



BOROUGH COUNCIL AGENDA
TUESDAY, SEPTEMBER 14, 2021 – 7:00 P.M.

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

REGULAR MEETING

1. **Approval of Minutes: August 10, 2021 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. Adams County Historical Society – Andrew Dalton
 - c. Resident Request
3. **Ordinances and Resolutions**
 - a. Resolution #5-2021: Innovative Policing Initiatives Grant
4. **Mayor's Report – R. Harris**
 - b. Police Report
 - c. Around Town
 - d. Upcoming Events & Meetings of Interest
 - e. In Requiem
5. **Fire/EMS/EMA Report**
6. **Committee Reports**
 - a. Parks, Recreation and Environmental Advisory Committee
 - b. Planning Commission
 - c. Zoning Hearing Board
7. **Administrative Business – Borough Manager**
 - a. Treasurer's Report – August 2021
 - b. 2022 MMO
8. **Unfinished Business**
 - a. Grant Funding Updates
 - b. Property Maintenance Update
 - c. High-Speed Broadband Update
 - d. Cortner Pavilion Project
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

PUBLIC COMMENT

Gayle R. Marthers

From: David A. Hazlett
Sent: Friday, August 27, 2021 1:53 PM
To: Antigoni Ladd
Cc: Gayle R. Marthers
Subject: RE: Request to speak at your next Council meeting

We will place your request on our Agenda under the Public Comment section so that your organization will be recognized with 5 minutes at our council meeting.

The next meeting is Sep 14 at 7.00 pm.

Dave



BOROUGH OF CARROLL VALLEY

5685 Fairfield Road
Fairfield, PA 17320
717.642.8269 ext.105

From: Antigoni Ladd <antigoniladd@tigrettcorp.com>
Sent: Friday, August 27, 2021 1:44 PM
To: David A. Hazlett <manager@carrollvalley.org>
Subject: Request to speak at your next Council meeting

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.

David, thank you for taking my call this morning, despite your rushed schedule. I am a Board member of the Adams County Historical Society, and I am contacting each of the boroughs to see if our Executive Director, Andrew Dalton, might get on your agenda at your next meeting to speak about our request for funding.

We are building a museum, education center, and research library to serve the entire county, and it is our hope that you might share 5% of the funds that have been awarded by the American Rescue Plan.

If you would like more details, you may check the letter sent by Andrew Dalton on August 1 (copy attached) . If you want to give me a quick call or email response, feel free to use me as the "middle man." I look forward to working with you.

Antigoni





ORDINANCES and RESOLUTIONS

INTEROFFICE MEMORANDUM



TO: BOROUGH COUNCIL
FROM: RICHARD L HILEMAN II, CHIEF OF POLICE
VIA: MAYOR RON HARRIS
SUBJECT: INNOVATIVE POLICING INITIATIVES GRANT
DATE: 09/09/2021

The Office of Justice Programs has opened applications for a US DOJ Byrne Assistance Grant for innovative policing strategies with a focus on information sharing. We believe that the following project would be favorably view at the PA Commission on Crime and Delinquency who oversees the grant program. The application is due October 6th.

Overview: The Carroll Valley Borough Police Department (CVPD) is desirous of submitting a grant request to PCCD that will benefit not only the CVPD but also all other Law Enforcement Agencies within Adams County as well as over 80 additional Law Enforcement Agencies in other counties within the Commonwealth of PA that currently use or may in the future use the cNET Records Management Application (cNET). cNET is a Records Management System (RMS) provided through the PA Chiefs of Police Association (PCPA) which provides a cost-effective means to law enforcement agencies to access and utilize a modern, cloud-based application that is provided on a subscription basis with no capital hardware or software costs. The cNET application while provided through PCPA is developed, managed, and maintained by the vendor DataWorks Plus, LLC.

CVPD would specifically like a Crash Reporting and Notification Module added to the cNET application. This module would automate the manual functions currently required by Law Enforcement at the scene of an incident and would greatly expedite the tasks and procedures required and facilitate more accurate data being collected, less duplication of effort in filling out multiple forms or redundant data entry, less time encumbered during a crash incident, the ability for Law Enforcement to return to patrol duties more rapidly thereby increasing availability for other calls as well as allowing for other emergency and first responders to be available more quickly for other incidents.

Funding Requested: \$60,000, no match required

Action Requested: By motion, authorize Chief Richard L. Hileman II to apply for the Pennsylvania Commission on Crime and Delinquency (PCCD): Innovative Policing Initiatives Grant.

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

RESOLUTION No. 5 of 2021

A RESOLUTION OF THE COUNCIL OF THE BOROUGH OF CARROLL VALLEY, ADAMS COUNTY, PENNSYLVANIA EXPRESSING ITS SUPPORT FOR THE CRASH REPORTING AND NOTIFICATION MODULE ADDITION TO THE cNET RECORDS MANAGEMENT APPLICATION OF THE RECORDS MANAGEMENT SYSTEM UTILIZED BY THE CARROLL VALLEY BOROUGH POLICE DEPARTMENT (CVPD) AND AUTHORIZING THE PREPARATION AND SUBMISSION OF A FUNDING REQUEST FROM THE PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY (PCCD): INNOVATIVE POLICING INITIATIVES, WITH THE CVPD AS THE APPLICANT.

WHEREAS, the Borough of Carroll Valley, Adams County, Pennsylvania (the “Borough”) wishes to advance Carroll Valley Borough Police Department’s policing strategies with a focus on information sharing; and

WHEREAS, the Borough has determined that the purchase and installation of the Crash Reporting and Notification Module (Project) to the cNET Records Management Application of the Records Management System will increase the accuracy and efficiency of the CVPD thereby benefiting the community, and therefore the Borough is in favor of the Project; and

WHEREAS, the Borough staff and representatives have identified the Innovative Policing Initiatives Grant, a US DOJ Byrne Assistance Grant Program administered solely by the Pennsylvania Commission of Crime and Delinquency (PCCD), as a potential source of grant funding for the Project; and

WHEREAS, the Borough desires to authorize the preparation and submission of an Innovative Policing Initiatives Grant application for the Project, whereby the CVPD would serve as the Borough’s Authorized Applicant; and

