



**BOROUGH COUNCIL AGENDA**  
**TUESDAY, DECEMBER 13, 2022 – 7:00 P.M.**

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

**REGULAR MEETING**

1. **Approval of Minutes: November 15, 2022 Regular Meeting**
2. **Open to the public**
  - a. Citizens wishing to comment will be recognized in the Order of their listing on the Appearance Sheet and are asked to stand up and give their name, address, and organization they represent (if applicable). Impromptu comments are limited to five minutes per individual.
3. **Ordinances and Resolutions**
  - a. Ordinance #3-2022: Fairfield Borough Police Contract Addendum
  - b. Ordinance #1-2023: Chapter 27 Zoning Amendment
  - c. Ordinance #2-2023: Chapter 10 Property Maintenance
  - d. Resolution #11-2022: 2023 Fee Schedule
4. **Mayor's Report – R. Harris**
  - e. Police Report
  - f. Around Town
  - g. Upcoming Events & Meetings of Interest
  - h. In Requiem
5. **Fire/EMS/EMA Report**
  - a. Fountaindale Volunteer Fire Company Request
6. **Committee Reports**
  - a. Civil Service Commission
    - List of Eligibles
    - Regulations
  - b. Planning Commission
7. **Administrative Business – Borough Manager**
  - a. Treasurer's Report – November 2022
  - b. 2023 Proposed Budget
  - c. Resolution #9-2022 – 2023 Tax Resolution
  - d. Resolution #10-2022 – 2023 Fire Tax Resolution
  - e. 2023 Meeting Schedule
  - f. Lot Appraisal Results
  - g. Surplus Inventory Sale
  - h. Energy Contract
  - i. Donlon/Leckemby Subdivision
  - j. Personnel Policy Update
  - k. 2023 MMO Revised
8. **Unfinished Business**
  - a. Grant Funding Updates
  - b. High-Speed Broadband Update
  - c. Police Department Ordinance
9. **New Business**
10. **Open to the public**
  - a. Citizens wishing to comment will be asked to stand up and give their name, address, and organization they represent (if applicable). Impromptu comments are limited to five minutes per individual.
11. **Adjournment**

## APPROVAL of MINUTES

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# ORDINANCES and RESOLUTIONS

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BOROUGH OF CARROLL VALLEY  
ADAMS COUNTY, PENNSYLVANIA  
ORDINANCE #3-2022

**AN ORDINANCE OF THE BOROUGH OF CARROLL VALLEY, ADAMS COUNTY, PENNSYLVANIA  
AUTHORIZING THE ENTRY INTO AN ADDENDUM TO THE JOINT MUNICIPAL AGREEMENT FOR LAW  
ENFORCEMENT SERVICES WITH THE BOROUGH OF FAIRFIELD**

**WHEREAS**, the Borough of Carroll Valley, Adams County, Pennsylvania intends to extend by Addendum the term of the Joint Agreement for Law Enforcement Services with the Borough of Fairfield to provide services and law enforcement functions in Fairfield Borough from January 1, 2023 through December 31, 2027, unless terminated earlier in accordance with the terms of the Agreement; and

**WHEREAS**, Section 1202(35) of the Pennsylvania Borough Code, as amended, authorizes the entry into joint contracts for the provision of police services in other near or adjacent municipalities; and

**WHEREAS**, the Borough Council of the Borough of Carroll Valley desires to enact, adopt and ordain an Ordinance authorizing the Addendum to the Joint Agreement for Law Enforcement Services pursuant to the Intergovernmental Cooperation Act, 53 Pa. C.S.A. §2301, et seq.

**WHEREAS**, the Addendum to the Joint Agreement for Law Enforcement Services shall become effective when the Borough Council of the Borough of Carroll Valley and the Borough Council of the Borough of Fairfield each separately enacts, adopts and ordains an Ordinance authorizing its respective entry into the Addendum to Joint Agreement for Law Enforcement Services, effective no later than 12:01 o'clock A.M. on January 1, 2023.

**NOW, THEREFORE**, the Borough Council of the Borough of Carroll Valley hereby enacts, adopts and ordains as follows:

**SECTION I:** The Borough of Carroll Valley is hereby authorized to enter into the Addendum to the Joint Agreement for Law Enforcement Services, a copy of which is attached hereto and made a part hereof as Exhibit "A", with the Borough of Fairfield of Adams County, Pennsylvania pursuant to which the police department of the Borough of Carroll Valley will continue to perform police services and law enforcement functions within the Borough of Fairfield.

**SECTION II:** Pursuant to the terms and conditions of the Addendum to the Joint Agreement for Law Enforcement Services, the Borough of Fairfield shall pay to the Borough of Carroll Valley the amounts as more particularly set forth in the Addendum to the Joint Agreement for Law Enforcement Services to compensate the Borough of Carroll Valley for the furnishing of police services pursuant to the terms and conditions of said Addendum to the Joint Municipal Agreement, said payments from the Borough of Fairfield for police services rendered shall be made on or before the 15<sup>th</sup> of each calendar month throughout the duration of the Addendum.

**SECTION III:** The President of the Borough Council of the Borough of Carroll Valley and the Secretary of the Borough hereby authorized and directed to execute the Addendum to the Joint Agreement for Law Enforcement Services with the Borough of Fairfield on behalf of the Borough Council of the Borough of Carroll Valley.

**SECTION IV:** Any Ordinance or any parts of any Ordinances, conflicting with this Ordinance be and the same are repealed insofar as the same affect this Ordinance.

**SECTION V:** This Ordinance is entered into under the authority of the Intergovernmental Cooperation Act, 53 Pa. C.S.A. §2301, et seq.

**ENACTED, ADOPTED AND ORDAINED** into law this 13<sup>th</sup> day of December 2022.

Attest:

CARROLL VALLEY BOROUGH COUNCIL

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

BY: \_\_\_\_\_  
Richard Mathews  
Council President

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2022

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

Certificate of Adoption

I hereby certify that the foregoing Ordinance was advertised in The Gettysburg Times, a newspaper of general circulation in the municipality, on \_\_\_\_\_, 2022, and was duly enacted and approved as set forth in a regular meeting of the Borough Council of the Borough of Carroll Valley on \_\_\_\_\_, 2022.

\_\_\_\_\_  
Borough Secretary

## ADDENDUM TO THE JOINT AGREEMENT FOR LAW ENFORCEMENT SERVICES

This Agreement is made this 13<sup>th</sup> day of December, 2022 by and between Borough of Carroll Valley, a duly incorporated and existing political subdivision, with offices at 5685 Fairfield Road, Fairfield, Adams County, Pennsylvania 17320 (hereinafter "Carroll Valley"); and the Borough of Fairfield, a duly incorporated and existing political subdivision, with offices at 108 W. Main Street, Fairfield, Adams County, Pennsylvania 17320 (hereinafter "Fairfield").

**Whereas**, The Police Department of Carroll Valley has performed law enforcement functions within Fairfield Borough pursuant to the terms and conditions contained within the "**Joint Agreement for Law Enforcement Services**" entered into by both municipalities effective June 1, 2003; and

**Whereas**, it is the desire of Fairfield and Carroll Valley to extend the term of the Joint Agreement for Law Enforcement Services; and

**Whereas**, This Agreement is entered into under the authority of the Intergovernmental Cooperation Act of December 19, 1996, P.L. 1158, No. 177 (53 Pa.C.S.A Section 2301 et.seq); and

**Whereas**, following the adoption of this Amendment by Ordinance of both Fairfield Borough Council and Carroll Valley Borough Council, this Amendment to the Joint Agreement for Law Enforcement Services shall become binding and in force as to Carroll Valley and Fairfield on January 1, 2023.

**Now, Therefore**, with the foregoing incorporated by reference as an integral part hereof, and intending to be legally bound hereby, the parties hereto agree as follows:

1. The term of the *Joint Agreement for Law Enforcement Services* is extended for an additional five (5) years, through December 31, 2027.
2. Fairfield agrees to pay Carroll Valley for the services performed under the agreement and this Addendum is based on the following formula:
  - a. **YEAR ONE:** Year one shall be from January 1, 2023, until December 31, 2023. Fairfield agrees to pay Carroll Valley a total of \$82,600.68 annually in installments of \$6,883.39 per month, due by the first of each and every month.
  - b. **YEAR TWO:** Year two shall be January 1, 2024, through December 31, 2024. The monthly payment amount during year two shall be four percent (4%) greater than the year one monthly payment amount (\$7,158.72). The annual payment shall equal \$85,904.64. Payments will continue to be made on the first of each and every month.
  - c. **YEAR THREE:** Year three shall be January 1, 2025, through December 31, 2025. The monthly payment amount during year three shall be four percent (4%) greater than the year two monthly payment amount (\$7,445.07). The annual payment shall equal \$89,340.84. Payments will continue to be made on the first of each and every month.
  - d. **YEAR FOUR:** Year four shall be January 1, 2026, through December 31, 2026. The monthly payment amount during year four shall be four percent (4%) greater than the year three monthly payment amount (\$7,742.88). The annual payment shall equal \$92,914.56. Payments will continue to be made on the first of each and every month.
  - e. **YEAR FIVE:** Year five shall be January 1, 2027, through December 31, 2027. The monthly payment amount during year five shall be four percent (4%) greater than the year four monthly payment amount (\$8,052.59). The annual payment shall equal \$96,631.08. Payments will continue to be made on the first of each and every month.



3. Fairfield may desire to increase coverage hours during the term of this agreement. Carroll Valley agrees to provide those additional hours using the same cost basis and ratio of patrol and administration as the initial agreement, as long as Carroll Valley determines that it has the manpower and police staffing available to provide those additional hours of coverage.
4. The agreement and this addendum shall terminate upon any of the following:
  - a. Automatically at midnight on December 31, 2027
  - b. By either party at midnight on December 31 *of each year of the contract* provided, the party terminating the agreement must provide written notice of intent to terminate to the other before midnight on December 31 *of the preceding year*.
  - c. Immediately upon creation or participation by both parties in a regional police department.
  - d. In accordance with the provisions in paragraph 5 or paragraph 6 below.
5. In the event that Carroll Valley Borough receives notice from a labor organization or other representative of the police officers of Carroll Valley Borough of their intent to bargain collectively with the Borough of Carroll Valley concerning the terms and conditions of their employment, and at any time during the course of such negotiations, Carroll Valley shall have the right to reopen and renegotiate the terms of the *Joint Agreement for Law Enforcement Services*, as amended, or provide Fairfield Borough written notice that Carroll Valley intends to terminate said agreement sixty (60) days following the date of the written notice. Fairfield Borough shall have an equal right to withdraw from this agreement should Carroll Valley Borough Police Department elect to unionize its members.
6. In the event the actual costs to operate the Carroll Valley Police Department increases more than 10% from one calendar year to the next, Carroll Valley shall have the right to reopen and renegotiate the terms of the *Joint Agreement for Law Enforcement Services*, as amended, or provide Fairfield Borough written notice that Carroll Valley intends to terminate said agreement sixty (60) days following the date of the written notice. Fairfield Borough shall have an equal right to withdraw from this agreement should Carroll Valley Borough elect to reopen and renegotiate the *Joint Agreement for Law Enforcement Services*.
7. All remaining terms of the *Joint Agreement for Law Enforcement Services* shall remain in full force and effect.
8. This addendum shall be effective when adopted as an ordinance by both Fairfield Borough Council and Carroll Valley Borough Council, but no later than 12:01 A.M., January 1, 2023, and shall remain in effect until terminated pursuant to the provisions of paragraph 4 above.

