



**TUESDAY, AUGUST 15, 2023 – 7:00 P.M.**

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

**REGULAR MEETING**

- 1. Approval of Minutes: July 11, 2023 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. Adam & Katlyn Poulson, requesting exemption to allow their chicken coop in the front of their property
- 3. Ordinances and Resolutions**
  - a. Ordinance #4-2023: Chapter 27 Amendment: Accessory Building Setbacks and Permitting requirements for Home Occupation and No Impact Home-Based Businesses – Advertisement
  - b. Resolution #11-2023: Accepting Dedication of 3 Crestview Trail – Adoption
- 4. Mayor’s Report – R. Harris**
  - a. Police Report
  - b. Around Town
  - c. Upcoming Events & Meetings of Interest
  - d. In Requiem
- 5. Fire/EMS/EMA Report**
- 6. Committee Reports**
  - a. Planning Commission
    - Moul Subdivision – Approval
- 7. Administrative Business – Borough Manager**
  - a. Treasurer’s Report – July 2023
  - b. Capital Purchase Request
  - c. WWTF Bid Letting of August 8, 2023 – Award
- 8. Unfinished Business**
  - a. Grant Funding Updates
  - b. Lot Sale Guidelines
- 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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# PUBLIC COMMENT

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July 11, 2023

Appeal letter Lot A -0016CR, 8 Fawn Trail.

Ordinance 1-2017, Residential Chickens. In regards to the Coop location in the backyard.

Hello Council Members,

In considering the location of the chicken coop we took many things into consideration. (This was prior to realizing we needed a permit). We had originally intended to have the coop in the back to decrease the car noise for the birds, but we more strongly considered the close proximity of the coop to our neighbors homes. Our home resides in the very back of our property and thus our home is very close to our back and side neighbors home. The back neighbor in particular spends a lot of time outside and is a very nice man. We felt that even if we asked his permission to have the birds back there, being a friendly neighbor, he would have graciously agreed and given no grief to our plans. Given further thought, however, our garden resides in the front yard and we figured it would be a perfect location to keep the birds there as they could enjoy any scraps from the garden we did not eat, and what garden is complete without chickens. With all this in mind construction began on the coop. After reviewing the permit requirements of the coop being in the backyard, being 25 ft from the property line, and 50 ft from any building if it resides on our neighbors property, we realized we would unfortunately not be allowed to have chickens at our home. We dearly love our chickens and even if they gave us no food benefits, they give us breaths of entertainment and joy to watch. We have written letters and personally spoken to many neighbors in hopes they feel the same about our "Ladies", you may have received a few notes from said neighbors. In fact, since putting the Ladies in the front yard, we have come to know a few new neighbors (They stop by frequently to chat about chickens and have invited us into their homes). We do not know the reasons the board originally chose to require coops to be in the backyard of homes, assuring there was good reason, but we hope you consider our circumstances a good reason to appeal this requirement. I hope you find the letters from our neighbors enjoyable to read as those who wrote have been enjoyable to talk to.

Sincerely,

Adam and Katlyn Colson

P.S. Attached are pictures of our property and chicken coop in case you don't live nearby to see it ourselves.



July 11, 2023



Overview of our home for reference of proximity to back neighbors home and shed



July 11, 2023



Coop from the road as the neighbors drive by. Perimeter fence for our entire yard not yet complete.



July 11, 2023



Close up of the coop all finished.

July 3, 2023

Borough of Carroll Valley  
5685 Fairfield Road  
Fairfield, PA 17320  
Ordinance 1-2017, Residential Chickens

Dear Board Members:

I live next door to Katlyn and Adam Colson, and I'm writing to express my support for their front yard chickens. They have built a beautiful mini-farm with a gorgeous flower, fruit and vegetable garden. Alongside that stands the small chicken coop they built by hand and painted to match their house.

The chickens have an attractive fenced in area, also designed by Adam and Katlyn. They are nature-centric neighbors, good stewards of the land, responsible and resourceful. In fact, Katlyn has become our animal expert, and helps us with our pet and critter-related concerns. Snake? Ask Katlyn. Dead bird? Ask Katlyn. Need a hand with something? Ask Katlyn. Animals aren't just a hobby for her, it's her lifestyle.

The Colson's backyard, unfortunately, is not large enough for the chickens. Their home sits back on the property and is the reverse image of the site plan you provide on the permit application. I recommend you drive over and take a look at their yard and say hello to the chickens. They are part of our landscape now, and I'm greeted by them every morning and night when I walk my dog.

Please consider their appeal to keep the chickens where they are currently. It's a pretty, modern part of our neighborhood and we'd like to keep it that way.

Sincerely,

A handwritten signature in black ink that reads "Kelly D. Gordon". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Kelly D. Gordon, Homeowner  
2 Fawn Trail  
Fairfield, PA 17320  
301-606-9424



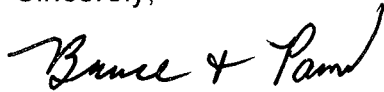
July 10, 2023

To Whom it May Concern:

We are writing to state that we are in support of the appeal to allow Adam and Katlyn Colson to keep a chicken coop in their front yard at 8 Fawn Trail. We drive by their house on a daily basis, and the coop does not stand out as an eye sore. The chickens have not been a problem either. Their garden continues to beautify the surrounding area.

Again, we fully support the current location of the chicken coop.

Sincerely,

A handwritten signature in black ink that reads "Bruce & Pam". The signature is written in a cursive, flowing style.

Bruce and Pam Rowland

39 Spring Trail

Carroll Valley, PA

To Whom It May Concern: 7/3/23

We live at 9 Fawn Trail, across from 8 Fawn Trail where they have chickens. We do not have a problem with them having chickens. They don't bother us at all.

Sincerely,

The Residents at  
9 Fawn Trail,  
Fairfield, PA 17320

The Roeth's & The Kelleys



To Whom it may concerned.

We have no problem with the chicken coop in the front yard of 8 fawn trail. We hope that you allow them to keep it where it is.

- the Muse's  
37 fawn Trail



July 7, 2023

To: Carroll Valley Borough Council

Dear Council members,

We are neighbors of Adam and Katlyn Colson, who reside at 8 Fawn Trail. We live up the street at 49 Fawn Trail. We're writing to express our firm support for the Colsons in maintaining their small flock of laying hens, and the beautiful coop and enclosure they have built for them. In our opinion, the coop and fencing are well-constructed of high-quality materials, are non-intrusive, exceptionally clean, well-maintained, and visually appealing – and there is no rooster which could cause noise problems.

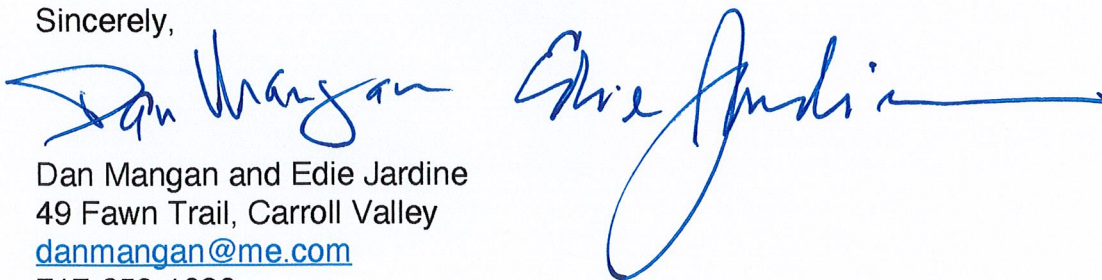
The coop and enclosure beautifully complement their adjoining well-tended garden, and to us reflect Adams County's essential agricultural nature. The hens have particular appeal for me (Dan Mangan) since part of my childhood was spent on land truck-farmed by my mother's family going back to the 1850s. Also some years ago, I maintained a flock of laying hens when I lived in Cashtown, Franklin Township. I know from experience that hens, if properly cared for and adequately fenced to protect them from predators, they present no problem whatsoever. And a clean coop and hen-yard will essentially eliminate the risk of vermin.

We have read the relevant borough ordinance, including the stipulation that a coop should be in the backyard, and not near neighboring property lines. However, the Colson residence itself is located at the back of their property, and essentially lacks any backyard as stipulated in the ordinance.

The Plymouth Barred Rock hens owned by the Colsons are strikingly beautiful birds, and in our opinion present absolutely no nuisance in the neighborhood. On the contrary they add a good deal of appeal and character to our street. The hens are quite sociable to boot – for which the breed is known. As I slow my car on my way down Fawn Trail toward the Fairfield Road stop sign, they invariably scoot over to the fence to quietly say hello.

We strongly urge borough council to grant the Colson's appeal.

Sincerely,

The image shows two handwritten signatures in blue ink. The first signature is 'Dan Mangan' and the second is 'Edie Jardine'. Both signatures are written in a cursive, flowing style.

Dan Mangan and Edie Jardine  
49 Fawn Trail, Carroll Valley  
[danmangan@me.com](mailto:danmangan@me.com)  
717-253-1686



07-01-2023

3 Fawn Trail  
Fairfield, PA 17320

Carroll Valley Borough Board  
5685 Fairfield Road  
Fairfield, PA 17320

RE: Ordinance 1-2017, Residential Chickens

Dear Board Members:

We are neighbors of Adam and Katlyn Colson on Fawn Trail.

We have enjoyed watching this couple create their garden and “farmette” life over the past few years. We were delighted to them complete their “farmette” with the recent addition of several chickens. I watched Katlyn carrying the baby chicks to their new pen this spring and was intrigued at how my dog, and theirs, were so curious about these newcomers to their yard.

I have since learned that this couple was notified that their chicken pen had to have been located on the back of their property to comply with the above-cited ordinance which they didn’t realize existed before building the pen in its current location. They lack sufficient space in the back of their property to relocate the chickens and pen.

We have no objections to current pen location. We have never had encounters or incidents associated with chicken-keeping: no rogue hens, noise, manure pollution, egg-rolling contests, foxes, coyotes, Foghorn Leghorn lectures, feather storms, etc.

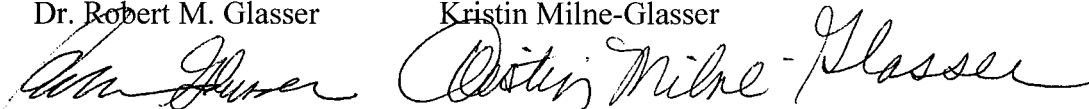
In fact, I walked our grandchildren last weekend to introduce them to their first encounter with chickens, explaining that they were manufacturers of scrambled eggs and chicken nuggets.

I support the Board’s making any exception you can to accommodate the hens’ current location.

Sincerely,

Dr. Robert M. Glasser

Kristin Milne-Glasser

Handwritten signatures of Dr. Robert M. Glasser and Kristin Milne-Glasser. The signature of Dr. Robert M. Glasser is on the left, and the signature of Kristin Milne-Glasser is on the right.

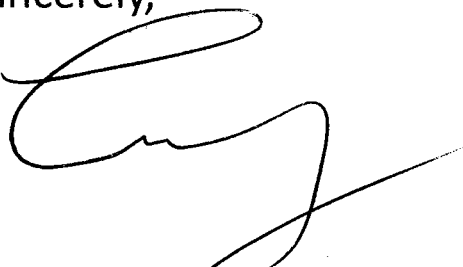
The Honorable Carroll Valley Borough Members,

We are writing to you asking permission to allow our caring fine neighbors at 8 Fawn Trail to continue having their chickens and coop close to Fawn Trail, as their home sits in the back of their property with no room to raise the chickens there. As we watched them spruce up their property, we saw the care they have taken to make things very pleasant for not only themselves, but the neighbors also. We here on 20 Fawn have no problem seeing the chickens or coop, as we have thought of doing the same at one point also. We hope you will take into serious consideration the property of 8 Fawn, and please allow our neighbors to continue to have their coop close to Fawn trail.

I want to thank you Members, as well your staff in keeping up with Carroll Valley, keeping it beautiful and trim for all.

Most appreciative of your time with our note.

Sincerely,



Carolyn Kelly

20 FAWN TRL.

Residents at 5 Fawn Trail  
Sharon Jankowski & Lillian Gallmeister  
5 Fawn Trail  
Fairfield, PA 17320

July 3<sup>rd</sup>, 2023

Carroll Valley Borough Board Members  
5685 Fairfield Rd.  
Fairfield, PA 17320

To Whom It May Concern:

This letter regards Ordinance 1-2017 and our neighbors at 8 Fawn Trail, Fairfield PA, 17320. We have recently been informed that the owners of this property, Adam and Katlyn Colson, are in violation of Ordinance 1-2017 due to their chickens being in the front yard of their home, and due to a complaint by an unnamed neighbor. We are incredibly surprised by this complaint and the ordinance's requirement for backyard only chicken coops.

8 Fawn Trail does not have the backyard space to house the chicken coop and chickens without encroaching on other properties. We also find that their garden and chicken pen/coop are not an eye-sore. The chickens are tame and quiet, and pose no issue to us or our surrounding neighbors. We attest to seeing multiple neighbors who stop to admire and pay compliment to 8 Fawn Trail and their lovely coop, which is quite neat and tidy. Our residence personally enjoys seeing the chickens on our walks during the day, and think they are a benefit to the neighborhood.

We highly encourage and implore you, the board, to find it in your hearts to allow 8 Fawn Trail to keep their chickens, and make an update to the Ordinance to allow for flexibility of coops to be either in the front or back yards for special properties like 8 Fawn Trail. We know that the Colson's have become very attached to their coop, and know they would be quite distraught if they were to have to cede their chickens.

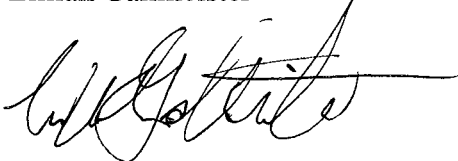
Please feel free to contact us at (937) 829-9869 with any questions or concerns. We very much appreciate the board's consideration and assistance.

Sincerely,

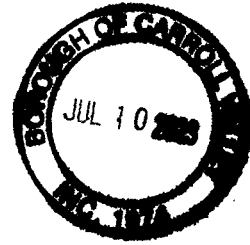
Sharon Jankowski



Lillian Gallmeister



Margaret A. Smith  
35 Spring Trail  
Fairfield, PA 17320



Carroll Valley Borough Board Members  
5685 Fairfield Road  
Fairfield, PA 17320

July 10, 2023

Gentlemen/Ladies:

This letter is in reference to a situation in which Mr. and Mrs. Adam Colson find themselves concerning Ordinance 1-2017, Residential Chickens.

As a neighbor who passes the Colson residence regularly, it is not offensive at all to me to have the chickens in front of the house. In fact, I never noticed the chickens until Mrs. Colson informed me about the matter.

I support the Colson's appeal to find a way to make it acceptable to have the coop where it is without causing any trouble.

Thank you for your kind attention to this and other letters from the neighbors.