WHEREAS, the Borough desires to receive from the PCCD, a grant for the purposes of the purchase and installation of the Project; and

WHEREAS, the Innovative Policing Initiatives Grant application package includes a document outlining Terms and Conditions of the Grant and Requires Authorized Signatures; and

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 an Innovative Policing Initiatives Grant of up to Sixty Thousand Dollars (\$60,000.00), with no local matching funds required, from the PCCD to be used for the Project.
3. The Innovative Policing Initiatives Grant 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 the Borough is awarded a grant, the Grant Agreement, signed by the above Official, will become the Borough's executed Grant Agreement, and the Borough will be bound by the Grant Agreement.
5. 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.
6. Notwithstanding the foregoing, the Borough of Carroll Valley does hereby also designate David A. Hazlett, Borough Manager, and Richard L. Hileman, II, Police Chief of the Carroll Valley Borough Police Department, as officials authorized to execute all documents and agreements between the Borough of Carroll Valley and the PCCD to facilitate and assist in obtaining the requested grant.
7. 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.
8. This resolution shall be effective immediately upon adoption.
9. All other resolutions or parts of resolutions inconsistent herewith are hereby repealed.

APPROVED AND ADOPTED this 14th day of September in the year 2021.

ATTEST:

CARROLL VALLEY BOROUGH COUNCIL

Gayle R. Marthers, Borough Secretary

Richard H. Mathews, Council President

DATE: _____

DATE: _____

MAYOR'S REPORT



August 2021 Police Report

by

Chief Richard L Hileman II
Carroll Valley Borough Police



Special News / Achievements:

- The Carroll Valley Civil Service Commission has begun the process of finding candidates for the position of Carroll Valley Patrol Officer. Interested persons can apply at www.policeapp.com/carrollvalleypa . The Civil Service Commission has used PoliceApp for several years for our application and testing process. In addition to handling notifications and tracking testing, PoliceApp provides advertising nationwide to help find the best possible candidate for the position.
- The Department completed a Tri-annual Security Audit from the Pennsylvania Justice Network (JNET). JNET provides our access to a common online environment for authorized users to access public safety and criminal justice information. This critical information comes from various contributing municipal, county, state, and federal agencies. Information available on JNET is protected by policy, advanced authentication, secure connectivity, and role-based entitlements requiring an audit.



Monthly Activities:

- One of the 4 DUI arrests in August involved a 15 year old child of the driver as a passenger in the vehicle. Did you know this can result in an additional charge of Endangering the Welfare of Children, when a parent fails in their duty of care by driving the child while intoxicated?
- On August 19th, a broken pole and fallen transformer resulted in an electrical fire in a residence which rendered it unlivable. We would like to acknowledge the support of Liberty Mountain Resort who immediately offered our older resident a place to stay pending resolution. Fountindale Fire Company, assisted by other agencies, deserves recognition for the professional manner and extra mile they went to help after the fire was out.
- 6 calls occurred outside coverage hours, including welfare checks and an open door.



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:
09/06/2021

Page 1 of 1

Beginning Date: 08/01/2021

Ending Date: 08/31/2021

Agency: Carroll Valley Borough

Municipality: Carroll Valley Borough

Total Offenses 6 **Clearance Rate** 66.67%
 % change from last year -14.29% Last years rate 71.43%

Total Arrests 9 **Hate Crime Offenses** 0
 % change from last year 800% **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

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	1	0	1	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	1	0	0	1	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	1
Weapons Law Violations	0	0	0	0	0
Human Trafficking, Commercial Sex Acts	0	0	0	0	0
Human Trafficking, Involuntary Servitude	0	0	0	0	0
Animal Cruelty	0	0	0	0	0
Total Group A Arrests	1	1	0	2	1
Group "B" Arrests					
Bad Checks	0	0	0	0	0
Curfew/Vagrancy	0	0	0	0	0
Disorderly Conduct	0	2	0	2	0
DUI	4	0	0	4	0
Drunkenness	0	0	0	0	0
Family Offenses-nonviolent	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0
Peeping Tom	0	0	0	0	0
Runaways	0	1	0	1	0
Trespass	0	0	0	0	0
All Other Offenses	0	0	0	0	0
Total Group B Arrests	4	3	0	7	0
Total Arrests	5	4	0	9	1

Offense Reporting

Group "A"	Offenses Reported	Offenses Cleared	Offenses Reported Last Year
Murder			
Negligent Manslaughter			
Justifiable Homicide			
Rape			
Robbery			
Aggravated Assault			
Burglary			
Larceny	4	2	3
Motor Vehicle Theft			
Arson			
Simple Assault	1	1	2
Intimidation			1
Bribery			
Counterfeiting/Forgery			
Vandalism			
Drug/Narcotic Violations	1	1	
Drug Equipment Violations			
Embezzlement			
Extortion/Blackmail			
Fraud			
Gambling			
Kidnapping			
Pornography			
Prostitution			
Sodomy			
Sexual Assault w/Object			
Fondling			
Incest			
Statutory Rape			
Stolen Property			1
Weapons Law Violations			
Human Trafficking, Commercial Sex Acts			
Human Trafficking, Involuntary Servitude			
Animal Cruelty			
Total Group "A"	6	4	7

Crime Against Person

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

Crime Against Property

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

Crime Against Society

1 - This year
 - Last year
 0 - Percent Change

Traffic Enforcement:

- Officers conducted 83 vehicle stops this month and were called to 2 vehicle crashes. Together these resulted in 4 DUI arrests as well as 73 citations, faulty equipment notices, and warnings.



