REVENUES / (EXPENSES)	
Nonoperating grants:	
Federal	-
State	-
Local	-
Other	-
Investment earnings	-
Interest expense	-
Gain / (loss) on sale of assets	-
Other financing sources / (uses)	-
Other nonoperating revenues	9,121
Other nonoperating expenses	-
Debt service principal and interest (expense)	-
<b>TOTAL NONOPERATING REVENUES / (EXPENSES)</b>	<b>9,121</b>

CAPITAL CONTRIBUTIONS	-
CHANGES IN NET POSITION	(53,844)
NET POSITION - BEGINNING OF YEAR	1,589,635
NET POSITION - END OF YEAR	1,535,791

\*Business / Neighborhood Improvement Districts

CARROLL VALLEY SEWER & WATER AUTHORITY  
 DEBT STATEMENT  
 DECEMBER 31, 2021

Purpose	Issuance Type	Issue Year (yyyy)	Maturity Year (yyyy)	Original Amount of Issue	Outstanding Beginning of Year	Principal Incurred This Year	Principal Paid This Year	Current Year Accretion on Compound Interest Bonds	Outstanding at Year End
General Obligation Bonds and Notes									
Revenue Bonds and Notes									
Lease Rental Debt/Capital Leases/Line of Credit									
Total Bonds and Notes Outstanding									
Capitalized Lease Obligations									
Plus (less) Unamortized Premium (Discount)									
NET DEBT									

## **BOROUGH OF CARROLL VALLEY**

### **NOTES TO FINANCIAL STATEMENTS**

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#### **Note 1. Summary of Significant Accounting Policies**

The Borough of Carroll Valley (the Borough) was incorporated in 1974, and is located in south central Pennsylvania within Adams County. Corporate powers of the Borough are vested in a mayor and seven-member council. The Borough provides the following services as authorized by the Borough Code: public safety, public works, health and human services, culture and recreation, community development and general administrative services.

The Carroll Valley Sewer and Water Authority (the Authority) was created by the Borough of Carroll Valley to finance the construction and improvements of the water and sewer systems, which benefit the residents of the Borough. The Borough appoints the governing body of the Authority, thus imposing its will on the Authority's operations. The sole activity of the Authority is to provide sewer operation facilities to the Borough's residents.

#### Financial Reporting Entity:

The financial statements included within this reporting package are the Annual Audit and Financial Report (DCED-CLGS-30) of the Borough of Carroll Valley, Adams County, Pennsylvania and the Annual Report of Municipal Authorities (DCED-CLGS-04) of the Carroll Valley Sewer and Water Authority, Adams County, Pennsylvania, both as of and for the year ended December 31, 2021.

#### Fund Accounting:

The accounts of the Borough and Authority are organized on the basis of funds, each of which is considered a separate accounting entity. The operation of each fund is accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures, or expenses, as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The operations of the Borough and Authority are recorded in the following fund types:

Governmental Fund Types - Governmental funds are used to account for the Borough's expendable financial resources and related liabilities (except those accounted for in proprietary and similar trust funds). The measurement focus is upon determination of changes in financial position. The following are the Borough's governmental fund types.

General Fund - The General Fund is the primary operating fund of the Borough. This fund is used to account for all financial resources except those required to be accounted for in another fund.

Special Revenue Funds - These funds are used to account for the proceeds of special revenue sources that are either legally restricted to expenditures for specified purposes or designated to financial particular functions or activities of the Borough. Includes resources and expenditures for fire and emergency service operation when a separate tax or a portion of the real estate tax is specifically designated by ordinance/resolution. The Special Revenue Funds include the Liquid Fuels Fund, Fire Tax Fund and the Special Events Fund.

Capital Project Funds - These funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities.

## BOROUGH OF CARROLL VALLEY

### NOTES TO FINANCIAL STATEMENTS

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#### Note 1. Summary of Significant Accounting Policies (Continued)

##### Fund Accounting (Continued):

##### Governmental Fund Types (Continued):

Debt Service Funds - These funds are used to account for the principal and interest payments related to long term debt. The Debt Service Funds include the Sinking Fund.

Proprietary Fund Types - Proprietary funds are used to account for activities that are similar to those often found in the private sector. The measurement focus is upon determination of net income and capital maintenance. The following is the Borough's proprietary fund type.

Enterprise Funds - Enterprise funds are used to account for operations (a) that are financed primarily through user charges, or (b) where the governing body has decided that determination of net income is appropriate. The Enterprise Funds include the Sanitary Sewer Fund.

Fiduciary Fund Types - Fiduciary funds are used to account for assets held by the Borough in a trustee capacity or as an agent. The Borough does not report any Fiduciary funds.

##### Account Groups:

General Fixed Assets - This account group maintains a record of fixed assets acquired by the Borough's governmental type funds.

General Long-Term Debt - This account group maintains a record of the unmatured, general long-term liabilities of the governmental type funds.

##### Basis of Accounting:

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental fund types are accounted for using a prescribed basis of accounting that demonstrates compliance with the modified cash basis and budget laws of the Commonwealth of Pennsylvania. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements of these funds present increases (revenue and other financing sources) and decreases (expenditures and other financing uses) in net current assets.

The Authority and all proprietary fund types are accounted for on a flow-of-economic-resources-measurement focus. With this measurement focus, all assets and liabilities associated with the operations of these funds are included on the balance sheet. Fund equity is segregated into net investment in capital assets and retained earnings. Proprietary fund type operating statements present increases (revenues) and decreases (expenses) in net total assets.



## BOROUGH OF CARROLL VALLEY

### NOTES TO FINANCIAL STATEMENTS

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#### Note 1. Summary of Significant Accounting Policies (Continued)

##### Basis of Accounting (Continued):

The Borough's and Authority's policy is to prepare their financial statements on a prescribed basis of accounting that demonstrates compliance with the modified cash basis and budget laws of the Commonwealth of Pennsylvania that includes recording certain intergovernmental receivables, depreciation on capital assets for the Borough's proprietary fund and the Authority, payroll withholdings and accrued payroll taxes. Under this basis of accounting, revenue is recognized when received rather than when earned, and expenditures, or expenses, are generally recognized when paid rather than when the related liabilities are incurred. Consequently, accounts receivable, accounts payable and accrued expenses, other than those mentioned above, are not included in the financial statements. If a Borough proprietary fund expense or an Authority expenditure results in the acquisition of an asset having an estimated useful life which extends substantially beyond the year of acquisition, the expenditure is capitalized and depreciated over the estimated useful life of the asset.

Cash and Cash Equivalents: Amounts reported as cash and cash equivalents include, as applicable, cash on hand, demand deposits, savings accounts and certificates of deposit or short-term investments with maturities of three months or less from the date of acquisition.

Investments: Investments are recorded at amortized cost, which approximates fair value.

Fixed Assets and Depreciation: The modified cash basis of accounting reports capital assets resulting from cash transactions or events and reports depreciation expense when appropriate in the Borough's proprietary fund and General Fixed Asset Account Group, and the Authority's financial statements. Capital assets are defined by the Borough as a unit of property that has an economic useful life that extends beyond 24 months and was acquired for a cost of \$5,000 or more. Capital assets include property, plant and equipment and infrastructure assets. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at their estimated fair market values on the dates of donation. The costs of normal maintenance and repairs that do not add to the value of an asset or materially extend assets' lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phases of capital assets and wages directly related to the projects are included as part of the capitalized values of the assets constructed.

Capital assets are depreciated on the straight-line basis over the following estimated useful lives as determined by management:

<u>Assets</u>	<u>Years</u>
Buildings	40
Infrastructure	40
Vehicles	6 - 20
Machinery and equipment	5 - 30
Playground equipment	40
Software	8
Sewer system	20 - 40

## BOROUGH OF CARROLL VALLEY

### NOTES TO FINANCIAL STATEMENTS

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#### Note 1. Summary of Significant Accounting Policies (Continued)

Infrastructure Assets: As permitted by the provisions of GASB Statement No. 34, the Borough has not capitalized and depreciated general infrastructure assets in its governmental activities for those general infrastructure assets acquired prior to January 1, 2004.

Interfund Transactions: Advances between funds that are not expected to be repaid are accounted for as transfers. In those cases when the repayment is expected, the advances are accounted for through the various "due from" and "due to" accounts.

Long-Term Debt: Long-term debt arising from cash transactions or events of governmental funds is not reported as liabilities in the fund financial statements. The debt proceeds are reported as other financing sources, and payment of principal and interest is reported as expenditures. All long-term bonds, notes and other debt arising from cash transactions or events to be repaid from proprietary funds and the Authority are reported as liabilities in the financial statements.

Compensated Absences: Under the terms of the Borough's employment policies, employees are granted floating holidays, vacation leave and sick leave each year, and any unused comp time, floating holidays, sick leave and vacation days can be carried over to future years. The total liability for accrued comp time, floating holidays, sick leave and vacation leave at December 31, 2021, is \$335,698.

Pension Plan: The Borough has established two single-employer, defined-benefit pension plans for the benefit of substantially all full-time employees.

Use of Estimates: The preparation of financial statements in conformity with the prescribed basis of accounting that demonstrates compliance with the modified cash basis and budget laws of the Commonwealth of Pennsylvania requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Total Columns: Total columns on the Borough's combined statements are captioned "Memorandum Only" to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position or results of operations in conformity with accounting principles generally accepted in the United States of America. Such data is not comparable to a consolidation since interfund eliminations have not been made.

Subsequent Events: In preparing these financial statements, the Borough and Authority have evaluated events and transactions for potential recognition or disclosure through September 6, 2022, the date the financial statements were available to be issued. See Note 18 for a discussion of subsequent events.

## **BOROUGH OF CARROLL VALLEY**

### **NOTES TO FINANCIAL STATEMENTS**

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#### **Note 2. Legal Compliance - Budgets**

Borough Council adopts budgets for governmental funds on the modified cash basis. The Borough also adopts budgets for the enterprise funds on the cash basis. Annual budgets are adopted for all funds. All annual appropriations lapse at the end of each year and must be re-appropriated. There were no budget revisions during the year.

The Borough utilizes the following procedures to establish the budgetary data reflected in the financial statements:

1. During October, the Borough staff prepares a preliminary budget for all funds. The operating budgets include proposed expenditures, revenue and arrangements.
2. During November, the Borough Council approves the preliminary budget and makes it available to the public. A notice that the preliminary budgets are available for inspection is published in the local newspaper and posted in the borough office for a minimum of 10 days.
3. At the regular meeting in December, the Borough holds a public hearing to obtain taxpayer comments after which the budget is legally adopted through passage of an ordinance.
4. All budget revisions require the approval of Borough Council.

#### **Note 3. Deposits and Investments**

Under Section 1316 of the Borough Code, the Borough is permitted to invest funds consistent with sound business practices in the following types of investments:

- United States treasury bills
- Short-term obligations of the U.S. Government or its agencies or instrumentalities
- Deposits in savings accounts or time deposits, other than certificates of deposit, or share accounts of institutions insured by the Federal Deposit Insurance Corporation (FDIC) or the National Credit Union Share Insurance Fund (NCUSIF) to the extent that the accounts are so insured, and for the amounts above insured maximum, if approved collateral as provided by law shall be pledged by the depository
- Obligations of (i) the United States of America or its agencies or instrumentalities backed by the full-faith and credit of the United States of America; (ii) the Commonwealth or its agencies or instrumentalities backed by the full-faith and credit of the Commonwealth; and (iii) a political subdivision of the Commonwealth or its agencies or instrumentalities backed by the full faith and credit of the political subdivision
- Shares of an investment company registered under the Investment Company Act of 1940 whose investments are registered under the Securities Act of 1933
- Certificates of deposit purchased from institutions insured by the FDIC or the NCUSIF to the extent that the accounts are so insured

The deposit and investment policies of the Borough and Authority adhere to state statutes and prudent business practices. There were no deposit or investment transactions during the year that violated either state statutes or Borough/Authority policies.

**BOROUGH OF CARROLL VALLEY**

**NOTES TO FINANCIAL STATEMENTS**

**Note 3. Deposits and Investments (Continued)**

Deposits: Custodial-Credit Risk

Custodial-credit risk is the risk that in the event of a bank failure, the Borough's investments may not be returned to it. The carrying amount of cash on the Borough's balance sheet includes petty cash of \$450. As of December 31, 2021, the Borough's deposits were exposed to custodial-credit risk as follows:

	Carrying Amount	Bank Balance	Financial Institution
FDIC Insured	\$ 250,000	\$ 250,000	Adams County National Bank
FDIC Insured	250,000	250,000	F&M Trust
Uninsured and collateralized by assets maintained in conformity with Act 72	84,393	84,782	Adams County National Bank
Uninsured and collateralized by assets maintained in conformity with Act 72	674,168	728,977	F&M Trust
	<u>\$ 1,258,561</u>	<u>\$ 1,313,759</u>	

Custodial-credit risk is the risk that in the event of a bank failure, the Authority's investments may not be returned to it. The carrying amount of cash on the Authority's balance sheet includes petty cash of \$50. As of December 31, 2021, the Authority's deposits were exposed to custodial-credit risk as follows:

	Carrying Amount	Bank Balance	Financial Institution
FDIC Insured	\$ -	\$ -	Adams County National Bank
FDIC Insured	95,099	95,124	F&M Trust
	<u>\$ 95,099</u>	<u>\$ 95,124</u>	

All deposits of the Borough are either insured or collateralized. All deposits that exceed the Federal depository insurance coverage level are collateralized under the Pooling Method. Under the Pooling Method, which is a collateral pool, all uninsured deposits are collateralized with securities maintained in conformity with Act 72 of 1971. Act 72 of 1971 is an act standardizing the procedures for pledges of assets to secure deposits of public funds with banking institutions pursuant to other laws; establishing a standard rule for the types, amounts and valuations of assets eligible to be used as collateral for deposits of public funds; permitting assets to be pledged against deposits on a pooled basis; and authorizing the appointment of custodians to act as pledgers of the assets. The Borough and Authority have no policy regarding custodial credit risk for deposits.

## BOROUGH OF CARROLL VALLEY

### NOTES TO FINANCIAL STATEMENTS

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#### Note 3. Deposits and Investments (Continued)

##### Investments

As of December 31, 2021, the Borough had the following investments, which are included in cash and cash equivalents on the Balance Sheet:

	Credit Rating	Weighted Average Maturity	Carrying Value
<hr/>			
Pennsylvania Local Government Trust (PLGIT)			
PLGIT-Class Shares	AAAm	74 days	\$ 1,097,807
PLGIT/Reserve-Class Shares	AAAm	74 days	1,258,748
			<hr/>
			\$ 2,356,555
			<hr/>

As of December 31, 2021, the Authority had the following investments, which are included in cash and cash equivalents on the Statement of Net Position:

	Credit Rating	Weighted Average Maturity	Carrying Value
<hr/>			
Pennsylvania Local Government Trust (PLGIT)			
PLGIT-Class Shares	AAAm	74 days	\$ 195,168
			<hr/>

##### Portfolio Assets

Certain external pool investments held by the Borough meet the portfolio requirements for maturity, quality, diversification, liquidity and shadow pricing, and qualify for measurement at amortized cost at both the pool and the participating government levels consistent with GASB Statement No. 79. The Borough measures those investments, which include PLGIT, at amortized cost.

The PLGIT Portfolio Fund invests primarily in U.S. Treasury and Federal agency securities and repurchase agreements secured by such obligations, as well as certain municipal obligations and collateralized or insured certificates of deposit. The fund manager intends to comply with guidelines similar to those mandated for money-market funds as contained in Rule 2a-7 of the Investment Company Act of 1940. The fund maintains a weighted average maturity to reset of 60 days or less.

PLGIT-Class Shares is a flexible option within the PLGIT Portfolio Fund which requires no minimum balance, no minimum initial investment requirement, and a one-day minimum investment period. Dividends are paid monthly.

PLGIT/Reserve-Class Shares is an option within the PLGIT Portfolio Fund which requires a minimum investment of \$50,000, a one-day minimum investment period, and limits redemptions or exchanges to two per calendar month. Dividends are paid monthly.