Sincerely,

Margaret A. Smith

# ORDINANCES and RESOLUTIONS

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CARROLL VALLEY BOROUGH  
ADAMS COUNTY, PENNSYLVANIA

Ordinance No. 4-2023

AN ORDINANCE OF THE BOROUGH OF CARROLL VALLEY AMENDING CHAPTER 27 OF THE BOROUGH OF CARROLL VALLEY CODE OF ORDINANCES TO: MODIFY REGULATIONS PERTAINING TO PLACEMENT OF ACCESSORY STRUCTURES ON RESIDENTIAL LOTS; TO REQUIRE PERMITS FOR HOME OCCUPATIONS AND NO-IMPACT HOME-BASED BUSINESSES; AND TO REAFFIRM CHAPTER 27 AS AMENDED; AND SET FORTH AN EFFECTIVE DATE.

**WHEREAS**, Article VI of the Pennsylvania Municipalities Planning Code (“MPC”) entitled ‘Zoning’ 53 P.S. §10601 et seq., authorizes the Borough to enact, amend and repeal Zoning Ordinances within the Borough; and

**WHEREAS**, Section 609 of the MPC, 53 P.S. §10609, sets forth the procedures for zoning ordinance amendments; and

**WHEREAS**, the Borough of Carroll Valley Zoning Ordinance codified as Chapter 27 of the Borough of Carroll Valley Code of Ordinances, was amended on May 10, 2022 (the “Zoning Ordinance”); and

**WHEREAS**, Borough Council for the Carroll Valley Borough deems it to be in the best interest and general welfare of the citizens and residents of the Borough to update and amend certain provisions of the Zoning Ordinance.

**NOW THEREFORE BE IT ENACTED AND ORDAINED**, by the Council of the Borough of Carroll Valley, Adams County, Pennsylvania, that the Zoning Ordinance is hereby amended as follows:

**SECTION 1.** Section 1405 of Chapter 27 of the Code of Ordinances is hereby amended with the following:

Accessory buildings shall be permitted in accordance with the following requirements.

- A. Accessory buildings or structures shall only be authorized as an accessory to a principal building. Any parcel not containing a primary structure is not permitted to have an accessory building or accessory structure.
- B. Accessory buildings not permanently affixed to the land via footer/foundation and less than or equal to three hundred (300) square feet in size shall be located no closer than ten (10) feet to any side or rear property line and are not permitted within the front yard.
- C. Accessory buildings not permanently affixed to the land via footer/foundation and greater than three hundred (300) square feet in size shall be subject to the applicable setback requirements of the underlying zoning district and are not permitted within the front yard.
- D. Accessory buildings permanently affixed to the land via footer/foundation and less than or equal to three hundred (300) square feet in size shall be located no closer than ten (10) feet to any side or rear property line and are not permitted within the front yard.

- E. Accessory buildings permanently affixed to the land via footer/foundation and greater than three hundred (300) square feet in size shall be subject to the applicable setback requirements of the underlying zoning district and may be located within the front yard.
- F. Regardless of size, no accessory structure can be located within the front yard area between the primary structure and the public street.
- G. All accessory buildings shall be subject to the building height standard of the underlying zoning district.

**SECTION 2.** Section 1501.P of Chapter 27 of the Code of Ordinances is hereby amended by adding the following:

6. Permit Required.

- A. Requests for a permit for a Home Occupation Permit shall be made to the Borough Code Enforcement Officer, setting out the applicant's plan for complying with this and all applicable ordinances and showing how the applicant meets the criteria for a Home Occupation Permit. The applicant shall agree by signature on the permit to the terms of the permit.
- B. If the Borough Code Enforcement Officer issues a permit, such permit shall be valid for a period of 2 years provided that the permittee continues to meet all criteria for a Home Occupation Permit. Any permit issued pursuant to this Section must be renewed every 2 years and is non-transferable. The permit may be revoked by the Code Enforcement Officer upon 30 days' notice if permittee fails to meet the criteria for a home occupation permit.
- C. Application fees shall be charged to and paid by the applicant at the time application is made. The amount of such application fees shall be determined by a resolution adopted by the Borough Council. The cost, once adopted by resolution of the Borough Council, shall remain in effect until a succeeding resolution establishing new rates is adopted.

**SECTION 3.** Section 1501.U of Chapter 27 of the Code of Ordinances is hereby amended by adding the following:

9. Permit Required.

- A. Requests for a permit for a No-Impact Home Based Business Permit shall be made to the Borough Code Enforcement Officer, setting out the applicant's plan for complying with this and all applicable ordinances and showing how the applicant meets the criteria for a No-Impact Home Based Permit. The applicant shall agree by signature on the permit to the terms of the permit.
- B. If the Borough Code Enforcement Officer issues a permit, such permit shall be valid for a period of 2 years provided that the permittee continues to meet all criteria for a No-Impact Home-Based Business Permit. Any permit issued pursuant to this Section must be renewed every 2 years and is non-transferable. The permit may be revoked by the Code Enforcement Officer upon 30 days' notice if permittee fails to meet the criteria for a No-Impact Home-Based Business permit.
- C. Application fees shall be charged to and paid by the applicant at the time application is made. The amount of such application fees shall be determined by a resolution adopted by the Borough Council. The cost, once adopted by resolution

of the Borough Council, shall remain in effect until a succeeding resolution establishing new rates is adopted.

**SECTION 4. REPEALER.**

All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed insofar as same affects this Ordinance.

**SECTION 5. SEVERABILITY.**

In any sentence, clause, section or part of this Ordinance is for any reason found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, sections or parts of this Ordinance. It is hereby declared as the intent of the Carroll Valley Borough Council that this Ordinance would have been adopted had such unconstitutional, illegal or invalid sentence, clause, section or part thereof not been included herein.

**SECTION 6. EFFECTIVE DATE.**

This Ordinance shall become effective upon the earliest date provided by law.

ORDAINED AND ENACTED as an Ordinance of the Borough of Carroll Valley this \_\_\_\_ day of \_\_\_\_\_ 2023.

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

**ATTEST:**

\_\_\_\_\_  
Richard Mathews, Council President

\_\_\_\_\_  
Gayle R. Marthers, Borough Secretary

\_\_\_\_\_  
Ronald J. Harris, Mayor



## NOTICE

Notice is hereby given that Borough Council for the Borough of Carroll Valley, Adams County, Pennsylvania, will hold a public hearing on Tuesday, September 12, 2023, at 7:00 PM at the Borough Office at 5685 Fairfield Road, Carroll Valley, Adams County, Pennsylvania to receive public comment on the proposed zoning ordinance amendment summarized below. Borough Council for the Borough of Carroll Valley intends to consider for adoption and vote upon the enactment of the proposed ordinance summarized below during the regular meeting, which will begin immediately following the adjournment of the public hearing scheduled on September 12, 2023.

The title of the proposed Ordinance is, **“AN ORDINANCE OF THE BOROUGH OF CARROLL VALLEY AMENDING CHAPTER 27 OF THE BOROUGH OF CARROLL VALLEY CODE OF ORDINANCES TO: MODIFY REGULATIONS PERTAINING TO PLACEMENT OF ACCESSORY STRUCTURES ON RESIDENTIAL LOTS; TO REQUIRE PERMITS FOR HOME OCCUPATIONS AND NO-IMPACT HOME-BASED BUSINESSES; AND TO REAFFIRM CHAPTER 27 AS AMENDED; AND SET FORTH AN EFFECTIVE DATE.”**

If enacted the ordinance will amend Section 1405 of the Carroll Valley Zoning Ordinance to modify regulations pertaining to the placement of accessory buildings. If enacted the proposed ordinance will also amend Section 1501, Subsections P and U of the Zoning Ordinance to establish permit requirements for Home Occupations and for No-Impact Home-Based Businesses.

Copies of the proposed Ordinance have been filed with the newspaper publishing this notice and at the Adams Law Library, 117 Baltimore Street, Room 305, Gettysburg, PA 17325. The full text of the proposed Ordinance may be examined without charge at the Borough Office, at 5685 Fairfield Road, Carroll Valley, Pennsylvania, Monday through Friday, 8:00 AM to 4:30 PM. Any person who needs an accommodation in order to gain access to or participate in this public meeting should call 717-642-8269 prior to the public hearing date.

Zachary M. Rice, Borough Solicitor

Ad to Run: August 25, 2023  
September 1, 2023

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

**RESOLUTION NO. 11-2023**

**A RESOLUTION OF THE BOROUGH OF CARROLL VALLEY, ADAMS COUNTY, PENNSYLVANIA ACCEPTING THE DEDICATION OF A PARCEL OF LAND MEASURING 1.0 ACRE IDENTIFIED AS TAX PARCEL ID NO. 43018-0051—000 (“3 CRESTVIEW TRAIL”) AND OWNED BY THE KATIE G. ALAFOGINIS 1999 REVOCABLE TRUST.**

**WHEREAS**, pursuant to Section 1201(4) of the Borough Code, 8 Pa.C.S.A. §1201(4), the Borough of Carroll Valley (the “Borough”) may purchase, exchange, acquire by gift, or otherwise hold, lease, let and convey, by sale or lease, real and personal property deemed to be in the best interest of the Borough; and

**WHEREAS**, pursuant to Section 3301.1(d) of the Borough Code, 8 Pa.C.S.A. § 3301.1(d), approval of the acquisition, disposition and leasing of real or personal property shall be by adoption of a resolution; and

**WHEREAS** the Katie G. Alafoginis 1999 Revocable Trust owns land measuring 1.0 acre, located at 3 Crestview Trail, Carroll Valley, Pennsylvania, identified as tax parcel ID No. 43018-0051-000; and more fully described in the legal description attached hereto as Exhibit “A” and incorporated herein by reference; and being the same real estate that Katie G. Alafoginis conveyed to Katie G. Alafoginis and Angela A. Gilbride as Co-Trustees of the Katie G. Alafoginis 1999 Revocable Trust, by a deed March 3, 2016, and recorded on March 23, 2016, in Deed Book 6121, Page 292, in the Office of the Recorder of Deeds for Adams County, Pennsylvania; and

**WHEREAS**, Katie G. Alafoginis died on September 27, 2022; and

**WHEREAS**, the Katie G. Alafoginis 1999 Revocable Trust desires to dedicate 3 Crestview Trail to the Borough; and

**WHEREAS**, the Borough Council deems it in the best interest of its citizens and the general public to accept the dedication of 3 Crestview Trail; and

**WHEREAS**, the Borough intends to use 3 Crestview Trail for public purposes including open space, green space, and passive recreational space; and

**NOW THEREFORE**, be it resolved by the Council of the Borough of Carroll Valley as follows:

1. The recitals referenced above are incorporated herein by reference hereto.

2. The Council of the Borough of Carroll Valley authorizes the acceptance of 3 Crestview Trail subject to the Borough Manager and Borough Solicitor being satisfied that any conditions associated with the Deed of Dedication have been satisfied by the Katie G. Alafoginis 1999 Revocable Trust, including the requirement that the Katie G. Alafoginis 1999 Revocable Trust remit all costs associated with the exchange.
3. The Council hereby establishes that Lot C-0027 shall be open to the public for passive recreation use.
4. This Resolution shall become effective immediately.
5. The provisions of this Resolution shall be severable, and if any of its provisions shall be held to be unconstitutional, illegal, or invalid, such unconstitutionally, illegality, or invalidity shall not affect the validity of any of the remaining provisions of this Resolution.
6. All other Resolutions or parts of Resolutions inconsistent herewith are hereby repealed.

**DULY ADOPTED**, pursuant to the authority granted to the Borough of Carroll Valley under the laws of the Commonwealth of Pennsylvania in lawful session duly assembled on this 15th day of August 2023.

ATTEST:

BOROUGH OF CARROLL VALLEY

\_\_\_\_\_  
Gayle Marthers, Borough Secretary  
(SEAL)

By: \_\_\_\_\_  
Richard Mathews, President

## **Exhibit A**

### **Legal Description**

Lot No. 27, Section C, on a Plan of Lots of Charmita, Inc. duly entered and appearing of record in the Office of the Recorder of Deeds of Adams County, Pennsylvania in Miscellaneous Book 5, at page 425.

Being part of the same premises granted and conveyed to Charnita, Inc., by deed dated January 13, 1964, which is recorded in the office of the Recorder of Deeds of Adams County Pennsylvania, in Deed Book 246 at Page 586.

# MAYOR'S REPORT

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# July 2023 Police Report

by

Chief Clifford J. Weikert  
Carroll Valley Borough Police



## Special News:

**VEHICLE THEFT PREVENTION TIPS**

**TO AVOID THEFT AND BREAK-INS:**

- Take your keys. Don't leave them in or on your vehicle.
- Close all windows and lock all doors when you park.
- Never leave valuables in your vehicle.
- Park in well-lit areas or preferably inside a garage, if possible.
- Call the police to report a theft or break-in.

I would like the public to be aware our neighboring jurisdiction have had some vehicle break-in's. I assisted PSP with an incident on Cold Springs Road where they took a person into custody for theft from a vehicle. Please follow the above tips to help prevent any such incidents occurring in Carroll Valley.

## Special News :



- The Carroll Valley Civil Service Commission is continuing the next round of the hiring process. We were unable to get a candidate. I have requested Council to form a Subcommittee to work on this issue.

## 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: 08/10/2023

Beginning Date: 07/01/2023

Ending Date: 07/31/2023

Page 1 of 1

Agency: CARROLL VALLEY BOROUGH

Municipality: Carroll Valley Borough

**Total Offenses** 3      **Clearance Rate** 0  
 % change from last year -25%      Last years rate 0

**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	1		
Larceny	1		2
Motor Vehicle Theft			
Arson			
Simple Assault			
Intimidation			
Bribery			
Counterfeiting/Forgery			
Vandalism			
Drug/Narcotic Violations			
Drug Equipment Violations			
Embezzlement			
Extortion/Blackmail			
Fraud	1		2
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>3</b>		<b>4</b>

### Crime Against Person

- This year  
 - Last year  
 0 - Percent Change

### Crime Against Property

3 - This year  
 4 - Last year  
 -25% - Percent Change

### Crime Against Society

- This year  
 - Last year  
 0 - Percent Change

### Arrest Reporting

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



## Calls for Service:

Carroll Valley Calls for Service Month	Total
ANIMAL COMPLAINT	3
ASSIST - FIRE/EMS	11
ASSIST - OTHER POLICE	5
DOMESTIC DISTURBANCE	2
MENTAL HEALTH / WELFARE	4
MISC CALL FOR SERVICE	8
TRAFFIC COMPLAINT	10
VEHICLE STOP	17
Z FOLLOW-UP	27
SUSPICIOUS ACTIVITY	5
FRAUD	2
VEHICLE CRASH	1
DISTURBANCE/NOISE	1
CRIMINAL MISCHIEF	1
Z COURT / JUSTICE	1
THREATS / HARRASSMENT / STALKING	2
THEFT	1
TRESPASS	3
ALARM	4
DRUG ACTIVITY	1
PTFTNA - PTHEFT NOT ACTV	1
<b>Grand Total</b>	<b>110</b>