Citation, warning and Faulty Equipment by Statute	Count:
3362 (Title 75) - Maximum speed limits	43
1301 (Title 75) - Registration and certificate of title required	6
4303 (Title 75) - General lighting requirements	5
1786 (Title 75) - Required financial responsibility	5
4703 (Title 75) - Operation of vehicle without official certificate of inspection	2
4704 (Title 75) - Inspection by police or Commonwealth personnel	2
1543 (Title 75) - Driving while operating privilege is suspended or revoked	2
3323 (Title 75) - Stop signs and yield signs	2
4525 (Title 75) - Tire equipment and traction surfaces	1
1311 (Title 75) - Registration card to be signed and exhibited on demand	1
1515 (Title 75) - Notice of change of name or address	1
4107 (Title 75) - Unlawful activities	1
3714 (Title 75) - Careless driving	1
1501 (Title 75) - Drivers required to be licensed	1
Grand Total	73

Miscellaneous:

Calls for Service	August 2020	August 2021	YTD 2020	YTD 2021
Calls from Public		102		829
Officer initiated		71		386
Total CV Calls	101	173	830	1215

Vehicle Mileage			
	Starting	Ending	Total
2017 Dodge Charger Unmarked	16,200	16,609	409
2017 Dodge Charger Marked	63,522	64,640	1,118
2014 Dodge Charger Unmarked	75,791	77,595	1,804
2014 Dodge Charger Marked	84,813	85,094	281
2010 Ford Exp Marked	83,030	83,030	0
		Total	3,612



August 2021 Fairfield Police Report Supplement



by
Chief Richard L Hileman II
Carroll Valley Borough Police

Calls for Service:

This data represents all calls for service we receive from the Adams County Department of Emergency Services which accounts for most of our calls. It also includes officer-initiated calls, like traffic stops and follow ups as well as complaints received on station or by other means.

Fairfield Calls for Service Month	Total	Fairfield Calls for Service YTD	Total
ASSIST - FIRE/EMS	6	ANIMAL COMPLAINT	1
DOMESTIC DISTURBANCE	2	ASSIST - FIRE/EMS	31
MENTAL HEALTH / WELFARE	1	ASSIST - OTHER POLICE	1
MISC CALL FOR SERVICE	3	CHILD WELFARE	2
SUSPICIOUS ACTIVITY	3	CRIMINAL MISCHIEF	3
THEFT	1	DISTURBANCE/NOISE	3
THREATS / HARRASSMENT / STALKING	3	DOMESTIC DISTURBANCE	17
TRAFFIC COMPLAINT	3	DRIVING UNDER THE INFLUENCE	1
VEHICLE STOP	15	FRAUD	4
Z COURT / JUSTICE	1	MENTAL HEALTH / WELFARE	10
Z FOLLOW-UP	3	MISC CALL FOR SERVICE	20
Grand Total	41	SUSPICIOUS ACTIVITY	6
		THEFT	6
		THREATS / HARRASSMENT / STALKING	13
		TRAFFIC COMPLAINT	12
		TRESPASS	1
		VEHICLE CRASH	3
		VEHICLE STOP	156
		Z COURT / JUSTICE	1
		Z FOLLOW-UP	20
		Grand Total	311

Citations:

We issued 16 citations, faulty equipment, and warning cards in Fairfield Borough:

Citation, Warning and Faulty Equipment	Count:
1301 (Title 75) - Registration and certificate of title required	1
1511 (Title 75) - Carrying and exhibiting driver's license on demand	1
1515 (Title 75) - Notice of change of name or address	1
1786 (Title 75) - Required financial responsibility	1
3316 (Title 75) - 3316. Prohibiting text-based communications.	1
3362 (Title 75) - Maximum speed limits	9
4703 (Title 75) - Operation of vehicle without official certificate of inspection	1
4704 (Title 75) - Inspection by police or Commonwealth personnel	1
Grand Total	16



Offense and Arrest Summary Report

Printed On:
09/06/2021

Page 1 of 1

Beginning Date: 08/01/2021

Ending Date: 08/31/2021

Agency: Carroll Valley Borough

Municipality: Fairfield Borough

Total Offenses 1 **Clearance Rate** 0
 % change from last year -66.67% Last years rate 0

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

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

Arrest Rate per 100,000 Population : 0.00

Arrest Reporting

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

Offense Reporting

Group "A"	Offenses Reported	Offenses Cleared	Offenses Reported Last Year
Murder			
Negligent Manslaughter			
Justifiable Homicide			
Rape			
Robbery			
Aggravated Assault			
Burglary			
Larceny			1
Motor Vehicle Theft			
Arson			
Simple Assault			
Intimidation	1		
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			
Total Group "A"	1		3

Crime Against Person

1 - This year
 - Last year
 0 - Percent Change

Crime Against Property

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

Crime Against Society

- This year
 - Last year
 0 - Percent Change

FIRE/EMS/EMA REPORT

FOUNTAINDALE VOLUNTEER FIRE DEPARTMENT

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



MONTHLY FIRE REPORT FOR ~~JULY~~ ^{August} 2021

Breakdown of calls by type:	Outside grill fire.....	1
	Traffic control.....	3
	Building Fire.....	1
	Wildland Fire.....	2
	Transfers.....	1
	<u>Good Intent.....</u>	<u>3</u>
	TOTAL	11

Notes:

105 calls so far for the year. All hose testing, ladder testing and pump testing have been completed for the year.

David M. Martin

Fire Chief

cc: Carroll Valley Borough
Hamiltonban Township
Liberty Township

Fountain Dale Volunteer Fire Department

This report was generated on 9/8/2021 5:36:41 PM

Incident Type and Street Name for Date Range

Incident Status: Reviewed | Start Date: 08/01/2021 | End Date: 08/31/2021

Incident Date	Address	Incident Type
08/06/2021	Buchanan Trail East, Washington (Township of), PA 17268	Dispatched & cancelled en route
08/06/2021	Gabler Road, Biglerville, PA 17307	Wrong location
08/08/2021	High Rock Road, Fayetteville, PA 17222	Forest, woods or wildland fire
08/11/2021	Harbaugh Valley Road, Sabillasville, MD 21780	Dispatched & cancelled en route
08/18/2021	Gladhill Road, Fairfield, PA 17320	Power line down
08/19/2021	Skylark Trail, Fairfield, PA 17320	Brush or brush-and-grass mixture fire
08/19/2021	Skylark Trail, Fairfield, PA 17320	Building fire
08/20/2021	Buchanan Trail East, Blue Ridge Summit, PA 17214	Assist police or other governmental agency
08/25/2021	South Main Street, Mont Alto, PA 17237	Cover assignment, standby, moveup
08/25/2021	Knollwood Circle, Waynesboro, PA 17268	Outside equipment fire
08/27/2021	Buchanan Trail East, 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.



emergencyreporting.com
Doc Id: 1513
Page # 1 of 1

COMMITTEE REPORTS



Carroll Valley Borough Office
5685 Fairfield Road
Carroll Valley, PA 17320
(717) 642-8269

Date 9/1/21

Committee Application

Please Note: You may include any additional information as you feel may be necessary to understand your qualifications. Use the back of this form, or attach additional sheets as needed.