BOROUGH OF CARROLL VALLEY, PENNSYLVANIA

BOROUGH OF FAIRFIELD, PENNSYLVANIA

By: X  
 President of Council *Richard Matthews*

By: X  
 President of Council

Attest: \_\_\_\_\_  
 Gayle Marthers, Borough Secretary

Attest: \_\_\_\_\_  
 Susan E. Wagle, Borough Secretary

CARROLL VALLEY BOROUGH  
ADAMS COUNTY, PENNSYLVANIA

Ordinance No. 1-2023

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 VACATION RENTALS, PARKING, AND HOME-BASED BUSINESSES; REAFFIRM CHAPTER 27 AS AMENDED, AND SET FORTH AN EFFECTIVE DATE.

The Borough of Carroll Valley hereby ordains:

**SECTION 1. AMENDMENT TO CHAPTER 27 OF THE BOROUGH OF CARROLL VALLEY CODE OF ORDINANCES.**

The Borough of Carroll Valley Code of Ordinances (hereinafter "Code of Ordinances:), Chapter 27 "Carroll Valley Borough Zoning Ordinance", is hereby amended, with all material to be deleted indicated with ~~striketroughs~~, and all material to be added indicated with underlining as follows:

***II. §201; "Definitions" is hereby amended as follows:***

BOAT - any water vessel designed to carry persons and/or property upon water, propelled by engine, oars or sail.

HARD SURFACE - asphalt, concrete, or compacted crushed stone or gravel, granular material or aggregate with an asphaltic or cement binder having a minimum overall depth of 6 inches, or any other permanent type of surfacing which prevents the raising of dust or loose particles, or the infiltration of contaminants into the groundwater.

NO-IMPACT HOME-BASED BUSINESS – A business or commercial activity administered or conducted as an accessory use which is clearly secondary to and within the use as a residential dwelling and which involves (i) no customer, client, or patient traffic, whether vehicular or pedestrian, (ii) no pickup, delivery or removal functions to or from the premises, (iii) and/or no storage or staging of commercial products, materials, or equipment, in excess of those normally associated with the residential use.

RECREATIONAL VEHICLE - a vehicular-type unit primarily designed for recreational camping or travel use that has its own motive power or is mounted on or towed by another vehicle. The units include travel trailers, fifth-wheel trailers, folding camping trailers, truck campers, and motor homes

TRAILER - any vehicles or devices of any kind whatsoever which are manufactured, designed, marketed, or used to be coupled to or drawn by a motor vehicle.

TRUCK TRACTOR - every motor vehicle designed and used primarily for drawing other vehicles and not so constructed as to carry a load other than a part of the weight of the vehicle and load so drawn. However, a truck tractor may have a box, deck, or plate for carrying freight, mounted on the frame behind the cab, and forward of the fifth-wheel connection point.



**IV. §401.B; "Accessory Uses:" is hereby amended as follows:**

10. Vacation Rental, in accordance with Section 1501.HH.

**IV. §401.C; "Special Exception Uses:" is hereby amended as follows:**

6. Vacation Rental, in accordance with Section 1501.HH.

**VI. §601.B; "Accessory Uses:" is hereby amended as follows:**

9. Vacation Rental, in accordance with Section 1501.HH.

**VI. §601.C; "Special Exception Uses:" is hereby amended as follows:**

2. Vacation Rental, in accordance with Section 1501.HH.

**VII. §701.B; "Accessory Uses:" is hereby amended as follows:**

9. Vacation Rental, in accordance with Section 1501.HH.

**VII. §701.C; "Special Exception Uses:" is hereby amended as follows:**

4. Vacation Rental, in accordance with Section 1501.HH.

**XIV.-§1415.C; "Unenclosed Storage and/or Parking" is hereby amended as follows:**

2. Recreational vehicles, travel trailers, truck tractors, boats and trailers may be parked on a property in accordance with the following requirements:
  - a. The storage of one (1) such vehicle shall be permitted. ~~Such vehicle is permitted to be parked in any yard as long as no portion of the vehicle (including tongue) is located within any public right-of-way, on or above any public sidewalk or easement, or within a distance of five (5) feet from adjoining property lines.~~
  - b. The storage of a second recreational vehicle, travel trailer, truck tractor, boat or trailer vehicle shall be permitted if the gross lot size is equal to or greater than two (2) acres, as derived from a recorded deed and/ or recorded subdivision plan. The second vehicle shall be permitted only in the side/rear yard, and no portion of the vehicle (including tongue) shall be located within any public right-of-way, on or above any public sidewalk or easement, or within a distance of five (5) feet from an adjoining property. All storage of recreational vehicles, travel trailers, truck tractors, boats or trailers within side or rear yards must be screened so as to prohibit said vehicle from being seen from a neighboring property. There is no exception to this rule for Corner Lots.
  - c. All areas used for storage shall be maintained so as to keep vegetation properly trimmed and debris or litter disposed of regularly. Storage of such vehicle shall not exempt the property owner from any property maintenance requirement of

this Ordinance or any other Borough ordinance. Storage areas must also be provided with a hard surface for parking.

- d. All vehicles shall maintain valid registration and inspection, and prevent the leakage of fuels and/or lubricants into the ground

**XV. §1501.HH; "Vacation Rental" is hereby amended as follows:**

8. A "Vacation Rental Permit" is required to be obtained from the Borough and must be renewed annually by the property owner, at a fee as determined from time to time by the Borough.

**SECTION 2. 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 3. 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 4. 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 \_\_\_\_\_ 20\_\_.

CARROLL VALLEY BOROUGH COUNCIL

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chairman

CARROLL VALLEY BOROUGH  
ADAMS COUNTY, PENNSYLVANIA

Ordinance No. 2-2023

AN ORDINANCE OF THE BOROUGH OF CARROLL VALLEY AMENDING CHAPTERS 5, 10, 20, AND 25 OF THE BOROUGH OF CARROLL VALLEY CODE OF ORDINANCES TO: MODIFY AND CODIFY REGULATIONS PERTAINING TO HEALTH, SAFETY, AND NUISANCES; REAFFIRM EACH CHAPTER AS AMENDED, AND SET FORTH AN EFFECTIVE DATE.

The Borough of Carroll Valley hereby ordains:

**SECTION 1. AMENDMENT TO CHAPTER 5 OF THE BOROUGH OF CARROLL VALLEY CODE OF ORDINANCES.**

Chapter 5, Part 3 is hereby deleted in its entirety.

**SECTION 2. AMENDMENT TO CHAPTER 10 OF THE BOROUGH OF CARROLL VALLEY CODE OF ORDINANCES.**

The Borough of Carroll Valley Code of Ordinances (hereinafter "Code of Ordinances"), Chapter 10 is hereby deleted in its entirety, and replaced with all of the following:

Chapter 10 Health, Safety, and Nuisances

**§ 10-101. Legislative findings.**

The Borough Council of the Borough of Carroll Valley, Adams County, Pennsylvania, finds that the removal of nuisances is in the interest of the citizens of the Borough and that removal of nuisances on public and private property promotes public health, safety, and welfare of all residents of the Borough.

**§ 10-102. Definitions.**

For the purposes of the chapter, the following terms, phrases, and words and their derivatives shall have the meanings given herein. When not inconsistent with the context, words used in the present tense include the future, words in the plural number include the singular number, and words in the singular number include the plural number, and the word "shall" is always mandatory and not merely directory.

**ABANDONED MOTOR VEHICLE** — Any motorized vehicle which is without a currently valid license plate or plates and/or is in a rusted, wrecked, discharged, dismantled, partly dismantled, inoperative or abandoned condition.

**APPLIANCE** — A stove, refrigerator, television set, furnace, air conditioner, water heater, water softener, washer, dryer, microwave, or any household article used to perform any of the necessary domestic work in a household. The term "appliance" shall also mean any article used in business to increase production or to speed, ease, or eliminate work, including but not limited to the specific items aforementioned.

**ATTRACTIVE NUISANCE** — a dangerous condition on a landowner's property that may particularly attract children onto the land a pose a risk to their safety.

**DANGEROUS BUILDING/STRUCTURE** — Any building, structure, or portion thereof

which threatens the life, health, safety, or property of the public or its occupants because of inadequate maintenance, dilapidation, obsolescence, fire hazard, disasters, damage, or abandonment. The conditions which may cause a structure to be classified as a "dangerous building" include but are not limited to the following:

- A. The walking surface of any aisle, passageway, stairway, or other means of exit is so warped, worn, loose, torn, or otherwise unsafe as not to provide a safe and adequate means of exit in case of fire or panic.
- B. Any portion, section, or appurtenance of the building or structure has been damaged by fire, wind, flood, or by any other cause to such an extent that it is likely to partially or completely collapse, fail, detach, or dislodge.
- C. The building or structure, or any part thereof, because of dilapidation, deterioration, or decay; or faulty construction; or the removal, instability, or movement of any portion of ground necessary for such building; or the decay, deterioration, or inadequacy of its foundation; or any other cause is likely to collapse partially or completely.
- D. The building or structure has been so damaged by fire, wind, flood, or other causes or has become so dilapidated or deteriorated as to become an attractive nuisance to children or a harbor of transients or vagrants.
- E. The building or structure used or intended to be used for dwelling purposes is unsanitary, unfit for human habitation, or in such condition that it is likely to cause sickness or disease because of inadequate maintenance, dilapidation, decay, damage, faulty construction, or arrangement, inadequate light, air or sanitation facilities or other cause.
- F. The building or structure creates a fire hazard by its obsolescence, dilapidation conditions, deterioration, damage, or other cause.
- G. Any portion of the building, including the foundation, slab or grade, or structure remains on a site after the demolition or destruction of the building or structure.

DISCARDED - Any item resting for 48 hours outdoors, or in an area that is not fully enclosed, which is not designed for outdoor use, or which is not being used outdoors for its intended purpose.

ENCLOSED — Having a wall or walk, window or windows, and a door used as access to the dwelling.

HABITABLE STRUCTURE - Any building, dwelling, or other space in which any person may reside, or which is intended for human occupancy.

HARD SURFACE - asphalt, concrete, or compacted crushed stone or gravel, granular material or aggregate with an asphaltic or cement binder having a minimum overall depth of 6 inches, or any other permanent type of surfacing which prevents the raising of dust or loose particles, or the infiltration of contaminants into the groundwater.

HOUSEHOLD FURNISHINGS - All items normally found and used inside a home or residence.