Carroll Valley Calls for Service YTD	Total
ALARM	16
ANIMAL COMPLAINT	34
ASSIST - FIRE/EMS	78
ASSIST - OTHER POLICE	30
BURGLARY	1
CHILD WELFARE	1
CRIMINAL MISCHIEF	7
DISTURBANCE/NOISE	17
DOMESTIC DISTURBANCE	24
DRIVING UNDER THE INFLUENCE	1
DRUG ACTIVITY	1
FRAUD	15
MENTAL HEALTH / WELFARE	30
MISC CALL FOR SERVICE	60
MISSING/LOST PERSON	4
SEX OFFENSE	1
SUSPICIOUS ACTIVITY	35
THEFT	14
THREATS / HARRASSMENT / STALKING	14
TRAFFIC COMPLAINT	58
TRESPASS	10
VEHICLE CRASH	16
VEHICLE STOP	140
Z COURT / JUSTICE	6
Z FOLLOW-UP	124
<b>Grand Total</b>	<b>737</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, Warning	Count:
1301 (Title 75) - Registration and certificate of title required	8
1504 (Title 75) - Classes of licenses	1
1786 (Title 75) - Required financial responsibility	2
3323 (Title 75) - Stop signs and yield signs	1
3362 (Title 75) - Maximum speed limits	6
4303 (Title 75) - General lighting requirements	1
4703 (Title 75) - Operation of vehicle without official certificate of inspection	1
<b>Grand Total</b>	<b>20</b>

### Miscellaneous:

Calls for Service		July 2022	June 2023	YTD 2022	YTD 2023
	Calls from Public	59	79	486	603
	Officer initiated	10	31	71	169
	Total CV Calls	69	110	557	772

Vehicle Mileage				
		Starting	Ending	Total
20	2017 Dodge Charger Unmarked	22,400	23,001	601
22	2017 Dodge Charger Marked	81,129	83,921	2,792
21	2014 Dodge Charger Unmarked	105,401	106,015	614
24	2014 Dodge Charger Marked	94,200	94,200	0
			Total	4,007



# July 2023 Fairfield Police Report Supplement



by  
Chief Clifford Weikert  
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
ASSIST - FIRE/EMS	3
DOMESTIC DISTURBANCE	1
MENTAL HEALTH / WELFARE	3
MISC CALL FOR SERVICE	3
SUSPICIOUS ACTIVITY	3
THEFT	1
THREATS / HARRASSMENT / STALKING	1
TRAFFIC COMPLAINT	1
VEHICLE STOP	12
Z FOLLOW-UP	1
<b>Grand Total</b>	<b>29</b>

Fairfield Calls for Service YTD	Total
ANIMAL COMPLAINT	4
ASSIST - FIRE/EMS	17
ASSIST - OTHER POLICE	1
CRIMINAL MISCHIEF	1
DOMESTIC DISTURBANCE	8
FRAUD	1
MENTAL HEALTH / WELFARE	8
MISC CALL FOR SERVICE	14
MISSING/LOST PERSON	1
SEX OFFENSE	1
SUSPICIOUS ACTIVITY	4
THEFT	4
THREATS / HARRASSMENT / STALKING	2
TRAFFIC COMPLAINT	15
TRESPASS	1
VEHICLE CRASH	5
VEHICLE STOP	80
Z FOLLOW-UP	10
<b>Grand Total</b>	<b>177</b>

## Citations:

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

Citation, Faulty Equipment, Warning.	Count:
1301 (Title 75) - Registration and certificate of title required	10
3111 (Title 75) - Obedience to traffic-control devices	1
3323 (Title 75) - Stop signs and yield signs	1
3334 (Title 75) - Turning movements and required signals	1
3809 (Title 75) - Restriction on alcoholic beverages	1
4303 (Title 75) - General lighting requirements	1
<b>Grand Total</b>	<b>15</b>



# Offense and Arrest Summary Report

Printed On: 08/10/2023

Beginning Date: 07/01/2023

Ending Date: 07/31/2023

Page 1 of 1

Agency: CARROLL VALLEY BOROUGH

Municipality: Fairfield Borough

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

**Offense Reporting**

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

**Crime Against Person**

- This year  
- Last year  
0 - Percent Change

**Crime Against Property**

1 - This year  
- Last year  
0 - Percent Change

**Crime Against Society**

- This year  
- Last year  
0 - Percent Change

**Arrest Reporting**

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

Population : 1

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

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**INTEROFFICE MEMORANDUM**

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**TO:** BOROUGH COUNCIL  
**FROM:** CLIFFORD WEIKERT, CHIEF OF POLICE  
**VIA:** RON HARRIS, MAYOR  
**SUBJECT:** SUBCOMMITTEE FOR HIRING PROCESS  
**DATE:** 8/10/2023

I am requesting Council to form a subcommittee to discuss options for our hiring process. I would like myself, the Mayor, the Borough Manager, a Civil Service Commissioner, and two Council Members to be on this committee. I request this committee to meet as soon as possible and come back to Council with options for the Council to pick to help assist with the problems of hiring a Law enforcement officer in these current times. These options could include but are not limited to, sending someone to the academy, signing bonuses, and any ideas the committee can come up with.

# FIRE/EMS/EMA REPORT

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# **FOUNTAINDALE VOLUNTEER FIRE DEPARTMENT**

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



## **MONTHLY FIRE REPORT FOR JUNE 2023**

Breakdown of calls by type:

Building fire.....	1
Wildland fire.....	1
Vehicle Accidents.....	1
Rescue.....	1
Hazardous Condition.....	1
Assist PD.....	1
Transfers.....	2
Search.....	1
<u>Good Intent.....</u>	<u>3</u>
<b>TOTAL</b>	<b>12</b>

Notes: 68 calls for the year

David Martin

Fire Chief

cc: Carroll Valley Borough  
Hamiltonban Township  
Liberty Township

# Fountain Dale Volunteer Fire Department



Fairfield, PA

This report was generated on 7/5/2023 5:25:58 PM

## Incident Type and Street Name for Date Range

Incident Status: Reviewed | Start Date: 06/01/2023 | End Date: 06/30/2023

Incident Date	Address	Incident Type
06/02/2023	Buchanan Trail East, Washington (Township of), PA 17214	Dispatched & cancelled en route
06/03/2023	Waynesboro Pike, Liberty (Township of), PA 17320	Hazardous condition, other
06/05/2023	Midvale Road, Washington (Township of), PA 17268	Dispatched & cancelled en route
06/08/2023	Pen Mar Hlgh Rock Road, Cascade-Highfield, MD 21719	Forest, woods or wildland fire
06/09/2023	Waynesboro Pike, Hamiltonban (Townshi, PA 17320	Motor vehicle accident with injuries
06/09/2023	Waynesboro Pike, Hamiltonban (Township of), PA 17320	Assist police or other governmental agency
06/16/2023	S. Main Street, Mont Alto, PA 17237	Cover assignment, standby, moveup
06/16/2023	Slabtown Road, Quincy, PA 17247	Building fire
06/17/2023	Harbaugh Valley Road, Liberty (Township of), PA 21727	Rescue, EMS incident, other
06/18/2023	Anna Trail, Fairfield, PA 17320	Search for person on land
06/21/2023	Waynesboro Pike, Fairfield, PA 17320	Cover assignment, standby, moveup
06/29/2023	Longwood Drive, Waynesboro, PA 17268	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







Fountaindale Volunteer Fire Department  
1340 Old Waynesboro Road  
Fairfield, PA 17320

## MONTHLY FIRE REPORT FOR JULY 2023

Breakdown of calls by type:

Building fire.....	2
Medical Assist.....	3
Vehicle Accidents.....	1
Rescue.....	1
Power Line.....	3
Assist PD.....	1
Automatic Fire Alarm.....	3
Transfer.....	1
<u>Good Intent.....</u>	<u>5</u>
<b>TOTAL</b>	<b>20</b>

Notes: 88 calls for the year

David Martin

A handwritten signature in black ink, appearing to read "David Martin".

Fire Chief

cc: Carroll Valley Borough  
Hamiltonban Township  
Liberty Township

# Fountain Dale Volunteer Fire Department

Fairfield, PA

This report was generated on 8/2/2023 2:46:59 PM

## Incident Type and Street Name for Date Range

Incident Status: Reviewed | Start Date: 07/01/2023 | End Date: 07/31/2023

Incident Date	Address	Incident Type
07/01/2023	Monterey Lane, Blue Ridge Summit, PA 17214	Cover assignment, standby, moveup
07/02/2023	Buena Vista Road, Blue Ridge Summit, PA 17214	Dispatched & cancelled en route
07/04/2023	Gladys Trail, Fairfield, PA 17320	Building fire
07/08/2023	South Potomac Street, Waynesboro, PA 17268	Dispatched & cancelled en route
07/08/2023	Sabillasville, Sabillasville, MD 21780	Medical assist, assist EMS crew
07/08/2023	Sabillasville Road, Sabillasville, MD 21780	Building fire
07/13/2023	Jacks Mountain Road, Fairfield, PA 17320	Assist police or other governmental agency
07/13/2023	Masters Road, Quincy (Township of), PA 17268	Dispatched & cancelled en route
07/13/2023	Harbaugh Valley Road, Fairfield, PA 17320	Motor vehicle accident with no injuries.
07/15/2023	Buchanan Trail East, Blue Ridge Summit, PA 17214	Extrication of victim(s) from vehicle
07/16/2023	Harbaugh Valley Road, Fairfield, PA 17320	Power line down
07/16/2023	Old Waynesboro Road, Fairfield, PA 17320	Medical assist, assist EMS crew
07/21/2023	Carrolls Tract Road, Orrtanna, PA 17353	Dispatched & cancelled en route
07/21/2023	Cheryl Trail, Fairfield, PA 17320	Power line down
07/21/2023	Old Waynesboro Road, Fairfield, PA 17320	Smoke detector activation, no fire - unintentional
07/25/2023	Gladhill Road, Fairfield, PA 17320	Smoke detector activation, no fire - unintentional
07/26/2023	Wharf Road, Waynesboro, PA 17268	Dispatched & cancelled en route
07/27/2023	Waynesboro Pike, Fairfield, PA 17320	Power line down
07/28/2023	Old Waynesboro Road, Fairfield, PA 17320	Alarm system sounded due to malfunction
07/29/2023	Naylor Road, Sabillasville, MD 21780	Medical assist, assist EMS crew

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.



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# COMMITTEE REPORTS

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## Planning Meeting 8/7/2023

- Approved June minutes
- Open to the public - no public comments
- New Business - Moul Subdivision Review
  - Reviewed and approved.
- Old Business -
  - Ordinance Revising Chapter 27- Topics:
    - Placement of Accessory Structures
    - Permit Requirements for Home Occupations and Home-based businesses
    - Reviewed, Minor adjustments, Forwarded to Council
  - Review of Zoning ordinance Chapter 27 regarding Vacation Rentals
    - Beginning discussions with Draft document
    - Adding this to Chapter 11 as that is a more appropriate location
    - Nothing to present to Council at this time.
- Adjourned

Respectfully Submitted,  
Michael Wight, Chair

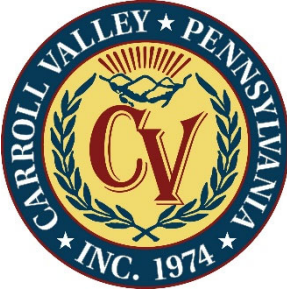
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**MEMORANDUM**

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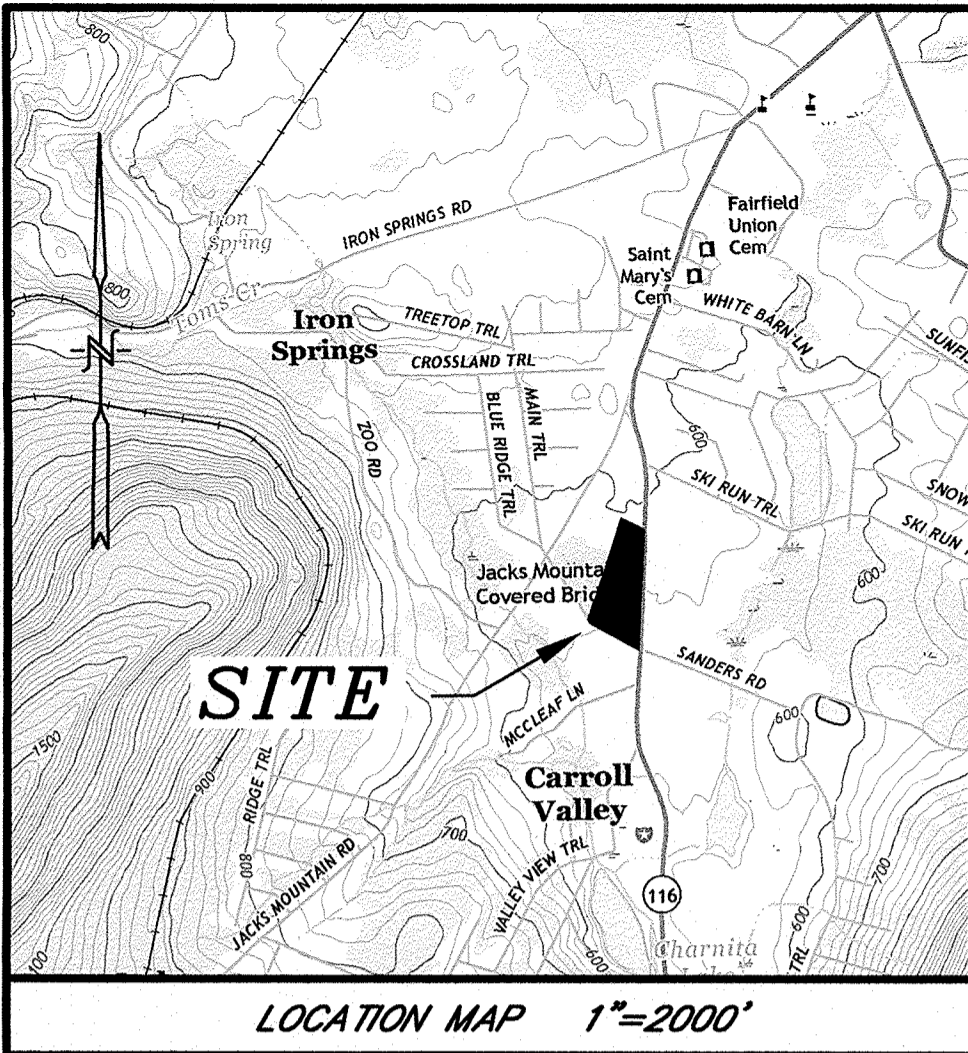


**TO:** BOROUGH COUNCIL; MAYOR  
**FROM:** DAVID HAZLETT, BOROUGH MANAGER  
**SUBJECT:** MOUL SUBDIVISION  
**DATE:** 8/10/2023  
**CC:** GAYLE MARTHERS

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Attached is a subdivision plan which has been reviewed and approved by the Adams County Planning Department, our Borough Engineers, and the Zoning Officer and has been recommended for approval by the Borough Planning Commission.