Contact Information

Name Trish Rowe Home Phone 717-642-6733
Address PO Box 223 Work Phone 717-253-4178
City, State, Zip Fairfield Pa email trishrowerealty@yahoo.com

Committee Interest

Check which committee(s) you are interested in joining. If you would rather be appointed to any committee where a vacancy exists, please check the "Any Committee" box.

- | | | |
|---|---|--|
| <input type="checkbox"/> Any Committee | <input type="checkbox"/> Civil Service Commission | <input type="checkbox"/> Vacancy Board |
| <input type="checkbox"/> Finance Committee | <input type="checkbox"/> Sewer & Water Authority | <input type="checkbox"/> Parks & Recreation & Environmental Advisory Council |
| <input checked="" type="checkbox"/> Planning Commission | <input type="checkbox"/> Zoning Hearing Board | |
| <input type="checkbox"/> Public Safety Committee | <input type="checkbox"/> Tree Board | |

Background Information

Are you currently employed? Yes No Retired If Yes, Occupation/Employer Trish Rowe Realty

Check times you can attend a meeting:

- Morning Meetings (9:00 am to 12:00 pm)
 Afternoon Meetings (12:00 pm to 4:00 pm)
 Evening Meetings (7:00 pm to 9:00 pm)

Check which day(s) you can attend a meeting:

- Monday Wednesday
 Tuesday Thursday

How many years have you lived in Carroll Valley? 18 Highest Level of Education Attained: Trade school

Are you now, or have you ever, served on any Committee, Commission, Authorities or Boards? If so, which ones and when?

Why do you want to serve?

I've been asked to fill the 3 month vacancy and give it a try by Dave,

What skills, strengths, or abilities do you believe you will add to the committee, commission, authority or board?

As a local Real Estate Broker involved in the building industry, I'm hoping to be a asset as zoning is going through changes. I also own multiple CV homes and I care about all assets of our community.

Reference (Please Include one personal reference.)

Heather Wright Eagles Trail 410-913-7041
Name Address Phone Number

ADMINISTRATIVE BUSINESS

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

ACCOUNT	GENERAL FUND	SPECIAL EVENT	SANITARY SEWER	SINKING FUND	CAPITAL RESERVE	HIGHWAY AID (LF)	TOTAL FUNDS	SEWER AUTHORITY
START OF PERIOD								
CHECKING ACCOUNT	\$34,585.55	\$0.00	\$0.00	\$3,223.68	\$73,934.90	\$0.00	\$111,744.13	\$3,984.58
INVESTMENTS	\$3,283,532.22	\$0.00	\$0.00	\$0.00	\$0.00	\$599,783.58	\$3,883,315.80	\$301,523.91
PETTY CASH	\$425.00	\$0.00	\$25.00	\$0.00	\$0.00	\$0.00	\$450.00	\$50.00
DUE FROM OTHER FUNDS	\$66,955.65	\$18,260.36	\$625,285.60	\$0.00	\$914,803.31	\$0.00	\$1,625,304.92	\$0.00
DUE TO OTHER FUNDS	\$1,323,588.91	\$13,213.48	\$51,629.91	\$0.00	\$186,816.23	\$0.00	\$1,575,248.53	\$52,076.73
LIABILITIES	\$10,628.89	\$0.00	\$0.00	\$142,000.28	\$0.00	\$0.00	\$152,629.17	\$730.93
NET BALANCE	\$2,051,280.62	\$5,046.88	\$573,680.69	(\$138,776.60)	\$801,921.98	\$599,783.58	\$3,892,937.15	\$252,750.83

TRANSACTIONS FOR PERIOD								
ADJUSTMENTS (SEE NOTE)								
ACTUAL REVENUES (+)	\$114,473.96	\$825.00	\$28,252.20	\$12,802.80	\$1,120.62	\$10.91	\$157,485.49	\$6,504.09
ACTUAL EXPENDITURES (-)	\$157,851.80	\$47.70	\$23,287.09	\$12,802.80	\$13,579.30	\$0.00	\$207,568.69	\$51,174.06
ENCUMBERED FUNDS (-)	\$12,199.75	\$0.00	\$3,815.73	\$0.00	\$94,483.00		\$110,498.48	\$0.00
NET TRANSACTION BALANCE	(\$55,577.59)	\$777.30	\$1,149.38	\$0.00	(\$106,941.68)	\$10.91	(\$160,581.68)	(\$44,669.97)

END OF PERIOD								
CHECKING ACCOUNT	\$32,756.39	\$0.00	\$0.00	\$175.50	\$73,990.52	\$0.00	\$106,922.41	\$3,985.52
INVESTMENTS	\$3,243,221.10	\$0.00	\$0.00	\$0.00	\$0.00	\$599,794.49	\$3,843,015.59	\$256,853.00
PETTY CASH	\$425.00	\$0.00	\$25.00	\$0.00	\$0.00	\$0.00	\$450.00	\$50.00
DUE FROM OTHER FUNDS	\$33,396.35	\$5,871.88	\$616,521.89	\$0.00	\$899,142.05	\$0.00	\$1,554,932.17	\$0.00
DUE TO OTHER FUNDS	\$1,286,775.46	\$47.70	\$37,431.53	(\$3,048.18)	\$183,669.27	\$0.00	\$1,504,875.78	\$52,076.73
LIABILITIES	\$15,272.69	\$0.00	\$0.00	\$142,000.28	\$0.00	\$0.00	\$157,272.97	\$730.93
NET BALANCE	\$2,007,750.69	\$5,824.18	\$579,115.36	(\$138,776.60)	\$789,463.30	\$599,794.49	\$3,843,171.42	\$208,080.86

Check Register with Invoices

Borough of Carroll Valley

09-Sep-21

From: 01-Aug-21 To: 31-Aug-21

Check No Check Date VendorNo Vendor Invoice Check Amount Status

Bank Account: 3 GENERAL FUND PLGIT CHECKING

1090	8/3/2021	14510	BCV F&M Sinking Fund		\$12,802.80	O
			8321 Transfer for payment of 8/1/21 for Loan #410681-09		\$12,802.80	