## **BOROUGH OF CARROLL VALLEY**

### **NOTES TO FINANCIAL STATEMENTS**

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#### **Note 3. Deposits and Investments (Continued)**

##### Portfolio Assets (Continued)

The Borough categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; and Level 3 inputs are significant unobservable inputs. Presently, the investments currently held by the Borough are valued at amortized cost and are not subject to the fair value categorization disclosures.

##### Weighted-Average Maturity

The weighted-average maturity (WAM) method expresses investment time horizons - the time when investments become due and payable - in years or months, weighted to reflect the dollar-size of individual investments within an investment type. WAMs are computed for each investment type. A portfolio's WAM is derived by dollar-weighting the WAM for each investment type.

##### Interest-Rate Risk

The Borough and Authority do not have formal investment policies that limit investment maturities as a means of managing the entities' exposures to fair value losses arising from increasing interest rates.

##### Credit Risk

As indicated above, Section 1316 of the Borough Code limits the composition of the Borough's investments, and the Borough has no investment policy that would further limit its investment choices.

##### Concentration of Credit Risk

The Borough places no limit on the amounts invested in any one issuer.

**BOROUGH OF CARROLL VALLEY**

**NOTES TO FINANCIAL STATEMENTS**

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**Note 4. Property Taxes**

The Borough of Carroll Valley’s ad valorem property tax is levied each year on the assessed value listed as of the prior year for all real property located in the Borough of Carroll Valley. The assessed value of the duplicate tax role on which the 2021 tax levy was based, was \$431,682,200. The property tax rate for 2021 was 2.70 mills. The 2021 millage rate included 0.25 mills for fire and emergency services.

From the effective date of the budget, the amount stated thereon as the amount to be raised by the property tax shall constitute a determination of the amount of the tax levy in the corresponding tax year. Taxes are levied on March 1st for the tax year. Taxpayers receive a 2% discount if paid by April 30th. Taxes shall be due and payable on the 30th day of June in the year for which they are levied. Taxpayers will owe an additional 10% penalty if taxes are paid after June 30th. Unpaid taxes as of December 31st are turned over to Adams County, which handles collections and placements of liens, if necessary. Current tax collections for the year ended December 31, 2021, were 91.06% percent of the tax levy.

The Borough has not entered into any tax abatement agreements as of December 31, 2021.

**Note 5. Interfund Activity**

Individual fund receivables and payables at December 31, 2021, are as follows:

	Due from Other Funds	Due to Other Funds
General Fund	\$ 34,610	\$ 1,375,425
Special Revenue Fund - Special Events	-	6,061
Capital Projects Fund - Capital Reserve	897,315	13,236
Enterprise Fund - Sanitary Sewer	492,724	29,927
	<u>\$ 1,424,649</u>	<u>\$ 1,424,649</u>

	Due from Component Unit	Due to Primary Government
Capital Projects Fund - Capital Reserve	\$ 52,077	\$ -
Carroll Valley Sewer and Water Authority	-	52,077
	<u>\$ 52,077</u>	<u>\$ 52,077</u>

All interfund receivable/payable balances resulted from time lags between the dates that (1) interfund goods and services were provided or reimbursable expenditures occurred, (2) transactions were recorded in the accounting system and (3) payments between funds were made. All balances are expected to be repaid within the following year.



**BOROUGH OF CARROLL VALLEY**

**NOTES TO FINANCIAL STATEMENTS**

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**Note 5. Interfund Activity (Continued)**

Individual and intergovernmental transfers for the year ended December 31, 2021, are as follows:

	Operating Transfers In	Operating Transfers Out
General Fund	\$ 166,123	\$ 217,508
Special Revenue Fund - Special Events	15,000	-
Capital Projects Fund - Capital Reserve	223,398	153,634
Debt Service Fund - Sinking Fund	153,634	3,048
Enterprise Fund - Sanitary Sewer	-	183,965
	<u>\$ 558,155</u>	<u>\$ 558,155</u>
	Intergovernmental Revenues	Intergovernmental Expenses
Enterprise Fund - Sanitary Sewer	\$ -	\$ 9,121
Carroll Valley Sewer and Water Authority	9,121	-
	<u>\$ 9,121</u>	<u>\$ 9,121</u>

Transfers and payments within the Borough are substantially for purposes of subsidizing operating functions or funding capital projects and sewer acquisitions on a routine basis. Resources are accumulated in a fund to support and simplify the administration of various projects or programs.

**BOROUGH OF CARROLL VALLEY**

**NOTES TO FINANCIAL STATEMENTS**

**Note 6. Fixed Assets**

The Borough's capital asset activity resulting from modified cash basis transactions or events for the year ended December 31, 2021, was as follows:

General Fixed Asset Account Group	Beginning Balance	Additions	Deletions	Ending Balance
Construction-in-progress	\$ 12,813	\$ 7,205	\$ -	\$ 20,018
Land	1,692,620	-	-	1,692,620
Buildings	4,921,224	-	-	4,921,224
Vehicles	881,573	159,665	(81,109)	960,129
Software	15,000	-	-	15,000
Machinery and equipment	1,110,269	-	-	1,110,269
	8,633,499	166,870	(81,109)	8,719,260
Less accumulated depreciation	(2,629,902)	(209,147)	81,109	(2,757,940)
Fixed Assets - Net	\$ 6,003,597	\$ (42,277)	\$ -	\$ 5,961,320

Enterprise Fund - Sanitary Sewer	Beginning Balance	Additions	Deletions	Ending Balance
Land	\$ 22,800	\$ -	\$ -	\$ 22,800
Buildings	14,614	-	-	14,614
Vehicles	49,333	-	-	49,333
Machinery and equipment	8,480	-	-	8,480
	95,227	-	-	95,227
Less accumulated depreciation	(20,315)	(6,819)	-	(27,134)
Fixed Assets - Net	\$ 74,912	\$ (6,819)	\$ -	\$ 68,093

**BOROUGH OF CARROLL VALLEY**

**NOTES TO FINANCIAL STATEMENTS**

**Note 6. Fixed Assets (Continued)**

The Authority's capital asset activity resulting from modified cash basis transactions or events for the year ended December 31, 2021, was as follows:

	Beginning Balance	Additions	Deletions	Ending Balance
Construction-in-progress	\$ 56,096	\$ 99,682	\$ -	\$ 155,778
Land	231,489	-	-	231,489
Sewer system	3,059,493	-	-	3,059,493
Buildings	190,744	-	-	190,744
Machinery and equipment	28,752	-	-	28,752
	3,566,574	-	-	3,666,256
Less accumulated depreciation	(2,293,893)	(74,812)	-	(2,368,705)
Fixed Assets - Net	\$ 1,272,681	\$ (74,812)	\$ -	\$ 1,297,551

**Note 7. Long-Term Debt**

The following is a summary of changes in the Borough's long-term debt arising from cash transactions or events for the year ended December 31, 2021:

	Beginning Balance	Additions	Retirements	Ending Balance	Due Within One Year
General Obligation Notes Series of 2016	\$1,483,467	\$ -	\$ 117,377	\$1,366,090	\$ 123,214

**BOROUGH OF CARROLL VALLEY**

**NOTES TO FINANCIAL STATEMENTS**

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**Note 7. Long-Term Debt (Continued)**

On June 29, 2016, the Borough of Carroll Valley obtained financing from F&M Trust in the amount of \$3,500,000 for the construction of a Community and Education Building to serve the Carroll Valley community. Interest only payments are due for the first 24 months. Monthly principal and interest payments are due over the remainder of the 25-year term, with final maturity on December 1, 2042. The loan bears an annual interest rate of 2.50% for a period of 10 years; the rate then becomes a variable rate equal to 66% of the U.S. Prime Rate with a tax-exempt floor of 2.14%, but not to exceed 3.75%. The interest rate at December 31, 2021, was 2.50%.

The annual debt-service requirements to maturity, including principal and interest, for long-term debt, as of December 31, 2021, are as follows:

Year	Borough		Total
	Principal	Interest	
2022	\$ 123,314	\$ 30,319	\$ 153,633
2023	123,564	30,070	153,634
2024	126,655	26,979	153,634
2025	129,980	23,653	153,633
2026	42,410	18,337	60,747
2027-2031	226,392	77,347	303,739
2032-2036	252,361	51,378	303,739
2037-2041	281,375	22,365	303,740
2042	60,039	710	60,749
	<u>\$ 1,366,090</u>	<u>\$ 281,158</u>	<u>\$ 1,647,248</u>

All debt outstanding at December 31, 2021, is general obligation debt supported by the full faith and credit of the Borough. Although the Borough has not specifically pledged tax revenues for the payment of debt service, it is expected that the Borough will utilize tax revenues as its principal source of funds to pay debt service on this loan.

## **BOROUGH OF CARROLL VALLEY**

### **NOTES TO FINANCIAL STATEMENTS**

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#### **Note 8. Defined-Benefit Pension Plans**

The Borough participates in two agent multi-employer public-employer defined-benefit pension plans through the Pennsylvania Municipal Retirement System (PMRS). PMRS was created by the Pennsylvania General Assembly in 1974 with the passage of the Pennsylvania Municipal Retirement Law, Act of 1974, P.L. 34, No. 15 for the purpose of administering sound, cost-effective pension plans on a contracted basis for local government employees throughout the Commonwealth. Responsibility for the organization and administration of PMRS is vested in an eleven-member Pennsylvania Municipal Retirement Board.

Membership in PMRS is optional and Borough of Carroll Valley has the rights to establish or amend its own respective benefits and employee contribution rates subject to PMRS Board approval. The Borough may terminate participation in PMRS upon a 75% favorable vote of its plan members. PMRS is required to maintain and provide annual accounting records of the asset accounts allocable to the Borough. All investment decisions and actuarial assumptions related to the Borough's respective pension fund assets are the responsibility of the Pennsylvania Municipal Retirement Board. PMRS issues a separate Comprehensive Annual Financial Report (CAFR) for the Plan. The CAFR is available on the PMRS website at [www.pmrs.state.pa.us](http://www.pmrs.state.pa.us).

The Borough's actuarial asset accounts held by PMRS (hereinafter referred to as "the Plan") are subject to the funding and reporting requirements of the Pennsylvania Municipal Pension Plan Funding Standard and Recovery Act (Act 205 of 1984, as amended). Act 205 requires that an actuarial valuation of the Plan is performed every other year. The Plan's most recent actuarial valuation was performed on January 1, 2019.

The Police Pension Plan covers all members of the police department and provides retirement, disability and death benefits to plan members and their beneficiaries. The Municipal Employee Pension Plan covers all non-uniformed employees who have reached age 21 and have completed one year of service. This plan provides retirement and death benefits to plan members and their beneficiaries. Act 205 requires that annual contributions be based upon the plan's Minimum Municipal Obligation (MMO). The MMO is based upon the Plan's biennial actuarial valuation. In accordance with the plans' governing ordinance or resolution as applicable, members are required to contribute 3.00% of compensation to the Plan. The Plans may also be eligible to receive an allocation of state aid from the General Municipal Pension System State Aid Program which must be used for pension funding. Any funding requirements established by the MMO in excess of employee contributions and state aid must be paid by the municipality in accordance with Act 205. Administrative costs, including the investment manager, custodial trustee and actuarial services are charged to the Plan and funded through investment earnings. There are no assets legally reserved for purposes other than the payment of plan-member benefits. There are no long-term contracts for contributions.

Contributions: In accordance with Act 205, the value required to be contributed to the police pension plan and municipal employee pension plan for 2021 were \$39,875 and \$124,391, respectively. The Borough's actual contributions were equal to the required contributions. During 2021, the Borough recognized pension subsidy revenue from the Commonwealth in the amount of \$71,959 for 2021.

**BOROUGH OF CARROLL VALLEY**

**NOTES TO FINANCIAL STATEMENTS**

**Note 8. Defined-Benefit Pension Plans (Continued)**

The following is a summary of funding policies, contribution methods and benefit provisions:

	Police Pension Plan	Municipal Employee Pension Plan
Year established and governing authority	7/1/89, Borough of Carroll Valley	10/1/89, Borough of Carroll Valley
Contribution requirements		
Employer	Actuarially-determined	Actuarially-determined
Plan members	3.00% of total compensation if hired before November 1, 2008, and 5.00% of total compensation if hired after November 1, 2008	3.00% of total compensation
Funding of administrative costs	Investment earnings	Investment earnings
Funding of contributions	Commonwealth allocation and Borough	Commonwealth allocation and Borough
Period required to fully vest	12 years	10 years
Post-retirement benefit increases	None	None
Benefit formula	2.00% of the participant's final salary multiplied by all years of credited service. At no time shall the basic benefit exceed 50.00% of final salary	2.00% of the participant's final salary multiplied by all years of credited service
Eligibility for distribution	Age 52 and 12 years of service	Age 65 and 10 years of service
Early retirement	Under age 52 with 24 years of credited service, with reduced benefits	Under age 65 with 20 years of credited service, with reduced benefits
Disability	The benefit is based on 50.00% of participant's final salary for service-connected disability, and 30.00% for non-service-connected disability with 10 years of credited service	None
Pre-retirement death	Death benefit is equal to one-half of the pension eligible at the time of death	Death benefit is payable to the named beneficiary based on an annuity option elected before the member's death
Cost-of-living adjustments	Not to exceed percentage increase in the Consumer Price Index and 75.00% of final average salary with an overall benefit limit of 130.00% of the normal retirement benefit	Provided at the discretion of the plan

**BOROUGH OF CARROLL VALLEY**

**NOTES TO FINANCIAL STATEMENTS**

**Note 8. Defined-Benefit Pension Plans (Continued)**

Plan Membership: Plan members covered by the benefit terms as of January 1, 2021, are as follows:

	Police Pension Plan	Municipal Employee Pension Plan
Employees Covered by Benefit Terms		
Inactive employees or beneficiaries currently receiving benefits	-	7
Inactive employees entitled to but not yet receiving benefits	1	2
Active employees	3	11
Total	4	20

Method Used to Value Investments: PMRS measures investments at fair value. The Plans' assets with PMRS are pooled for investment purposes and, therefore, do not represent specific identifiable investment securities.

Investment Policy: Members of the PMRS Board are trustees of the Plans' assets and have exclusive responsibility for the management of such assets and have the full power to invest the Plans' assets, subject to the terms, conditions, limitations and restrictions imposed by the Commonwealth law upon fiduciaries. The PMRS board has adopted a Statement of Investment Policy. This policy, as well as applicable state law, establishes the guidelines for permissible investments of PMRS.

Commitment Related to Pension Liabilities and Pension Expense: At December 31, 2021, the Borough's net pension liabilities totaled \$(235,950) and \$357,507 for the Police and Municipal Employee Pension Plans, respectively, which is based upon the most recent actuarial valuation date of January 1, 2021, with liabilities measured as of December 31, 2020. Because of the use of a modified cash basis of accounting framework in the preparation of these financial statements, the net pension liabilities are not reported in the Borough's financial statements as a liability and are instead disclosed herein as a commitment. In accordance with the modified cash basis of accounting, pension expense or expenditures are only reported when contributions are paid by the Borough to PMRS.

For the year ended December 31, 2021, the Borough recognized pension expense of \$(20,557) and \$5,063 for the Police and Municipal Employee Pension Plans, respectively.