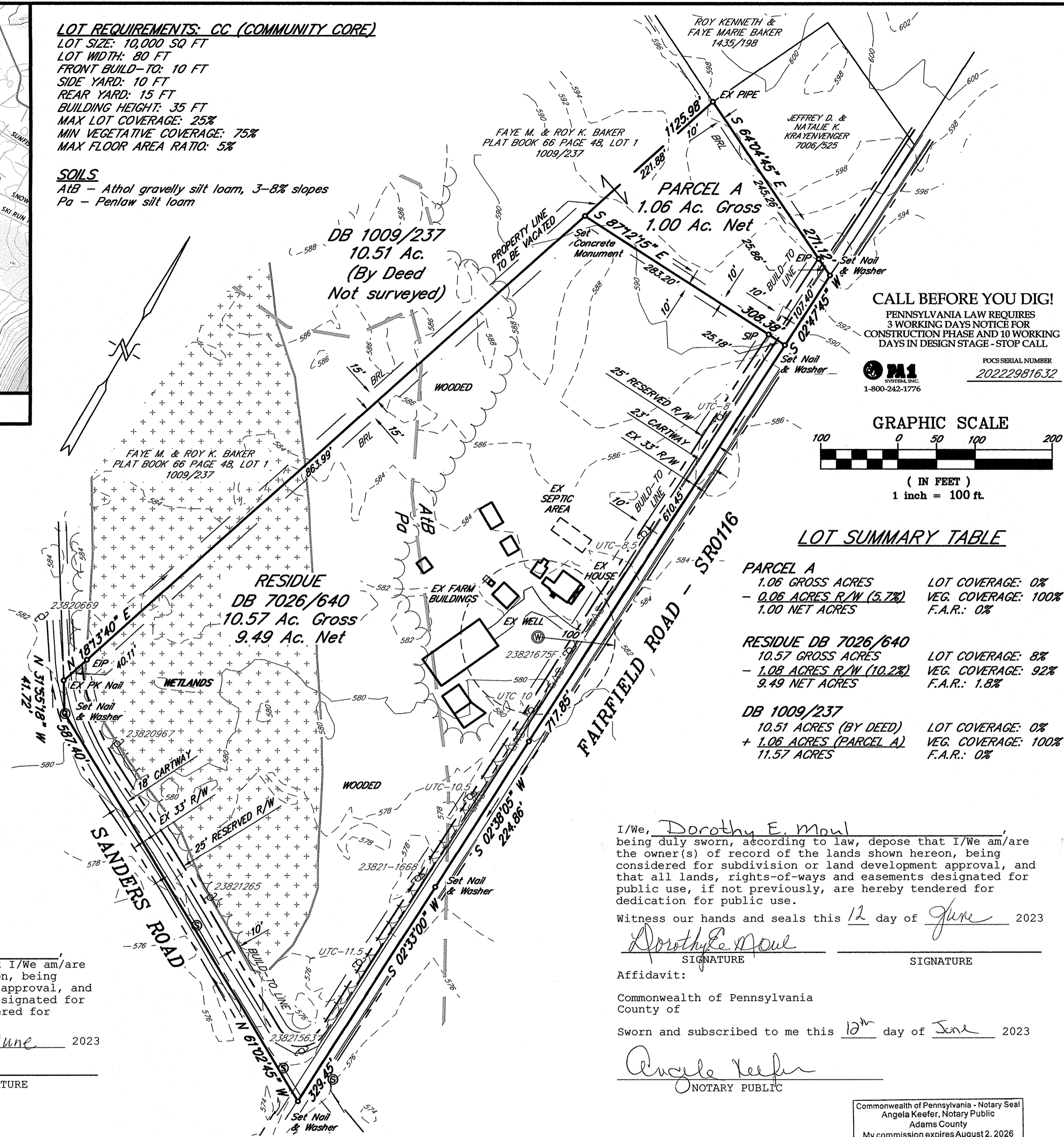
This is a simple plan which divides off a piece of land from the parent tract and is added to another.



**LOT REQUIREMENTS: CC (COMMUNITY CORE)**  
 LOT SIZE: 10,000 SQ FT  
 LOT WIDTH: 80 FT  
 FRONT BUILD-TO: 10 FT  
 SIDE YARD: 10 FT  
 REAR YARD: 15 FT  
 BUILDING HEIGHT: 35 FT  
 MAX LOT COVERAGE: 25%  
 MIN VEGETATIVE COVERAGE: 75%  
 MAX FLOOR AREA RATIO: 5%

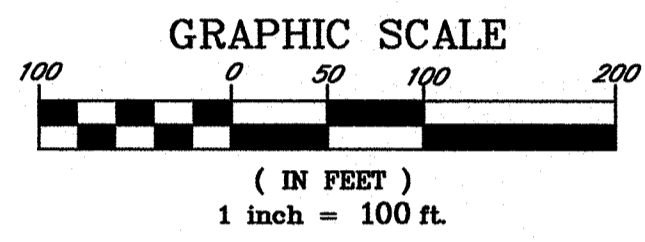
**SOILS**  
 AtB - Athol gravelly silt loam, 3-8% slopes  
 Pa - Penlaw silt loam

- NOTES**
1. Zoned CC, Community Core.
  2. The purpose of this plan is to create Parcel A and Residue from lands of Dorothy E. Moul, Deed Book 7026 Page 640.
  3. Parcel A must be combined with lands of Faye M. & Roy K. Baker, Deed Book 1009 Page 237 and may not be sold separately.
  4. EX denotes existing.
  5. EIP denotes existing iron pin.
  6. All corners are set iron pins (SIP) unless otherwise noted.
  7. BRL denotes building restriction line.
  8. Contours are from PASDA lidar mapping, NAVD88 datum.
  9. The site is not in a flood hazard area according to FEMA Map Panel No. 42001C0219E, dated July 22, 2020, Zone X.
  10. Wetlands are shown on the site per the National Wetlands Inventory Map.
  11. 25' from the centerline of Sanders Road is reserved for future road widening.
  12. 25' from the centerline of Fairfield Road SR0116 is reserved for future road widening.
  13. Only the Moul property, DB 7026/640, was surveyed. The acreage shown for the Baker property, DB 1009/237, is by deed only.



**CALL BEFORE YOU DIG!**  
 PENNSYLVANIA LAW REQUIRES  
 3 WORKING DAYS NOTICE FOR  
 CONSTRUCTION PHASE AND 10 WORKING  
 DAYS IN DESIGN STAGE - STOP CALL

POCS SERIAL NUMBER  
**20222981632**  
 M1 SYSTEMS, INC.  
 1-800-242-1776



**LOT SUMMARY TABLE**

<b>PARCEL A</b> 1.06 GROSS ACRES - 0.06 ACRES R/W (5.7%) 1.00 NET ACRES	LOT COVERAGE: 0% VEG. COVERAGE: 100% F.A.R.: 0%
<b>RESIDUE DB 7026/640</b> 10.57 GROSS ACRES - 1.08 ACRES R/W (10.2%) 9.49 NET ACRES	LOT COVERAGE: 8% VEG. COVERAGE: 92% F.A.R.: 1.8%
<b>DB 1009/237</b> 10.51 ACRES (BY DEED) + 1.06 ACRES (PARCEL A) 11.57 ACRES	LOT COVERAGE: 0% VEG. COVERAGE: 100% F.A.R.: 0%

THIS PLAN IS RECORDED IN ADAMS COUNTY COURTHOUSE  
 IN PLAT BOOK: \_\_\_\_\_ PAGE: \_\_\_\_\_

DATE: \_\_\_\_\_  
**ADAMS COUNTY PLANNING**  
 Approved or Reviewed by the Adams County  
 Planning Commission  
 this \_\_\_\_\_ day of \_\_\_\_\_ 2023  
 CHAIRMAN \_\_\_\_\_ DIRECTOR \_\_\_\_\_

**CARROLL VALLEY BOROUGH PLANNING**  
 Approved or Reviewed by the  
 Carroll Valley Borough Planning Commission  
 this \_\_\_\_\_ day of \_\_\_\_\_ 2023  
 CHAIRMAN \_\_\_\_\_ DIRECTOR \_\_\_\_\_

**APPROVED FOR THE CARROLL VALLEY BOROUGH  
 COUNCIL IN ACCORDANCE WITH CHAPTER 22,  
 SECT. 352 OF THE BOROUGH CODE.**  
 BOROUGH MANAGER \_\_\_\_\_ DATE \_\_\_\_\_

**SURVEYORS CERTIFICATE**  
 I hereby certify that this survey and plan are correct  
  
 Registered Surveyor No. 28856-E

**OWNER:**  
 Dorothy E. Moul  
 375 Heritage Drive  
 Gettysburg, PA 17325  
 Deed recorded in Adams County  
 Deed Book 7026 Page 640  
 Plat Book 66 Page 48, Lot 2  
 Parcel ID 43005-0096

**OWNER:**  
 Faye M. & Roy K. Baker  
 Jacks Mountain Road  
 Fairfield, PA 17320  
 Deed recorded in Adams County  
 Deed Book 1009 Page 237  
 Plat Book 66 Page 48, Lot 1  
 Parcel ID 43005-0098

**DEVELOPER:**  
 Dennis & Dorothy Moul  
 375 Heritage Drive  
 Gettysburg, PA 17325  
 (717) 877-6101

- APPROVAL LIST**
- 1) ADAMS COUNTY PLANNING
  - 2) CARROLL VALLEY BOROUGH PLANNING COMMISSION
  - 3) CARROLL VALLEY BOROUGH COUNCIL

**SHEET INDEX**  
 SHEET 1- SUBDIVISION PLAN  
 SHEET 2- INDEX MAP

Record of Revisions		
Date	Initials	Revision Made
3 AUG 2023	DCS	COUNTY PLANNING, ENGINEER COMMENTS

**PRELIMINARY / FINAL PLAT  
 OF  
 SUBDIVISION OF LAND  
 FOR  
 DOROTHY E. MOUL  
 SITUATE IN  
 CARROLL VALLEY BOROUGH  
 ADAMS COUNTY  
 PENNSYLVANIA**

Donna K. Schadel, POA,  
 I/We, Faye M. & Roy K. Baker  
 being duly sworn, according to law, depose that I/We am/are  
 the owner(s) of record of the lands shown hereon, being  
 considered for subdivision or land development approval, and  
 that all lands, rights-of-ways and easements designated for  
 public use, if not previously, are hereby tendered for  
 dedication for public use.  
 Witness our hands and seals this 12 day of June 2023  
 Donna K. Schadel POA  
 SIGNATURE SIGNATURE

I/We, Dorothy E. Moul  
 being duly sworn, according to law, depose that I/We am/are  
 the owner(s) of record of the lands shown hereon, being  
 considered for subdivision or land development approval, and  
 that all lands, rights-of-ways and easements designated for  
 public use, if not previously, are hereby tendered for  
 dedication for public use.  
 Witness our hands and seals this 12 day of June 2023  
 Dorothy E. Moul  
 SIGNATURE SIGNATURE

Affidavit:  
 Commonwealth of Pennsylvania  
 County of Adams  
 Sworn and subscribed to me this 12<sup>th</sup> day of June 2023  
 Angela Keefe  
 NOTARY PUBLIC

Commonwealth of Pennsylvania - Notary Seal  
 Angela Keefe, Notary Public  
 Adams County  
 My commission expires August 2, 2026  
 Commission number 1336811  
 Member, Pennsylvania Association of Notaries

**NON-BUILDING WAIVER**  
 As of the date of this deed/plot plan recording, PARCEL A described herein is and shall be dedicated for the express purpose of LOT ADDITION use. No portion of this property/subdivision has been approved by CARROLL VALLEY BOROUGH or the Department of Environmental Protection (DEP) for the installation of sewage disposal facilities. No sewage permit will be issued for the installation, construction, connection to or use any sewage collection, conveyance, treatment or disposal system (except for repairs to existing systems) unless the municipality and DEP have both approved sewage facilities planning for the property/subdivision described herein in accordance with the Pennsylvania Sewage Facilities Act (35 P.S. Section 750.1 et seq.) and regulations promulgated thereunder. Prior to signing, executing, implementing or recording any sales contract or subdivision plan, any purchaser or subdivider of any portion of this property should contact appropriate officials of CARROLL VALLEY BOROUGH, which is charged with administering the Sewage Facilities Act to determine what sewage facilities planning is required and the procedure and requirements for obtaining appropriate permits or approvals.

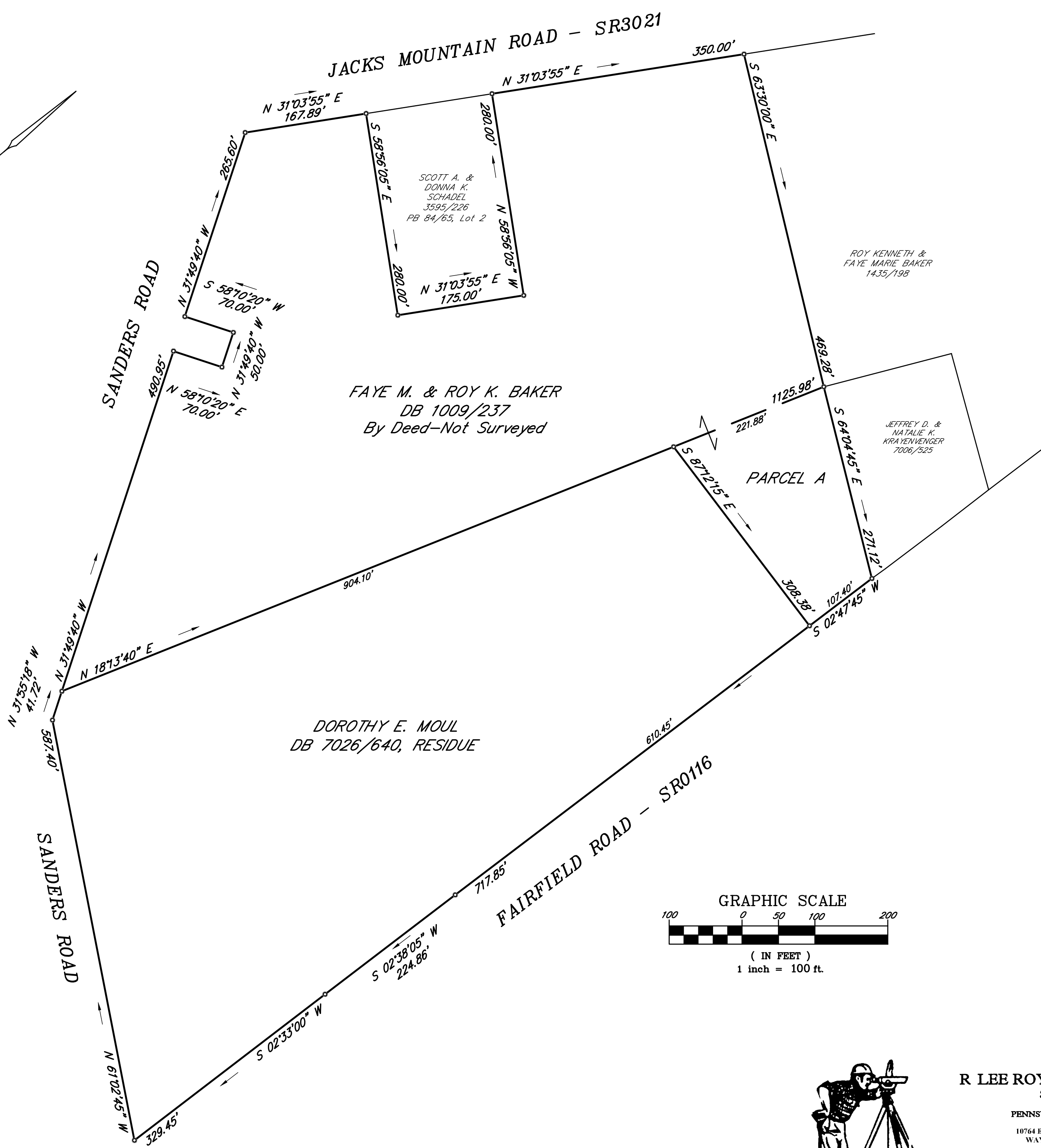
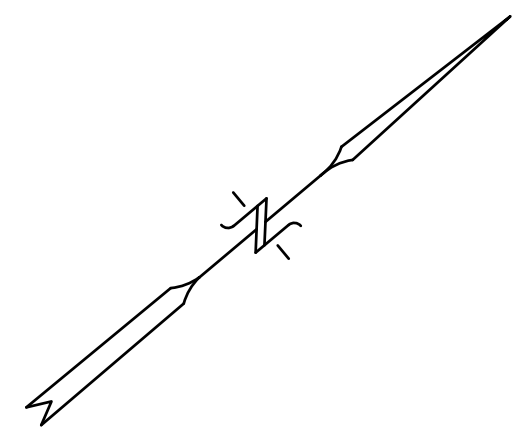