Bank Total: \$12,802.80

Check Register with Invoices

Borough of Carroll Valley

09-Sep-21

From: 01-Aug-21 To: 31-Aug-21

Check No	Check Date	VendorNo	Vendor	Invoice	Check Amount	Status
----------	------------	----------	--------	---------	--------------	--------

Bank Account: 17 F&M SF - Bldg

1058	8/3/2021	14505	F&M TRUST		\$12,802.80	O
			8321 New Building: Payment of 8/1/21		\$12,802.80	

Bank Total:

\$12,802.80

Check Register with Invoices

Borough of Carroll Valley

09-Sep-21

From: 01-Aug-21 To: 31-Aug-21

Check No	Check Date	VendorNo	Vendor	Invoice	Check Amount	Status
----------	------------	----------	--------	---------	--------------	--------

Bank Account: 51 F&M GF - Checking

34153	8/3/2021	17718	AC&T CO, INC.		\$100.00	O
			S23257 Regulator for Fuel System		\$100.00	
34154	8/3/2021	14374	AMERICAN UNITED LIFE INS		\$316.14	O
			8321 Life & Disability Premium: August 2021		\$316.14	
34155	8/3/2021	14211	AT&T MOBILITY		\$217.69	O
			72621 Wireless Svc: 6/19/21-7/18/21		\$217.69	
34156	8/3/2021	14391	CAPITAL REGION WATER		\$1,350.00	O
			8321 STP: Sludge testing June 2021		\$1,350.00	
34157	8/3/2021	1191	COMCAST CABLE		\$95.24	O
			19274-821 99 Country Club Trl: Emergency Dialer		\$95.24	
34158	8/3/2021	110	EXCALIBUR TOWING		\$650.00	O
			8321-1 PL: Impound Inv#s 13360 & 13361		\$450.00	
			8321 PL: Impound Inv #13372		\$200.00	
34159	8/3/2021	356	GETTYSBURG TIMES		\$36.16	O
			40504 Legal Ad: Reschedule of Planning Commission Meetin		\$36.16	
34160	8/3/2021	14326	GUERNSEY OFFICE PRODUCTS		\$11.23	O
			2143628 Ink Cartridges, Stapler, Business Card Holder		\$11.23	
34161	8/3/2021	196	LABORATORY, ANALYTICAL & BIOLO		\$400.00	O
			97812 STP: Testing July 2021		\$400.00	
34162	8/3/2021	418	LOWES IN-STORE ACCOUNT		\$220.36	O
			9441-8321-1 2 Gallon Tank Sprayer		\$15.19	
			9441-8321-2 Sealant, Spray Paint, Mailbox Items		\$185.24	
			9441-8321 Brush Kill		\$19.93	
34163	8/3/2021	137	MET-ED		\$71.82	O
			451628-821 Jacks Mtn & Skylark Trl: Street Lighting		\$71.82	
34164	8/3/2021	1074	PENN POWER SYSTEM		\$1,461.55	O
			4263476-1 Boro Office: Annual Generator Service		\$709.00	
			4263474 STP: Annual Generator Service		\$580.00	
			4264306 Batter for Generator		\$172.55	

Check Register with Invoices

Borough of Carroll Valley

09-Sep-21

From: 01-Aug-21 To: 31-Aug-21

Check No	Check Date	VendorNo	Vendor	Invoice	Check Amount	Status
34165	8/3/2021	1005	SECURITY BENEFIT GROUP		\$2,131.01	O
			8321 Deferred Comp: Payroll dated 8/3/21		\$2,131.01	
34166	8/3/2021	310	SHEALERS SEPTIC SERVICE		\$4,002.00	O
			8321 HT: July 2021		\$4,002.00	
34167	8/3/2021	14548	Stacy L. Krietz		\$663.50	O
			8321 July 2021: Office Cleaning		\$663.50	
34168	8/3/2021	14232	TALLEY PETROLEUM ENTERPR		\$3,639.82	O
			8321 Fuel & Diesel Fuel: July 2021		\$3,639.82	
34169	8/3/2021	377	W. F. HILL & ASSOCIATES, INC.		\$1,206.80	O
			2021-0880 Creation of PDFs for Sanitary Sewer System		\$765.25	
			2021-0896 Trout Run Trl: Sewer Repair		\$441.55	
34170	8/3/2021	14622	WILLIAMS SCOTSMAN, INC.		\$532.50	O
			9011138300 STP: August 2021 Office Trailer		\$532.50	
34171	8/18/2021	17718	AC&T CO, INC.		\$82.44	O
			81721 MS: Propane: July 2021		\$82.44	
34172	8/18/2021	10	ADAMS COUNTY AUTO SUPPLY, INC.		\$424.46	O
			218224 STP: Blower Filters		\$127.10	
			221869 EQSTP2: Generator Batteries		\$297.36	
34173	8/18/2021	22	ADAMS ELECTRIC COOPERATIVE, IN		\$4,911.98	O
			1701-821 Pavilion: Svc 6/30/21-7/31/21		\$92.13	
			4704-821 STP: Sanders Rd. Pump Station: Svc 6/30/21-7/31/21		\$1,695.58	
			1500-821 Street Lights		\$1,681.25	
			8400-821 Jacks Mtn Rd: Svc 6/30/21-7/31/21		\$42.07	
			4500-821 Trout Run Trl: Svc 6/30/21-7/31/21		\$126.12	
			3000-821 STP: Country Club Trl Pump Station: Svc 6/30/21-7/		\$134.81	
			4700-821 Boro Office: Svc 6/29/21-7/31/21		\$1,009.34	
			4200-821 Ski Run Trl: Svc 6/30/21-7/31/21		\$83.87	
			4800-821 MS Bldg: Svc 6/30/21-7/31/21		\$46.81	
34174	8/18/2021	17722	ANDREW MYERS		\$250.00	O
			81721 Pavilion Refund		\$250.00	
34175	8/18/2021	37	AQUATIC ENVIRONMENT CONSULTANT		\$2,538.00	O
			41067 Lake Carroll: Payment E		\$596.00	