**BOROUGH OF CARROLL VALLEY**

**NOTES TO FINANCIAL STATEMENTS**

**Note 8. Defined-Benefit Pension Plans (Continued)**

Commitment Related to Pension Liabilities and Pension Expense (Continued):

Changes in the total pension liability, plan fiduciary net position and net pension (asset) liability during the year were as follows:

	Police Pension Plan		
	Total Pension Liability	Increase (Decrease) Plan Fiduciary Net Position	Net Pension Liability
Changes in Net Pension Liability (Asset)			
Balances at December 31, 2019	\$ 1,439,495	\$ 1,467,185	\$ (27,690)
Changes for the year:			
Service cost	40,964	-	40,964
Interest	77,270	-	77,270
Changes of assumptions	(27,334)	-	(27,334)
Differences between expected and actual experience	(41,846)	-	(41,846)
Contributions - employer	-	44,328	(44,328)
Contributions - PMRS assessment	-	120	(120)
Contributions - employee	-	7,964	(7,964)
Net investment income	-	208,177	(208,177)
Benefit payments	(17,526)	(17,526)	-
Administrative expenses	-	(3,275)	3,275
Net changes	31,528	239,788	(208,260)
Balances at December 31, 2020	\$ 1,471,023	\$ 1,706,973	\$ (235,950)

	Municipal Employee Pension Plan		
	Total Pension Liability	Increase (Decrease) Plan Fiduciary Net Position	Net Pension Liability
Changes in Net Pension Liability (Asset)			
Balances at December 31, 2019	\$ 2,563,774	\$ 2,025,356	\$ 538,418
Changes for the year:			
Service cost	61,345	-	61,345
Interest	134,909	-	134,909
Changes of assumptions	114,177	-	114,177
Differences between expected and actual experience	2,010	-	2,010
Contributions - employer	-	122,933	(122,933)
Contributions - PMRS assessment	-	380	(380)
Contributions - employee	-	17,151	(17,151)
Net investment income	-	357,581	(357,581)
Benefit payments	(112,278)	(112,278)	-
Administrative expenses	-	(4,693)	4,693
Net changes	200,163	381,074	(180,911)
Balances at December 31, 2020	\$ 2,763,937	\$ 2,406,430	\$ 357,507

Trend Information: Changes in net pension liability, employer contributions and related ratios required by GASB is presented in Note 19.

## **BOROUGH OF CARROLL VALLEY**

### **NOTES TO FINANCIAL STATEMENTS**

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#### **Note 9. Deferred Compensation Plan**

The Borough has established a Section 457 Deferred Compensation Plan available to all Borough employees. The Plan has been created in accordance with Internal Revenue Code Section 457(g). The Plan permits employees to defer a portion of their salaries until future years. The deferred compensation is not available to employees until termination, retirement, death, or unforeseeable emergency.

All amounts of compensation deferred under the plan, all property and rights purchased with those amounts, and all income attributable to those amounts, property, or rights are solely the property and rights of the participants and beneficiaries under the Plan. Participants' rights under the plan are equal to the fair market values of the participants' respective deferred accounts.

#### **Note 10. Major Customers and Vendors**

During the year ended December 31, 2021, net operating revenue of the Borough's Sanitary Sewer Fund derived from Liberty Mountain Resort represented 17.02% of total net operating revenue.

#### **Note 11. Environmental Concerns**

The Borough of Carroll Valley operates, and the Carroll Valley Sewer and Water Authority owns, a wastewater treatment facility. If a leak or contamination occurred, the Borough and Authority could become liable for the cost to clean up the leak or contamination.

#### **Note 12. Contingencies**

The Borough participates in a number of grant programs for which it will be contingently liable for any disallowed expenditures. At December 31, 2021, the Borough was not aware of any such disallowances.

**BOROUGH OF CARROLL VALLEY**

**NOTES TO FINANCIAL STATEMENTS**

**Note 13. Segment Information for Enterprise Fund and Authority**

The Borough maintains an enterprise fund which provides sewer services. Segment information for the enterprise fund and the Carroll Valley Sewer and Water Authority as of and for the year ended December 31, 2021, follows:

	Sanitary Sewer Fund	Carroll Valley Sewer and Water Authority	Total
Operating revenue	\$ 456,282	\$ 37,109	\$ 493,391
Depreciation	\$ 6,819	\$ 74,812	\$ 81,631
Operating income (loss)	\$ 251,258	\$ (62,965)	\$ 188,293
Operating transfers in	\$ -	\$ 9,121	\$ 9,121
Operating transfers out	\$ 193,086	\$ -	\$ 193,086
Net income (loss)	\$ 58,172	\$ (53,844)	\$ 4,328
Net working capital	\$ 462,823	\$ 238,240	\$ 701,063
Total assets	\$ 560,843	\$ 1,587,868	\$ 2,148,711
Total equity	\$ 530,916	\$ 1,535,791	\$ 2,066,707

**Note 14. Risk Management**

The Borough and Authority are exposed to various risks of loss related to torts; theft of, damage to, or destruction of assets; errors or omissions; injuries to employees; and natural disasters. Significant losses are covered by commercial insurance for all major programs. For insured programs, there have been no significant reductions in settlement coverage. Settlement amounts have not exceeded insurance coverage for the current year or the three prior years.

**Note 15. Carroll Valley Sewer and Water Authority**

As of December 31, 2021, the Authority owed the Borough's Capital Project Fund \$52,077. These funds were loaned to the Authority with no set repayment terms, and the loan is non-interest bearing.

Additionally, the Borough entered into a lease agreement with the Authority on October 8, 1977, whereby the sewer system was leased to the Borough to operate and to use. The lease requires annual payments of \$5,625 and expires on October 7, 2076. Additionally, the Borough is to pay the Authority any excess sewer revenues on deposit in the Sanitary Sewer Fund after the annual rental and expenses for operating, maintaining and repairing the sewer system are paid. Total lease payments made by the Borough to the Authority during the year ended December 31, 2021, were \$-0-.

## **BOROUGH OF CARROLL VALLEY**

### **NOTES TO FINANCIAL STATEMENTS**

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#### **Note 16. Significant Commitments**

In April 2021, the Borough approved the purchase of a Volvo L45H Wheel Loader with 55-inch forks at a cost of \$94,483. This machinery was not received as of December 31, 2021.

In March 2021, the Authority awarded the Sanders Road Pump Station Upgrade - Phase 1 Project in the amount of \$548,758 to Doli Construction Corp. As of December 31, 2021, the expected cost remaining totals \$548,758, and is expected to be completed during 2022.

The Authority was awarded the PA Small Water and Sewer Program Grant on September 18, 2018, in the amount of \$425,000 to be used for upgrades to the wastewater treatment facility. This grant is to be used towards the Sanders Road Pump Station Upgrade contract. As of September 6, 2022, the Authority has not yet received any grant funding for this project.

The Authority was awarded the H2O PA - Water Supply, Sanitary Sewer and Storm Water Project Grant on August 17, 2020, in the amount of \$700,000 to be used to support the necessary upgrades and expansion at the Carroll Valley Wastewater Treatment Plant. As of September 6, 2022, the Authority has not yet received any grant funding for this project.

#### **Note 17. Uncertainties**

Recent developments arising from the coronavirus pandemic and efforts to mitigate the disease's domestic and global impacts have disrupted operations of companies in many industries. Facility closings, labor and personnel layoffs, curtailments of supply lines and increased materials costs, contracted production, dislocations of product-delivery methods and reduced markets enhance local government's risk factors as they have a significant reliance on charges for service revenues from citizens to fund portions of their operations. These factors adversely impact revenue recognition, cash flows and liquidity, contingencies, and in some instances, the going-concern assumption. Presently, the ultimate effects of this crisis on financial position, results of operations and cash flows are indeterminable because the duration of the crisis is also indeterminable; however, management continues to monitor developments.

#### **Note 18. Subsequent Events**

On February 28, 2022, the Authority approved a resolution to terminate its existence and submitted a Certificate of Termination to the Borough for approval. On March 15, 2022, the Borough of Carroll Valley approved a resolution approving the Authority's request to terminate its existence. Upon recording of the Certificate of Termination with the Office of the Recorder of Deeds of Adams County, Pennsylvania, the Projects and all property and assets of the Authority shall transfer to the Borough, and the Authority shall cease to exist. The Certificate of Termination was filed with the Pennsylvania Department of State on May 9, 2022, and recorded in the Office of the Recorder of Deeds in Adams County, Pennsylvania on August 11, 2022.

**BOROUGH OF CARROLL VALLEY**

**NOTES TO FINANCIAL STATEMENTS**

**Note 19. Changes in Net Pension Liability and Employer Contributions**

**Schedule of Changes in Net Pension Liability - Police Pension Plan  
Measurement Year Ended December 31,**

	2020	2019	2018
<b>Total Pension Liability</b>			
Service cost (beginning of year)	\$ 40,964	\$ 51,114	\$ 46,889
Interest (includes interest on service cost)	77,270	72,084	66,128
Differences between expected and actual experience	(41,846)	-	1,924
Changes in assumptions	(27,334)	-	-
Benefit payments, including refunds of member contributions	(17,526)	(11,082)	(505)
<b>Net change in total pension liability</b>	<b>31,528</b>	<b>112,116</b>	<b>114,436</b>
<b>Total pension liability - beginning</b>	<b>1,439,495</b>	<b>1,327,379</b>	<b>1,212,943</b>
<b>Total pension liability - ending</b>	<b>\$ 1,471,023</b>	<b>\$ 1,439,495</b>	<b>\$ 1,327,379</b>
<b>Plan Fiduciary Net Position</b>			
Contributions - employer	\$ 44,328	\$ 38,109	\$ 39,279
Contributions - PMRS assessment	120	120	40
Contributions - member	7,964	11,180	10,038
PMRS investment income	72,420	66,804	60,471
Market value investment income	135,757	180,071	(141,663)
Benefit payments, including refunds of member contributions	(17,526)	(11,082)	(505)
PMRS administrative expense	(120)	(120)	(100)
Additional administrative expense	(3,155)	(2,309)	(2,699)
<b>Net change in plan fiduciary net position</b>	<b>239,788</b>	<b>282,773</b>	<b>(35,139)</b>
<b>Plan fiduciary net position - beginning</b>	<b>1,467,185</b>	<b>1,184,412</b>	<b>1,219,551</b>
<b>Plan fiduciary net position - ending</b>	<b>\$ 1,706,973</b>	<b>\$ 1,467,185</b>	<b>\$ 1,184,412</b>
<b>Borough's Net Pension Liability (Asset)</b>	<b>\$ (235,950)</b>	<b>\$ (27,690)</b>	<b>\$ 142,967</b>
<b>Plan fiduciary net position as a percentage of the total pension liability</b>	<b>116.04%</b>	<b>101.92%</b>	<b>89.23%</b>
<b>Covered employee payroll</b>	<b>\$ 229,351</b>	<b>\$ 286,182</b>	<b>\$ 261,493</b>
<b>Borough's net pension liability as a percentage of covered employee payroll</b>	<b>-102.88%</b>	<b>-9.68%</b>	<b>54.67%</b>

**Schedule of Employer Contributions - Police Pension Plan  
Measurement Year Ended December 31,**

	2020	2019	2018
Actuarially determined contribution	\$ 41,688	\$ 38,229	\$ 39,279
Contributions in relation to the actuarially determined contribution *	44,448	38,229	39,319
Contribution deficiency (excess)	\$ (2,760)	\$ -	\$ (40)
<b>Covered employee payroll</b>	<b>\$ 229,351</b>	<b>\$ 286,182</b>	<b>\$ 261,493</b>
<b>Contributions as a percentage of covered employee payroll</b>	<b>19.38%</b>	<b>13.36%</b>	<b>15.04%</b>

\* Information provided by PMRS and not reconciled to determine the cause of any deviation from the actuarially determined contribution (if applicable).

**BOROUGH OF CARROLL VALLEY**

**NOTES TO FINANCIAL STATEMENTS**

**Note 19. Changes in Net Pension Liability and Employer Contributions (Continued)**

<b>Schedule of Changes in Net Pension Liability - Municipal Employee Pension Plan</b>			
<b>Measurement Year Ended December 31,</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>
<b>Total Pension Liability</b>			
Service cost (beginning of year)	\$ 61,345	\$ 63,094	\$ 58,498
Interest (includes interest on service cost)	134,909	130,720	124,741
Differences between expected and actual experience	2,010	-	35,465
Changes in assumptions	114,177	-	-
Benefit payments, including refunds of member contributions	(112,278)	(112,278)	(106,596)
<b>Net change in total pension liability</b>	<b>200,163</b>	<b>81,536</b>	<b>112,108</b>
<b>Total pension liability - beginning</b>	<b>2,563,774</b>	<b>2,482,238</b>	<b>2,370,130</b>
<b>Total pension liability - ending</b>	<b>\$ 2,763,937</b>	<b>\$ 2,563,774</b>	<b>\$ 2,482,238</b>
<b>Plan Fiduciary Net Position</b>			
Contributions - employer	\$ 122,933	\$ 116,082	\$ 108,792
Contributions - PMRS assessment	380	380	380
Contributions - member	17,151	17,640	16,286
PMRS investment income	98,982	92,679	81,722
Market value investment income	258,599	245,779	(135,865)
Benefit payments, including refunds of member contributions	(112,278)	(112,278)	(106,596)
PMRS administrative expense	(380)	(380)	(360)
Additional administrative expense	(4,313)	(3,204)	(3,647)
<b>Net change in plan fiduciary net position</b>	<b>381,074</b>	<b>356,698</b>	<b>(39,288)</b>
<b>Plan fiduciary net position - beginning</b>	<b>2,025,356</b>	<b>1,668,658</b>	<b>1,707,946</b>
<b>Plan fiduciary net position - ending</b>	<b>\$ 2,406,430</b>	<b>\$ 2,025,356</b>	<b>\$ 1,668,658</b>
<b>Borough's Net Pension Liability</b>	<b>\$ 357,507</b>	<b>\$ 538,418</b>	<b>\$ 813,580</b>
<b>Plan fiduciary net position as a percentage of the total pension liability</b>	<b>87.07%</b>	<b>79.00%</b>	<b>67.22%</b>
<b>Covered employee payroll</b>	<b>\$ 571,688</b>	<b>\$ 587,983</b>	<b>\$ 542,854</b>
<b>Borough's net pension liability as a percentage of covered employee payroll</b>	<b>62.54%</b>	<b>91.57%</b>	<b>149.87%</b>
<b>Schedule of Employer Contributions - Municipal Employee Pension Plan</b>			
<b>Measurement Year Ended December 31,</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>
Actuarially determined contribution	\$ 117,627	\$ 116,442	\$ 109,152
Contributions in relation to the actuarially determined contribution *	123,313	116,462	109,172
Contribution deficiency (excess)	\$ (5,686)	\$ (20)	\$ (20)
<b>Covered employee payroll</b>	<b>\$ 571,688</b>	<b>\$ 587,983</b>	<b>\$ 542,854</b>
<b>Contributions as a percentage of covered employee payroll</b>	<b>21.57%</b>	<b>19.81%</b>	<b>20.11%</b>

\* Information provided by PMRS and not reconciled to determine the cause of any deviation from the actuarially determined contribution (if applicable).

**BOROUGH OF CARROLL VALLEY**

**NOTES TO FINANCIAL STATEMENTS**

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**Note 19. Changes in Net Pension Liability and Employer Contributions (Continued)**

**Notes to Changes in Net Pension Liability and Employer Contributions**

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Valuation date	Actuarially determined contribution rates are calculated as of January 1 for the odd valuation year at least two years prior to the end of the fiscal year in which the contributions were reported. Therefore, the actuarially determined contribution for calendar year 2020 is based upon the January 1, 2017 actuarial valuation.
Actuarial cost method	Entry age
Amortization period	Level dollar based upon the amortization periods in Act 205
Asset valuation method	Based upon the municipal reserves
Discount rate	5.25%
Inflation	2.80%
Salary increases	Age related scale with merit and inflation component
COLA increases	2.80% for those eligible for a COLA
Pre-retirement mortality	Males: RP 2000 Non-Annuitant Male table projected 15 years with Scale AA Females: RP 2000 Non-Annuitant Female table projected 15 years with Scale AA, setback five years
Post-retirement mortality	Males: RP2000 Annuitant Male table projected 5 years with Scale AA Females: RP2000 Annuitant Female table projected 10 years with Scale AA



## **NOTICE OF AUDIT**

**The financial statements of the Borough of Carroll Valley and the Carroll Valley Sewer and Water Authority as of and for the year ended December 31, 2021, and the related auditor's report, are available for public inspection at 5685 Fairfield Road, Carroll Valley, Pennsylvania 17320, between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday.**

**Gayle R. Marthers**

**Borough Secretary**



**NOTICE OF ESTIMATED ALLOCATION  
MUNICIPAL LIQUID FUELS AND TURNBACK**

**September 2022**

01413 CARROLL VALLEY  
5685 FAIRFIELD ROAD  
CARROLL VALLEY, PENNSYLVANIA 17320

Dear Municipal Officials:

This letter shall serve as notification that your ESTIMATED Liquid Fuels (Act 655) allocation for 2023 is \$ 235,110.20. Please note that a portion of this payment is based on the State's Motor License Fund taxes to be collected during the remainder of the year. Therefore, changes in consumption or wholesale price could affect the final payment amount.