**R LEE ROYER & ASSOCIATES  
 SURVEYING**  
 PENNSYLVANIA - MARYLAND  
 10764 BUCHANAN TRAIL EAST  
 WAYNESBORO, PA 17268  
 717-762-5619  
 SHEET 1 OF 2

Area 11.63 Ac.	
Scale 1" = 100'	
Date 5/31/23	
Drawn DCS	
Checked PLB	
File 8764	

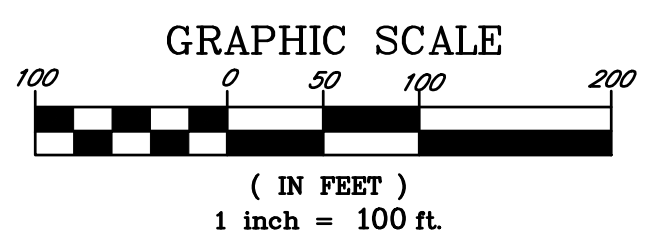
Commonwealth of Pennsylvania - Notary Seal  
 Angela Keefe, Notary Public  
 Adams County  
 My commission expires August 2, 2026  
 Commission number 1336811  
 Member, Pennsylvania Association of Notaries





Record of Revisions		
Date	Initials	Revision Made

INDEX MAP  
OF  
SUBDIVISION OF LAND  
FOR  
**DOROTHY E. MOUL**  
SITUATE IN  
CARROLL VALLEY BOROUGH  
ADAMS COUNTY  
PENNSYLVANIA



**R LEE ROYER & ASSOCIATES**  
SURVEYING  
PENNSYLVANIA - MARYLAND  
10764 BUCHANAN TRAIL EAST  
WAYNESBORO, PA 17268  
717-762-5619  
**SHEET 2 OF 2**

Area	11.63 Ac.
Scale	1" = 100'
Date	5/31/23
Drawn	DCS
Checked	
File	8764

# ADMINISTRATIVE BUSINESS

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**BOROUGH OF CARROLL VALLEY SUMMARY FINANCIAL REPORT: 1 thru 31 JULY 2023**

ACCOUNT	GENERAL FUND	SPECIAL EVENT	SANITARY SEWER	SINKING FUND	CAPITAL RESERVE	HIGHWAY AID (LF)	TOTAL FUNDS
START OF PERIOD							
CHECKING ACCOUNT	\$52,564.75	\$0.00	\$0.00	\$145.50	\$74,588.54	\$0.00	\$127,298.79
INVESTMENTS	\$2,474,676.98	\$0.00	\$207,643.92	\$0.00	\$0.00	\$921,260.98	\$3,603,581.88
PETTY CASH	\$425.00	\$0.00	\$25.00	\$0.00	\$0.00	\$0.00	\$450.00
DUE FROM OTHER FUNDS	\$409,020.89	\$4,365.39	\$1,006,568.39	\$0.00	\$1,058,846.54	\$0.00	\$2,478,801.21
DUE TO OTHER FUNDS	\$1,624,256.62	\$17,734.02	\$460,505.04	\$0.00	\$385,350.99	\$0.00	\$2,487,846.67
LIABILITIES	\$17,880.97	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,880.97
NET BALANCE	\$1,294,550.03	(\$13,368.63)	\$753,732.27	\$145.50	\$748,084.09	\$921,260.98	\$3,704,404.24
TRANSACTIONS FOR PERIOD							
ADJUSTMENTS (SEE NOTE)							
ACTUAL REVENUES (+)	\$128,321.50	\$6,299.00	\$63,317.97	\$0.00	\$14,840.34	\$18,278.08	\$231,056.89
ACTUAL EXPENDITURES (-)	\$141,718.87	\$15,335.10	\$33,758.47	\$0.00	\$107,574.37	\$71,873.71	\$370,260.52
ENCUMBERED FUNDS (-)							\$0.00
NET TRANSACTION BALANCE	(\$13,397.37)	(\$9,036.10)	\$29,559.50	\$0.00	(\$92,734.03)	(\$53,595.63)	(\$139,203.63)
END OF PERIOD							
CHECKING ACCOUNT	\$93,180.92	\$0.00	\$0.00	\$145.50	\$75,829.41	\$0.00	\$169,155.83
INVESTMENTS	\$2,333,935.68	\$0.00	\$215,229.68	\$0.00	\$0.00	\$867,665.35	\$3,416,830.71
PETTY CASH	\$425.00	\$0.00	\$25.00	\$0.00	\$0.00	\$0.00	\$450.00
DUE FROM OTHER FUNDS	\$159,216.13	\$4,412.75	\$933,490.08	\$0.00	\$798,259.47	\$0.00	\$1,895,378.43
DUE TO OTHER FUNDS	\$1,290,594.23	\$26,817.48	\$365,452.99	\$0.00	\$218,738.82	\$0.00	\$1,901,603.52
LIABILITIES	\$15,010.84	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,010.84
NET BALANCE	\$1,281,152.66	(\$22,404.73)	\$783,291.77	\$145.50	\$655,350.06	\$867,665.35	\$3,565,200.61

Range of Checking Accts: First to Last Range of Check Dates: 07/01/23 to 07/31/23  
Report Type: All Checks Report Format: Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
PO #		Description			Contract
35	LF	LIQUID FUELS			
567	07/07/23	RUSSE005 RUSSELL STANDARD CORPORATION			19
V3-00329		Resurfacing	65,565.00		
V3-00330		Project #23-01413-001: East Wi	5,816.25		
			<u>71,381.25</u>		
568	07/07/23	SPECI005 SPECIALTY GRANULES INC.			19
V3-00331		Valley Trail Resurfacing	323.82		
569	07/18/23	SPECI005 SPECIALTY GRANULES INC.			21
V3-00387		Resurfacing	79.28		
V3-00388		Resurfacing	89.36		
			<u>168.64</u>		
Checking Account Totals					
		Paid	Void	Amount Paid	Amount Void
		Checks: 3	0	71,873.71	0.00
		Direct Deposit: 0	0	0.00	0.00
		Total: 3	0	<u>71,873.71</u>	<u>0.00</u>
GENERAL FUND GENERAL FUND					
40262	07/03/23	AMERI005 AMERICAN UNITED LIFE INS			18
V3-00320		Life & Disability Premium: Jul	807.99		
V3-00324		Life & Disability Premium: Jun	807.99		
			<u>1,615.98</u>		
40263	07/03/23	AQUAT005 AQUATIC ENVIRONMENT CONSULTANT			18
V3-00325		Lake Mae: Payment C	1,014.00		
40264	07/03/23	ATTM005 AT&T MOBILITY			18
V3-00307		wireless Svc: 5/19/23-6/18/23	43.09		
V3-00308		wireless Svc: 5/19/23-6/18/23	48.12		
V3-00309		GeoTabs: 5/19/23-6/18/23	365.75		
			<u>456.96</u>		
40265	07/03/23	BARLE005 BARLEY SNYDER LLP			18
V3-00328		Zoning Hearing Board: Eluma	2,147.00		
40266	07/03/23	EXCAL005 EXCALIBUR TOWING			18
V3-00315		PL: Impound Inv# 14239	250.00		
40267	07/03/23	FREED005 FREEDOM SYSTEMS			18
V3-00318		Cloud Hosting: 4/1/23-3/31/24	1,620.00		
40268	07/03/23	GETTY005 GETTYSBURG TIMES			18
V3-00321		Legal Ad: Finance Committee	31.55		
40269	07/03/23	KELLE005 KELLER ENGINEERS, INC.			18
V3-00319		WWTP Expansion	6,900.00		

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
PO #		Description			Contract
GENERAL FUND      GENERAL FUND      Continued					
40270	07/03/23	LABOR005 LABORATORY, ANALYTICAL & BIOLO v3-00314 STP: Testing June 2023	288.00		18
40271	07/03/23	METED005 MET-ED v3-00310 Street Lights: June 2023	82.45		18
40272	07/03/23	NULLS005 NULLS LIQUID CHLORINE v3-00323 Chlorine & Sodium Bisulfate	288.29		18
40273	07/03/23	PENNS005 PENNSYLVANIA CHIEFS OF POLICE v3-00317 Advertising of Police Officer	200.00		18
40274	07/03/23	PSAB0005 PSAB v3-00316 Random Drug Testing: 4/28/23	106.36		18
40275	07/03/23	REAGA005 REAGAN YEARS L.L.C. v3-00304 J-4: 2023 Band Final Payment	5,000.00		18
40276	07/03/23	SCHAE005 SCHAEFER FIREWORKS v3-00305 2023 July 4th Fireworks: Final	6,279.00		18
40277	07/03/23	STACY005 STACY L. KRIETZ v3-00306 Office Cleaning: 6/18/23-7/1/2	316.00		18
40278	07/03/23	TMOBI005 T-MOBILE v3-00311 wireless Svc: 5/22/23-6/21-23 v3-00312 PL: Connection Card Data Plan	138.96 144.64 <u>283.60</u>		18
40279	07/03/23	TOSHI010 TOSHIBA AMERICA BUSINESS SOLUT v3-00326 Extra Copies	72.14		18
40280	07/03/23	WILLI005 WILLIAMS SCOTSMAN, INC. v3-00313 July 2023: Office Trailer	832.04		18
40281	07/18/23	ACTCO005 AC&T CO, INC. v3-00357 Fuel & Diesel Fuel: June 2023	2,443.40		20
40282	07/18/23	ADAMS020 ADAMS ELECTRIC COOPERATIVE, IN v3-00344 STP: Sanders Rd. Pump Station v3-00345 STP: Country Club Trl Pump v3-00346 Boro Office: June 2023 v3-00366 Jacks Mtn Bridge: June 2023 v3-00367 Street Lights v3-00368 Trout Run Trl: June 2023 v3-00369 Pavilion: June 2023 v3-00370 Ski Run Trl: June 2023 v3-00371 MS Bldg: June 2023	1,965.91 143.34 995.65 46.08 1,682.50 145.47 120.50 95.86 48.46 <u>5,243.77</u>		20
40283	07/18/23	AQUAT005 AQUATIC ENVIRONMENT CONSULTANT v3-00372 Lake Carroll: Payment D	657.00		20

Check # PO #	Check Date	Vendor Description	Amount Paid	Reconciled/Void	Ref Num Contract
GENERAL FUND	GENERAL FUND		Continued		
40283		AQUATIC ENVIRONMENT CONSULTANT	Continued		
		V3-00373 Lake Kay: Payment D	1,127.00		
			<u>1,784.00</u>		
40284	07/18/23	CARRO005 CARROLL VALLEY CONSTABLES			20
		V3-00380 Assist with July 4th Celebrati	275.00		
40285	07/18/23	CLYDE005 CLYDE MCCLAIN JR.			20
		V3-00381 J-4: Fire Police	56.25		
40286	07/18/23	COMMO005 COMMONWEALTH OF PENNSYLVANIA			20
		23-00081 Annual Operator Report DEP	100.00		
40287	07/18/23	COMMU005 COMMUNITY MEDIA OF SOUTH CENT			20
		V3-00334 CVB Council Meeting: June 2023	220.00		
40288	07/18/23	CONTR005 CONTROL SYSTEMS 21			20
		23-00080 Annual Flow Meter Calibration	321.00		
40289	07/18/23	FAIRF015 FAIRFIELD MUNICIPAL AUTHORITY			20
		V3-00365 2nd Qtr 2023: Hydrant Fee	25.00		
40290	07/18/23	FREED005 FREEDOM SYSTEMS			20
		V3-00363 CityShare Land Suite Annual	2,520.00		
40291	07/18/23	GARYS005 GARY SHORB			20
		V3-00384 J-4: Fire Police	25.00		
40292	07/18/23	GETTY005 GETTYSBURG TIMES			20
		V3-00343 Annual Subscription	146.50		
		V3-00349 Legal Ad: WWTP Bid	900.62		
		V3-00350 Legal Ad: Trailer Parking	433.34		
		V3-00377 Legal Ad: Municibid	77.57		
			<u>1,558.03</u>		
40293	07/18/23	GOVER005 GOVERNMENT MANAGEMENT SERVICES			20
		V3-00341 Retainer for the month of June	3,000.00		
		V3-00342 GTRP Meetings	110.00		
			<u>3,110.00</u>		
40294	07/18/23	HAMIL005 HAMILTONBAN TOWNSHIP BOARD			20
		V3-00333 2023 Workers Comp: Fountaindal	1,055.00		
40295	07/18/23	KELLE005 KELLER ENGINEERS, INC.			20
		V3-00364 WWTP Expansion	7,927.50		
40296	07/18/23	KPITE005 KPI TECHNOLOGY			20
		V3-00354 SEO Services	2,112.50		
40297	07/18/23	LOWES005 LOWES IN-STORE ACCOUNT			20
		23-00078 adhesive,ext.cord,pruners	83.00		

Check # PO #	Check Date	Vendor Description	Amount Paid	Reconciled/Void	Ref Num Contract
GENERAL FUND	GENERAL FUND		Continued		
40298	07/18/23	MICHA005 MICHAEL HARTDAGEN v3-00386 J-4: Fire Police	31.25		20
40299	07/18/23	MOHNS005 MOHNS LUMBER 23-00077 Mulch	540.00		20
40300	07/18/23	NEWHO005 NEW HOLLAND AUTO GROUP 23-00057 2 2023 Dodge Durango Police Ve	87,708.00		20
40301	07/18/23	PAMUN005 PA MUNICIPAL RETIREMENT SYSTEM v3-00375 2nd Qtr 2023: Pension Contribu v3-00376 2nd Qtr 2023: Police Pension	4,686.54 1,681.58 <u>6,368.12</u>		20
40302	07/18/23	PAMUN010 PA MUNICIPAL HEALTH INSURANCE v3-00340 August 2023: Major Medical, De	16,552.87		20
40303	07/18/23	PECKS005 PECKS SEPTIC SERVICE, LLC v3-00348 STP: Sludge Removal/Disposal	3,795.00		20
40304	07/18/23	PENNS015 PENNSYLVANIA ONE CALL SYSTEM, v3-00355 June 2023: Activity Fee	15.93		20
40305	07/18/23	RENTA005 RENTALS UNLIMITED, INC. v3-00332 J-4: Light Towers & Generator	1,063.45		20
40306	07/18/23	RPERR005 R. PERRY FENCE COMPANY LLC 23-00072 fencing for MS facility	19,822.00		20
40307	07/18/23	SALZM005 SALZMANN HUGHES, P.C. v3-00352 Representation as Borough Soli v3-00353 Municipal Claims	3,211.00 115.30 <u>3,326.30</u>		20
40308	07/18/23	SAMCO005 SAM COOL v3-00382 J-4: Fire Police	37.50		20
40309	07/18/23	SHEAL005 SHEALERS SEPTIC SERVICE v3-00362 HT: June 2023	4,026.00		20
40310	07/18/23	STACY005 STACY L. KRIETZ v3-00379 Office Cleaning: 7/2/23-7/15/2	350.00		20
40311	07/18/23	STEVE005 STEVE BATA v3-00385 J-4: Fire Police	25.00		20
40312	07/18/23	THEYO005 THE YORK WATER COMPANY v3-00356 Water: Svc 5/23/23-6/21/23	103.24		20
40313	07/18/23	TOSHI005 TOSHIBA FINANCIAL SERVICES v3-00347 July 2023: Copier Lease	374.25		20