Check Register with Invoices

Borough of Carroll Valley

09-Sep-21

From: 01-Aug-21 To: 31-Aug-21

Check No	Check Date	VendorNo	Vendor	Invoice	Check Amount	Status
			41554 Lake Mae: Payment D		\$920.00	
			41067-1 Lake Kay: Payment E		\$1,022.00	
34176	8/18/2021	944	BRAD A. SANDERS		\$644.78	O
			81721-1 2021 Cellular Reimbursement		\$335.82	
			[REDACTED]		\$308.96	
34177	8/18/2021	885	CLEVELAND BROTHERS EQUIPMENT C		\$17.25	O
			4409999 EQMS6: Oil Cap		\$17.25	
34178	8/18/2021	1191	COMCAST CABLE		\$1,029.75	O
			127639402-1 Zoning: Svc 8/1/21-8/31/21		\$47.00	
			127639402-2 Boro Office: Svc 8/1/21-8/31/21		\$220.69	
			127639402-3 14 Ranch Trail: Svc 8/1/21-8/31/21		\$119.94	
			127639402-4 STP: 119A Sanders Rd: Svc 8/1/21-8/31/21		\$62.51	
			2005-821 Internet Fees		\$246.40	
			2989-821 STP: 119A Sanders Rd: Svc 8/13/21-9/12/21		\$51.21	
			127639402 PL: Svc 8/1/21-8/31/21		\$282.00	
34179	8/18/2021	14219	COMMUNITY MEDIA OF SOUTH CENT		\$400.00	O
			1310 CVB Council Meeting: July 2021		\$200.00	
			1298 CVB Council Meeting: June 2021		\$200.00	
34180	8/18/2021	14412	GOVERNMENT MANAGEMENT SERVICE		\$3,000.00	O
			2747 Retainer for the month of July 2021		\$3,000.00	
34181	8/18/2021	825	KPI TECHNOLOGY		\$1,877.50	O
			81721 SEO Services		\$1,101.00	
			81721-1 Cortner Pavilion Remodel		\$776.50	
34182	8/18/2021	17720	LB WATER		\$447.20	O
			3515969 Smooth Lined Corrugated Pipe for Lake Mae Driveway		\$447.20	
34183	8/18/2021	975	PA MUNICIPAL HEALTH INSURANCE		\$32,514.30	O
			81721 September 2021: Major Medical, Dental, Vision		\$32,514.30	
34184	8/18/2021	874	PENNSYLVANIA ONE CALL SYSTEM,		\$18.00	O
			915981 July 2021: Activity Fee		\$18.00	
34185	8/18/2021	14665	RABOLDS SERVICES		\$163.00	O
			26050 July 2021 Calibrations		\$163.00	

Check Register with Invoices

Borough of Carroll Valley

09-Sep-21

From: 01-Aug-21 To: 31-Aug-21

Check No	Check Date	VendorNo	Vendor	Invoice	Check Amount	Status
34186	8/18/2021	1242	RON HARRIS		\$225.00	O
			81721 50th Annual Mayors Conference		\$225.00	
34187	8/18/2021	14145	SALZMANN HUGHES, P.C.		\$3,316.17	O
			07367 Municipal Claims		\$1,370.67	
			07366 Representation as Borough Solicitor		\$1,945.50	
34188	8/18/2021	1005	SECURITY BENEFIT GROUP		\$2,109.93	O
			81721 Deferred Comp: Payroll dated 8/17/21		\$2,109.93	
34189	8/18/2021	1239	SPRINT		\$137.96	O
			561653790-147 PL: Connection Card Data Plan: Svc 7/1/21-7/31/21		\$137.96	
34190	8/18/2021	328	STEPHENSON EQUIPMENT		\$655.71	O
			10171595 EQMS5: Hydraulic Pressure & Return Lines		\$416.01	
			10172233 EQMS5: Spacers for Knives		\$239.70	
34191	8/18/2021	14493	THE YORK WATER COMPANY		\$103.56	O
			81721 Water: Svc 6/22/21-7/23/21		\$103.56	
34192	8/18/2021	17713	TOSHIBA FINANCIAL SERVICES		\$332.33	O
			449906619 August 2021: Copier Lease		\$332.33	
34193	8/18/2021	1222	WELLSPAN OCCUPATIONAL HEALTH		\$75.00	O
			385052 Brad Sanders: Hepatitis B Vaccine		\$75.00	
34194	8/18/2021	14207	WEST PENN POWER		\$2,381.74	O
			594-821 Ranch Trl: Svc 7/1/21-8/1/21		\$10.87	
			294-821 14 Ranch Trl: Barn: Svc 7/1/21-8/1/21		\$47.93	
			872-821 14 Ranch Trl: Svc 7/1/21-8/1/21		\$241.02	
			218-821 Street Lights		\$2,074.10	
			822-821 Green Trl: Svc 7/1/21-8/1/21		\$7.82	
34196	8/31/2021	14374	AMERICAN UNITED LIFE INS		\$393.71	O
			82721 Life & Disability Premium: September 2021		\$393.71	
34197	8/31/2021	14211	AT&T MOBILITY		\$182.66	O
			8262021 Wireless Svc: 7/19/21-8/18/21		\$182.66	
34198	8/31/2021	1191	COMCAST CABLE		\$95.20	O
			9274-830 99 Country Club Trl: Emergency Dialer		\$95.20	

Check Register with Invoices

Borough of Carroll Valley

09-Sep-21

From: 01-Aug-21 To: 31-Aug-21

Check No	Check Date	VendorNo	Vendor	Invoice	Check Amount	Status
34199	8/31/2021	758	EHRlich		\$190.00	O
			3562071 Pest Control Service		\$190.00	
34200	8/31/2021	1000	GAYLE MARTHERS		\$218.10	O
			82721 PL: Lithium ION Batteries		\$218.10	
34201	8/31/2021	356	GETTYSBURG TIMES		\$26.32	O
			40619 Legal Ad: Civil Service Commission		\$26.32	
34202	8/31/2021	137	MET-ED		\$71.82	O
			451628-83021 Jacks Mtn & Skylark Trl: Street Lighting		\$71.82	
34203	8/31/2021	14472	NULLS LIQUID CHLORINE		\$742.00	O
			9079 Sodium Hypochlorite for STP		\$742.00	
34204	8/31/2021	1005	SECURITY BENEFIT GROUP		\$2,111.42	O
			83021 Deferred Comp: Payroll dated 8/31/21		\$2,111.42	
34205	8/31/2021	14548	Stacy L. Krietz		\$180.00	O
			83021 August 2021: Office Cleaning		\$180.00	
Bank Total:					\$78,973.11	