JUNKED - Inoperable, obsolete, or abandoned items that are, being stripped of components, being used or sold for parts, to be sold for scrap, or not being used for their

intended purpose.

MOTOR VEHICLE - any type of mechanical device, propelled by a motor, in which persons or property may be transported upon public streets or highways, including trailers or semi-trailers pulled thereby.

NOTICE OF VIOLATION TICKET - A form issued by the code enforcement officer to the person who violates this ordinance. The Notice of Violation ticket is to settle a violation by paying the fine in lieu of a citation being issued against the violator

NUISANCE — Any condition or use of premises or of building exteriors that is detrimental to the property of others, or which causes or tends to cause substantial diminution in the value of other property in the neighborhood in which such premises are located, or that constitutes a danger or potential danger to the health, safety, or welfare of the citizens of the Borough of Carroll Valley. This includes, but is not limited to:

- A. The keeping or depositing on or scattering over the premises of any Junk, trash, or debris including but not limited to all waste, refuse, and discarded materials having only a junk or salvage value, and garbage not contained in a safe, sanitary, and orderly manner in a proper container for collection.
- B. The keeping or depositing on or scattering over the premises of any Abandoned, discarded, or unused objects or equipment such as motor vehicles, furniture, stoves, refrigerators, freezers, cans, or containers.
- C. Maintaining or causing to be maintained, any dangerous structures, including but not limited to abandoned, occupied, or unoccupied buildings or parts of buildings.
- D. Maintaining or causing to be maintained upon any unenclosed porch or exterior attachment, which faces a regularly traveled thoroughfare, furniture, other than furniture designed for exterior use, which is commonly intended for use inside a dwelling, including but not limited to upholstered sofas, chairs, davenports, beds, divans, and similar.
- E. The use of a porch roof or other second story or higher portion of a structure for a non-designed use, unless said porch roof or other portion of a structure is specifically designed for said use.
- F. It shall be considered a nuisance to permit the growth of trees, grass, weeds, and other vegetation under the following instances:
  - 1) Encroachment Upon Adjoining Rights-of-Way. No person, firm, or corporation owning or occupying any property within the Borough shall permit any trees, hedges, bushes, or shrubbery of whatsoever kind or nature, exceeding 12 inches in height, to grow or remain in the right-of-way within 5 feet from the edge of the road surface. Further, such growth is prohibited on any property if, by encroaching upon adjoining rights-of-way, it interferes with pedestrian or vehicular traffic using said rights-of-way or hampers proper drainage of the roadway. All such vegetation is hereby declared to be a nuisance and detrimental to the health, safety, cleanliness, and comfort of the inhabitants of the Borough.
  - 2) Damaging or Dangerous Growth. No person, firm, or corporation

owning any property within the Borough shall permit any grass, weeds, or other vegetation included on the Noxious Weed List contained within the Pennsylvania Noxious Weed Control Law (3 P.S. §§ 255.1 – 255.11), as amended, to grow or remain upon any property. Any such conduct is hereby declared to be a nuisance and detrimental to the health, safety, cleanliness, and comfort of the inhabitants of the Borough.

- 3) Control of Grass, Weeds, and Other Vegetation on Improved Properties. No person, firm, or corporation owning or occupying any property improved with a structure, whether for residential or commercial purposes (with the exception of large recreational or agricultural tracts), within the Borough shall permit any grass or weeds or vegetation whatsoever, not edible or planted for some useful or ornamental purpose, to grow or remain on such premises, including any portion of the premises within the street or right-of-way, so as to exceed a height of 12 inches. All such vegetation is hereby declared to be a nuisance and detrimental to the health, safety, cleanliness, and comfort of the inhabitants of the Borough.
  - 4) Trees, shrubs, hedges, or other vegetation overhanging sidewalks or other pedestrian walkways at a height of fewer than eight feet.
  - 5) Trees, shrubs, or other vegetation overhanging a road right-of-way at a height of fewer than 16 feet, measured from the street surface at the curb.
- G. Garbage, garbage containers, and trash routinely stored in the front of a building on a porch or front yard, except for the 24 hours immediately before the regularly scheduled collection of trash, and 24 hours immediately after the trash has been collected.
- H. Motor vehicles, which are stored outdoors, and are subject to one or more of the following are not permitted to be kept or stored on any premises:
- 1) Inoperative, Unregistered or uninspected motor vehicle
  - 2) Broken windshields, mirrors, or other glass with sharp edges.
  - 3) One or more flat or open tires or tubes that could permit infestation.
  - 4) Missing doors, windows, hoods, trunks, or other body parts which could facilitate the harboring of animals and/or other infestation.
  - 5) Any body parts with sharp edges, including holes resulting from rust.
  - 6) Missing tires resulting in unsafe suspension of the motor vehicle.

- 7) Upholstery that is torn or open which could permit the harboring of animals and/or other infestation.
  - 8) Broken headlamps or tail lamps with sharp edges.
  - 9) Disassembled chassis parts apart from the motor vehicle stored in an unsafe fashion or loose, in or on the vehicle.
  - 10) Protruding sharp objects from the chassis.
  - 11) Broken vehicle frames suspended from the ground in an unstable manner.
  - 12) Leaking or damaged oil pan or gas tank that could cause fire or explosion.
  - 13) Exposed battery containing acid.
  - 14) Inoperable locking mechanism for doors or trunk or hood.
  - 15) Open or damaged floorboards, including trunk and firewall.
  - 16) Damaged bumpers pulled away from the perimeter of the vehicle.
  - 17) Broken grill with protruding edges.
  - 18) Loose or damaged metal trim and clips; broken communications equipment and antenna.
  - 19) Suspended on unstable supports.
  - 20) Motor vehicles routinely parked or kept anywhere a hard surface does not exist. All motor vehicles must be parked on a hard surface to protect individual wells from contamination.
  - 21) Such other defects that may threaten the health, safety, and welfare of the citizens of the Borough.
  - 22) Exception. A vehicle of any type is permitted to undergo a major overhaul, including bodywork, provided that such work is performed inside a structure or similarly enclosed area designed and approved for such purposes.
- I. Befouling of roadways unlawful. It shall be unlawful to scatter, spill, dump, drop, or drag or permit to be scattered, spilled, dumped, dropped, or dragged any soil, sand, stone, dirt, debris, refuse, litter, or other substances of any kind from any property or vehicle or from the wheels, tires or undercarriage thereof upon roadways.
  - J. It shall be unlawful for any person to knowingly cause grass clippings, leaves, snow, or other debris or waste produced in conjunction with yard maintenance or gardening onto the streets, alleys, and other public roads of the Borough. A homeowner is responsible to ensure that any persons hired to cut their grass or maintain their yard abide by this ordinance. Any grass or waste which inadvertently is caused to enter the streets or alleys of the Borough shall be promptly removed;



there is no "grace period" within which to remove grass or leaves.

- K. All sidewalks, walkways, stairs, driveways, parking spaces, and similar areas shall be kept in a proper state of repair and maintained free from hazardous conditions.
- L. Structures with any of the following exterior defects:
  - 1) The exterior of a structure shall be maintained in good repair, structurally sound, and sanitary so as not to pose a threat to public health, safety, or welfare.
  - 2) All exterior surfaces, including but not limited to, doors, door and window frames, cornices, porches, trim, balconies, decks, and fences shall be maintained in good condition. Exterior wood surfaces, other than decay-resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment.
  - 3) All foundation walls shall be maintained plumb and free from open cracks and breaks and shall be kept in such condition so as to prevent the entry of rodents and other pests.
  - 4) All exterior walls shall be free from holes, breaks, and loose or rotting materials; and maintained weatherproof and properly surface-coated where required to prevent deterioration.
  - 5) The roof and flashing shall be sound, and tight and not have defects that admit rain. Roof drainage shall be adequate to prevent dampness or deterioration in the walls or interior portion of the structure. Roof drains, gutters and downspouts shall be maintained in good repair and free from obstructions.
  - 6) All cornices, belt courses, corbels, terra cotta trim, wall facings, and similar decorative features shall be maintained in good repair with proper anchorage and in a safe condition.
  - 7) Every exterior stairway, deck, porch, and balcony, and all appurtenances attached thereto, shall be maintained structurally sound, in good repair, with proper anchorage, and capable of supporting the imposed loads.
  - 8) All chimneys, cooling towers, smokestacks, and similar appurtenances shall be maintained structurally safe and sound, and in good repair. All exposed surfaces of metal or wood shall be protected from the elements and against decay or rust by periodic application of weather-coating materials, such as paint or similar surface treatment.
  - 9) Every handrail and guard shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.
  - 10) Every window, skylight, door, and frame shall be kept in sound condition, in good repair, and weather tight.
  - 11) All exterior doors, door assemblies, and hardware shall be maintained in good condition. Locks at all entrances to dwelling units, rooming units, and guestrooms shall tightly secure the door.

OWNER — A person giving, leasing, occupying, or having charge of any premises within the Borough. This would also include the term “Lessee” when the lessor holds the lessee responsible for maintenance and repairs.

PERSON — Any person, firm, partnership, association, corporation, company, or organization of any kind.

PORCH or EXTERIOR ATTACHMENT — Any area attached to or appended to a building regularly used for dwelling.

PORCH ROOF — A roof at the second story or above on any building, which extends over an unenclosed area.

PREMISES - A lot(s), plot(s) or parcel(s) of land including any habitable structure(s) located thereon.

REGULARLY TRAVELED STREET — Any street, alley, or thoroughfare on which one or more motor vehicles travel during any twenty-four-hour period.

ROADWAY - Any lot, road, street, alley, or other areas within the Borough which may accommodate traffic.

STRUCTURE - any man-made object having an ascertainable stationary location on or in land or water, whether or not affixed to the land.

TARP / TARPAULIN - a piece of material (such as durable plastic or waterproofed canvas) used especially for protecting exposed objects or areas; a heavy waterproof canvas or synthetic fabric/material used for covering.

VIOLATOR - See OWNER

#### **§ 10-103. The Illegality of Nuisances.**

Nuisances, as defined herein, are hereby declared to be illegal.

#### **§ 10-104. Abatement.**

- A. Abatement of nuisance by owners. The owner, owners, tenants, lessees, and/or occupants of any lot within the Borough upon which a nuisance is found to exist and the owner, owners, and/or lessees of said personalty involved in such storage (all of whom are hereafter referred to as "owners") shall jointly and severally abate said nuisance by the prompt removal of said nuisance. The utilization of a Tarp or Tarpaulin to cover a nuisance is not considered an acceptable abatement.
- B. Abatement of nuisance by Borough. Whenever said owner(s) shall fail to abate a said nuisance, the Borough shall take such action as is necessary to abate said nuisance without liability for damage to the property. The actual costs of abating said nuisance, including actual labor charges, equipment rental charges, postage, plus a penalty of 10% of the costs, shall be collected from the owner of the premises either by an action in assumpsit or by the filing of a municipal claim or lien against the said real property. In addition to the above, the Borough may, by an action in equity, compel the owner to comply with this chapter or take such other relief as a court may order.