Check # PO #	Check Date	Vendor Description	Amount Paid	Reconciled/Void	Ref Num Contract
GENERAL FUND	GENERAL FUND		Continued		
40314	07/18/23	WESTP005 WEST PENN POWER			20
		v3-00351 Street Lights	2,377.49		
		v3-00359 Ranch Trl: June 2023	17.04		
		v3-00360 14 Ranch Trl: June 2023	145.42		
		v3-00361 14 Ranch Trl: Barn: June 2023	75.54		
			<u>2,615.49</u>		
40315	07/18/23	WYATT005 WYATT SHORB			20
		v3-00383 J-4: Fire Police	56.25		
40316	07/18/23	YORKA005 YORK/ADAMS TAX BUREAU			20
		v3-00374 2nd Qtr 2023: Local Tax Withhe	3,044.03		
40317	07/27/23	ADAMS015 ADAMS COUNTY LIBRARY SYSTEM			22
		v3-00396 2023 Contribution	5,628.00		
40318	07/27/23	ALEXA005 ALEXANDERS PLUMBING & PUMPS, I			22
		v3-00391 Repair Yard after Lateral Fix	325.00		
40319	07/27/23	AMERI005 AMERICAN UNITED LIFE INS			22
		v3-00395 Life & Disability: August 2023	732.91		
40320	07/27/23	BARLE005 BARLEY SNYDER LLP			22
		v3-00393 Zoning Hearing Board: Eluma	312.00		
40321	07/27/23	COMMO005 COMMONWEALTH OF PENNSYLVANIA			22
		v3-00398 Pesticide License: 7/23-9/26	10.00		
40322	07/27/23	GETTY005 GETTYSBURG TIMES			22
		v3-00394 Legal Ad: Notice of Audit	43.94		
40323	07/27/23	KPITE005 KPI TECHNOLOGY			22
		v3-00390 SEO Services	8,509.64		
40324	07/27/23	MARYL005 MARYLAND BIOCHEMICAL COMPANY			22
		23-00086 Anti Grease Bacteria	919.87		
40325	07/27/23	MONTA005 MONTAGE ENTERPRISES INC.			22
		23-00085 boom mower belts	93.14		
40326	07/27/23	PAUCF005 PA UC FUND			22
		v3-00400 2023 2nd Qtr UC Pmt	142.59		
40327	07/27/23	PSABU005 PSAB U/C PLAN			22
		v3-00399 2nd Qtr 2023 Payment	35.00		
40328	07/27/23	RONHA005 RON HARRIS			22
		v3-00392 52nd Annual Mayors Conference	250.00		
40329	07/27/23	TREYS005 TREYSTA TECHNOLOGY MANAGEMENT			22
		v3-00397 IT Support: August 2023	1,274.20		



Check #	Check Date	Vendor	Reconciled/Void		Ref Num	
PO #	Description		Amount Paid		Contract	
GENERAL FUND      GENERAL FUND      Continued						
Checking Account Totals			<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
	Checks:		68	0	224,773.79	0.00
	Direct Deposit:		0	0	0.00	0.00
	Total:		<u>68</u>	<u>0</u>	<u>224,773.79</u>	<u>0.00</u>
Report Totals						
	Checks:		71	0	296,647.50	0.00
	Direct Deposit:		0	0	0.00	0.00
	Total:		<u>71</u>	<u>0</u>	<u>296,647.50</u>	<u>0.00</u>

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Totals by Year-Fund Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND	3-01	64,075.49	250.00	9,589.74	73,915.23
SPECIAL EVENT FUND	3-04	12,573.70	0.00	0.00	12,573.70
SANITARY SEWER FUND	3-08	30,754.86	0.00	0.00	30,754.86
CAPITAL RESERVE FUND	3-30	107,530.00	0.00	0.00	107,530.00
HIGHWAY AID FUND	3-35	71,873.71	0.00	0.00	71,873.71
Total of All Funds:		286,807.76	250.00	9,589.74	296,647.50

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Totals by Fund Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND	01	64,075.49	250.00	9,589.74	73,915.23
SPECIAL EVENT FUND	04	12,573.70	0.00	0.00	12,573.70
SANITARY SEWER FUND	08	30,754.86	0.00	0.00	30,754.86
CAPITAL RESERVE FUND	30	107,530.00	0.00	0.00	107,530.00
HIGHWAY AID FUND	35	71,873.71	0.00	0.00	71,873.71
Total of All Funds:		286,807.76	250.00	9,589.74	296,647.50

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Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
GENERAL FUND	3-01	64,075.49	0.00	0.00	0.00	64,075.49
SPECIAL EVENT FUND	3-04	12,573.70	0.00	0.00	0.00	12,573.70
SANITARY SEWER FUND	3-08	30,754.86	0.00	0.00	0.00	30,754.86
CAPITAL RESERVE FUND	3-30	107,530.00	0.00	0.00	0.00	107,530.00
HIGHWAY AID FUND	3-35	71,873.71	0.00	0.00	0.00	71,873.71
Total of All Funds:		286,807.76	0.00	0.00	0.00	286,807.76

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**MEMORANDUM**

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**TO:** BOROUGH COUNCIL  
**FROM:** DAVID HAZLETT  
**SUBJECT:** COMPUTER HARDWARE CAPITAL PURCHASE  
**DATE:** 8/11/2023  
**CC:** FILE; GAYLE MARTHERS

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Please find attached, quotes for the replacement of computer hardware for all departments of the Borough. This Capital Expenditure has been pushed back several years due mainly to our search for the new software product. The Edmunds Software transition is nearly complete and after careful research, consultation with our IT consultant, Treysta, and Councilman Wight; the following is presented for action:

5	HP ProBook 450 G9 15.6" Notebook	\$ 6,345
5	HP USB-C/A Universal Dock G2	\$ 1,520
8	21.5" Full HD LCD Monitor	\$ 1,352
3	HP Elite SFF 800 Desktop Units	\$ 5,307
4	Dell Latitude 5430 Rugged Laptops	\$ 8,091
	Treysta Installation and Set-up Fees	<u>\$ 6,315</u>
Total		\$ 28,930

All hardware has been quoted from state contract pricing schedules. The hardware is a budgeted expenditure; however, the cost for installation and set-up was not included in the plan. Therefore, the total is over the budgeted allotment by the \$6,315 for Treysta's services. The capital reserve is sufficient to cover this expenditure and I ask that you authorize the purchase.

**Action Requested:** I ask that Council approve the capital expenditure of \$28,930 for the purchase, installation and set-up of the computer hardware listed.



August 11, 2023 8:40:58 AM

Borough of Carroll Valley  
5685 Fairfield Rd  
Fairfield, PA 17320

Dear Gayle Marthers,

Thank you for your recent interest in HP Public Sector Sales. Attached is the price quotation you requested.

Please reference this contract: STANDARD TERMS SLED CUSTOMER [LIST PRICE] when placing this order. The terms and conditions of this contract will apply to any order placed as a result of this inquiry; no other terms or conditions shall apply.

If you should have questions regarding this quotation or need any other assistance, please contact your Inside Account Representative

All Purchase Orders need to be made out to HP Inc. or HP with the Ordering address referenced below.

The Purchase Order should include the Contract Number in the body of the Purchase Order. Please also be sure to include a copy of the quote, email address, the ship to location or drop ship locations, delivery date requirements and any other special information and if applicable, the HP Authorized Reseller Agent name or authorization number for the HP Agent providing you with support.

Orders should be either Faxed to 800-825-2329, emailed to [ORDERS-PROCESSING-USA@hp.com](mailto:ORDERS-PROCESSING-USA@hp.com).

If you are faxing or emailing this order a sample Purchase Order Document can be downloaded that gives guidance on what is required to place an order with HP. [Click here to download the sample Purchase Order](#)

Ordering address:

HP INC.  
Attn: Public Sector Sales  
3800 Quick Hill Road  
Bldg 2, Suite 100  
Austin, TX 78728



Information & Details

Organization name: Borough of Carroll Valley  
Catalog name: STANDARD TERMS SLED CUSTOMER [LIST PRICE]  
Created by: william.rabb@hp.com  
Partner Agent ID:  
Name: William Rabb  
Email: gayle@carrollvalley.org  
Phone: 7176428269103  
Email notification: gayle@carrollvalley.org  
Created: August 11, 2023 8:40:58 AM  
Expires: September 8, 2023 8:00:34 AM  
Payment method:  
Quote total: USD 14,524.00

Billing Information

OM ID: E83810  
Company: Borough of Carroll Valley  
Address:  
5685 Fairfield Rd  
City : Fairfield  
State/Province: Pennsylvania  
Zip/postal code: 17320  
Country: US  
Attention to:  
Email:  
Phone: 7176425571  
Fax:

Shipping Information

Company: Borough of Carroll Valley  
Address:  
5685 Fairfield Rd  
City: Fairfield  
State/Province: Pennsylvania  
Zip/postal code: 17320  
Country: US  
Attention to: William Rabb  
Email:  
Phone: 7176425571  
Fax:  
Requested Delivery date:  
Shipping options:  
Shipping method:

Comments:

Invoice instructions:

Shipping instructions:

Quote Summary

Product #	Product Description	MFG#:	Qty	Unit Price	Total Price
687P3UT#ABA	HP PB450G9 i7-1255U 15 16GB/512 PC Operating system - Windows 11 Pro (preinstalled with Windows 10 Pro Downgrade) Internal Storage - 512 GB PCIe® NVMe™ M.2 SSD Display - 15.6\ diagonal, FHD (1920 x 1080), IPS, narrow bezel, anti-glare, 250 nits, 45% NTSC		5	USD 1,269.00	USD 6,345.00
5TW13AA#ABA	HP USB-C/A Universal Dock G2		5	USD 304.00	USD 1,520.00
8B2H3AW#ABA	HP Elite SFF 800 G9 i513500 16GB/256 PC		3	USD 1,769.00	USD 5,307.00
64X86AA#ABA	HP P22 G5 FHD MNTR Display features - Anti-glare,Low blue light mode,On-screen controls Brightness - 250 nits What's in the box - Monitor,Warranty card,AC power cord,HDMI cable,Doc-kit,Quick Setup Poster Warranty - 3 years limited warranty		8	USD 169.00	USD 1,352.00

Subtotal USD 14,524.00  
Estimated Tax USD 0.00  
Estimated Total USD 14,524.00



Unless our contract prohibits it, (a) prices are valid for 30 days from quote date and/or (b) HP may change prices or discounts and reissue quotes immediately if there are increases in costs, tariffs, or other changes outside HP's control.

If the bill to company and address you wish to use is not present at the time of check out please enter it in the "Shipping Instructions" box. The order management team will make sure it is billed to the correct location.

Components of Configurable systems may not be ordered separately. Reference Model ID's and Configuration ID's are not part numbers, they are reference descriptions to your specific configuration.

If you are submitting a hard copy purchase order, please include a printed copy of this quote with your purchase order.

If you place an order for a product that was incorrectly priced, we will cancel your order and credit you for any charges. In the event that we inadvertently shipped an order based on a pricing error, we will issue a revised invoice to you for the correct price and contact you to obtain your authorization for the additional charge, or assist you with the return of the product, if payment was not already made. If payment was already made, HP will work with the agency to correct the invoice. If the pricing error results in an overcharge to you, HP will credit your account for the amount overcharged.





## **Dell 5430 Rugged**

Quote # 022575  
Version 1

Prepared for:

### **Carroll Valley Borough Police**

Clifford Weikert  
weikert@carrollvalley.org  
5685 Fairfield Rd  
Fairfield, PA 17320

COSTARS: 199069

• HW #: 003-E22-596

• SW #: 006-E22-234

ITQ: 4400026253

• Security & Surveillance HW/SW: 040-E23-198

## Hardware

Selected	Description	Price	Qty	Ext. Price
<input checked="" type="checkbox"/>	<p><b>Dell Latitude 5430 Rugged</b></p> <p>Dell Latitude 5430 Rugged 210-BCFQ - Intel Core Processor i5-1145G7, (QC, 2.6 to 4.0 GHz, 28W, vPro) 379-BERS Windows 10 Pro (Includes Windows 11 Pro License) English, French, Spanish 619-AQMP No Microsoft Office License Included 658-BCSB Intel® Core™ vPro i5-1145G7 with Iris Xe Graphics 338-CCRI Intel vPro Technology Advanced Management Features 631-ADEE 16GB, 2x8GB, 3200 MHz DDR4 Non-ECC 370-AGTH 512GB M.2 PCIe NVMe Class 40 Solid State Drive 400-BMRY 14" Non-touch 400 nits WVA FHD (1920 x 1080) 100% sRGB Anti- Glare 391-BGGF English US RGB Backlit Sealed Internal keyboard 583-BILF Intel AX210 WLAN Driver 555-BHCC Intel AX210 Wireless Card with Bluetooth 555-BHCH Hot surface warning label 389-ECGC Primary 3 Cell 53.5 Whr ExpressCharge Capable Battery 451-BCWC 65W Type-C EPEAT Adapter 492-BCXP No Fingerprint, no Smartcard reader 346-BHQB E4 Power Cord 1M for US 537-BBBL Setup and Features Guide 340-CXCE - Dummy Airbay Cover 325-BEIV ENERGY STAR Qualified 387-BBPC Fixed Hardware Configuration 998-FLBE Dell Applications for Windows 10 658-BFIO System Shipment, Latitude 5430 Rugged 340-CXCG 11th Gen Intel Core i5 vPro label 340-CTSV Microphone + RGB HD camera; Non-touch; WLAN-antenna only (NO Pogo/NO vehicle dock/NO RF passthrough) 319-BBHW EPEAT 2018 Registered (Silver) 379-BDTP No Option Included 340-ACQQ Additional USB-A rear port 590-TFHR Additional TBT/Type-C port 325-BEJZ Rigid handle 750-ADPK ProSupport: Next Business Day Onsite, 3 Years 808-6784 Dell Limited Hardware Warranty Initial Year 808-6805 ProSupport: 7X24 Technical Support, 3 Years 808-6809 Thank you choosing Dell ProSupport. For tech support, visit //support.dell.com/ProSupport 989-3449 Page 2 Dell Marketing LP. U.S. only. Dell Marketing LP. is located at One Dell Way, Mail Stop 8129, Round Rock, TX 78682 Configuration Services, Bottom Placement, Client ProSupport Tag - US Channel 365-1693 System Box Asset Label 365-0538</p>	\$2,022.64	4	\$8,090.56

**Subtotal: \$8,090.56**

## Dell 5430 Rugged

**Prepared by:**

**MEC - Lena Drive**

Brett Miller  
Ph (717) 737-7020  
Fax 717-262-2082  
brettmiller@gdcit.com

**Prepared for:**

**Carroll Valley Borough Police**

Clifford Weikert  
Ph 7176428269  
weikert@carrollvalley.org

**Quote Information:**

**Quote #: 022575**

Version: 1  
Delivery Date: 08/09/2023  
Expiration Date: 08/31/2023

## Quote Summary

Description	Amount
Hardware	\$8,090.56
<b>Total: \$8,090.56</b>	

## Payment Options

Selected	Description	Periods	Payments	Amount	
<b>Term Options</b>					
<input checked="" type="checkbox"/>	Hardware Terms	One-Time Payments	One-Time	1	\$8,090.56

## Summary of Selected Payment Options

Description	Amount
<b>Term Options: Hardware Terms</b>	
<b>Total of One-Time Payments</b>	<b>\$8,090.56</b>

Applicable sales tax and shipping & handling charges are not included with this quote unless otherwise noted. However, PEPPM and COSTARS orders do include shipping & handling in the sell price. We reserve the right to cancel orders arising from pricing or other errors or due to drastic market pricing fluctuations.