This amount is based on the mileage of 52.52 and the population of 3940 for your municipality, according to our records as of January 1, 2022. **Any changes made to your mileage figures in 2022 will be reflected in your March 1, 2023 ACTUAL Liquid Fuels payment.**

In order to receive your payment on March 1, 2023, your municipality must be CERTIFIED by February 10, 2023. To be CERTIFIED you must submit the following completed reports to the indicated organization (see actual reports for mailing address):

<u>Report Name</u>	<u>Submit To</u>
1. MS-965 Actual Use Report of State Funds	PennDOT District Office
2. Survey of Financial Condition	DCED
3. Report of Appointed and Elected Officials	DCED

Additionally, while the Department of Community and Economic Development's (DCED's) due date for the 2022 Survey of Financial Condition (SOFC) remains March 15 of each year, in order for you to actually receive your payment on March 1, 2023, the SOFC must also be submitted by February 10, 2023.

In addition to filing the above reports with the correct organization by the date indicated, you should ensure that any findings from the audit of your Liquid Fuels Fund,

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**INTEROFFICE MEMORANDUM**

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**TO:** BOROUGH COUNCIL  
**FROM:** RICHARD L HILEMAN II, CHIEF OF POLICE  
**SUBJECT:** PROPOSAL FOR IT VENDOR CONTRACT  
**DATE:** 10/4/2022

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As the Borough moves forward, we need to obtain a professional IT managed service agreement. Treysta Technology Management serves a number of municipal governments and is well recommended and has a Gettysburg office. They are also trained and have all the required clearances to work on systems containing or connecting to criminal justice information as required by federal and state law and various regulations.

They will provide a much-improved security environment and remote monitoring. As well as security services, they will inventory the network, identify needs, and provide us documentation. We know the network will need attention and upgrades moving forward and Treysta will provide those recommendations.

Additionally, they will provide vendor management services assisting us in dealing with any other vendors in the IT sector like: Comcast, our phone and internet service; Microsoft, our data storage and email provider; Sage our video and access control provider and any others.

They will assist us with onboarding new employees to our IT services, purchasing new technologies and generally be our go-to service for all things IT.

Treysta provided two methods of obtaining their service, either an unlimited contract or a contract with the base services and blocks of time for additional assistance above those included in the contract. Councilman Wight and I reviewed it and believe, at least initially, we should go with the second with the blocks of additional service time. If we find ourselves averaging more than 4.8 hours of additional service outside of the included services, then it would make sense to get the unlimited plan. Treysta stated that should we find that to be the case, we can switch, mid-contract to the unlimited plan.

	Block time	Unlimited
One time setup fee	\$1,250	\$1,250
Monthly service fee	\$575	\$1,175
10 hour blocks	\$1,250	

**Action Requested:** Authorize the execution of the contract with Treysta Technology Management contained in quote # TREQ8723.



## MANAGED SERVICES AGREEMENT (MSA)

### PROPOSAL PREPARED FOR:

Carroll Valley Borough

Prepared By: Rob Ginder

Date: 8/17/2022





On behalf of Team TREYSTA, we look forward to being your **Trusted Technology Partner.**

Our Focus is on 3 Objectives:

1. Getting to know our clients ensures they are using the *best* technology solutions to achieve their business goals.
2. Reduce IT costs by providing *proactive* management of technology along with fast, *responsive* service when needed.
3. Eliminate the anxiety associated with the *security* threats that are so widespread.

Why TREYSTA technology management?

Technology changes at a lightning-fast pace and most small to medium-sized companies do not have the resources to keep up with changes or protect themselves from outside threats. Selecting a reliable Managed Services Provider such as TREYSTA will help reduce and control costs, increase efficiency and remove potential threats to your infrastructure. TREYSTA has a long-standing reputation in Central Pennsylvania as a reliable MSP by providing the following to our clients:

- Team of about 20 employees, including 18 experienced IT Industry employees who have a broad *range of expertise* to recommend, implement and troubleshoot any technology solutions.
- We start by performing an IT infrastructure audit to assess a client's current systems and tools, and we work closely with leadership to understand our client's business and recommend systems that are reliable and manageable.
- We *value our client relationships*. Since 1995, we have been helping businesses and organizations, just like yours, implement technology solutions in Central PA.



# TREYSTA

technology management

- Our goal is to help our clients AND help our community. Our *TREYSTA Cares program* works with many local non-profits and charities to help them accomplish their missions.
- We are locally owned and *focus on IT services ONLY*. While we can assist you in purchasing a shredder or copier, we do not service these machines and we focus our expertise and resources on IT-related services.
- We have partnerships with the *best vendors in technology* and we have *proven processes and procedures* to make your company safe and successful.

**Thank You For The Opportunity!**





## Trusted Tech Complete

Our signature package of services and products has been time tested to produce the results your business deserves!

## Services and Products Offered?

### TEAM

You will have access to a team of Technology Professionals specializing in the following areas:

- ◇ *Help Desk Support*: for quick resolutions to your technical issues.
- ◇ *Client Technology Managers (CTM)*: Technicians who visit your location on a scheduled basis to ensure your systems conform to industry standards.
- ◇ *Assigned Technical Advisor*: your personal technical consultant who will review your infrastructure to determine the right technology plan and budget.
- ◇ *Support Staff*: coordinators for scheduling, accounting and issue resolution.

### TECHNOLOGY MANAGEMENT

Our investments in the right technology tools will correctly monitor and manage your technology assets:

- ◇ *Remote Monitoring and Management Software (RMM)*: allows TREYSTA to remotely and proactively monitor client endpoints, networks and computers.
- ◇ *Network Analysis and Discovery Tool*: provides a comprehensive look at your network, maintain accurate inventory of your assets and early detection of deficiencies that need to be addressed.
- ◇ *Professional Services Automation (PSA) Software*: allows you to enter and track service tickets in real time, and provides reports outlining the details of the work accomplished.
- ◇ *Documentation System*: storing all of your passwords and system information will allow us to provide quick support and a central repository to access the data.

## SECURITY

We focus on securing your data so you can sleep well at night.

- ◇ *Endpoint Protections*: products like antivirus and DNS protection will stop some attacks at the PC level.
- ◇ *Remote Monitoring and Management Software (RMM)*: constant monitoring for issues, automatic updates and automated tasks.
- ◇ *Firewall*: or more accurately, a Unified Threat Management device to protect your network.
- ◇ *Backup and Disaster Recovery (BDR)*: in case of a data loss incident, our BDR solutions will quickly and completely restore your data and minimize down time.
- ◇ *Controls and Training*: to protect you from the “human element”, we provide security training and recommendations on control procedures.
- ◇ *Advanced Security Services*: depending on your needs, we provide additional security services to meet compliance regulations and to protect extra sensitive data.

## PROCESSES

Our proven process is duplicated with every customer, so you can rest assured your assets are in the right hands:

- ◇ TREYSTA has defined procedures for all aspects of our systems. From onboarding clients, to patch management, to back up procedures and even server and PC configuration, we use the same “best practices” to ensure your technology is protected.
- ◇ As of September 2019, TREYSTA is SOC 2 Type I Certified organization, meaning we have the highest level of security protocol possible and have implemented tight security controls.
- ◇ During our vCIO reviews, we ensure your organization is in alignment with our best practices to mitigate your risks and protect your technology assets.

Processes and solutions may be added to keep up with the ever-changing threat landscape and to continually adapt to your growing organization.





QUOTE #	TREQ8722
DATE	Aug 17, 2022

## TREYSTA Technology Management

55 N. 5th Street Gettysburg, PA 17325

Phone: 717-337-1300 Fax: 833-802-0193

To Chief Richard Hileman  
Carroll Valley Borough  
5685 Fairfield Road  
Fairfiled, PA 17320  
United States

Phone (717) 642-8269

SALESPERSON	P.O. Number	PAYMENT TERMS	DUE DATE
Rob Ginder			

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
	<p>****Special Terms****</p> <p>Support includes all of the items listed below.</p> <p>Additional projects will be quoted at discounted labor rate of \$125.00 per hour per.</p> <p>Recommendations will be provided after onboarding is complete.</p>		
	Remote Monitoring and Management Agent with Ransomware Detection- Per Workstation and Server for 15 devices		
	Antivirus Protection for Workstation or Server for 15 devices		
	DNS Protection for 12 Devices		
	Security Awareness Training for 12 users		
	Malwarebytes EDR for 12 devices		
	Password Management Software for 12 users		
	Dark Web Monitoring		
	Multi-Factor Authentication for 12 users		
	Visit by CTM to ensure to check on network, equipment and if there are any user issues - 1 visit per quarter		
	Ensuring backups, updates and all services are monitored and maintained.		
	One Time Setup Fee of \$1250.00		

\*By authorizing order, customer verifies that all products and specifications are correct. Customer also agrees to payment terms and accepts responsibility for any late charges that may accrue on unpaid balances. \*\*Product Warranty is from the product manufacturer, not Treysta. Any work performed by Treysta, regardless of manufacturer warranty status, is billable. \*\*\*Returns are accepted only if manufacturer accepts returns and taken on a case by case basis. Software, PC's, and Servers are not returnable. Estimate is valid for 30 days. Pricing and models are subject to change without notice due to changes by Manufacturer or Vendor. Upon acceptance, Treysta will verify inventory availability and invoice customer when order is placed.

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
		<b>SUBTOTAL</b>	\$1,825.20
		<b>SALES TAX</b>	\$0.00
		<b>TOTAL</b>	\$1,825.20

Recurring Amounts:

\$575.20 Billed Monthly

To accept this estimate and TREYSTA LLC's Terms and Conditions (view at URL below), sign here and return:

<https://www.teamtreysta.com/msa/>

Name:

Date:

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**Thank You For Your Business!**

\*By authorizing order, customer verifies that all products and specifications are correct. Customer also agrees to payment terms and accepts responsibility for any late charges that may accrue on unpaid balances. \*\*Product Warranty is from the product manufacturer, not Treysta. Any work performed by Treysta, regardless of manufacturer warranty status, is billable. \*\*\*Returns are accepted only if manufacturer accepts returns and taken on a case by case basis. Software, PC's, and Servers are not returnable. Estimate is valid for 30 days. Pricing and models are subject to change without notice due to changes by Manufacturer or Vendor. Upon acceptance, Treysta will verify inventory availability and invoice customer when order is placed.





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DATE	Aug 17, 2022

## TREYSTA Technology Management

55 N. 5th Street Gettysburg, PA 17325

Phone: 717-337-1300 Fax: 833-802-0193

To Chief Richard Hileman  
 Carroll Valley Borough  
 5685 Fairfield Road  
 Fairfiled, PA 17320  
 United States

Phone (717) 642-8269

SALESPERSON	P.O. Number	PAYMENT TERMS	DUE DATE
Rob Ginder			

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
10	Recurring block of hours/amount for labor service agreements.	\$125.00	\$1,250.00
	Terms and Conditions:		
	- One-hour minimum for On-Site work. After the initial hour, time will be deducted in 15 minute increments. Remote work will be deducted in 15 minute increments		
	-Plan hours do not expire unless dormant for over one year		
	-Plan is non-refundable or transferrable		
	-Plan is for Treysta technical services only		
	-Travel time of up to 1 hour is included. Additional time will be deducted from the plan		
	-Hours of Service included are Monday thru Friday 8AM to 5PM. Excluding national holidays including New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day		

<b>SUBTOTAL</b>	\$1,250.00
<b>SALES TAX</b>	\$0.00
<b>TOTAL</b>	\$1,250.00

To accept this estimate and TREYSTA LLC's Terms and Conditions (view at URL below), sign here and return:

<https://www.teamtreysta.com/msa/>

Name:

Date:

**Thank You For Your Business!**

\*By authorizing order, customer verifies that all products and specifications are correct. Customer also agrees to payment terms and accepts responsibility for any late charges that may accrue on unpaid balances. \*\*Product Warranty is from the product manufacturer, not Treysta. Any work performed by Treysta, regardless of manufacturer warranty status, is billable. \*\*\*Returns are accepted only if manufacturer accepts returns and taken on a case by case basis. Software, PC's, and Servers are not returnable. Estimate is valid for 30 days. Pricing and models are subject to change without notice due to changes by Manufacturer or Vendor. Upon acceptance, Treysta will verify inventory availability and invoice customer when order is placed.

# STATEMENT OF WORK (SOW)

## Managed Services Agreement

This Statement of Work (“SOW”) is governed under the Master Service Agreement (the “Agreement”) between TREYSTA LLC (“Company” or “TREYSTA”), and the client whose name and authorized signatory appear in the signature block of this SOW (“Client”), below. Capitalized terms in this SOW will have the same meaning as those in the Agreement, unless otherwise indicated below.

### Scope of Services

Subject to the additional terms listed in Schedule A (attached), the services described below (collectively, “Services”) will be provided to Client.

SEE PROPOSAL/QUOTE **TREQ8722**

FOR DETAILED PRODUCTS AND SERVICES TO BE PROVIDED

### Term; Termination

The Services will commence, and billing will begin, on the date on which the Proposal/Quote has been fully executed by electronic signature unless a different date is noted on the Proposal/Quote (“Commencement Date”).

The Services will continue for a term of two (2) years from the Commencement Date. After the expiration of the initial term, this SOW will automatically renew for contiguous one (1) year terms unless either party notifies the other of its intention to not renew this SOW no less than sixty (60) days before the end of the then-current term. After the initial two (2) year term, prices may increase up to 4% each year. Additional products and services may be added to the Scope of Services for an additional charge during the term of the Agreement or at the renewal date with client approval.

The Services shall continue for a minimum term of six (6) months from the Commencement Date and, thereafter, shall be cancelable by either party for cause, or without cause, subject to the following terms:

**Without Cause:** You agree to pay TREYSTA an amount equal to (i) all expenses incurred by TREYSTA in its preparation and provision of the Services to you, *e.g.*, licensing fees incurred by TREYSTA, non-mitigatable hard costs, etc. (“Hard Costs”), as well as a cancellation fee equal to 90 days of the amounts that would have been paid to TREYSTA had this SOW not been terminated prematurely.

**For Cause:** In the event that one party (a “Defaulting Party”) commits a material breach under a SOW or under this Agreement, the non-Defaulting Party will have the right, but not the obligation, to terminate immediately this Agreement or the relevant SOW (a “For Cause” termination) provided that (i) the non-Defaulting Party has notified the Defaulting Party of the specific details of the breach in writing, and (ii) the Defaulting Party has not cured the default within twenty (20) days (ten (10) days for non-payment by Client) following receipt of written notice of breach from the non-Defaulting Party. If TREYSTA terminates this Agreement or any SOW For Cause, then TREYSTA shall be entitled to receive, and you hereby agree to pay to TREYSTA, (i) a cancellation fee equal to 90 days of the

Initials \_\_\_\_\_

amounts that would have been paid to TREYSTA had this SOW not been terminated prematurely and (ii) all Hard Costs. If you terminate this Agreement or a SOW for cause, then you will be responsible for paying only for those services that were properly delivered and accepted by you up to the effective date of termination.

If either party terminates this agreement, TREYSTA will assist client in the orderly termination of services, including timely transfer of the services to another designated provider. Client agrees to pay TREYSTA the actual costs of rendering such assistance if outside of the agreement period.

### **Assumptions / Minimum Requirements / Exclusions**

The scheduling, fees and provision of the Services are based upon the following assumptions and minimum requirements:

- All Servers and PC's must be running a current, vendor supported operating system with the latest service packs and critical updates installed.
- All server and desktop software must be genuine, licensed and vendor-supported.
- The network environment must adhere to TREYSTA's minimum security/data recovery services including, but not limited to, antivirus, firewall and a backup solution. TREYSTA may require additional security services as required from time to time.