#### **§ 10-105. Enforcement; compliance.**

- A. Whenever a condition constituting a nuisance is permitted or maintained upon

premises situate in the Borough, the Borough Manager, the Code Enforcement Official, or, per Subsection H, an official of Carroll Valley Borough shall cause written notice to be served in one of the following ways:

- (1) By personal delivery of the notice to the owner, tenant, or lessee of the premises.
  - (2) By leaving the notice with an adult on the premises.
  - (3) By attaching a copy of the notice to the door at the entrance of the premises in violation.
  - (4) By mailing, by certified mail, a notice to the last known address of the owner.
- B. Such notice shall set forth in what respects such conditions constitute a nuisance and whether removal is necessary and required by the Borough or whether the situation can be corrected by repairs, alterations, boarding, or fencing or in some other manner confining and limiting the nuisance.
- C. Such notice shall require the owner(s) to commence an action, by the terms thereof, within seven days of the date of the notice, and thereafter to complete the work necessary to comply fully with the terms of the notice as soon as is reasonable, but not later than 60 days from the date of said notice, provided that the owner(s) has requested such an extension within the original term for compliance.
- D. The expense of said compliance shall be at the expense of the owner; provided, however, that if a violation requires immediate correction, such notice shall require the owner to immediately comply with the terms thereof.
- E. Notice required under § 10-105.A shall be given one time during a calendar year.
- F. Each day shall constitute a separate violation of this chapter.
- G. Whenever a condition allegedly constituting a dangerous building shall remain unabated following notice by the Borough in accordance with §10-104, then the Borough shall institute proceedings to have the building or structure declared a dangerous building and the nuisance abated. The procedure to be followed shall be adopted by the Council.
- H. Notwithstanding the foregoing, if any official of Carroll Valley Borough determines that any person, partnership, association, or corporation is or has allowed a nuisance, as defined in § 10-102 under "Nuisance," Subsections A and I, regarding junk, trash, or debris and garbage containment and collection, to occur, the Borough shall cause written notice as outlined in § 10-105.A to be sent to the violator to voluntarily abate and remove the nuisance within 24 hours thereof. However, in the case of junk, trash, debris, or garbage that is the result of celebratory activities (i.e., parties or general gatherings), immediate notice shall be personally served in accordance with § 10-105.A (1), requiring that all such junk, trash, debris, or garbage be removed within three hours of such notice. If the violator has not abated or removed the nuisance within the time provided for such removal in the notice, the Borough may initiate legal proceedings.

#### **§ 10-106. Process For Issuing Violation Tickets**

- A. The Notice of Violation shall be in writing and shall identify the property address (if applicable), include a statement of the violation(s), specify the maximum time frame to take corrective action and detail the fine for non-payment of the ticket within the prescribed time frame.
- B. The code enforcement officer of the Borough shall serve the Notice of Violation to the violator:
  - (1) By handing the Notice of the Violation to the violator,
  - (2) By handing the Notice of Violation to be served to an adult member of the household or other person in charge of the residence at the residence of the person to be served,
  - (3) By leaving or affixing the Notice of Violation ticket to the property where the violation exists (if applicable),
  - (4) By handing the Notice of Violation to the violator's agent or to the person in charge thereof at any office of usual place of business of the violator, or
  - (5) By mailing the Notice of Violation to the violator's address of record first class mail with a certificate of mailing.
- C. Each day after the issuance of a ticket that a violation continues or is permitted to continue constitutes a separate violation for which a separate fine may be imposed.
- D. If the violation is not addressed to the satisfaction of the code enforcement officer within five (5) days from the issuance of the Notice of Violation, the code enforcement officer shall issue a first Notice of Violation Ticket to the violator consistent with the service of process described in (B) 1,2,3,4,5 above. The first Notice of Violation Ticket shall be in writing and shall identify the property address (if applicable), include a statement of the violation (s), specify the maximum time frame to take corrective action to address the violation and detail the fine for the non-payment of the ticket within the prescribed time frame. The fine for the first Notice of Violation shall be \$25.00.
- E. If the violation is not addressed to the satisfaction of the code enforcement officer within five (5) days after the issuance of the first Notice of Violation Ticket, the code enforcement officer shall issue a second Notice of Violation Ticket. The fine for the second Notice of Violation shall be \$50.00. If the violation is not addressed within five (5) days of the issuance of the second Notice of Violation Ticket, a third Notice of Violation Ticket shall be issued. The fine for the third Notice of Violation Ticket shall be \$75.00.
- F. A person in receipt of a third notice of violation ticket shall have (5) days after the issuance of the ticket to address the violation to the satisfaction of the code enforcement officer. If the violation is not addressed by that time, a citation will be issued by the code enforcement officer with the local District Justice.
- G. The code enforcement officer is authorized and empowered to correct or

abate any violation, which at the discretion of the code enforcement officer, the violation constitutes a clear and present danger to the health and safety of the community.

- H. If the Borough has taken action to correct the violation the cost thereof shall be charged to the individual or property owner (if applicable) to whom the ticket has been issued.

**§ 10-107. Penalties.**

- A. Any person, firm or corporation who shall violate any provision of this Part, upon conviction thereof, shall be sentenced to a fine of not more than \$1,000 plus costs and, in default of payment of said fine and costs, to a term of imprisonment not to exceed 30 days. Each day that a violation of this Part continues or each Section of this Part which shall be found to have been violated shall constitute a separate offense.
- B. The remedies provided herein for the enforcement of this Part, or any remedy provided by law, shall not be deemed mutually exclusive; rather they may be employed simultaneously or consecutively, at the option of the Borough.

**§ 10-108. Severability**

Any person who violates any provision of this ordinance shall, upon conviction thereof be sentenced to pay a fine no less than \$150.00 nor more than \$600.00 per violation plus cost, and/or 30 days imprisonment.

**§ 10-109. Validity**

The provisions of this ordinance are severable, and if any section, clause, sentence, part or provision thereof shall be illegal, invalid, or unconstitutional by any court or competent jurisdiction, such decision of the court shall not affect or impair the remaining sections, clauses, sentences, parts or provisions of this ordinance. It is hereby declared to be the intent of the Carroll Valley Borough Council that this ordinance would be adopted if such illegal, invalid, or unconstitutional section, clause, sentence, part or provision had not been included herein.

**SECTION 3. AMENDMENT TO CHAPTER 20 OF THE BOROUGH OF CARROLL VALLEY CODE OF ORDINANCES.**

The Borough of Carroll Valley Code of Ordinances (hereinafter "Code of Ordinances:), Chapter 20 is hereby amended, with all material to be deleted indicated with ~~striketroughs~~, and all material to be added indicated with underlining as follows:

§20-109. Dumping or Storage Unlawful.

On and after the passage of this Part, it shall be unlawful at any place within the confines of the Borough to dump or deposit, except for collection, garbage, ashes, rubbish or any other

~~municipal waste of any nature, or to store or permit to be stored any abandoned or junked motor vehicle outside of a completely enclosed building or garage, or in accordance with the Borough regulations concerning storage of personal property nuisances~~

**SECTION 4. AMENDMENT TO CHAPTER 25 OF THE BOROUGH OF CARROLL VALLEY CODE OF ORDINANCES.**

The Borough of Carroll Valley Code of Ordinances (hereinafter "Code of Ordinances:), Chapter 25 is hereby amended to delete Section 201 in its entirety, and renumber the remaining Sections.

**SECTION 5. 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 6. SEVERABILITY.**

If any word, phrase, sentence, part, section, subsection, or other portion of this Ordinance or any application thereof to any person or circumstance is declared void, unconstitutional, or invalid for any reason, then such word, phrase, sentence, part, section, subsection, or other portion, or the proscribed Application thereof, shall be severable, and the remaining provisions of this Ordinance, and all applications thereof, not having been declared void, unconstitutional, or invalid, shall remain in full force and effect.

**SECTION 7. SAVINGS.**

In all other respects, the Code of the Borough of Carroll Valley shall remain as previously enacted.

**SECTION 8. 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 \_\_\_ 20\_\_.

ATTEST:

CARROLL VALLEY BOROUGH COUNCIL

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Mayor

**BOROUGH OF CARROLL VALLEY  
ADAMS COUNTY, PENNSYLVANIA  
Resolution # 11-2022**

A resolution of the Borough of Carroll Valley, Adams County, PENNSYLVANIA, amending the fees for services and facilities.

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

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

**NOW, THEREFORE BE IT RESOLVED THAT** and it is hereby resolved by the Borough Council of the Borough of Carroll Valley that all fees are hereby fixed as follows, to be effective January 1, 2023:

**AMUSEMENT RIDES/CARNIVALS (13, Part 1)**

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Permit	\$50
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**ATTORNEY FEES**

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Rates	\$200/hour (to be added to claims collected pursuant to Municipal Claims and Tax Liens Act, 53 P.S. §7101 et seq.)
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**BUILDING/ZONING/CODES**

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UCC Inspections	Rates charged by 3rd party inspection company
Demolition Permit	\$5.00 per 1000/cu ft (\$50 min / \$200 max)
Driveway Permit	\$50
Street Excavation Permit	\$10 / lineal foot + Bonding
Well Drilling Permit	\$150
Zoning Hearing Board Application Fee	\$500
Zoning Permit (for new construction and additions greater than 1,000 square feet)	\$250
Zoning Permit (for living area additions of less than 1,000 square feet)	\$50
Zoning Permit (for SHEDS, DECKS, POOLS, ACCESSORY BUILDINGS less than 1,000 square feet)	\$25
Zoning Certification	\$30
Home Occupation Permit Fee	\$50
Fireworks Permit	\$150
Limited Residential Chicken Permit (5-Year)	\$50

**POLICE**

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Reclamation costs:	
Towing charge	As prescribed by towing agent
Impound Administrative Fee	\$45
Impound Storage Fee	\$35/day
State Accident Report	\$15
Other Police Report	\$25
Employment Finger Printing:	
Resident of Police Service Area	No Charge
Non-resident of Police Service Area	\$15



## FACILITY RENTALS

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

Classes of Organizations		Regular Rates				Weekday Rate	
		Class I	Class II	Class III	Class IV	Class III	Class IV
Cortner Community Room	/day	No Charge	No Charge	\$250	\$375	\$100	\$200
Veterans' Pavilion	/day	No Charge	No Charge	\$35	\$50	\$20	\$30
Unnamed Pavilion	/day	No Charge	No Charge	\$100	\$200	\$50	\$75
Hertz Pavilion	/day	No Charge	No Charge	\$50	\$75	\$30	\$50
Steeves Pavilion	/day	No Charge	No Charge	\$30	\$50	\$20	\$30
Borough Athletic Fields	/day	No Charge	No Charge	\$50	\$75		
Carroll Commons Park	/season /Month**	No Charge	\$100 \$250	n/a	n/a	n/a	n/a
Ranch Trail Park	/season /Month**	No Charge	\$100 \$250	n/a	n/a	n/a	n/a
Ranch Park Baseball Field	/season /Month**	No Charge	\$100 \$250	n/a	n/a	n/a	n/a
Municipal Building							
Front Conference Room	/day	No Charge	No Charge	***	\$400	n/a	n/a
AV Equipment Fee			\$100	\$100	\$100	n/a	n/a
Meeting Room	/day	No Charge	No Charge	****	\$500	n/a	n/a
AV Equipment Fee			\$100	\$100	\$100	n/a	n/a