This quote is valid for 30 days barring changes in pricing and/or availability of products from our vendors. In the case of vendor pricing/availability changes, we will provide a new quote for your approval. Components and products will carry a manufacturer's warranty, direct with the stated manufacturer.

Payments may be sent to GDC IT Solutions, 1144 Kennebec Dr, Chambersburg, PA 17201.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Quote TREQ9321-02

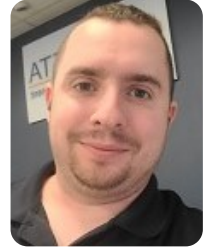
Valid through September 9, 2023 @ 7:59 pm

### Prepared For:

Carroll Valley Borough  
 Gayle Marthers  
 Phone: (717) 642-8269 x103  
 5685 Fairfield Road  
 Fairfiled, PA 17320  
 gayle@carrollvalley.org

### Prepared By:

Dan Tanner  
 Sales Coordinator  
 Phone: 717-337-1300 x113  
 Fax: 717-338-9350  
 Email: dtanner@teamtreysta.com




Below is the interactive version of the estimate, you can choose options and see the estimate totals.

For the full presentation proposal, [click here](#) to view or download the PDF version of this estimate. You can sign and fax this in, or you can save time by simply electronically accepting this estimate below.

## Line Item Detail

QTY	Description	Picture	Unit Price	Ext Price
<b>Licensing</b>				
<input type="text" value="21"/>	Datto SaaS Backup - Infinite Cloud Retention / annual commitment		\$2.50	\$52.50
<input type="text" value="1"/>	Datto Cloud Continuity Backup - Monthly Charge / annual commitment **To be used on PC that will run door control software		\$12.00	\$12.00
<b>SubTotal for licensing</b>				<b>\$64.50</b>
<b>Labor</b>				
<input type="text" value="50"/>	Estimated labor for attached statement of work		\$125.00	\$6,250.00
<b>SubTotal for labor</b>				<b>\$6,250.00</b>

\*\*\*SPECIAL TERMS\*\*\*

Client will need to migrate all Microsoft 365 licenses over to Microsoft 365 E3 GCC to allow for all features necessary for this migration

Sage Technologies will provide a quote for moving the eAXxess software from the current server to a designated workstation. This cost will be determined by Sage Technologies and Carroll Valley Borough and the work will be completed by Sage Technologies with assistance from Treysta where needed.

All labor is estimated. Labor estimates are based on statement of work. Any change orders and/or additional labor will be billed at standard hourly rates. Any delays by third parties are not included in our labor estimates and may increase cost.

Aforementioned labor rate is for work done during business hours. After-hours work is billed at time and a half. Example: \$100/hour during business hours would be \$150/hour after

hours.

Client-provided monitors MUST have DisplayPort capability to connect to new PCs and docks

Update Totals

Plus \$64.50 Monthly (incl tax)

<b>SubTotal:</b>	<b>\$6,314.50</b>
<b>Shipping:</b>	<b>\$0.00</b>
<b>Sales Tax:</b>	<b>\$0.00</b>
<b>Total:</b>	<b>\$6,314.50</b>

## Ready to Accept?

### Order Confirmation

We reserve the right to cancel orders arising from errors, inaccuracies, or omissions.

I agree to the terms and conditions of the above document and PDF attachment with an electronic signature below.

**IP Address** 173.163.66.249

**PO Number**

*(Optional: Enter PO Number as your reference only.)*

**Comments**

**Email Address**

gayle@carrollvalley.org

**Printed Name**

**Signature**

*"signatures" could include: /john smith/; /js/; /js123/, etc*

Click to Accept

## Have Questions?

### Not Ready To Accept? Have Questions?

Submit

*(Note, you will receive a copy of your message by email.)*

**No questions posted yet.**

*Time expressed in Eastern Daylight Time UTC-04:00*

**CARROLL VALLEY WASTEWATER  
TREATMENT PROJECT**

**BID OPENING: August 8, 2023 @ 2:00 P.M.**

**BIDDING COMPANY:**

**BID AMOUNT:**

**Conewago Enterprises**

**\$5,836,381**

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**Hickes Associates**

**\$5,315,000**

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**HRI, INC.**

**\$6,509,459**

---

**M2 Construction**

**\$5,848,643**

---

**Johnston Construction**

**\$6,671,550**

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**Notes:**



420 Allegheny Street  
Hollidaysburg, PA 16648  
Phone: 814.696.7430  
Fax: 814.696.0150

[www.keller-engineers.com](http://www.keller-engineers.com)

4529-1

August 9, 2023

Carroll Valley Borough Council  
5685 Fairfield Road  
Fairfield, PA 17320

RE: HICKES ASSOCIATES INC.

Dear Council Members:

As you are aware, Hickes Associates, Inc. of Alexandria PA is the apparent low bidder for your recently opened wastewater treatment facility expansion project. Please let this letter serve as reference for Hickes Associates and as a recommendation of award.

I have personally worked as lead engineer and construction manager on projects for which Hickes Associates served as contractor. This includes a \$4 million wastewater treatment facility improvement project for the Union Township Municipal Authority in Belleville, PA. That project was similar in nature to your proposed undertaking and was completed just last year. Hickes Associates has a reputation as a professional organization with qualified craftsmen, foremen, and managers. They have the equipment and expertise to complete the treatment facility project.

Upon review of the subject bids, I can confirm that they are the lowest responsible bidder, and I recommend award of the project contract to Hickes Associates, Inc. Please do not hesitate to contact me at 814-696-7430 or [dcunningham@keller-engineers.com](mailto:dcunningham@keller-engineers.com) if you have any questions or would like additional information.

Sincerely,

David M. Cunningham, P.E.  
Vice President, Associate Director of Water/Wastewater

cc: file





207 Baltimore Street  
Gettysburg, PA 17325  
Phone: 717-334-9137

[www.keller-engineers.com](http://www.keller-engineers.com)

August 10, 2023

Carroll Valley Borough Council  
5685 Fairfield Road  
Fairfield, PA 17320

Re: HICKES ASSOCIATES INC.

Dear Borough Council Members:

William F. Hill & Assoc., Inc. worked with Hickes Associates Inc. (serving as the General Contractor) for the Newville Borough Water and Sewer Authority (NBWSA) in Cumberland County for the construction of a 650,000 GPD Wastewater Treatment Plant to replace the prior facility. The facility was very similar to the proposed Carroll Valley Borough Wastewater Treatment Plant. The process included a Sequencing Batch Reactor, Removal of Nitrogen, and UV Disinfection. The Newville Borough serves four municipalities in Cumberland County.

The Newville WWTP project was constructed during 2008-2009 by Hickes Associated Inc., the contractor proved to be reliable, fair in negotiations, and performed quality construction. At the conclusion of the project, the NBWSA was satisfied with the relationship during construction and with the completed project by Hickes Associates Inc. Newville Water and Sewer Authority won an Excellence Award for Plant Operations and Maintenance, taking first place in a state-wide competition for wastewater treatment facilities treating less than 2.0 MGD in 2011.

We have also worked with Kappe Associates on approximately ten new or upgraded/replaced WWTPs. They have demonstrated how reliable they are in facility start up and continued service. Kappe Associates is providing the entire SBR Equipment Package and UV Disinfection System for the Carroll Valley WWTP upgrades.

If you have any questions, feel free to contact our office.

Sincerely,




William F. Hill, P. E.

**MEMORANDUM**



**TO:** PUBLIC SEWER COMMITTEE; BOROUGH COUNCIL; MAYOR

**FROM:** DAVID HAZLETT, BOROUGH MANAGER 

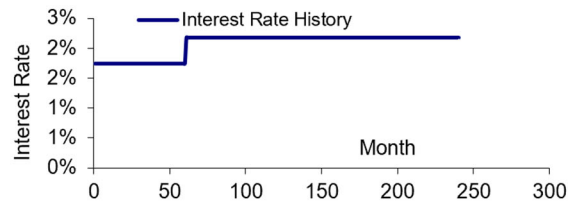
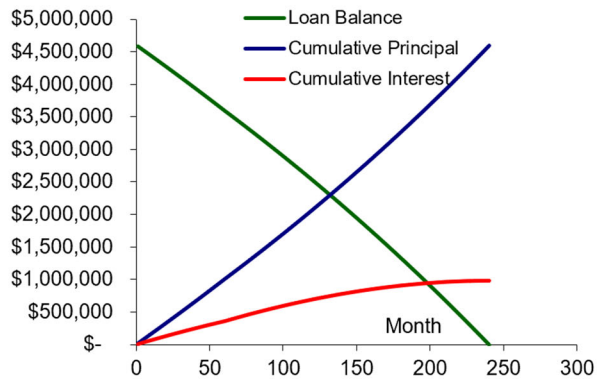
**SUBJECT:** SEWER PLANT CONSTRUCTION

**DATE:** 8/10/2023

**CC:** GAYLE MARTHERS

At this time, the Borough has not received a formal amortization schedule from PENNVEST, but the staff has approximated our potential annual debt service costs. For the initial 5 years, we are expected to pay \$272,578.80 annually to repay the loan. (22,714.90\*12 months)

Loan Information	
Loan amount	4,600,000.00
Term (years)	20
Starting interest rate	1.743%
First payment date	1/1/2024
<b>Starting monthly payment</b>	<b>22,714.90</b>
Rate Adjustments	
Rate remains fixed for	5 years
Months between adjustments	12
Expected adjustment	43.600%
Interest rate cap	2.179%
Summary	
Est. Max rate	2.18%
Est. Max monthly payment	<b>23,435.51</b>
Total payments	5,581,284.98
Total interest	981,284.98
Internal Rate of Return	1.98%



Based upon this estimate, we anticipate the following actions needed to pay the annual debt service, all of which have been included in the above calculation:

- Apply the remaining portion of the \$700,000 grant toward the costs. (THIS ISN'T OPTIONAL)
- Liquidate the Holding Tank Reserve Fund (\$215,000) (SPEND ALL AVAILABLE CASH)
- Reevaluate the Administrative transfer amount to ensure accuracy (potential \$65,000 savings) (DECREASE EXPENDITURES)
- Raise all user rate classes by 37% (INCREASE REVENUES)
- Prior to the end of the first 5 years, evaluate rates again to consider the additional \$8,647.32 in costs with the introduction of the higher interest rate.

# UNFINISHED BUSINESS

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August, 11 2023

## Memorandum

To: Carroll Valley Borough Council

From: GMS Funding Solutions (GMS)

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### **DCED – GREENWAYS, TRAILS AND RECREATION PROGRAM (GTRP)**

*Carroll Valley Borough Trail Project*

Request: \$212,000

The scope of work includes the construction of a 4,750 linear-foot walking trail through a forested area adjacent to residences, located between Deer Trail to the north, Fairfield Road to the east, Skylark Trail to the south and Veronica Trail to the west. GMS submitted the application on May 30, 2023. Support letters were received from Sen. Mastriano and Rep. Moul. Rep Moul confirmed additional outreach was completed to show support of the project.

**Next Steps: Award announcements are anticipated to occur at the CFA meeting on September 19, 2023.**

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

*Wastewater Treatment Plant Upgrades*

Award: \$700,000

The H2O grant expires on June 30, 2024. Project should not be bid until the PENNVEST loan has closed. As a note, the PENNVEST funds can be used as match for the H2O's 50 percent match requirement.

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

### **PENNVEST**

*Wastewater Treatment Plant Upgrades*

Award: \$5,452,398 (loan)

The interest rate is 1.743 percent for years 1-5 and 2.179 percent for years 6-20.

The Borough, PENNVEST, GMS, and Salzmann Hughes attended the first settlement conference call on May 23, 2023. The next call is scheduled for Aug. 16, 2023 at 11:00. Loan closing is still anticipated to occur on Oct. 12, 2023.

**Next Steps: All closing documents must be uploaded to the PENNVEST portal by Sept. 21, 2023. Loan is anticipated to be closed on Oct. 12, 2023.**

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

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

The next SLFRF report is due on April 30, 2024.

**Next steps: None at this time.**

## **ELECTRIC VEHICLE CHARGING STATIONS INITIATIVE**

GMS continues to assist the Borough in its desire to install electric vehicle charging stations at the Borough's municipal building with the expectation of offsetting costs by utilizing DEP's Level 2 Electric Vehicle Charging Rebate Program. Pursuant to DEP's website, these rebate funds are anticipated to be exhausted soon. GMS reached out to four electric charging vehicle companies and a quote was received from Blink charging and provided to the Borough. Blink's quote prices two dual-plug stations (four total charging ports) at a total cost of \$9,947.38. GMS anticipates this cost is solely for equipment and does not include installation costs. GMS has reached out to the Borough to clarify if Borough staff would be able to install the stations using the provided installation instructions.

***Next Steps: The Borough should confirm if the project is still desirable since there is a match component required. The rebate will only pay for a portion of the purchase and installation costs.***

## **PROJECTS/PROGRAMS TO MONITOR**

- **Broadband Initiative**
- **Intersection of Routes 16 and 116 Traffic Light**
- **Statewide Local Share Account (LSA)** is anticipated to open Sept. 1, 2023. Eligible projects are projects that improve the quality of life in a community. Projects must be owned and maintained by an eligible applicant or a nonprofit organization, with a maximum grant request of \$1 million. Each application must include a cohesive project scope based on a singular project. A copy of the NOFA is included.



## Local Share Account (LSA) - Statewide

### OVERVIEW

The PA Race Horse Development and Gaming Act (Act 2004-71) as amended has established the Local Share Account – Statewide grant program under the Commonwealth Financing Authority (CFA) for the purpose of distributing a portion of local share assessments to support projects in the public interest.