Exclusions. The following services are expressly excluded under this SOW:

- Customization of third-party applications, or programming of any kind.
- Data/voice wiring or cabling services of any kind.
- Equipment installation or relocation (PC's, Servers, Networking Equipment, etc.)
- System upgrades or new solution installations that require additional equipment or additional time above the standard Scope of Services.
- The cost to meet compliance requirements.
- The cost to bring the System up to the Minimum Requirements.
- The cost of repairs to hardware or any supported equipment or software.
- The cost of any parts, equipment, or shipping charges of any kind.
- The cost of any software, licensing, or software renewal or upgrade fees.
- The cost of any 3<sup>rd</sup> party vendor or manufacturer support or incident fees of any kind.
- Maintenance of application software packages, whether acquired from service provider or any other source.
- Any products or services needed due to acts of God, building modifications, power failures or other adverse environmental conditions or factors.
- Service and repair made necessary by the alteration or modification of equipment other than that authorized by service provider, including alterations, software installations or modifications of equipment made by client's employees or anyone other than TREYSTA.
- Training services except informal sessions as required.
- Exclusions may be overridden if specifically noted in the Scope of Services.
- Service requests that fall outside of the Scope of Services will be deemed Projects and will be quoted and invoiced separately.

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## SCHEDULE A

### Additional Provisions

#### **Maintenance Services**

Unless otherwise provided in this SOW, maintenance services will be applied in accordance with the recommended practices of the managed services industry. Client understands and agrees that maintenance services are not intended to be, and will not be, a warranty or guaranty of the functionality of any particular device, or a service plan for the repair or remediation of any particular managed hardware or software. Repair and/or device remediation services are not covered under the Company's maintenance service plan, and shall be provided on an hourly or project basis to Client.

Most of the Service Offerings are based on the NIST (or other National Standard). However, services offered or contracted alone will not achieve compliance with NIST and Client should review the National Standard at [Cybersecurity | NIST](#) to review the broader requirements. TREYSTA does not provide any National Standard/Law/Regulation compliance services and services offered are limited to those selected below or as agreed in subsequent SOW's.

#### **Monitoring services; Alert services**

Unless otherwise indicated in this SOW, all monitoring and alert-type services are limited to detection and notification functionalities only. These functionalities are guided by Client-designated policies, which may be modified by Client as necessary or desired from time to time. Initially, the policies will be set to a baseline standard as determined by Company; however, Client is advised to establish and/or modify the policies that correspond to Client's specific monitoring and notification needs.

#### **Anti-virus; Anti-malware**

Company's anti-virus / anti-malware solution may protect the Client's system from becoming infected with new viruses and malware ("Viruses"); however, Viruses that exist on the Client's system at the time that the security solution is implemented may not be capable of being removed without additional services, for which a charge may be incurred.

Any security solution may be circumvented and/or rendered ineffective if a user purposely or intentionally downloads or installs malware (such as a rootkit) onto the user's system. Client is strongly advised to refrain from downloading files that are sent by unknown users, and/or users or files whose origination cannot be verified. Company does not warrant or guarantee that all viruses and malware will be capable of being removed, or that all forms of viruses and malware will be timely detected or removed.

In order to improve security awareness, you agree that Company or its designated third party affiliate may transfer information about the results of processed files, information used for URL reputation determination, security risk tracking, and statistics for protection against spam and malware. Any information obtained in this manner does not and will not contain any personal or confidential information.

#### **Hosted Exchange / Email**

Initials \_\_\_\_\_



Client is solely responsible for the security, confidentiality and integrity of all email, and the content of all email, received, transmitted or stored through the hosted email service ("Hosted Email").

Client shall not upload, post, transmit or distribute (or permit any of its authorized users of the Hosted Email to upload, post, transmit or distribute) any prohibited content, which is generally content that (i) is obscene, illegal, or intended to advocate or induce the violation of any law, rule or regulation, or (ii) violates the intellectual property rights or privacy rights of any third party, or (iii) mischaracterizes you, and/or is intended to create a false identity or to otherwise attempt to mislead any person as to the identity or origin of any communication, or (iv) interferes or disrupts the services provided by Company or the services of any third party, or (v) contains viruses, trojan horses or any other malicious code or programs.

In addition, Client shall not use the Hosted Email for the purpose of sending unsolicited commercial electronic messages ("SPAM") in violation of any federal or state law.

Company reserves the right, but not the obligation, to suspend Client's access to the Hosted Email and/or all transactions occurring under Client's Hosted Email account if Company believes, in its discretion, that Client's email account is being used in an improper or illegal manner.

#### **SPAM / Junk Mail Filtering**

Company's service provides email scanning for incoming unsolicited commercial email. Using proprietary algorithms and other technologies, the service scans incoming email for designated keywords, attachments and known blacklisted sites, and filters the email accordingly. From time to time the service may filter email that is not SPAM or junk mail, or may block email from legitimate sources. Client is advised to periodically search the filtered email folder to ensure that relevant emails are not being filtered improperly, and will notify Company in the event that the SPAM filter settings require adjustment.

#### **VoIP / Phone System**

##### **911 Dialing / Emergency Dialing - Limitations**

The VoIP Service ("VoIP Service") does not support traditional 911 or E911 access to emergency services in all locations. The 911 dialing feature of the VoIP Service is not automatic; Client must take affirmative steps to register the address where the VoIP Service will be used in order to activate the 911 Dialing feature. Client understands that Client must inform any users of the VoIP Service of the non-availability of traditional 911 or E911.

When a VoIP calling device is registered in a particular location, it cannot be moved without re-registering the device in the new location. Client agrees that it will not move any VoIP calling device without Company's written consent. Client shall hold Company harmless for any and all claims or causes of action arising from or related to Client's inability to use traditional 911 or E911 services.

When an emergency call is made, one or more third parties use the address of Client's registered location to determine the nearest emergency response location, and then the call is forwarded to a general number at that location. When the emergency location receives Client's call, the operator will not have Client's address and may not have Client's phone number. Client understands and agrees that users of the VoIP System must provide their address and phone number in order to get help. Client hereby authorizes Company to disclose Client's name and address to third-party service providers, including, without

Initials \_\_\_\_\_



limitation, call routers, call centers and public service answering points, for the purpose of dispatching emergency services personnel to Client's registered location.

Client understands and agrees that 911 dialing does not and will not function in the event of a power failure or disruption. Similarly, the hosted VoIP Services will not operate (i) during service outages or suspensions or terminations of service by Client's broadband provider or ISP, or (ii) during periods of time in which Client's ISP or broadband provider blocks the ports over which the VoIP Services are provided. Client further understands and agrees that 911 Dialing will not function if Client changes its telephone number, or if Client adds or ports new telephone numbers to Client's account, unless and until Client successfully register its location of use for each changed, newly added or newly ported telephone number.

### **Patch Management**

Company shall keep the all managed equipment and software current with critical patches and updates ("Patches") as such Patches are released generally by the manufacturers of the applicable hardware or software. Patches and updates are developed by third party vendors and, on rare occasions, may make the System, or portions of the System, unstable, or cause the managed equipment or software to fail to operate properly even when the Patches are installed correctly. Company shall not be responsible for any downtime or losses arising from or related to the installation or use of any Patch, provided that the Patch was installed in accordance with manufacturer's instructions. Company reserves the right, but not the obligation, to refrain from installing a Patch if Company is aware of technical problems caused by a Patch, or believes that a Patch may the System, or any portion of the System, unstable.

### **Backup (BDR) Services**

Company's backup and disaster recovery ("BDR") solution uses industry-recognized products and software to help ensure the security and integrity of Client's data. However, Client understands and agrees that all data transmitted over the Internet may be subject to malware and computer contaminants such as viruses, worms and trojan horses, as well as attempts by unauthorized users, such as hackers, to access or damage Client's data. Neither Company nor its designated affiliates will be responsible for the outcome or results of such activities. Data recovery time will depend on the speed and reliability of Client's Internet connection.

BDR services require a reliable, always-connected Internet solution. Internet and telecommunications outages will prevent the BDR services from operating correctly. In addition, all computer hardware is prone to failure due to equipment malfunction, telecommunication-related issues, etc., for which Company shall be held harmless. Client is strongly advised to use data verification functionality (if available) to ensure the integrity of Client's stored data. Client is further advised to take all verification errors seriously, and agrees to contact Company immediately if verification errors are repetitive and/or cannot be remedied.

Due to technology limitations, all computer hardware, including communications equipment, network servers and related equipment, has an error transaction rate that can be minimized, but not eliminated. As such, Client understands and agrees that any data sent to or stored by Company may become corrupted or lost due to communication or hardware-related failures. Company cannot and does not warrant that such data corruption or loss will be avoided, and Client agrees that the Company shall be held harmless if such

Initials \_\_\_\_\_

data corruption or loss occurs. **Client is strongly advised to keep a backup of all of stored data to mitigate against the unintentional loss of data.**

Unless otherwise expressly stated in this SOW, BDR services do not permit archiving or retrieval of prior document or file versions; only the latest version of a stored document or file is recoverable.

### **Procurement**

Equipment and software procured by Company on Client's behalf ("Procured Equipment") may be covered by one or more manufacturer warranties, which will be passed through to Client to the greatest extent possible. By procuring equipment or software for Client, Company does not make any warranties or representations regarding the quality, integrity or usefulness of the Procured Equipment. Certain equipment or software, once purchased, may not be returnable or, in certain cases, may be subject to third party return policies and/or re-stocking fees, all of which shall be Client's responsibility in the event that a return of the Procured Equipment is requested.

Company is not a warranty service or repair center. Company will facilitate the return or warranty repair of Procured Equipment; however, Client understands and agrees that the return or warranty repair of Procured Equipment is governed by the terms of the warranties (if any) governing the applicable Procured Equipment, for which Company shall be held harmless.

### **Business Review; IT Strategic Planning**

Suggestions and advice rendered to Client are provided in accordance with relevant industry practices, based on Client's specific needs. By suggesting a particular service or solution, Company is not endorsing any particular manufacturer or service provider. Company is not a warranty service or repair center, and does not warrant or guarantee the performance of any third party service or solution.

### **Virtual CTO or CIO Services**

The advice and suggestions provided by the VCIO will be for Client's informational and/or educational purposes only. The VCIO will not hold an actual director or officer position with Client, and the VCIO will neither hold nor maintain any fiduciary relationship or position with Client. Under no circumstances shall Client list or place the VCIO on Client's corporate records or accounts. At all times the VCIO will be an independent contractor of Client.

### **Diagnostic / Auditing Services**

Any diagnostic or auditing services performed by Company may require Company to install a small amount of code ("Diagnostic Code") on one or more of the devices attached to the System. The Diagnostic Code is deleted in its entirety after the testing process concludes. No personal information or personal data is reviewed or copied by Company at any time during the testing process. No files will be erased, modified, opened, reviewed or copied at any time during the testing process. The Diagnostic Code will not install or create any disabling device, or any backdoor or hidden entryway into the System. The results of the diagnostic testing will be kept confidential by Company.

Initials\_\_\_\_\_

You grant Company permission to access the System for the purpose of conducting the diagnostic testing, and agree to hold Company harmless from and against any and all incidents or damages that may occur during or as a result of the testing process, regardless of the cause of such damages including but not limited to data loss due to events beyond Company's reasonable control, network or communication outages, and deficiencies or errors in any of hardware or equipment that may interrupt or terminate the diagnostic testing process.

The testing process is for diagnostic purposes only. The process is not intended, and will not be used, to correct any problem or error in the System. Company does not warrant or represent that the testing process will result in any particular outcome, or that any particular issue, hardware or software configuration will be correctly detected or identified.

**Sample Policies, Procedures.**

From time to time, Company may provide Client with sample (*i.e.*, template) policies and procedures for use in connection with Client's business ("Sample Policies"). The Sample Policies are for Client's informational use only, and do not constitute or comprise legal or professional advice. The Sample Policies are not intended to be a substitute for the advice of competent counsel. Client should seek the advice of competent legal counsel prior to using the Sample Policies, in part or in whole, in any transaction. Company does not warrant or guaranty that the Sample Policies are complete, accurate, or suitable for Client's specific needs, or that Client will reduce or avoid liability by utilizing the Sample Policies in its business operations.

**Software Development – Use of Open Source Code**

The software developed for Client hereunder will include open source code; however, unless otherwise expressly noted in this SOW, the inclusion of the open source code will not impose any additional fees, costs, or usage restrictions on Client. Client is instructed, however, to refrain from separating or isolating the open source code from the software, since the use of certain open source code, in isolation or in conjunction with third party materials or code, may trigger additional licensing or usage restrictions for which the Company shall not be responsible.

**Help Desk**

Help desk support is provided between the hours of 8 AM and 4:30 PM EST, Monday through Friday, and are unavailable (except for emergency services) on weekends, non-business hours and Company-recognized holidays. Help desk support is provided via email or telephone; after hours onsite support will be subject to additional charges. 24/7 on-call is available for emergency situations.

Help desk support is provided on a first-come, first-serve basis with prioritized accommodations for urgent or critical-type issues as determined by Company. Statistics on Help Desk response metrics are available as requested.

**Penetration Testing; Vulnerability Assessment.**

Client understands and agrees that security devices, alarms or other security measures, both physical and virtual, may be tripped or activated during the penetration testing process, despite Company's efforts to

Initials \_\_\_\_\_

avoid such occurrences. Client shall be responsible for notifying any monitoring company and all law enforcement authorities of the potential for “false alarms” due to the provision of the penetration testing services, and shall take all steps necessary to ensure that false alarms are not reported or treated as “real alarms” or credible threats against any person, place or property. Some alarms and advanced security measures, when activated, may cause the partial or complete shutdown of the Client’s System, causing substantial downtime and/or delay to Client’s business activities. Company shall not be responsible for, and shall be held harmless and indemnified by Client against, any claims, costs, fees or expenses incurred by Client that arise or result from (i) any response to the penetration testing services by any monitoring company or law enforcement authorities, or (ii) the partial or complete shutdown of Client’s System by any alarm or security monitoring device.

### **IaaS**

Client shall use all Company-hosted equipment and hardware (collectively, “Infrastructure”) for Client’s internal business purposes only. Client shall not sublease, sublicense, rent or otherwise make the Infrastructure available to any third party without Company’s prior written consent. Client agrees to refrain from using the Infrastructure in a manner that unreasonably or materially interferes with Company’s other hosted equipment or hardware, or in a manner that disrupts or which is likely to disrupt the services that Company provides to its other clientele. Notwithstanding any provision to the contrary, Company reserves the right to throttle or suspend Client’s access and/or use of the Infrastructure if Company believes, in its sole but reasonable judgment, that Client’s use of the Infrastructure is violating, or is likely to violate, the foregoing terms or any other provision on the Agreement.

### **Data Replication**

If Client purchases any services that involve data replication at a geographically diverse site, then the following applies to Client’s use of that service: The rate by which the data at the primary site can be transferred to the secondary site will vary depending on the amount and type of data, constraints inherent in Client Hosted System, and fluctuations in bandwidth availability. Therefore, at any given time, the secondary site may not be completely up to date. In the event of a failover to the secondary site, the data that has not yet completed the transfer from the primary site will be lost. Company may provide Client with some guidelines on latency times based on its understanding of Client’s data and system constraints, but these guidelines are not guaranties.

### **Domain Name Services**

If Client registers, renews or transfers a domain name through Company, Company will submit the request to its domain name services provider (the “Registrar”) on Client’s behalf. Company’s sole responsibility is to submit the request to the Registrar. Company is not responsible for any errors, omissions or failures of the Registrar. Client’s use of domain name services is subject to the applicable legal terms of the Registrar. Client is responsible for closing any account with any prior reseller of or registrar for the requested domain name, and Client is responsible for responding to any inquiries sent to Client by the Registrar.