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

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

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

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

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

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

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

\*\*\* Resident/Personal - \$50 Resident/Business - \$100

\*\*\*\* Resident /Personal - \$100 Resident/Business - \$200

## PUBLIC SEWER

Residential		
Private Dwelling Unit, Flat Rate, Quarterly Rate		\$158.40 /quarter
Non-residential		
First 3,000 Gallons Per Month		\$82.50 (minimum)
For flow in excess of 3,000 gallons Per Month		\$0.0275 cents per gallon
Residential Holding Tank		
First 1,000 Gallons Pumped Per Pumping (mandatory twice per month)		\$40.25 (minimum)
Amount Pumped in excess of 1,000 gallons per pumping		\$.04025 cents per gallon
Miscellaneous Charges		
Duplicate Bill		\$10
Returned Check Fee		\$30
Late Fees (Assessed on any account having an Unpaid Balance at time of Billing)		10% of past due amount
Permit to Connect to Existing Public Sewer Line:		\$ 125 + Tapping Fee
Permit for Installation of Holding Tank:		\$ 125 + Tapping Fee
Tapping Fees		\$4,749

## ON-SITE SEWER

I. Application Fee for all new systems (excluding subdivisions):	\$275
A This fee entitles the applicant to a site investigation, test pit analysis (maximum 4 per lot) and the preparation of the forms associated with the examination of the test pit(s)	
B Any evaluation requiring additional field investigation beyond the initial visits to the site stipulated above will require the following fees:	
1 For each additional visit to the site:	\$125
2 For each test pit over four:	\$25
C Lack of Preparation: If the test pit is not dug or the backhoe and operator are not on site when the Sewage Enforcement Officer arrives for the scheduled appointment, the applicant will be charged an additional fee.	
<i>NOTE: All cost and liability associated with the excavation and backfill of the test pit(s) will be the responsibility of the Applicant.</i>	
II. Percolation Test (excluding subdivisions):	\$350
A The fee associated with this portion of the application covers the cost of performing the percolation test, which shall be limited to one complete test on six (6) holes, and completing the appropriate test report forms stipulated by PA DEP. If additional percolation tests are required, this fee will repeat for each additional test.	
B The applicant will be responsible for digging the percolation test holes to the depth and size required by the Sewage Enforcement Officer and presoaking of the percolation holes to conduct the test.	
C The applicant will be responsible for supplying sufficient water at the site to perform the tests.	
D If the applicant does not properly prepare the test holes or the holes are not ready when the Sewage Enforcement Officer arrives for the scheduled appointment, the applicant will be charged an additional fee.	
<i>NOTE: All cost and liability associated with the excavation and backfill of the test pit(s) will be the responsibility of the Applicant.</i>	
III. Permit Fee for single-family dwelling. (Includes 1- design review & 1- final inspection (two trips)):	\$325
<i>NOTE: There will be an additional charge for additional design reviews and inspections. The representative of the property will be responsible for these fees prior to a permit being issued.</i>	
IV. Permit Fee for multi-family, commercial, institutional or other applications will be based on the size of the on-site disposal system.	
A 150 sq. ft. to 1,000 sq. ft.	\$325
B 1,001 sq. ft. to 2,500 sq. ft.	\$400
C 2,501 sq. ft. to 5,000 sq. ft.	\$500
D 5,001 sq. ft. to 10,000 sq. ft.	\$600
V. INSPECTION FEES: The cost of final inspection is included in the permit fee. If the system is not ready for inspection when notified, or corrections are required, additional fees will be required prior to the issuance of the Use and Occupancy Permit.	
VI. TRANSFER OF APPLICATIONS and/or PERMITS:	\$150
VII. REPAIRS: Fee for investigating any on-site sewerage system malfunction will require fees commensurate with the work performed. If, upon the investigation of the malfunction, the SEO determines that a new on-site sewerage system is required, the necessary tests will need to be performed and appropriate fees must be paid in accordance with the fee schedule (§ I, II, III & V).	
VIII. Application Fee for new system (subdivisions):	\$275
A This fee entitles the applicant to a site visit investigation, test pit analysis (max. 4 /lot) and the preparation of the forms associated with the examination of the test pit(s).	
B Any evaluation requiring additional field investigation beyond the initial visits to the site stipulated above will require the following fees:	
1 Each additional visit to the site will require fees commensurate w/time.	
2 For each test pit over four:	\$20
C Lack of Preparation: If the test pit is not dug or the backhoe and operator are not on site when the Sewage Enforcement Officer arrives for the scheduled appointment, the applicant will be charged an additional fee.	
<i>NOTE: All cost and liability associated with the excavation and backfill of the test pit(s) will be the responsibility of the Applicant.</i>	
IX. Percolation Test (subdivisions):	\$350
The fee associated with this portion of the application covers the cost of performing the percolation test, which shall be limited to one complete test on six holes, and completing the appropriate test report forms stipulated by DEP. If additional percolation tests are required, this fee will repeat for each additional test.	



A	The applicant will be responsible for digging the percolation test holes to the depth and size required by the Sewage Enforcement Officer and presoaking of the percolation holes to conduct the test.	
B	The applicant will be responsible for supplying sufficient water at the site to perform the tests.	
C	If the applicant does not properly prepare the test holes or the holes are not ready when the Sewage Enforcement Officer arrives for the scheduled appointment, the applicant will be charged an additional fee.	
X.	Application Fee for new IRSIS, AB, or other new DEP approved systems.	\$325
A	This fee entitles the applicant to a site investigation, test pit analysis (maximum 6 per lot) and the preparation of the forms associated with the examination of the test pit(s).	
B	Any evaluation requiring additional field investigation beyond the initial visits to the site stipulated above will require the following fees:	
	1 For each additional visit to the site:	\$50
	2 For each test pit over six:	\$20
C	If the test pit is not dug or the backhoe with operator is not at the site when the Sewage Enforcement Officer visits the site, the applicant will be charged a fee commensurate for time spent as determined by the municipality.	
XI.	REVIEW FEES: of Act 537 planning modules, for residential, commercial, institutional and other facilities will require fees commensurate with work performed.	
XIII.	Fee for review of Act 537, Form B:	\$75
XIV.	Permit Fee for repair of on-site sewerage system if application does not involve any of the investigation and design review expenses associated with and implied by Steps I through IV.	\$200 +\$125 for site visit
XV.	Permit Fee for hooking into existing septic system, when required:	\$100
XVI.	Permit Fee for single family residence utilizing IRSIS, AB, or other new DEP approved systems. This includes 1-design review and final inspection of the system (3-trips).	\$350
	<i>NOTE: There will be an additional charge for additional design reviews and inspections. The representative of the property will be responsible for these fees prior to a permit being issued.</i>	

## STORMWATER MANAGEMENT

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

- Tier 1 Tier 1 shall include all projects that are appropriately deemed "exempt" due to the project being less than 1,000 sq.ft. of cumulative new impervious area. The review will be completed by the Borough Zoning Officer. No Fee Required.
- Tier 2 This fee shall include all projects that cannot show a cumulative new impervious coverage of less than 1,000 square feet, however are able to adequately demonstrate that the area is properly "disconnected". The initial review will be processed by the Borough Zoning Officer, with a subsequent review (and report) conducted by the Borough Engineer. A non-refundable fee of \$150 is required.
- Tier 3 This fee shall include all projects that cannot show a cumulative new impervious coverage of less than 1,000 square feet and are unable to adequately demonstrate that the area is "disconnected". The initial review will be processed by the Borough Zoning Officer, with a subsequent review (and report) conducted by the Borough Engineer. A non-refundable fee of \$250 is required.
- Tier 4 Projects that propose impervious coverage and require a Land Development Plan and/ or a Stormwater Management Plan to be prepared, reviewed and approved, will be responsible for actual costs incurred by the Borough for the review by the Borough's Engineer.

## EROSION & SEDIMENT POLLUTION CONTROL

- Tier 1 Projects disturbing less than 5,000 square feet shall not be required to submit a fee for review by either the Borough or the Adams County Conservation District, unless said review is an integral part of some other permitting process. No Fee Required.
- Tier 2 Projects disturbing between 5,000 square feet, but less than 1.0 acre (43,560 square feet), which are also submitting a fee per the Tier 2 Stormwater Program. A non-refundable fee of \$150 is required.
- Tier 3 Projects disturbing between 5,000 square feet, but less than 1.0 acre (43,560 square feet), which are also submitting a fee per the Tier 3 Stormwater Program. This tier shall also include all projects within this range that are disturbing the existing ground, but not constructing new impervious coverage such general grading activities. Agricultural operations and/ or gardening will be reviewed on a case-by-case basis. A non-refundable fee of \$250 is required.
- Tier 4 Projects that disturb 1.0 acre or more shall not be required to submit a fee to the Borough due to the regulations requiring such a review to be conducted by the Adams County Conservation District using their current fee schedule as approved annually by the Conservation District Board of Directors and/ or PA DEP (per Chapter 102 of the Pennsylvania Code).

## SUBDIVISION AND LAND DEVELOPMENT

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

### Category I: Residential Subdivisions or Land Developments:

Number of lots or dwelling units	General Fee	Fee per lot or dwelling unit	Deposit for Consultant* and legal review fees
0-2	\$50	\$50	\$170
3-5	\$150	\$45	\$500
6+	\$250	\$40	\$800

### Category II: Non-Residential Subdivision:

Number of Lots	General Fee	Fee for Each Lot	Deposit for Consultant* and legal review fees
0-5	\$300	\$50	\$600
6+	\$300	\$50	\$800

### Category III: Non-Residential Land Developments:

Number of acres	General Fee	Fee for each acre	Deposit for Consultant* and legal review fees
0-5	\$300	\$50	\$800
6+	\$400	\$50	\$1,000

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

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

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

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

2. In the case where the developer/subdivider desires the Borough to sign a Final Plan, all fees shall be paid prior to the release of signed plan by the Borough to Developer/subdivider. This shall be applicable to Preliminary and Final Plan stages.