The Borough of Carroll Valley

5685 Fairfield Road, Carroll Valley, PA 17320

(717) 642-8269 tel

(717) 642-6717 fax

www.carrollvalley.org

Transmittal Memo to Pension Plan's Governing Body Advising of 2022 MMO

Date Presented: September 14, 2021

To: Carroll Valley Borough Council

From: David Hazlett, Borough Manager

Subject: The 2022 Minimum Obligation (MMO) for the pension plans

Act 205 of 1984, as amended, governs the funding requirements for all municipal pension plans. The law requires the "Chief Administrative Officer" of each municipal pension plan to inform the "governing body" of the municipality of the plan's expected financial obligation for the coming year. This must be done by the last business day in September. This memo, provided under the guidance of the Pennsylvania Municipal Retirement System (the plan's administrator), is intended to satisfy the legal requirements of Act 205.

The calculation of the 2022 plan cost, or the MMO, required an estimate of the 2020 W-2 wages of the employees covered by the plan. I have indicated on the attached worksheet my best estimate of the same. Questions on the pension cost calculation may be addressed to either myself or the staff of the Pennsylvania Municipal Retirement System at (800) 622-7968.

Please understand that the MMO is the municipality's 2022 bill for this pension plan. The calculated obligation must be paid by December 31, 2022. The obligation must be met with general fund monies or with any General State Aid to Municipal Pensions to which we may be entitled to under Act 205.

Attachments: 2022 MMO Worksheet for Police
2022 MMO Worksheet for Non-uniformed Employees

The Minimum Municipal Obligation Worksheet (MMO)
For The
Carroll Valley Borough Police Pension Plan (01-019-3 P)
For Plan Year 2022

CHARGES

Estimated 2021 W-2 Payroll

For Covered Plan Members:

(A) 223,889.06

PMRS Determined Normal Cost

Expressed as a Decimal:

(B) .1796

RESULT: (A) * (B) =

(C) 40,210.48

Administrative Charge (PMRS Determined)

of Plan Members times \$20:

(D) 100.00

Amortization of Unfunded Liability

(PMRS Determined)

(E) 6,018.00

TOTAL CHARGES: (C) + (D) + (E) =

(F) 46,328.48

CREDITS

Repeat Estimated 2021 W-2 Payroll

For Covered Plan Members:

(A) 57,480.48 @ 5% = 2874.02
1166,408.58 @ 3% = 4992.26

Employee Contribution Rate

Expressed as a Decimal:

(G) .05
.03

RESULT: (A) * (G) =

(H) 7866.28

Amortization of the Actuarial Surplus

(PMRS Determined)

(I) 0.00

TOTAL CREDITS: (H) + (I) =

(J) 7866.28

MINIMUM MUNICIPAL OBLIGATION

(Based on 1/1/2019 Actuarial Valuation)

(MMO) 38,462.20

Equals TOTAL CHARGES Minus

TOTAL CREDITS (F) - (J) = **(Please round numbers to dollars)**

Prepared By: Gayle R. Marthers (Name)

Gayle R. Marthers (Signature)

Borough Secretary / Assistant (Title)
Borough Manager

(717) 642 - 8269 (Telephone #)

Please complete the above worksheet with your best estimates and return a copy to the Pennsylvania Municipal Retirement System by October 4. The official copy must be shared with the plan's governing board by the last business day in September.

The Minimum Municipal Obligation Worksheet (MMO)
For The
Carroll Valley Borough Pension Plan (01-019-3 N)
For Plan Year 2022

CHARGES

Estimated 2021 W-2 Payroll

For Covered Plan Members:

(A) 601,690.70

PMRS Determined Normal Cost

Expressed as a Decimal:

(B) .1073

RESULT: (A) * (B) =

(C) 64561.41

Administrative Charge (PMRS Determined)

of Plan Members times \$20:

(D) 420.00

Amortization of Unfunded Liability

(PMRS Determined)

(E) 79,081.00

TOTAL CHARGES: (C) + (D) + (E) =

(F) 144062.41

CREDITS

Repeat Estimated 2021 W-2 Payroll

For Covered Plan Members:

(A) 601690.70

Employee Contribution Rate

Expressed as a Decimal:

(G) .03

RESULT: (A) * (G) =

(H) 18050.72

Amortization of the Actuarial Surplus

(PMRS Determined)

(I) 0.00

TOTAL CREDITS: (H) + (I) =

(J) 18050.72

MINIMUM MUNICIPAL OBLIGATION

(Based on 1/1/2019 Actuarial Valuation)

(MMO) 126,011.69

Equals TOTAL CHARGES Minus

TOTAL CREDITS (F) - (J) = **(Please round numbers to dollars)**

Prepared By: Gayle R. Marthers (Name)

Gayle R. Marthers (Signature)

Borough Secretary / Asst.
Borough Manager (Title)

(717) 642 - 8269 (Telephone #)

Please complete the above worksheet with your best estimates and return a copy to the Pennsylvania Municipal Retirement System by October 4. The official copy must be shared with the plan's governing board by the last business day in September.

UNFINISHED BUSINESS



September 9, 2021

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

A pre-construction meeting was conducted on August 9, 2021. GMS has drafted the first reimbursement request in the amount of \$57,814 (\$45,000 is eligible for reimbursement under the grant engineering cap). Once the Authority signs, it will be submitted for reimbursement.

Next Steps: The Authority should sign the first reimbursement request and continue to forward Wm. F. Hill (engineering) and Doli Construction invoices and copies of payment to GMS. GMS will draft payment requests for partial reimbursement.

ADAMS COUNTY PARKS, RECREATION AND GREEN SPACE GRANT PROGRAM UPDATE

Carroll Valley Path System – Phase I

Awarded \$25,000

The County has requested additional information be submitted prior to making a decision. GMS is coordinating with the Borough to gather the necessary documentation which includes a more detailed cost estimate and preliminary sketch of the trail.