### **Unsupported Configuration Elements Or Services**

Initials \_\_\_\_\_

If Client asks us to implement a configuration element (hardware or software) or hosting service in a manner that is not customary at Company, or that is in “end of life” or “end of support” status, Company may designate the element or service as “unsupported,” “non-standard,” “best efforts,” “reasonable endeavor,” “one-off,” “EOL,” “end of support,” or with like term in the Service Description (referred to in this Section as an “Unsupported Service”). Company makes no representation or warranty whatsoever regarding any Unsupported Service, and Client agrees that Company will not be liable to Client for any loss or damage arising from the provision of the Unsupported Service. The Deployment and Service Level Guaranties shall not apply to the Unsupported Service, or any other aspect of the Hosting Services that is adversely affected by the Unsupported Service. Client acknowledges that Unsupported Services may not interoperate with Company’s other services, such as backup or monitoring.

**IP Addresses**

Any IP addresses provided to Client by Company during the term of the Agreement are managed by Company and Company will retain these IP addresses after termination of this SOW, meaning that they may not be transferred or utilized by Client after termination of the SOW.

I have read and understand the terms of this agreement:

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Initials \_\_\_\_\_



# Offer of Lot Donation Form

### Lot Information

Lot Address 16 Pinto Trl, Carroll Valley, PA  
 Parcel # 43047-0065---000  
 Owner Name Gordon R Snurr II  
 Owner Address 109 Ridgewood Dr  
 City, State, Zip Fort Ashby, WV 26719-6907

Section R Lot # 0107  
 Lot Size (Acres) 0.52  
 Taxes Paid To Date?  YES  NO  
 Current Annual Taxes 261.57  
 Current Assessed Value 23,500

### Lot Evaluation Information

Wooded  Overgrown  Grass  Stream

Other Significant Physical Features (Please List)

### Borough Staff Evaluation

- Can the lot be used for present or future Municipal Facilities?  YES  NO
- Can the lot be used for flood control?  YES  NO
- Does the lot have marketability for resale?  YES  NO
- Is Adjacent Lot Owned by the Borough?  YES  NO
- Does the Lot have < 15% slope average front to back or side to side?  YES  NO
- Is the lot in an area where there are higher residential densities?  YES  NO
- Is the lot on Open and Improved public trail/street/highway?  YES  NO
- Section where lot is proposed to be accepted has less than 10% of total lots owned by the Borough?  YES  NO
- Is the lot in an area where there are significant geologic/hydrogeologic concerns?  YES  NO

**Comments/  
Recommendations**



**TAXPAYER COPY**

Return taxpayer and tax collector copies with the FINAL payment and a self addressed stamped envelope for a receipt.

F

**BILL # 4917**

Carroll Valley Borough  
 Make Checks Payable to:  
 Carroll Valley Borough Tax Collector  
 Phyllis Doyle Smith, Tax Collector  
 PO Box 241  
 Fairfield, PA 17320

Phone: (717)642-9582

**SEE OTHER SIDE FOR IMPORTANT NOTICES**

Office Hours: Payment by mail, drop-off @ CVB Office or  
 In-Person 9am-Noon on August 18,23,24,25,30,31  
 Email: doyle55@comcast.net

Taxes	Tax Rate	Par Amount
School Tax	11.1305	\$261.57

Total Tax Due \$261.57

Payment Schedule				
On or Before	08/31/2022	2.00%	Discount	\$256.34
On or Before	10/31/2022		Par	\$261.57
Beginning	11/01/2022	10.00%	Penalty	\$287.73

Mailing Date 07/01/2022 Lot: R-0107 Assessment 23,500

Delinquent Date 12/31/2022

Parcel: 43047-0065---000 PT:L1

Control:00036846 Acreage:0.52

16 PINTO TRL

Check  Cash  Misc

GORDON R SNURR II

WINDOVER HILLS  
 12001 RIDGEWOOD DR  
 FORT ASHBY, WV 26719-6907

**TAX COLLECTOR COPY - MUST RETURN WITH PAYMENT FOR PROPER CREDIT BILL # 4917**

GORDON R SNURR II  
 WINDOVER HILLS  
 12001 RIDGEWOOD DR  
 FORT ASHBY, WV 26719-6907

Parcel: 43047-0065---000

FAIRFIELD AREA SD

If using installment payment plan return this stub with

Installment Payment # 3

Due by 11/15/2022 Par \$87.19

After 11/15/2022 Penalty at \$95.91

Make Checks Payable to:

Carroll Valley Borough Tax Collector

**TAX COLLECTOR COPY - MUST RETURN WITH PAYMENT FOR PROPER CREDIT BILL # 4917**

GORDON R SNURR II  
 WINDOVER HILLS  
 12001 RIDGEWOOD DR  
 FORT ASHBY, WV 26719-6907

Parcel: 43047-0065---000

FAIRFIELD AREA SD

If using installment payment plan return this stub with

Installment Payment # 2

Due by 9/15/2022 Par \$87.19

After 9/15/2022 Penalty at \$95.91

Make Checks Payable to:

Carroll Valley Borough Tax Collector

**TAX COLLECTOR COPY - MUST RETURN WITH PAYMENT FOR PROPER CREDIT BILL # 4917**

Carroll Valley Borough  
 GORDON R SNURR II  
 WINDOVER HILLS  
 12001 RIDGEWOOD DR  
 FORT ASHBY, WV 26719-6907

Parcel: 43047-0065---000

FAIRFIELD AREA SD

If you are paying your bill in full please return this portion of the bill with the payment as listed in the box below.

On or Before	08/31/2022	2.00%	Discount	\$256.34
On or Before	10/31/2022		Par	\$261.57
Beginning	11/01/2022	10.00%	Penalty	\$287.73

Make Checks Payable to:

Carroll Valley Borough Tax Collector

Phyllis Doyle Smith, Tax Collector

PO Box 241

Fairfield, PA 17320

Installment payments are permitted only if the first installment payment is paid in full by the first installment due date.

If using installment payment plan return this stub with

Installment Payment # 1

Due by 7/31/2022 Par \$87.19

*If paying by US Mail, payments must be mailed to the stated tax collector address and envelopes must be US Postmarked by the discount or par period deadlines to be accepted within that period.*





Parcel Boundary





## David A. Hazlett

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**From:** Michael Capone <mcapone@rennkirby.com>  
**Sent:** Tuesday, October 4, 2022 3:00 PM  
**To:** David A. Hazlett  
**Subject:** Perc test

**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.

Good afternoon Dave,

After the last council meeting it was decided not to proceed with the lot exchange due to a speculative appraisal. The appraisal was conducted as if the borough lot was perked but, it has never been tested. I would like to ask permission to have the borough lot perc tested at my expense. In the event the lot does not perc, it puts the value of the two lots the same. If that occurs, I would like to proceed with pursuing the lot exchange.

Thank you for all of your help,

Mike

Michael G. Capone  
Comptroller  
Renn Kirby Automotive Group  
240-529-6733  
mcapone@rennkirby.com

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**MEMORANDUM**

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**TO:** BOROUGH COUNCIL; MAYOR  
**FROM:** DAVID HAZLETT, BOROUGH MANAGER  
**SUBJECT:** TOMS CREEK BRIDGE PROJECT  
**DATE:** 10/6/2022  
**CC:** GAYLE MARTHERS

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Carroll Valley Bridge CVB-1  
Located at 47 Ranch Trail over Friends Creek  
Built 1980

Per a PennDOT Bridge Inspection report dated 06/09/2021, recommended maintenance was performed by our Municipal Services Department throughout the month of September 2022.

Summary of Tasks

- Engineering of the recommended bridge maintenance was performed by Structural Engineering Resources, Gettysburg Pa.
- The engineering design was sent and approved by PennDOT bridge department.
- Steel plates were ordered and manufactured by Shenango Steel of Pa per the engineering specifications.
- The existing I-beam superstructure was scraped of all loose paint and debris. Tarps were attached to the topside of the bridge deck and suspended under the bridge above the water to capture all the paint scrapings and debris.
- A total of 4 pieces of 36" steel plating was bolted to the fascia beams on both ends. This required drilling 12 holes into the existing I-beams and through bolting the new steel.
- PennDOT approved coating (Sherwin Williams 41100 zinc clad) was applied to the new steel being installed and on the existing steel structure.
- 15 tons of R-7 (18"-30" rock) was placed along the north side abutment wall in the creek bed to prevent scouring of the wall
- Graffiti was removed on the abutment walls
- The existing weight limit sign bolts were tightened

Borough estimate to perform the above-described maintenance by 3rd party -	\$144,000.00.
Supplies/Materials for this project to be completed by our Municipal Services dept -	<u>\$ 8,133.95</u>
<b>Savings to taxpayers-</b>	<b>\$135,866.05</b>

I would like to formally commend Brad Sanders and the entire Municipal Services Department for their willingness to complete a task most MS Departments wouldn't dare attempt, for their thoroughness and attention to detail which are apparent in looking at the finished product, and for saving the taxpayers of Carroll Valley over \$135,000! I'm not easily impressed...and this was an impressive effort from start to finish.

# UNFINISHED BUSINESS

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October 6, 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 submitted the second and final reimbursement request (\$189,805) in April 2022, which maximized the \$425,000 grant award. However, invoices and proofs of payment must be submitted through the completion of the project.

**Next Steps:** The Authority should provide additional applications for payment and cancelled checks to GMS when available.

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

*Carroll Valley Path System – Phase I*

Awarded: \$25,000

The County approved the requested extensions, the initial request extended to grant to June 30, 2022. The subsequent extended the grant to Dec. 31, 2022. GMS will follow up with the County on the approval of the rescope request.

**Next Steps:** If the County approves the rescope request, and 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. The Borough met with PENNVEST on Aug. 3, 2022 to discuss additional funding sources. This Project should not be bid until the PENNVEST funding award is received.

**Next Steps:** The Borough should continue to forward all engineering invoices and evidence of payments to GMS. *The Project should not be bid until PENNVEST funding is finalized.*

## **PENNVEST**

### *Wastewater Treatment Plant Upgrades*

Potential Request: \$4.2 million

The initial pre-application meeting with PENNVEST was held on Aug. 3, 2022 and during the meeting it was discussed that the Project would only be eligible for loan funding. GMS checked in with the engineer to confirm the status of the categorical exclusion, land use approval, and specification certification. GMS continues to work through the application process.

**Next Steps: The engineer must complete the categorical exclusion, land use approval, and specification certification, which are requirements of a PENNVEST application. GMS will work through the application narrative and provide the team with an information/document request.**

## **COVID-19 ARPA STATE AND LOCAL FISCAL RECOVERY FUNDS (SLFRF)**

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

GMS is working with the Borough to address the SAM registration, ensure it is active, and connect the account with Gayle Marthers. The signed and notarized letter has been submitted, and Gayle's role has been updated in SAM.gov.

**Next steps: GMS and Gayle to confirm that access to the Borough's SAM.gov account is achieved. If so, no further action items.**

## **GREENWAYS, TRAILS AND RECREATION PROGRAM**

### *Carroll Valley Borough Trail*

Grant Request: \$200,000

GMS submitted the Greenways, Trails and Recreation Program (GTRP) grant application on May 31, 2022. On Sept. 20, 2022 the Borough received notification that it did not receive the grant funds this round.

**Next steps: GMS and the Borough will continue to review potential funding sources.**

## **COMMUNITY CONSERVATION PARTNERSHIPS PROGRAM**

### *Carroll Valley Borough Trail*

Grant Request: TBD (not to exceed \$150,000)

The Community Conservation Partnerships Program (C2P2) is an eligible program for the Carroll Valley Borough Trail project. C2P2 is a 50% grant / 50% match program. Utilizing the current FSA cost estimate, the total project cost is \$239,375. Grant applications are due October 27, 2022. A draft resolution to apply has been provide if the Borough decides it wishes to pursue this grant opportunity.

**Next steps: The Borough should decide if it wishes to pursue the grant opportunity, if so the Borough should adopt the resolution to apply.**



*October 6, 2022*

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**CFA MULTIMODAL TRANSPORTATION FUND (MTF)**

*Intersection of Routes 16 and 116 Traffic Light*

Grant request: TBD

The Borough wishes to install a traffic light at the intersection of Route 16 and Route 116. The Commonwealth Financing Authority's (CFA) Multimodal Transportation Fund (MTF) program is an eligible program. CFA MTF applications are expected to open in Q1 2023.

**Next Steps: The Borough should provide GMS with a cost estimate for the Project.**

**PROJECTS TO MONITOR**

- **Broadband Initiative**
- **Electronic Vehicle Charging Stations Initiative**
- **Police Officer Hero Pay:** GMS vetted this program and based on the funding priorities it is not a good fit for the Borough. GMS emailed Gayle and Dave a summary of the program.



**CARROLL VALLEY BOROUGH COUNCIL  
ADAMS COUNTY, PENNSYLVANIA**

**RESOLUTION No. \_\_\_\_ of 2022**

**A RESOLUTION OF THE COUNCIL OF THE BOROUGH OF CARROLL VALLEY, ADAMS COUNTY, PENNSYLVANIA EXPRESSING ITS COMMITMENT TO PHASE I OF THE CARROLL VALLEY BOROUGH TRAIL PROJECT AND AUTHORIZING THE PREPARATION AND SUBMISSION OF AN ASSOCIATED GRANT FUNDING REQUEST FROM THE DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES' COMMUNITY CONSERVATION PARTNERSHIPS PROGRAM, AS THE APPLICANT.**

**WHEREAS**, the Borough of Carroll Valley, Adams County, Pennsylvania (the "Borough") wishes to advance the Carroll Valley Borough Trail project (the "Project"); and

**WHEREAS**, the Borough has determined that implementing the Project will benefit the community, and therefore the Borough is in favor of the Project; and

**WHEREAS**, the Borough staff and representatives have identified the Community Conservation Partnerships Program ("C2P2"), a grant program of the Commonwealth's Department of Conservation and Natural Resources ("DCNR"), as a potential source of grant funding for the Project; and

**WHEREAS**, the Borough desires to authorize the preparation and submission of a C2P2 grant application for the Project, whereby the Borough would serve as the applicant; and

**WHEREAS**, the Borough desires to receive a grant from DCNR for the purposes of carrying out the Project; and

**WHEREAS**, the C2P2 grant application package includes a document entitled "Terms and Conditions of Grant" and a document entitled "Grant Agreement Signature Page;" and

**WHEREAS**, the Borough understands that the contents of the document entitled "Terms and Conditions of Grant," including appendices referred to therein, will become the terms and conditions of a Grant Agreement between the Borough and DCNR, should the Borough be awarded a grant.

**NOW THEREFORE BE IT RESOLVED**, by the Council of the Borough of Carroll Valley as follows:

1. The above recitals are incorporated herein by reference.
2. The Borough hereby requests a C2P2 grant of up to One Hundred Fifty Thousand Dollars (\$150,000.00) from DCNR to be used for the Project.
3. The C2P2 "Grant Agreement Signature Page" may be signed on behalf of the Borough by the Official who, at the time of signing, has the title of Council President.

4. If this official signed the "Grant Agreement Signature Page" prior to the passage of this Resolution, this grant of authority applies retroactively to the date of signing.
5. If the Borough is awarded a grant, the "Grant Agreement Signature Page", signed by the above official, will become the Borough's executed signature page for the Grant Agreement, and the Borough will be bound by the Grant Agreement.
6. Any amendment to the Grant Agreement may be signed on behalf of the Borough by the official who, at the time of signing of the amendment, has the title of Council President and the Borough will be bound by the amendment.
7. In addition to C2P2 grant funds, the Borough will seek additional private, local, state and/or federal funding sources for the Project.
8. In the event the Borough receives C2P2 grant funding but does not receive full matching funds from other sources, the Borough will provide the remaining funds to ensure Project's completion.
9. Notwithstanding the foregoing, the Borough of Carroll Valley does hereby also designate Dave Hazlett, Borough Manager, and Sarah Skoczen, Vice President of Borough Council, as officials authorized to execute all documents and agreements between the Borough of Carroll Valley and DCNR to facilitate and assist in obtaining the requested grant.
10. The provisions of this resolution shall be severable, and if any of its provisions shall be held unconstitutional, illegal or invalid, such unconstitutionality, illegality, or invalidity shall not affect the validity of any of the remaining provisions of this resolution.
11. This resolution shall be effective immediately upon adoption.
12. All other resolutions or parts of resolutions inconsistent herewith are hereby repealed.