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

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

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

## TAX COLLECTOR TO IMPOSE AND RETAIN COSTS AND FEES

### I. Individual Earned Income Tax

#### A. Non-filing individual taxpayer delinquency notices:

1. First delinquent notice (each notice)	\$5
2. Second delinquent notice (each notice)	\$10
3. Preparation of Criminal Complaint	\$20

4. Preparation of re-filing Criminal Complaint due to noncompliance	\$40
B. Unpaid individual earned income tax:	
1. First nonpayment notice (each notice)	\$5
2. Second nonpayment notice (each notice)	\$10
3. Payment schedule fee:	
a. 0-6 months	\$20
b. 6-12 months	\$30
c. 12-18 months	\$40
d. 18 months or more	\$50
4. Wage attachment	\$40
5. Suit in assumpsit or other appropriate remedy	Actual costs incurred plus \$20 preparation fee
C. Noncompliance with required quarterly individual Tax payments.	\$5/quarter or \$20/year
D. Cost to provide copies of filed tax returns or W-2s to taxpayers (current and next prior year) (2nd prior year and older)	\$5 \$10
II. Employer Accounts	
A. Non-filing tax return or support documentation: (Applicable for each quarter)	
1. First delinquent notice (each notice)	\$5
2. Second delinquent notice (each notice)	\$10
3. Preparation of re-filing Criminal Compliant due to noncompliance	\$40
B. Unpaid Employer's Remittance of Employee's Tax: (Applicable for each quarter)	
1. First nonpayment notice (each notice)	\$5
2. Second nonpayment notice (each notice)	\$10
3. Payment schedule fee:	
a. 0-6 months	\$20
b. 6-12 months	\$30
c. 12-18 months	\$40
d. 18 months or more	\$50
4. Preparation of Criminal Compliant	\$20
5. Preparation of re-filing Criminal Compliant due to noncompliance	\$40
III. Municipal Property Tax.	
A. Certification Fee	\$10
B. Duplicate Bill Fee	\$5
C. Returned Check Fee	\$40
D. Tax Certification	\$15
IV. Other Tax Collection Services. (Mercantile/Business Privilege; Emergency and Municipal Services Tax; Delinquent Per Capita Tax). (As applicable for year or designated tax period).	
A. Non-filing of return or support documentation delinquency notice:	
1. First delinquent notice (each notice)	\$5
2. Second delinquent notice (each notice)	\$10
3. Preparation of Criminal Compliant	\$20
4. Preparation or re-filing Criminal Compliant due to noncompliance	\$40
B. Unpaid Taxes.	
1. First nonpayment notice (each notice)	\$5
2. Second nonpayment notice (each notice)	\$10
3. Payment schedule fee:	
a. 0-6 months	\$20
b. 6-12 months	\$30
c. 12-18 months	\$40
d. 18 months or more	\$50
4. Wage attachment	\$40
5. Suit in assumpsit or other appropriate remedy	Actual costs incurred plus \$20 preparation fee



**TRANSIENT RETAIL BUSINESSES (13, Part 2)**

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

**APPLICATION FOR HEARING BEFORE BOROUGH COUNCIL**

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Application Fee	\$300
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**SCHEDULE OF COSTS FOR MATERIALS AND SERVICES**

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Borough Code (complete)	\$169.50
Land Subdivision Ordinance:	\$17.25
Zoning Ordinance:	\$34.75
Administrative Services:	
Copier Costs: 8 - 1/2 x 11 (letter size)	\$.25/page
8 - 1/2 x 14 (legal size)	\$.35/page
11 x 17 (ledger size)	\$.50/page

APPROVED AND ADOPTED this 13th day of December 2022.

ATTEST:

\_\_\_\_\_

CARROLL VALLEY BOROUGH COUNCIL

\_\_\_\_\_

NAME:

\_\_\_\_\_

TITLE:

\_\_\_\_\_

PRINT:

\_\_\_\_\_

DATE:

CERTIFICATION OF ADOPTION

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

\_\_\_\_\_

Borough Secretary

# MAYOR'S REPORT

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# November 2022 Police Report



by  
Chief Clifford J. Weikert  
Carroll Valley Borough Police

## Special News / Achievements:

- The Carroll Valley Civil Service Commission has one candidate who has passed the oral exam, written exam and now the physical agility. Civil Service has passed on that candidate to Council.



## “SCAMMERS”

Top scams of the year to  
All of these scams are  
personal information like  
accounts, social security and



look out for.  
looking for  
your bank  
password.

1. Student Loan Forgiveness Scams
2. Phone Scams
3. . Zelle Scams
4. Cryptocurrency Scams
5. Romance Scams
6. Online Purchase Scams

## 7. Employment Scams

## 8. Computer has been hacked Scams

### Upcoming events:

- During December, police will be participating in the Pennsylvania



Highway Safety Program's impaired operator enforcement. Everyone loves to get together for the holiday season. Just remember to have a designated driver. Roving patrols will be out looking for intoxicated drivers through the season. Don't be the grinch that ruined the holiday!



## 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: 12/08/2022

Beginning Date: 11/01/2022

Ending Date: 11/30/2022

Page 1 of 1

Agency: All

Municipality: Carroll Valley Borough

<b>Total Offenses</b>	<b>4</b>	<b>Clearance Rate</b>	<b>0</b>
% change from last year	0%	Last years rate	75%
<b>Total Arrests</b>	<b>1</b>	<b>Hate Crime Offenses</b>	<b>0</b>
% change from last year	0%	<b>Law Officers Assaulted</b>	<b>0</b>
<b>Group A Crime Rate per 100,000 Population :</b>	<b>0.00</b>	<b>Summary based reporting Crime Rate per 100,000 Population :</b>	<b>0.00</b>
<b>Arrest Rate per 100,000 Population :</b>	<b>0.00</b>		

**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			1
Intimidation			
Bribery			
Counterfeiting/Forgery			
Vandalism	1		1
Drug/Narcotic Violations			
Drug Equipment Violations			
Embezzlement			
Extortion/Blackmail			
Fraud	1		1
Gambling			
Kidnapping			
Pornography			
Prostitution			
Sodomy	1		
Sexual Assault w/Object			
Fondling			
Incest			
Statutory Rape	1		
Stolen Property			
Weapons Law Violations			
Human Trafficking, Commercial Sex Acts			
Human Trafficking, Involuntary Servitude			
Animal Cruelty			
<b>Total Group "A"</b>	<b>4</b>		<b>4</b>

**Crime Against Person**

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

**Crime Against Property**

2 - This year  
 3 - Last year  
 -33.33% - 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	1
Gambling	0	0	0	0	0
Kidnapping	0	0	0	0	0
Pornography	0	0	0	0	0
Prostitution	0	0	0	0	0
Sodomy	0	0	0	0	0
Sexual Assault w/Object	0	0	0	0	0
Fondling	0	0	0	0	0
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0
Stolen Property	0	0	0	0	0
Weapons Law Violations	0	0	0	0	0
Human Trafficking, Commercial Sex Acts	0	0	0	0	0
Human Trafficking, Involuntary Servitude	0	0	0	0	0
Animal Cruelty	0	0	0	0	0
<b>Total Group A Arrests</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>
<b>Group "B" Arrests</b>					
Bad Checks	0	0	0	0	0
Curfew/Vagrancy	0	0	0	0	0
Disorderly Conduct	0	0	0	0	0
DUI	1	0	0	1	0
Drunkness	0	0	0	0	0
Family Offenses-nonviolent	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0
Peeping Tom	0	0	0	0	0
Runaways	0	0	0	0	0
Trespass	0	0	0	0	0
All Other Offenses	0	0	0	0	0
<b>Total Group B Arrests</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>
<b>Total Arrests</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</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	6
ASSIST - FIRE/EMS	4
ASSIST - OTHER POLICE	3
DOMESTIC DISTURBANCE	4
MENTAL HEALTH / WELFARE	6
MISC CALL FOR SERVICE	4
THEFT	2
TRAFFIC COMPLAINT	9
VEHICLE CRASH	1
VEHICLE STOP	8
Z COURT / JUSTICE	2
Z FOLLOW-UP	12
ALARM	1
DRIVING UNDER THE INFLUENCE	1
THREATS / HARRASSMENT / STALKING	3
CRIMINAL MISCHIEF	1
SEX OFFENSE	2
SUSPICIOUS ACTIVITY	1
FRAUD	1
TRESPASS	1
<b>Grand Total</b>	<b>72</b>

Carroll Valley Calls for Service YTD	Total
ALARM	31
ANIMAL COMPLAINT	31
ASSIST - FIRE/EMS	95
ASSIST - OTHER POLICE	32
BURGLARY	2
CHILD WELFARE	6
CRIMINAL MISCHIEF	4
DISTURBANCE/NOISE	24
DOMESTIC DISTURBANCE	64
DRIVING UNDER THE INFLUENCE	4
DRUG ACTIVITY	1
FRAUD	13
MENTAL HEALTH / WELFARE	52
MISC CALL FOR SERVICE	103
MISSING/LOST PERSON	1
SEX OFFENSE	5
SUSPICIOUS ACTIVITY	35
THEFT	34
THREATS / HARRASSMENT / STALKING	15
TRAFFIC COMPLAINT	77
TRESPASS	9
VEHICLE CRASH	26
VEHICLE STOP	126
Z COURT / JUSTICE	16
Z FOLLOW-UP	103
<b>Grand Total</b>	<b>909</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	1
3323 (Title 75) - Stop signs and yield signs	1
3362 (Title 75) - Maximum speed limits	1
4303 (Title 75) - General lighting requirements	1
<b>Grand Total</b>	<b>4</b>

### Miscellaneous:

Calls for Service	November 2021	November 2022	YTD 2021	YTD 2022
Calls from Public	54	64	1041	763
Officer initiated	16	8	452	146
Total CV Calls	70	72	1493	909

### Vehicle Mileage

		Starting	Ending	Total
20	2017 Dodge Charger Unmarked	21,354	21,608	254
22	2017 Dodge Charger Marked	67,702	67,778	76
21	2014 Dodge Charger Unmarked	95,166	96,603	1,437
24	2014 Dodge Charger Marked	88,178	90,017	1,839
25	2010 Ford Exp Marked	83,062	83,062	0
			Total	3,606



# November 2022 Fairfield Police Report Supplement



by  
Chief Clifford J. 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.

## Carroll Valley Borough Police Report on Calls For Service November 2022 Fairfield

Fairfield Calls for Service Month	Total
ASSIST - FIRE/EMS	2
ASSIST - OTHER POLICE	1
DISTURBANCE/NOISE	2
DOMESTIC DISTURBANCE	1
FRAUD	2
MISC CALL FOR SERVICE	2
SUSPICIOUS ACTIVITY	2
TRAFFIC COMPLAINT	1
VEHICLE STOP	7
#N/A	1
<b>Grand Total</b>	<b>21</b>

Fairfield Calls for Service YTD	Total
ALARM	6
ANIMAL COMPLAINT	4
ASSAULT	2
ASSIST - FIRE/EMS	32
ASSIST - OTHER POLICE	1
CHILD WELFARE	1
CRIMINAL MISCHIEF	7
DISTURBANCE/NOISE	10
DOMESTIC DISTURBANCE	8
DRUG ACTIVITY	1
FRAUD	1
MENTAL HEALTH / WELFARE	8
MISC CALL FOR SERVICE	18
MISSING/LOST PERSON	2
SUSPICIOUS ACTIVITY	7
THEFT	2
THREATS / HARRASSMENT / STALKING	14
TRAFFIC COMPLAINT	9
TRESPASS	2
VEHICLE CRASH	6
VEHICLE STOP	82
Z FOLLOW-UP	24
#N/A	21
<b>Grand Total</b>	<b>268</b>

## Citations:

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

Citation, Faulty Equipment, Warning	Count:
3362 (Title 75) - Maximum speed limits	6
<b>Grand Total</b>	<b>6</b>





# Offense and Arrest Summary Report

Printed On: 12/08/2022

Beginning Date: 11/01/2022

Ending Date: 11/30/2022

Page 1 of 1

Agency: All

Municipality: Fairfield Borough

**Total Offenses** 2      **Clearance Rate** 0  
 % change from last year 0%      Last years rate 50%  
  
**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			2
Motor Vehicle Theft			
Arson			
Simple Assault			
Intimidation			
Bribery			
Counterfeiting/Forgery			
Vandalism			
Drug/Narcotic Violations			
Drug Equipment Violations			
Embezzlement			
Extortion/Blackmail			
Fraud	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>2</b>		<b>2</b>

### Crime Against Person

- This year  
 - Last year  
 0 - Percent Change

### Crime Against Property

2 - This year  
 2 - 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.