### APPLICATION WINDOW

Sept. 1 - Nov. 30, 2023

### AWARD DATE

Anticipated March 2024

### MAXIMUM GRANT AWARD

Typical award amounts range from \$25,000 to \$1 million.

### MATCH REQUIREMENT

Matching funds are not required for this program. If a project budget includes other funding sources, copies of funding commitment letters and evidence of receipt of funds must be included.

### ELIGIBLE APPLICANTS

Eligible applicants include counties, municipalities, municipal authorities, economic development agencies, redevelopment authorities, land banks, and councils of government in Pennsylvania. **A nonprofit organization may have an eligible project; however, an eligible applicant will have to apply on its behalf.**

### ELIGIBLE PROJECTS

Projects that improve the quality of life in a community. Eligible projects must be owned and maintained by an eligible applicant or a nonprofit organization. Each application must include a cohesive project scope based on a singular project. This may include multiple phases of the same project. Applicants may also submit multiple applications.

### ELIGIBLE USE OF FUNDS

Eligible costs include acquisition; construction; demolition; infrastructure; purchase of vehicles, machinery and/or equipment; planning, consulting and design costs related to planning projects; engineering, design and inspection, to include permitting fees, for construction projects not to exceed 10 percent of the total grant award; administrative costs of the grantee for the purposes of administering the grant, not exceeding 2 percent of the total grant award; and contingency costs not to exceed 5 percent of documented construction and infrastructure costs.

### INELIGIBLE PROJECT COSTS

Ineligible project costs include operations and salary costs (with the exception of administrative costs of the grantee directly related to grant administration); consumable supplies; uniforms and personal protective equipment; furniture; training costs; consulting fees (with the exception of costs for an eligible planning project); warranty fees; public relations and marketing costs; fees for securing other financing,

interest on borrowed funds, and/or refinancing of existing debt; lobbying, reparations, fines, application preparation/consultant fees.

*Costs incurred prior to the approval of CFA funding, regardless of the project's eligibility, is ineligible for reimbursement.*

#### **APPLICATION AND REVIEW CRITERIA**

The application must present a project description, cost estimate, ownership notice, resolution to apply, and color-coded map, if applicable. The CFA will review and evaluate applications based on cost, strategic importance, and impact.

#### **APPLICATION FEE**

There is a \$100 fee to apply for this grant.



# NEW BUSINESS

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# Lot Sale Guidelines

The following are guidelines for ranking and evaluating Borough-owned real estate values. Borough Council can use these guidelines as a tool to assess property sale requests from citizens as well as the prioritizing of properties for occasional sales. The *Pennsylvania Borough Code* has specific requirements for the sale of real estate, and you will see that language shown *in this format*.

*“No real estate owned by the Borough may be sold except upon approval of council by resolution.”*

## Annual Sales Guidelines

What factors should the Borough consider when deciding if it is an appropriate time to auction lots, and when appropriate, how many?

- National Economy (consumer confidence, inflation/recession, unemployment)
- Mortgage interest rate fluctuations
- State of the housing market (how fast are homes and land selling once listed?)
- Availability of land vs. demand (selling too many lots at once could drive the market down)
- # of new builds versus average
- Was a specific lot requested by an adjoining property owner?

## Lot Evaluation (Score of 100 possible)

The below values should be used to rank the Borough-owned property list offered occasionally for sale. Individual requests for borough-owned property will only be considered during the annual sale window, which is a period from July 4 to Labor Day.

<i>Criteria</i>	<i>Score</i>
Public Sewer or Approved Perc	(+40)
Tax money previously invested in property	(+10)
Slope < 25%	(+10)
Existing Road Frontage	(+10)
Size of Lot (+1 for every 1/10 acre max 10)	(+10)
Location of the lot (value assigned max 10)	(+10)
Adjoining Property Owner requested sale	(+10)
Floodplain	(-10)
Determinable public use	(-40)

## Sale Procedures

1. Perc/sewer status for each lot will be determined first. To complete this determination –
  - a. Does the lot have acceptable isolation distances from adjoining wells and septic?
  - b. Does the lot have a slope of less than 25%?
  - c. If “yes” to both questions, the Borough must complete a perc test unless prior results exist from the previous 24 months.

- d. If “no” to either question, the Perc test will fail, and the lot should be noted as “perc failed.”
2. All lots to be considered for sale must have an appraisal completed prior to advertisement.
3. All Lots will be sold via a sealed bid process (except as provided for in number 6 of this part)
4. Advertisement of availability of lots
  - Ad in the newspaper – *“The advertisement shall be published once in one newspaper of general circulation not less than ten days prior to the date scheduled for the opening of bids or public auction. The date for opening bids or public auction shall be announced in the advertisement.”*
  - Electronic sign in front of the office. (Minimum of 14 days)
  - Real estate for sale by owner websites
  - Borough website (Minimum of 14 days)
  - Social Media such as Facebook and Facebook Marketplace (Minimum of 14 Days)
  - Yard Sign (Minimum of 14 Days)
5. Award of contracts. -- Bids will be opened prior to the regular monthly meeting of the council by staff, and a summary of bids received will be supplied to the council. Bids must be submitted upon a form created by the Borough and be filled out completely. The form will require the bidder to agree to pay for all costs associated with the property transfer in addition to their bid price. *The award of contracts shall be made only by public announcement at a regular or special meeting of council. All bids shall be accepted on the condition that payment of the purchase price in full shall be made within 60 days of the acceptance of bids. If no compliant bids are received after advertisement, the property must be bid a second time. If after two unsuccessful bid acceptance periods, the council may enter into a contract with whomever they choose.*
6. Rejection of bids. --*The council shall have the authority to reject all bids if the bids are deemed to be less than the fair market value of the real property. In the case of a public auction, the council may establish a minimum bid based on the fair market value of the real property.*
7. Exception to sealed bid process – The Boroughs’ fiduciary responsibilities should dictate that exceptions to the above guidelines are a rarity; however, the Borough Code does provide for one: *Real estate owned by a borough may be sold at a consideration of \$6,000 or less without advertisement or competitive bidding only after council estimates the value of the property upon receipt of an appraisal by a qualified real estate appraiser. Prior to selling real estate valued at \$6,000 or less without advertisement or competitive bidding, council shall make a public announcement of the council’s intention to sell the real estate at a regular or special meeting of council at least 30 days prior to the sale.*

FOR YOUR INFORMATION

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**Municipal Services Report  
July 2023**

**Road Work and Right of Way: 146 Man-Hours**

- Road work performed included:
  - Roadside mowing
  - Valley Trail-completed shoulder material installation
  - Chipped roads with excessive tar on the surface and rolled.
  - Washed Street name signs where needed.
  - Swept intersections.
  - Cleaned up down tree on Pinehill Trail
  - Prepared base of Brenda and Woodland Trails. Tar and chipped these two roads/Cul-De-Sacs.
  - Replaced damaged stop sign and post on Old Waynesboro Rd.
  - Uncovered sewer manhole on Main Trail

**Equipment Maintenance and Repair: 92 Man-Hours**

- Municipal Services/Parks/Zoning/STP Departments:
  - Routine maintenance of mowers- Cleaned mower decks and sharpened blades
  - Installed New window regulator in MS 2(2010 Expedition)
  - Welded shoulder machine broken wheel platform.
  - Replaced cutter head belts on MS5 (John Deere Boom Mower tractor)
  - Transported all medium duty trucks for state inspection. (MS3, MS10, MS11, MS4)
  - Replaced marker lights in MS10 (2012 F550) and MS11(2016 F550)
  - Disassembled roller and tightened seals
  
- **Police Department: 1 Man-hours**
  - Moved digital speed sign to new location.

**Parks and Property Maintenance: 414 Man-Hours**

- Borough office building
  - Weeded flower beds
  
- Ranch Park
  - Weeded playground areas
  - Weekly mowing and trimming
  - Trash removal
  - Trimmed trees along Palamino and Mile trails
  
- Carroll Commons Park
  - Trash removal.

- Weekly mowing and trimming
- Prepared parking area at Cortner Pavilion for tar and chip surfacing
- Purchased and planted landscaping plants at the Cortner Pavilion
- Prepared Park for the July 4<sup>th</sup> event and cleaned up after the event.
  
- Lake Kay Mini Park
  - Routine Maintenance consisted of trash collection and removal.
  - Trimmed the trees to gain clear access to the boat ramp.
- Lake Mae
  - Weekly mowing and trimming.
  
- Municipal services facility
  - Repaired air condition unit for the Municipal office/ Breakroom area. Installed new fan and capacitor on outdoor unit.
  - Moved anti-skid material from Fairfield Road cinder shed to 14 ranch Trail to create storage for road salt deliveries.
  - Received Road salt deliveries for 2023/2024 winter season.

**Admin, Events and Training: 61 Man-Hours**

- Staff Meetings
- Set up for July 4<sup>th</sup> event.
- Cleaned up after the July 4<sup>th</sup> event- Moved Bleachers, trash totes, picked up litter, removed parking stakes and ribbon, removed light towers.
- Employee meeting with Kampstra
- Took inventory and began preparing the 2024 Municipal Services budget

**Sewer Treatment Plant: 3 Man-Hours**

- Performed daily operations of treatment facility.

**Paid Time Off: 182 Man-Hours**

- 134 hours- Sick, Comp and Vacation leave
- 48 Hours- Holiday

Respectfully Submitted,

*Brad A. Sanders*

Brad A. Sanders

MS Supervisor

<b>Hours/Mileage July 2023</b>					
<b>Vehicle ID/ Equipment ID</b>	<b>Description</b>	<b>Beginning Miles/ Hours</b>	<b>Ending Miles/Hours</b>	<b>Total Miles/Hours</b>	
MS2	2010 Ford Expedition	84836	85262	426	
MS3	2010 Ford F550 D/T	50558	50843	285	
MS4	2001 Chevy B/T	82622	82682	60	
MS5	2007 Freightliner Sweeper Truck	16038	16083	45	
MS6	2012 INT 7400 D/T	13608	13664	56	
MS7	1999 Int 5000 D/T	120819	120930	111	
MS8	2015 Mack Granite	13729	13767	38	
MS10	2012 Ford F550 D/T	77579	77836	257	
MS 11	2016 Ford F550 D/t	38638	38808	170	
MS12	2021 Mack Granite	1988	1988	0	
<b>Total Mileage</b>				<b>1022</b>	
EQMS2	2006 Bobcat Skid loader	894	Inoperable 06/2023		
EQMS3	2021 Volvo loader	144	154	10	
EQMS4	580 John Deere 570B Grader	770	770	0	
EQMS5	6110 John Deere Boom Mower	1548	1603	55	
EQMS6	Bandit Brush Chipper	352	352	0	
EQMS10	2019 JCB Backhoe	1314	1348	34	
EQPK1	2015 Scag Mower	1243	1243	0	
EQPK3	301A John Deere tractor	Hour meter inoperable			
EQPK7	John Deere Gator	49	60	11	
EQPK8	2023 Scag Mower	17	30	13	
EQPK 6	2018 Simplicity mower	430	449	19	
<b>Total Equipment hours</b>				<b>142</b>	



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**MEMORANDUM**

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**TO:** BOROUGH COUNCIL, DAVE HAZLETT  
**FROM:** BRAD SANDERS, MUNICIPAL SERVICES  
**SUBJECT:** CAPITAL PURCHASES UPDATE  
**DATE:** 8/10/2023  
**CC:** GAYLE MARTHERS

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Both Capital Purchases that were approved to be installed at the Municipal Services building have been completed.

Atlantic Security Systems installed the Security camera system.

R.Perry fence Company also completed the installation of the fencing and gate opener at the Municipal Facility.

Both improvements were completed in a timely manner.



# BOROUGH OF CARROLL VALLEY WWTP MONTHLY REPORT

Month July 2023

Total Monthly Flow- 2.734 MGD

Average Monthly Flow- .088 MGD

Sludge Hauled- 11,000 Gal

Chlorine Usage- 115 Gal

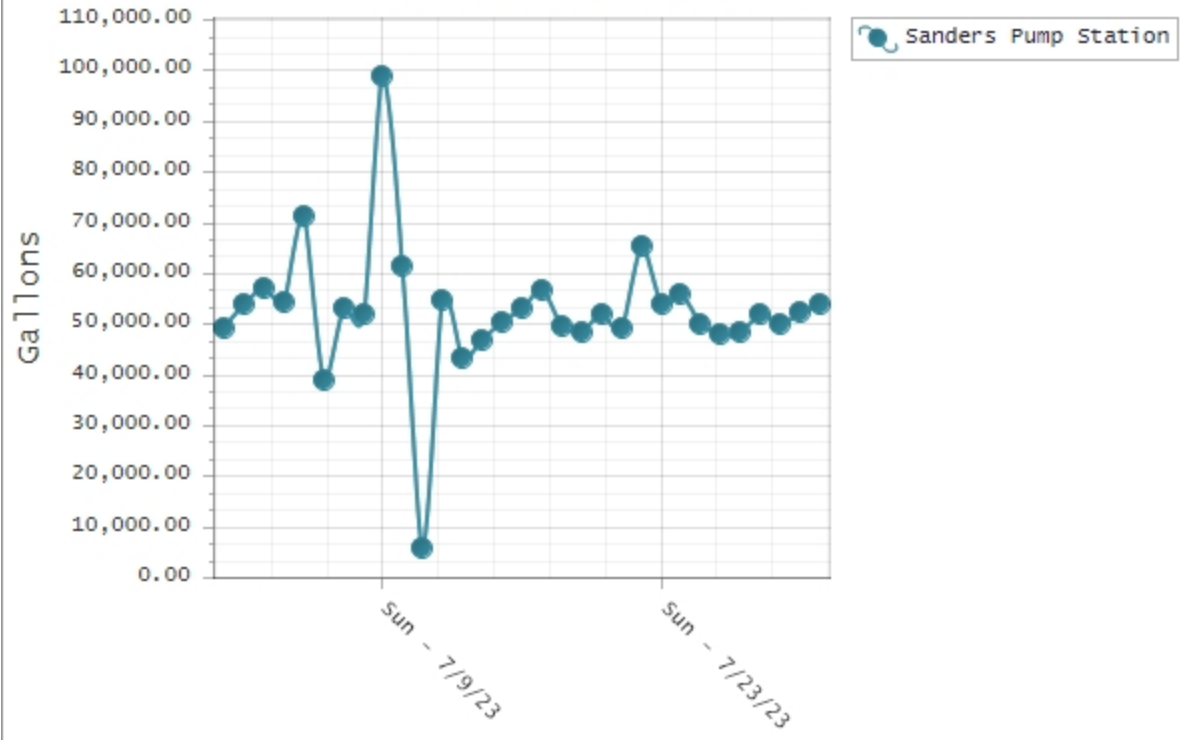
Total Precipitation- 2.52"

## Work Conducted and Comments

- Cleaned out scum pit line. Line was clogged, tore it apart and removed blockage. Cleaned scum pit while it was down.
- Cleaned cl2 contact tanks.
- Finished 2024 STP budget.
- Attended pre bid meeting. Answered many phone calls and questions in regard to STP project bid.
- Completed grease trap inspections for our commercial customers. No issues were found.

# Station Effluent (outflow)

Sat. 7/1/23 to Mon. 7/31/23



# Station Effluent (outflow)

Sat. 7/1/23 to Thu. 8/31/23