Adopted into law this \_\_\_\_\_ day of \_\_\_\_\_, 2022 by the Borough of Carroll Valley, in lawful session duly assembled.

**BOROUGH OF CARROLL VALLEY**

Attest:

\_\_\_\_\_  
Gayle Marthers, Borough Secretary

By:

\_\_\_\_\_  
Richard H. Mathews, Council  
President

# NEW BUSINESS

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FOR YOUR INFORMATION

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**Municipal Services Report  
September  
2022**

**Road Work: 351 Man-Hours**

- Road work performed included:
  - Repaired pothole at 27 Partridge Trail
  - Stoned areas of Winter, Marten and Fox Trails due to tar bleeding
  - Removed fallen trees from Walnut and Skylark Trails
  - Excavated, added Base material and compacted additional area in Cul-de-sac of Woodland Trail
  - Cleaned all storm drains and culvert pipes on Borough streets in anticipation of approaching storm lan.
  - Graded side ditches of Persimmon and View Trails
  - Ordered and picked up steel and paint for Ranch Trail Bridge project
  - Hauled aggregate from SGI and New Enterprise quarries for Ranch Trail Bridge project
  - Ranch Trail Bridge maintenance project was completed.
  - Received Liquid Magnesium supply for winter road maintenance
  - Installed damaged Delineator at Green and Walnut Trail and added large aggregate to prevent further erosion in side ditch
  - Repaired stop sign at Palomino and Walnut Trail
  - Roadside mowing

**Equipment Maintenance and Repair: 224 Man-Hours**

- Municipal Services/Parks/Zoning/STP Departments:
  - Received and assembled new DR Power equipment
  - Installed new battery on welding machine
  - Removed boom mower from tractor after finding damaged frame bolts that attached this implement to the tractor. Removed damaged bolts and repaired damaged threads in tractor frame. Sourced new hardware and re-attached mower to tractor
  - Assisted buyers of the items sold on Municibid to load these items for transport

**Police Department: 1 man-hour**

- Transported PL22 (2017 marked Charger) from repair facility

Vehicle and Equipment mileage log and Fuel usage summary for September 2022 attached.

**Parks and Property Maintenance: 293.5 Man-Hours**

- Carroll Commons Park
  - Mowing and trimming-weekly
  - Weed control in flower beds and playground
  - Cleaned and sanitized playground equipment



- Adjusted split rails on fence
- Removed large tree branch from tree that was an overhead hazard
- Graded walking path
  
- Ranch Trail
  - Routine maintenance included trash removal
  - Weekly trimming and mowing
  - Clean and sanitize playground equipment
  - Graded walking path
  
- Lake Kay Mini park
  - Routine Maintenance consisted of trash collection and removal
  - Mowing and trimming

**Miscellaneous, Admin and Training: 20 Man-Hours**

- Staff Meetings
- Performed driveway permit inspections
- Completed the sale of MS2 (2000 F350 pick up)

**Sewer Treatment Plant: 8 Man-Hours**

- Performed daily operating tasks at the wastewater treatment facility
- 2 Municipal employees attended training for the operations of the pipe camera

**Paid Time Off: 164.5 Man-Hours**

- 48 hours- Labor day holiday
- 116.5 hours- Sick, Comp and Vacation leave

Respectfully Submitted,

*Brad A. Sanders*

Brad A. Sanders

MS Supervisor

Hours/Mileage Septmeber 2022				
Vehicle ID/ Equipment ID	Description	Beginning Miles/ Hours	Ending Miles/Hours	Total Miles/Hours
MS1	2021 Mack Granite	1677	1677	0
MS2	2000 Ford F-350	154519	154519	0
MS3	2010 Ford F550 D/T	48262	48453	191
MS4	2001 Chevy B/T	81858	81938	80
MS5	2007 Freightliner Sweeper Truck	15821	15823	2
MS6	2012 INT 7400 D/T	12953	12947	-6
MS7	1999 Int 5000 D/T	119804	119917	113
MS8	2015 Mack Granite	13226	13226	0
MS10	2012 Ford F550 D/T	75106	75231	125
MS 11	2016 Ford F550 D/t	35438	35785	347
Total Mileage				852
EQMS2				834.8
EQMS2	2006 Bobcat Skid loader	833.7	834.8	1.1
EQMS3	2021 Volvo loader	61	66	5
EQMS4	580 John Deere 570B Grader	755	757	2
EQMS5	6310 John Deere Boom Mower	1427.7	1489	61.3
EQMS6	Bandit Brush Chipper	321.8	321.8	0
EQMS10	2019 JCB Backhoe	1125.5	1138	12.5
EQPK1				1183
EQPK1	2015 Scag Mower	1156.4	1183	26.6
EQPK3	301A John Deere tractor	Hour meter inoperable		
EQPK 6	2018 Simplicity mower	361	376	15
Total Equipment hours				123.5

# Carroll Valley

## Activity Summary Report By Account For Product

Date Range From: 9/1/2022 12:00:00 AM To: 9/30/2022 11:59:59 PM

		Number of Transactions		Qty	Amount
<b>Account: 001</b>		Highway dept			
Product 01	Unleaded	4	Avg Price: \$1.000	48.900	\$48.90
Product 02	Diesel	9	Avg Price: \$1.000	277.300	\$277.30
<b>Account Totals:</b>		<u>13</u>	Avg Price: <u>\$1.000</u>	<u>326.200</u>	<u>\$326.20</u>
<b>Account: 002</b>		Police Dept			
Product 01	Unleaded	22	Avg Price: \$1.000	199.800	\$199.80
<b>Account Totals:</b>		<u>22</u>	Avg Price: <u>\$1.000</u>	<u>199.800</u>	<u>\$199.80</u>
<b>Account: 005</b>		Sewer			
Product 01	Unleaded	2	Avg Price: \$1.000	40.700	\$40.70
<b>Account Totals:</b>		<u>2</u>	Avg Price: <u>\$1.000</u>	<u>40.700</u>	<u>\$40.70</u>
<b>Account: 006</b>		Parks			
Product 01	Unleaded	7	Avg Price: \$1.000	56.400	\$56.40
Product 02	Diesel	5	Avg Price: \$1.000	23.200	\$23.20
<b>Account Totals:</b>		<u>12</u>	Avg Price: <u>\$1.000</u>	<u>79.600</u>	<u>\$79.60</u>

# Borough of Carroll Valley WWTP Monthly Report

Month            Sep-22

Total Monthly Flow	2.785 MGD
Average Monthly Flow	.093 MGD
Sludge Hauled	0 Gallons
Chlorine Usage	95 gallons
Total Precipitation	3.73"

New Jetter was delivered

Chlorine contact tanks were cleaned and serviced

Routine PM work done to pumps and blowers

Training on the New mainline camera was conducted by Exeter Supply  
Municipal Services participated in the training also

Bar screens were power washed

Manholes on ski run, snowbird, novice, bunny, snow plow and deep powder were inspected.  
All in good order with no issues observed.

**- Pump Calculations for Carroll Valley Borough -  
Sanders Pump Station  
Thursday, September 1, 2022 to Friday, September 30, 2022**

<b>- Date Range Statistics -</b>								
Pump	AVG Cycles	Total Cycles	AVG Draw Down	AVG Runtime	Total Runtime	AVG GPM	AVG Effluent	Total Effluent
1	36	1,094	00:01:14	00:45:08	22:34:13	424	19,182	575,475
2	36	1,095	00:01:14	00:45:02	22:31:00	426	19,228	576,855
3	36	1,094	00:01:11	00:43:38	21:49:02	437	19,122	573,680
						Station:	57,532	1,726,010

<b>- Pump Calculations -</b>								
Device	Num	Station	Pump	Cycles	AVG Draw Down	Runtime	AVG GPM	Effluent
Date: 9/30/2022								
37005		Sanders Pump Station	1	34	00:01:13	00:41:37	425	17,687
37005		Sanders Pump Station	2	34	00:01:13	00:41:26	429	17,774
37005		Sanders Pump Station	3	34	00:01:11	00:40:23	439	17,728
							Station:	53,189
Date: 9/29/2022								
37005		Sanders Pump Station	1	34	00:01:13	00:41:39	424	17,659
37005		Sanders Pump Station	2	34	00:01:13	00:41:36	425	17,680
37005		Sanders Pump Station	3	33	00:01:11	00:39:21	439	17,274
							Station:	52,613
Date: 9/28/2022								
37005		Sanders Pump Station	1	31	00:01:13	00:37:55	424	16,076
37005		Sanders Pump Station	2	31	00:01:13	00:37:58	427	16,211
37005		Sanders Pump Station	3	32	00:01:11	00:37:57	436	16,546
							Station:	48,833
Date: 9/27/2022								
37005		Sanders Pump Station	1	34	00:01:13	00:41:41	424	17,673
37005		Sanders Pump Station	2	34	00:01:13	00:41:45	426	17,785
37005		Sanders Pump Station	3	34	00:01:11	00:40:21	438	17,673
							Station:	53,131



**- Pump Calculations -**

Device	Num	Station	Pump	Cycles	AVG Draw Down	Runtime	AVG GPM	Effluent
Date: 9/26/2022								
37005		Sanders Pump Station	1	40	00:01:14	00:49:41	425	21,115
37005		Sanders Pump Station	2	40	00:01:14	00:49:46	423	21,051
37005		Sanders Pump Station	3	39	00:01:12	00:46:58	441	20,712
							Station:	62,878
Date: 9/25/2022								
37005		Sanders Pump Station	1	34	00:01:18	00:44:41	427	19,079
37005		Sanders Pump Station	2	34	00:01:13	00:41:27	423	17,533
37005		Sanders Pump Station	3	35	00:01:11	00:41:38	432	17,985
							Station:	54,597
Date: 9/24/2022								
37005		Sanders Pump Station	1	32	00:01:14	00:39:28	406	16,023
37005		Sanders Pump Station	2	33	00:01:13	00:40:18	423	17,046
37005		Sanders Pump Station	3	32	00:01:11	00:37:53	437	16,555
							Station:	49,624
Date: 9/23/2022								
37005		Sanders Pump Station	1	33	00:01:13	00:40:29	423	17,124
37005		Sanders Pump Station	2	33	00:01:13	00:40:19	428	17,255
37005		Sanders Pump Station	3	33	00:01:11	00:39:11	437	17,123
							Station:	51,502
Date: 9/22/2022								
37005		Sanders Pump Station	1	33	00:01:13	00:40:29	424	17,164
37005		Sanders Pump Station	2	33	00:01:13	00:40:25	426	17,217
37005		Sanders Pump Station	3	33	00:01:11	00:39:08	432	16,905
							Station:	51,286
Date: 9/21/2022								
37005		Sanders Pump Station	1	35	00:01:13	00:42:58	425	18,260
37005		Sanders Pump Station	2	34	00:01:13	00:41:43	429	17,896



**- Pump Calculations -**

Device	Num	Station	Pump	Cycles	AVG Draw Down	Runtime	AVG GPM	Effluent
37005		Sanders Pump Station	3	34	00:01:11	00:40:28	435	17,603
							Station:	53,759

Date: 9/20/2022

37005		Sanders Pump Station	1	33	00:01:13	00:40:18	425	17,127
37005		Sanders Pump Station	2	33	00:01:13	00:40:27	427	17,272
37005		Sanders Pump Station	3	34	00:01:11	00:40:38	434	17,634
							Station:	52,033

Date: 9/19/2022

37005		Sanders Pump Station	1	38	00:01:14	00:47:05	422	19,869
37005		Sanders Pump Station	2	38	00:01:14	00:47:05	426	20,057
37005		Sanders Pump Station	3	37	00:01:11	00:44:21	438	19,425
							Station:	59,351

Date: 9/18/2022

37005		Sanders Pump Station	1	36	00:01:13	00:44:23	424	18,818
37005		Sanders Pump Station	2	36	00:01:14	00:44:29	421	18,727
37005		Sanders Pump Station	3	36	00:01:11	00:43:11	432	18,655
							Station:	56,200

Date: 9/17/2022

37005		Sanders Pump Station	1	34	00:01:13	00:41:41	422	17,590
37005		Sanders Pump Station	2	34	00:01:13	00:41:48	423	17,681
37005		Sanders Pump Station	3	34	00:01:11	00:40:39	431	17,520
							Station:	52,791

Date: 9/16/2022

37005		Sanders Pump Station	1	35	00:01:13	00:43:05	431	18,568
37005		Sanders Pump Station	2	35	00:01:13	00:43:05	426	18,353
37005		Sanders Pump Station	3	35	00:01:11	00:41:56	436	18,282
							Station:	55,203

Date: 9/15/2022

37005		Sanders Pump Station	1	35	00:01:13	00:43:08	423	18,245
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**- Pump Calculations -**

Device	Num	Station	Pump	Cycles	AVG Draw Down	Runtime	AVG GPM	Effluent
37005		Sanders Pump Station	2	35	00:01:13	00:42:55	432	18,540
37005		Sanders Pump Station	3	36	00:01:11	00:42:57	437	18,769
							Station:	55,554

Date: 9/14/2022

37005		Sanders Pump Station	1	37	00:01:14	00:45:52	425	19,493
37005		Sanders Pump Station	2	37	00:01:13	00:45:28	427	19,414
37005		Sanders Pump Station	3	36	00:01:11	00:43:05	438	18,870
							Station:	57,777

Date: 9/13/2022

37005		Sanders Pump Station	1	42	00:01:14	00:52:17	428	22,377
37005		Sanders Pump Station	2	42	00:01:14	00:52:19	429	22,443
37005		Sanders Pump Station	3	43	00:01:12	00:51:59	436	22,664
							Station:	67,484

Date: 9/12/2022

37005		Sanders Pump Station	1	53	00:01:16	01:07:45	431	29,200
37005		Sanders Pump Station	2	53	00:01:16	01:07:47	429	29,079
37005		Sanders Pump Station	3	53	00:01:14	01:05:23	447	29,226
							Station:	87,505

Date: 9/11/2022

37005		Sanders Pump Station	1	37	00:01:14	00:45:43	421	19,246
37005		Sanders Pump Station	2	37	00:01:14	00:45:39	428	19,538
37005		Sanders Pump Station	3	37	00:01:11	00:44:11	442	19,529
							Station:	58,313

Date: 9/10/2022

37005		Sanders Pump Station	1	37	00:01:13	00:45:34	425	19,365
37005		Sanders Pump Station	2	37	00:01:13	00:45:34	423	19,274
37005		Sanders Pump Station	3	37	00:01:11	00:44:20	436	19,329
							Station:	57,968

Date: 9/9/2022



**- Pump Calculations -**

Device	Num	Station	Pump	Cycles	AVG Draw Down	Runtime	AVG GPM	Effluent
37005		Sanders Pump Station	1	44	00:01:14	00:54:53	427	23,435
37005		Sanders Pump Station	2	44	00:01:14	00:54:53	426	23,380
37005		Sanders Pump Station	3	43	00:01:12	00:51:57	441	22,909
							Station:	69,724

Date: 9/8/2022

37005		Sanders Pump Station	1	51	00:01:16	01:05:04	430	27,978
37005		Sanders Pump Station	2	51	00:01:16	01:04:58	437	28,390
37005		Sanders Pump Station	3	52	00:01:13	01:03:38	448	28,507
							Station:	84,875

Date: 9/7/2022

37005		Sanders Pump Station	1	43	00:01:14	00:53:22	429	22,894
37005		Sanders Pump Station	2	43	00:01:14	00:53:19	430	22,926
37005		Sanders Pump Station	3	42	00:01:12	00:50:25	444	22,385
							Station:	68,205

Date: 9/6/2022

37005		Sanders Pump Station	1	36	00:01:13	00:44:17	425	18,820
37005		Sanders Pump Station	2	36	00:01:13	00:44:09	429	18,940
37005		Sanders Pump Station	3	37	00:01:11	00:44:08	439	19,374
							Station:	57,134