# FIRE/EMS/EMA REPORT

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**Fountain Dale Volunteer Fire Department  
1340 Old Waynesboro Road  
Fairfield, PA 17320  
717-794-2021**

November 18, 2022

Carroll Valley Borough Council  
5685 Fairfield Road  
Fairfield, PA 17320

Dear Borough Council,

On behalf of the Fountain Dale Volunteer Fire Department, we would like to thank you for your continued support of our Department.

We would like to ask now for your financial assistance for capital replacement funds to assist with the purchase of a replacement engine tanker for our present 21-year old truck. This truck has served us and the community well but it is time for replacement. We have begun getting specifications for a new engine tanker to replace it with. The new truck will carry 2,500 gallons of water as opposed to our present truck which carries 1,800 gallons. This will enable us to provide better fire protection for all of our service area.

This will be a large capital expense for our department. Present pricing for this apparatus is between \$750,000 and \$800,000. This truck will be ordered in 2023. While this is a large undertaking, we feel it is necessary to provide this improved service to our community. This truck will also have more safety features for our volunteer firefighters

We are asking council for your consideration in helping to fund this capital project in the amount of \$10,000. If council has any ARPA funds or other funding available for this project, we would greatly appreciate it. We know we will have to borrow some funding for this and with increasing interest rates any less money we would have to borrow would help. The price of apparatus is increasing almost 10 percent a year, and we would like to get an agreement to purchase this truck with a manufacturer in the near future.

Again, thank you for your previous support and hope you can help us with this major capital purchase.

David M. Martin  
Fire Chief

*Proudly serving our community since 1946*

# **FOUNTAINDALE VOLUNTEER FIRE DEPARTMENT**

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




## **MONTHLY FIRE REPORT FOR NOVEMBER 2022**

Breakdown of calls by type:

Building fire.....	3
Brush fire.....	2
Vehicle Accidents.....	2
Automatic alarm.....	2
Transfer and standby.....	2
<u>Good Intent.....</u>	<u>6</u>
<b>TOTAL</b>	<b>17</b>

Notes: 147 calls for the year. Will be doing Santa apparatus on December 18 in our area. Had \$45,000 fire loss with large shed on Iron Springs Road.

David Martin  
Fire Chief



cc: Carroll Valley Borough  
Hamiltonban Township  
Liberty Township

# Fountain Dale Volunteer Fire Department

Fairfield, PA

This report was generated on 12/5/2022 10:43:23 PM

## Incident Type and Street Name for Date Range

Incident Status: Reviewed | Start Date: 11/01/2022 | End Date: 11/30/2022

Incident Date	Address	Incident Type
11/03/2022	Old Waynesboro Road, Fairfield, PA 17320	Alarm system activation, no fire - unintentional
11/03/2022	Waynesboro Pike, Fairfield, PA 17320	Detector activation, no fire - unintentional
11/07/2022	Bourbon Trail, Fairfield, PA 17320	Brush or brush-and-grass mixture fire
11/08/2022	Loop Road, Fayetteville, PA 17222	Dispatched & cancelled en route
11/10/2022	Old Waynesboro Road, Fairfield, PA 17320	Aircraft standby
11/11/2022	Leiter Street, Leitersburg, MD 21740	Cover assignment, standby, moveup
11/15/2022	Old Waynesboro Road, Fairfield, PA 17320	Dispatched & cancelled en route
11/18/2022	Iron Springs Road, Fairfield, PA 17320	Dispatched & cancelled en route
11/19/2022	Iron Springs Road, Fairfield, PA 17320	Building fire
11/20/2022	Waynesboro Pike, Fairfield, PA 17320	Motor vehicle accident with injuries
11/20/2022	Browns Quarry Road, Sabillasville, MD 21780	Chimney or flue fire, confined to chimney or flue
11/20/2022	Smith Road, Thurmont, MD 21788	Dispatched & cancelled en route
11/21/2022	Strickler Avenue, Waynesboro, PA 17268	Building fire
11/21/2022	Crystal Falls Drive, Mount Aetna, MD 21740	Dispatched & cancelled en route
11/22/2022	Jacks Mountain Road, Fairfield, PA 17320	Motor vehicle accident with no injuries.
11/26/2022	Harbaugh Valley Road, Emmitsburg, MD 21727	Brush or brush-and-grass mixture fire
11/30/2022	Carrolls Tract Road, Fairfield, PA 17320	Dispatched & cancelled en route

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



emergencyreporting.com

# Fountain Dale Volunteer Fire Department

Fairfield, PA

This report was generated on 12/8/2022 9:09:36 AM

## Structure Fires Property and Content Loss for Incident for Date Range (Landscape)

Start Time: 00:00 | End Time: 23:00 | Start Date: 11/01/2022 | End Date: 11/30/2022

COUNTY	FDID	INCIDENT #	DATE	ALARM	ADDRESS	INCIDENT TYPE	PROPERTY LOSS	CONTENT LOSS
Adams	01003	2022-63182	11/19/2022	08:30:00	2391 Iron Springs Road	Building fire	\$30000	\$15000
Adams	01003	2022-63503	11/21/2022	02:33:27	13 Strickler Avenue	Building fire	\$0	\$0

Reviewed Incidents only. Incident Types 111, 112, 121, 122, 123 Only included.







# COMMITTEE REPORTS

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INTEROFFICE MEMORANDUM

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TO: BOROUGH COUNCIL  
FROM: CLIFFORD J. WEIKERT, CHIEF OF POLICE CW.  
SUBJECT: POLICE DEPARTMENT VACANCY  
DATE: 12/8/2022

Pursuant to your request the Civil Service Commission has completed the testing process. They received only one application from Seth Reed. Reed has been a police officer since 2012 and started part-time as an officer for Penn Township Police Department and then got a full-time job Hellam Township Police for the last 6 years. Reed is a qualified Officer and will make an immediate impacted to our department with the knowledge he will bring to his first day of work. I strongly recommend his appointment to the full-time position and request you make it effective January 2, 2023.

**Action Requested: Appoint Seth Allen Reed as a full-time probationary police officer of the Borough of Carroll Valley effective January 2, 2023, subject to the standard 1-year probationary period. I request a starting salary of \$75,000 for his years of service and \$5,000 for the next two years getting him to \$85,000 in 2025. Reed lives 15 miles from the borough so he will not be eligible for a take home vehicle.**

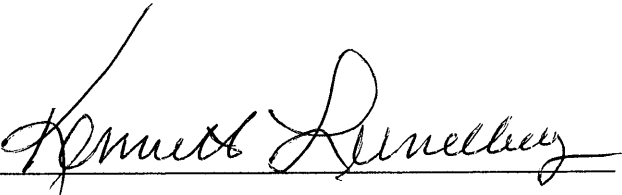
**CARROLL VALLEY BOROUGH CIVIL SERVICE COMMISSION**

**CIVIL SERVICE LIST OF ELIGIBLES**

The Civil Service Commission has completed the appropriate testing and certifies the following eligible candidates for the position of Patrolman with the Carroll Valley Borough Police Department.

<b><u>Name:</u></b>	<b><u>Final Score:</u></b>
<b>Seth Allen Reed</b>	<b>80.25 %</b>

Approved by a majority of the Commission this 7<sup>th</sup> day of December 2022 at a Regular stated meeting of the Commission:



Kenneth Lundberg, Chairman



Kevin Koons, Vice Chairman



John Davis, Secretary

Posted 12/7/2022

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**INTEROFFICE MEMORANDUM**

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**TO:** BOROUGH COUNCIL  
**FROM:** CIFFORD J. WEIKERT, CHIEF OF POLICE  
**SUBJECT:** CIVIL SERVICE COMMISSION REGULATIONS  
**DATE:** 11/21/2022

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

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

**BOROUGH OF CARROLL VALLEY  
CIVIL SERVICE COMMISSION**

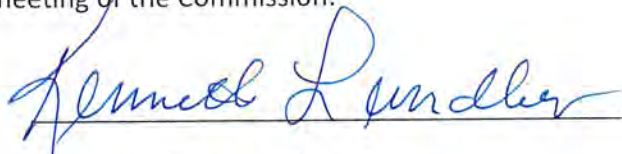
**RESOLUTION #1-2022**

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

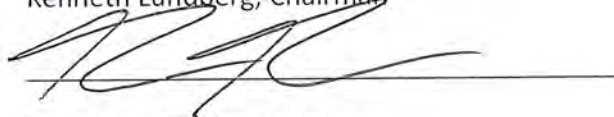
**NOW, THEREFORE, BE IT RESOLVED THAT:**

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

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



Kenneth Lundberg, Chairman



Kevin Koons, Vice Chairman



John Davis, Secretary



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

**ARTICLE I SCOPE AND DEFINITIONS**

**101**    **Scope**

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

**102**    **Definitions**

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

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

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

**103 Gender**

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

**ARTICLE II THE COMMISSION**

**201 Compensation**

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

**202 Officers**

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

**203 Offices Incompatible with Civil Service Commissioner**

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

**204 Organization of Commission; Quorum**

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

**205 Vacancies**

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

**206 Duties of Chairperson**

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

**207 Duties of Secretary**

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

**208 Meetings**

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

**209 Order of Business**

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

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



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

**210 Minutes and Records**

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

**211 Annual Report**

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

**212 Investigations**

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

**213 Subpoenas**

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

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

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

## ARTICLE III APPLICATIONS AND QUALIFICATIONS

### 301 Eligibility for Examination

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

### 302 Discrimination

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

### 303 Availability

Application forms shall be available to all interested persons in the office of the Police Secretary, and from such other offices and officers that the Commission, from time to time, may choose to delegate. Application forms may ~~be mailed upon written or telephone requests. However, no filing date deadlines will be extended due to a mailing delay~~ use an online service.

### 304 Age Requirement

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

### 305 Residency Requirement

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

- A. within the Commonwealth of Pennsylvania, and
- B. within ~~five-nine~~ (95) miles of the borders of the Borough of Carroll Valley.