Next Steps: If the re-scope is approved, the Borough should coordinate with FSA and continue to 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

H2O PA funds will be used for the second phase of the WWTP project, which the Authority plans to prioritize after Phase I has started. The H2O grant expires on June 30, 2023. **The Authority should begin the design process for the Project.**

Next Steps: The Borough should forward all engineering invoices and evidence of payments to GMS. Once the Project is designed, the Authority should move forward with the construction bidding process. The Authority should provide GMS all draft bid documents for compliance review prior to public advertisement and solicitation of bids.

CARLISLE

354 Alexander Spring Rd.
Carlisle, PA 17015

www.GMSFundingSolutions.com
(717) 552-2639

HARRISBURG

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

September 9, 2021

BUTTERFLY GARDEN / CHARNITA WISHING WELL

Keep Pennsylvania Beautiful – Healing the Planet Grant Program

Request: \$15,000

The Borough received notice on August 16, 2021 that it was not awarded the Keep Pennsylvania Beautiful grant. GMS will continue to work with the Borough to find potential funding sources for this project.

COVID-19 ARPA LOCAL FISCAL RECOVERY FUNDS (LFRF)

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

The first Project and Expenditure Report (Report) is due by October 31, 2021 (and the reports are to be submitted annually thereafter). GMS will assist the Borough with completing and filing the Report(s).

Next steps: The Borough should begin reviewing the guidelines and finalize its funding allocations. The Borough should work with their auditor/accountant to calculate the lost revenue. GMS will coordinate with the Borough to compile and submit the Report and any other reporting required.



NEW BUSINESS

FOR YOUR INFORMATION

Municipal Services Report
August 2021

Road Work: 423 Man-Hours

Road work performed in August included:

- Cleaned Culvert pipes in anticipation of heavy rainfalls from hurricane Ida
- Widened Freedom Trail and prepared for resurfacing in Mid-September
 - Excavated sides of roadway to widen base layer
 - Placed aggregate in the excavation
- Three (3) days of Ditch inspection, tree removal, pushing back debris, and road repairs from Storm on 9-1-21
- Swept roads from debris washing out onto roadways
- Added Aggregate and graded Plainview Trail and prepped for Tar and chip
- Installed Duck Crossing signs and posts on Ski Run trail
- Installed No Outlet sign and post on Ringneck trail
- Trimming of trees and brush from Right of ways

Large tree cleanups were located on the following Trails:

- Deer
- Cross view
- Lakeside
- High
- Bluebird
- Raven
- Swallow
- Robin
- Kern
- Oak Ridge

Limbs and branches were scattered across the Borough and required cleanup.

Equipment Maintenance and Repair: 28 Man-Hours

Municipal Services/Parks/Zoning/STP Departments:

- Simplicity and Scag mowers:
 - Mower Blades Sharpened and Machines Lubed
- Service of MS3
 - Oil change, lubed, brake inspection
- Replaced filters on Fuel Tanks
- Tightened and sealed leaking hydraulic hoses on EQMS 10 (JCB Backhoe)
 - Wain Roy Bucket attachment had leaking fittings, torqued to recommended specifications

Police Department: (5 man-hours)

- Service of PL5
 - Remounted Dash Camera on Windshield
 - Oil change

Vehicle Mileage and Fuel usage summary for August 2021 attached.

Parks and Property Maintenance 348 Man-Hours

- Carroll Commons Park
 - Routine Maintenance to include mowing, trimming of weeds and trash collection
 - Added mulch around playground equipment
 - Clean and sanitize playground equipment
 - Clean and maintain pavilion
 - Picked up all materials to construct the additional patio space by the stage area in late September
- Ranch Trail
 - Routine Maintenance to include mowing, trimming of weeds and trash collection
 - Clean and sanitize playground equipment
 - Soccer goals were set in place for the soccer season
- Lake May
 - Routine Maintenance to include mowing, trimming of weeds and trash collection
- Lake Kay Mini Park
 - Routine Maintenance to include mowing, trimming of weeds and trash collection

Miscellaneous, Administrative and Training: 93 Man-Hours

- Staff Meetings
- Budget Preparation
- Hepatitis Vaccine
- Met with PennDOT Representative
- Met with contractors regarding quotes for municipal building roof and siding painting

Sewer Treatment Plant: 12 Man-Hours

- Assisted in stockpiling the excavated material from the pump station project
- Cleaned outlet pipe for sewer plant discharge

Paid Time Off: 186 Man-Hours

Respectfully Submitted,

Brad A. Sanders

Brad A. Sanders

MS Supervisor

Hours/Mileage July 2021	Vehicle ID/ Equipment ID	Description	Beginning Miles/ Hours	Ending Miles/Hours	Total Miles/Hours	
	MS1	2021 Mack Granite	534	534	0	
	MS2	2000 Ford F-350	151758	152175	417	
	MS3	2010 Ford F550 D/T	44422	44813	391	
	MS4	2001 Chevy B/T	81069	81204	135	
	MS5	2007 Freightliner Sweeper Truck	15178	15289	111	
	MS6	2012 INT 7400 D/T	12005	12185	180	
	MS7	1999 Int 5000 D/T	117196	117733	537	
	MS8	2015 Mack Granite	12346	12422	76	
	MS9	2006 Int 7400 D/T	18570	18570	0	
	MS10	2012 Ford F550 D/T	71597	71945	348	
	MS 11	2016 Ford F550 D/t	30248	30808	560	
	Total Mileage for August					2755
	EQMS2	2006 Bobcat Skid loader	703.3	755	51.7	
	EQMS3	2004 CAT IT 14G loader	4205.9	4219	13.1	
	EQMS4	580 John Deere 570B Grader	719	719	0	
	EQMS5	6310 John Deere Boom Mower	1073	1144	71	
	EQMS6	Bandit Brush Chipper	289.4	301	11.6	
	EQMS10	2019 JCB Backhoe	708	768	60	
	EQPK1	2015 Scag Mower	958	984.5	26.5	
	EQPK3	301A John Deere tractor	Hour meter inoperable			
	EQPK 6	2018 Simplicity mower	253	269.5	16.5	
	Total Equipment hours					250.4