Date: 9/5/2022

37005		Sanders Pump Station	1	32	00:01:13	00:39:02	425	16,589
37005		Sanders Pump Station	2	33	00:01:13	00:40:15	425	17,106
37005		Sanders Pump Station	3	32	00:01:11	00:37:52	438	16,585
							Station:	50,280

Date: 9/4/2022

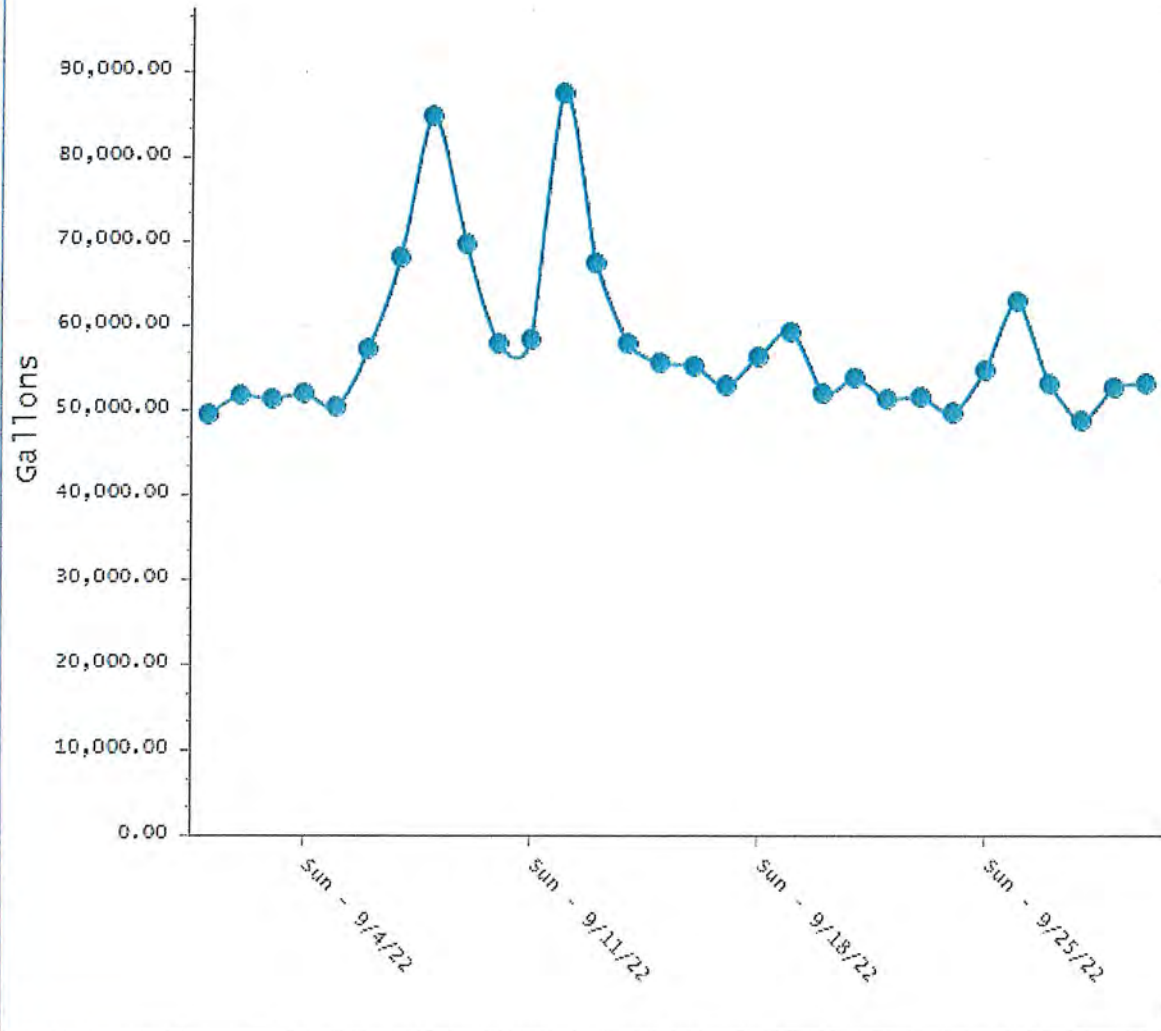
37005		Sanders Pump Station	1	34	00:01:13	00:41:32	426	17,693
37005		Sanders Pump Station	2	33	00:01:13	00:40:22	426	17,196
37005		Sanders Pump Station	3	33	00:01:11	00:39:14	434	17,027

**- Pump Calculations -**

Device	Num	Station	Pump	Cycles	AVG Draw Down	Runtime	AVG GPM	Effluent
							Station:	51,916
Date: 9/3/2022								
37005		Sanders Pump Station	1	33	00:01:13	00:40:23	423	17,082
37005		Sanders Pump Station	2	33	00:01:13	00:40:19	424	17,094
37005		Sanders Pump Station	3	33	00:01:10	00:38:51	438	17,016
							Station:	51,192
Date: 9/2/2022								
37005		Sanders Pump Station	1	33	00:01:13	00:40:23	425	17,162
37005		Sanders Pump Station	2	33	00:01:13	00:40:18	429	17,288
37005		Sanders Pump Station	3	33	00:01:11	00:39:18	439	17,252
							Station:	51,702
Date: 9/1/2022								
37005		Sanders Pump Station	1	31	00:01:13	00:37:48	425	16,064
37005		Sanders Pump Station	2	32	00:01:13	00:39:08	427	16,709
37005		Sanders Pump Station	3	32	00:01:10	00:37:41	441	16,618
							Station:	49,391

# Station Effluent (Outflow)

Thu. 9/1/22 to Fri. 9/30/22





**- Pump Calculations for Carroll Valley Borough -  
Liberty Pump Station  
Thursday, September 1, 2022 to Friday, September 30, 2022**

<b>- Date Range Statistics -</b>								
Pump	AVG Cycles	Total Cycles	AVG Draw Down	AVG Runtime	Total Runtime	AVG GPM	AVG Effluent	Total Effluent
1	1	43	00:05:13	00:07:29	03:44:30	130	1,042	31,274
2	1	42	00:05:01	00:07:02	03:31:03	135	1,054	31,624
3	0	0	00:00:00	00:00:00	00:00:00	0	0	0
						Station:	2,096	62,898

<b>- Pump Calculations -</b>								
Device	Num	Station	Pump	Cycles	AVG Draw Down	Runtime	AVG GPM	Effluent
Date: 9/30/2022								
38033		Liberty Pump Station	1	1	00:04:51	00:04:51	144	698
38033		Liberty Pump Station	2	1	00:04:42	00:04:42	152	714
38033		Liberty Pump Station	3	0	00:00:00	00:00:00	0	0
							Station:	1,412
Date: 9/29/2022								
38033		Liberty Pump Station	1	1	00:05:08	00:05:08	141	723
38033		Liberty Pump Station	2	1	00:04:56	00:04:56	150	740
38033		Liberty Pump Station	3	0	00:00:00	00:00:00	0	0
							Station:	1,463
Date: 9/28/2022								
38033		Liberty Pump Station	1	1	00:05:12	00:05:12	140	728
38033		Liberty Pump Station	2	1	00:04:52	00:04:52	151	734
38033		Liberty Pump Station	3	0	00:00:00	00:00:00	0	0
							Station:	1,462
Date: 9/27/2022								
38033		Liberty Pump Station	1	1	00:05:20	00:05:20	139	741
38033		Liberty Pump Station	2	1	00:04:55	00:04:55	150	737
38033		Liberty Pump Station	3	0	00:00:00	00:00:00	0	0
							Station:	1,478



**- Pump Calculations -**

Device	Num	Station	Pump	Cycles	AVG Draw Down	Runtime	AVG GPM	Effluent
Date: 9/26/2022								
38033		Liberty Pump Station	1	2	00:05:20	00:10:40	140	1,493
38033		Liberty Pump Station	2	1	00:05:00	00:05:00	150	750
38033		Liberty Pump Station	3	0	00:00:00	00:00:00	0	0
							Station:	2,243
Date: 9/25/2022								
38033		Liberty Pump Station	1	2	00:05:19	00:10:39	140	1,491
38033		Liberty Pump Station	2	2	00:05:00	00:10:00	150	1,500
38033		Liberty Pump Station	3	0	00:00:00	00:00:00	0	0
							Station:	2,991
Date: 9/24/2022								
38033		Liberty Pump Station	1	1	00:05:16	00:05:16	142	747
38033		Liberty Pump Station	2	2	00:04:58	00:09:57	149	1,482
38033		Liberty Pump Station	3	0	00:00:00	00:00:00	0	0
							Station:	2,229
Date: 9/23/2022								
38033		Liberty Pump Station	1	3	00:05:17	00:15:51	142	2,250
38033		Liberty Pump Station	2	2	00:05:04	00:10:09	151	1,532
38033		Liberty Pump Station	3	0	00:00:00	00:00:00	0	0
							Station:	3,782
Date: 9/22/2022								
38033		Liberty Pump Station	1	0	00:00:00	00:00:00	0	0
38033		Liberty Pump Station	2	0	00:00:00	00:00:00	0	0
38033		Liberty Pump Station	3	0	00:00:00	00:00:00	0	0
							Station:	0
Date: 9/21/2022								
38033		Liberty Pump Station	1	2	00:05:13	00:10:27	145	1,515
38033		Liberty Pump Station	2	3	00:04:52	00:14:37	153	2,236

**- Pump Calculations -**

Device	Num	Station	Pump	Cycles	AVG Draw Down	Runtime	AVG GPM	Effluent
38033		Liberty Pump Station	3	0	00:00:00	00:00:00	0	0
							Station:	3,751
Date: 9/20/2022								
38033		Liberty Pump Station	1	2	00:04:58	00:09:57	142	1,412
38033		Liberty Pump Station	2	2	00:04:54	00:09:48	149	1,460
38033		Liberty Pump Station	3	0	00:00:00	00:00:00	0	0
							Station:	2,872
Date: 9/19/2022								
38033		Liberty Pump Station	1	2	00:05:26	00:10:52	141	1,532
38033		Liberty Pump Station	2	1	00:05:08	00:05:08	148	759
38033		Liberty Pump Station	3	0	00:00:00	00:00:00	0	0
							Station:	2,291
Date: 9/18/2022								
38033		Liberty Pump Station	1	2	00:05:22	00:10:45	142	1,526
38033		Liberty Pump Station	2	2	00:05:07	00:10:15	148	1,517
38033		Liberty Pump Station	3	0	00:00:00	00:00:00	0	0
							Station:	3,043
Date: 9/17/2022								
38033		Liberty Pump Station	1	1	00:04:52	00:04:52	141	686
38033		Liberty Pump Station	2	1	00:05:05	00:05:05	149	757
38033		Liberty Pump Station	3	0	00:00:00	00:00:00	0	0
							Station:	1,443
Date: 9/16/2022								
38033		Liberty Pump Station	1	1	00:04:59	00:04:59	136	677
38033		Liberty Pump Station	2	1	00:04:52	00:04:52	150	729
38033		Liberty Pump Station	3	0	00:00:00	00:00:00	0	0
							Station:	1,406
Date: 9/15/2022								
38033		Liberty Pump Station	1	2	00:02:44	00:05:28	132	721



- Pump Calculations -								
Device	Num	Station	Pump	Cycles	AVG Draw Down	Runtime	AVG GPM	Effluent
38033		Liberty Pump Station	2	1	00:06:29	00:06:29	149	966
38033		Liberty Pump Station	3	0	00:00:00	00:00:00	0	0
							Station:	1,687
Date: 9/14/2022								
38033		Liberty Pump Station	1	1	00:05:28	00:05:28	132	721
38033		Liberty Pump Station	2	1	00:04:58	00:04:58	149	740
38033		Liberty Pump Station	3	0	00:00:00	00:00:00	0	0
							Station:	1,461
Date: 9/13/2022								
38033		Liberty Pump Station	1	1	00:05:29	00:05:29	131	718
38033		Liberty Pump Station	2	2	00:05:00	00:10:00	148	1,480
38033		Liberty Pump Station	3	0	00:00:00	00:00:00	0	0
							Station:	2,198
Date: 9/12/2022								
38033		Liberty Pump Station	1	3	00:05:49	00:17:27	130	2,268
38033		Liberty Pump Station	2	2	00:05:14	00:10:29	148	1,551
38033		Liberty Pump Station	3	0	00:00:00	00:00:00	0	0
							Station:	3,819
Date: 9/11/2022								
38033		Liberty Pump Station	1	2	00:05:46	00:11:32	133	1,533
38033		Liberty Pump Station	2	2	00:05:05	00:10:11	147	1,496
38033		Liberty Pump Station	3	0	00:00:00	00:00:00	0	0
							Station:	3,029
Date: 9/10/2022								
38033		Liberty Pump Station	1	2	00:05:39	00:11:18	137	1,548
38033		Liberty Pump Station	2	2	00:05:11	00:10:22	146	1,513
38033		Liberty Pump Station	3	0	00:00:00	00:00:00	0	0
							Station:	3,061
Date: 9/9/2022								

**- Pump Calculations -**

Device	Num	Station	Pump	Cycles	AVG Draw Down	Runtime	AVG GPM	Effluent
38033		Liberty Pump Station	1	1	00:05:12	00:05:12	138	717
38033		Liberty Pump Station	2	1	00:04:57	00:04:57	147	727
38033		Liberty Pump Station	3	0	00:00:00	00:00:00	0	0
							Station:	1,444

Date: 9/8/2022

38033		Liberty Pump Station	1	2	00:05:34	00:11:08	139	1,547
38033		Liberty Pump Station	2	3	00:05:10	00:15:32	146	2,267
38033		Liberty Pump Station	3	0	00:00:00	00:00:00	0	0
							Station:	3,814

Date: 9/7/2022

38033		Liberty Pump Station	1	2	00:05:34	00:11:08	141	1,569
38033		Liberty Pump Station	2	2	00:05:04	00:10:09	152	1,542
38033		Liberty Pump Station	3	0	00:00:00	00:00:00	0	0
							Station:	3,111

Date: 9/6/2022

38033		Liberty Pump Station	1	1	00:05:09	00:05:09	145	746
38033		Liberty Pump Station	2	0	00:00:00	00:00:00	0	0
38033		Liberty Pump Station	3	0	00:00:00	00:00:00	0	0
							Station:	746

Date: 9/5/2022

38033		Liberty Pump Station	1	1	00:05:15	00:05:15	146	766
38033		Liberty Pump Station	2	2	00:04:49	00:09:38	156	1,502
38033		Liberty Pump Station	3	0	00:00:00	00:00:00	0	0
							Station:	2,268

Date: 9/4/2022

38033		Liberty Pump Station	1	1	00:05:01	00:05:01	146	732
38033		Liberty Pump Station	2	0	00:00:00	00:00:00	0	0
38033		Liberty Pump Station	3	0	00:00:00	00:00:00	0	0



- Pump Calculations -								
Device	Num	Station	Pump	Cycles	AVG Draw Down	Runtime	AVG GPM	Effluent
							Station:	732
Date: 9/3/2022								
38033		Liberty Pump Station	1	1	00:05:07	00:05:07	146	747
38033		Liberty Pump Station	2	1	00:04:44	00:04:44	157	743
38033		Liberty Pump Station	3	0	00:00:00	00:00:00	0	0
							Station:	1,490
Date: 9/2/2022								
38033		Liberty Pump Station	1	0	00:00:00	00:00:00	0	0
38033		Liberty Pump Station	2	1	00:04:30	00:04:30	155	697
38033		Liberty Pump Station	3	0	00:00:00	00:00:00	0	0
							Station:	697
Date: 9/1/2022								
38033		Liberty Pump Station	1	1	00:04:59	00:04:59	145	722
38033		Liberty Pump Station	2	1	00:04:48	00:04:48	157	753
38033		Liberty Pump Station	3	0	00:00:00	00:00:00	0	0
							Station:	1,475

# Station Effluent (Outflow)

Thu. 9/1/22 to Fri. 9/30/22