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

### 306 General Qualifications - All Applicants



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

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

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

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

**308 Investigation of Applicant**

A background investigation of the character and reputation of the application shall be made by the Commission or its agent or agents and may shall include credit reports and reports of investigation from recognized agencies. The



character and reputation of the applicant must be sufficient for him or her to merit appointment as a police officer. The investigation shall be strictly confidential.

**309 Filing Applications**

~~A. Applications for positions in the police department may be received at any time, during normal business hours, in the office of the Police Secretary, and by such other offices and officers as the Commission may designate including online application services after the advertisement and before the deadline for accepting applications. The receipt of such application shall be subject to the following conditions:~~

~~all applications and corresponding written test fees must be received by the close of business twenty one (21) calendar days prior to the written examination date fixed in the public announcement to be considered for such examination; and~~

~~B. An application shall become invalid one year after the deadline described in subsection A above.~~

**310 Recording Applications**

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

**311 Disqualification of Applicant**

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

If any applicant feels himself or herself aggrieved by the action of the Commission in refusing to examine him or her, the Commission shall, at the request of the applicant, within ten days, appoint a time and place where he or she may appear personally and by counsel. The Commission shall then review



its refusal to make such examination or certification and shall take such testimony as may be offered. At the hearing, the applicant or person aggrieved may appear with or without counsel, and the commission shall take testimony and review its refusal to provide examination or certification. The deliberations of the commission, including interim rulings on evidentiary or procedural issues, may be held in the nature of a closed executive session. The commission's disposition of the matter shall constitute official action which shall occur at a public meeting held under 65 Pa.C.S. Ch. 7 (relating to open meetings). The decision of the commission shall be final.

**312 Penalty for False Statement**

The statements made by the applicant in the official application shall contain no falsification, omission or concealment of material fact. Should investigation disclose any willful misstatement, falsification or concealment with respect to an application:

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

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

**313 Public Notice**

Public notice of the time and place of every examination together with the information as to the kind of position or place to be filled in the police department shall be given by publication in a minimum of one newspaper of general circulation in the Borough of Carroll Valley. The public notice shall be published at least ~~four (4)~~two (2) weeks prior to the scheduled date for the commencement of the process and a copy of the notice shall be posted on the bulletin board in the Municipal Building. Additional public notice by publication, posting or otherwise may be given at any time at the discretion of the Commission.

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

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

**314 Notice of Written Examination**

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

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

**ARTICLE IV EXAMINATION AND GRADING PROCEDURE**

**401 General Provision Relating to Examination**

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

**402 Appointment of Examination Administrators**

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

**403 Examination for Police Positions**

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

This chart provides additional details pertaining to the examination process:



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

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

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

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

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

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

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

*However, when there exists only one eligible applicant for the position of corporal, the Commission may, by vote, ~~dispense with the test process and place the applicants name on the eligibility list for the position based solely on a recommendation by the Chief of Police and after a successful interview before the Commission.~~ (added Resolution 3-2005) adopt a different examination as long as said examination questions are practical in character and fairly test the merit and fitness of persons seeking promotion.*

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

**404 Written Examinations**

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

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

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

**405 Oral Examinations**

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

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

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

**406 Veterans' Preference Points**

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

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

**407 Physical Agility Testing**

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



A. Quarter Mile Run and Simulated Radio Broadcast.

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

Description to be read aloud:

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

B. Simulated Body Drag.

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

C. Vehicle Push.

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

D. Window Climb:

~~An applicant is required to climb through a six-foot high level window without assistance onto a three-foot level platform on the other side of the window, and then to the ground. Applicants must then circle around a marker twenty feet beyond the window and return up the three-foot high platform and out the window onto the ground below.~~

~~However, in cases where applicants are required to have Act 120 or equivalent training, the Commission may, by vote, eliminate physical agility testing for applicants who have~~



~~completed said training within the previous five (5) years. Such previous training shall then constitute a passing score for this part of the testing process. (added Resolution 3-2005)~~

#### 408 Background Investigation

~~The commission shall request the chief of police or the chief's designee to conduct a back ground investigation on each applicant. T A background investigation of each applicant's character and reputation shall be made by the Commission or its agent or agents and may include credit reports and reports of investigation from recognized agencies. The character and reputation of the applicant must be sufficient for him or her to merit appointment as a police officer. The applicant may be interviewed directly when the information collected during the background investigation requires clarification or explanation.~~

~~The background investigation shall also include interviews with the applicant's family, acquaintances, current and former employers, current and former neighbors, references and current and former teachers and school officials. At a minimum, personal interviews shall be conducted with at least three (3) people that have personal knowledge of the applicant but who are not related to the applicant and with the applicant's employer(s) for the past five (5) years. The background investigation shall also include a criminal history check, including the submission of fingerprints to the Central Repository for the Commonwealth of Pennsylvania and the Federal Bureau of Investigation. The applicant's credit history and record of criminal convictions shall also be investigated, as well as the applicant's driving record for verification that he possesses a valid driver's license. The applicant may be interviewed directly when the information collected during the background investigation requires clarification or explanation. If necessary to complete a thorough background investigation on any applicant, the commission may, upon the request of the chief of police or his designee, subpoena the personnel records maintained by any other police department(s) by which the applicant was previously employed. After the background investigation is completed, the chief, or designee, shall make a written recommendation to the commission on whether the applicant is appropriate for consideration for appointment as a police officer. After the background investigation is completed, the Commission or its agent or agents which conducted the background investigation shall make a written recommendation to the commission on whether the applicant is appropriate for the appointment as a police officer.~~

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

**409 Ineligibility for Future Examinations**

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

**410 Penalty for Improper Conduct**

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

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

**501 Creation of the Eligibility List**

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

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

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

**502 Breaking Tie Scores**

When two or more eligible applicants shall receive the same final weighed score, the order in which the names of such persons shall appear on the eligible list



shall be determined by their respective scores on that part of the examination assigned the greatest weight. In the event that two or more qualifying applicants also receive identical scores on that part of the examination assigned the same weight, the order of listing shall be determined by the order in which the applications were numbered-received for recording purposes.

**503 Life of Eligible List**

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

**504 Filling Vacancies**

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

**504 Certification from Eligible List**

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

**505 Removal of Names from Eligible List**

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

A. For the reasons set forth in Section 311; or

~~A.~~ B. \_\_\_\_\_ is appointed to a position in the police department; or

~~B.~~ C. \_\_\_\_\_ declines an appointment to a permanent position in the police department;  
or

~~C.~~ D. \_\_\_\_\_ fails to make written reply to the Commission within seven calendar days from the date of mailing a notice of certification; or

~~D.~~ E. \_\_\_\_\_ indicates availability for appointment and is so appointed to fill a vacancy but fails to report for duty at the time prescribed, unless, in the opinion of the Borough Council, such person can show good and sufficient reason for failure to report.

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

**506 Appointment Procedure**

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

**507 Temporary Appointment of Chief of Police**

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

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

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

**509 Medical and Mental; Requirements**

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

**510 Examination Forms**



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

**511 Vision Examination**

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

- ~~A. twenty/seventy (20/70) or better with dominant eye without correction;~~
- ~~B. twenty/two hundred (20/200) or better with weak eye without correction;~~
- ~~C. twenty/twenty (20/20) or better with dominant eye with corrective lens, if necessary;~~
- ~~D. twenty/forty (20/40) or better with weak eye with corrective lens, if necessary;~~
- ~~E. possession of normal color and depth perception.~~

**512 Rejection of Unfit Applicants**

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

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

**513 Reexamination of Medical or Mental Fitness**

Each applicant eligible for certification to the Borough Council for appointment to any position in the police department shall be deemed fit as determined by a medical or psychological examination. Each eligible applicant shall be further instructed by the Secretary, before being certified, to inform the Commission of any illness or injuries requiring the attendance of a physician or requiring hospitalization, and of any surgical operations that shall have occurred subsequent to the original medical examination. If, in the judgement of the Commission, there shall have been any change in the fitness of any applicant



after being medically or psychologically examined, whether or not such change shall have been reported by the applicant, the Commission may require the applicant to submit to a further medical and/or psychological examination before being certified for appointment.

**514 Probationary Period**

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

**515 Provisional Appointments**

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

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

**601 General**

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

- A. Physical or mental disability affecting his or her ability to continue in service, in which case the person shall receive an honorable discharge from service;
- B. neglect or violation of any official duty;
- C. violation of any law which provides that such violation constitutes a misdemeanor or felony;

D. inefficiency, neglect, intemperance, immorality, disobedience of orders, or conduct unbecoming an officer;

E. intoxication while on duty; and

F. Engaging or participating in the conduct of a political or election campaign while on duty or in uniform or while using borough property otherwise than to exercise the person's own right of suffrage.~~engaging or participating in conducting of any political or election campaign otherwise to exercise his or her own right suffrage.~~

F.G. Engaging or participating in the conduct of a political or election campaign for an incompatible office as provided in section 1104(f) of Title 8, "Borough Code" (relating to appointments and incompatible offices).

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

**602 Reduction in Police Force**

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

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

In the event that the police department shall again be increased, the officers furloughed shall be reinstated in order of their seniority in the service. The provisions contained in this section as to reductions in force shall not be applicable to the Chief of Police.

**603 Procedure**

Whenever any police officer is suspended or removed, the specific charges warranting each such action shall be stated in writing by the Borough Council.

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

**604 Hearings on Suspension and Removal**

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

**605 Suspension Pending Determination of Charges**

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

**606 Notice of Hearing**

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

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

**607 Subpoenas**

The Commission shall have the power to issue subpoenas. The Chairperson of the Commission shall be authorized to sign all subpoenas requiring the attendance of witnesses and the production of records and papers pertaining to the charges filed against the officer. If any person shall refuse or neglect to obey

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

**608 Hearing Procedure**

Each hearing shall be conducted in the following manner:

- A. The Chairperson shall call the hearing to order, state the general purpose of the hearing, and make note of the parties present.
- B. The Secretary, upon direction of the Chairperson, shall read the charges against the accused together with the record of action taken against such officer.
- C. The Secretary shall read any written reply of the accused.
- D. The Chairperson shall afford each person making charges, or his or her counsel, an opportunity to make further statement in support of the charges and to produce any witnesses and testimony.
- E. The Chairperson shall afford the accused, or his or her counsel, an opportunity to question or cross-examine the person making charges, and to question or cross-examine any witness produced by such person.
- F. The Chairperson shall afford the accused, or his or her counsel, an opportunity to produce any witnesses.
- G. All parties shall have the opportunity to examine or cross-examine all witnesses produced by the parties.
- H. The Chairperson shall afford all parties the opportunity to present a summation to the Commission.
- I. The Commission shall be the judge of admissible evidence and procedure and shall be bound by technical rules of evidence.
- J. A stenographic record of all testimony taken at such hearing shall be filed with and preserved by the Commission, which record shall be sealed and not be available for public inspection in the event the charges are dismissed.



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

**609 Decision of the Commission**

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

**610 Right of Appeal**

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

## **ARTICLE VII INSPECTION OF DOCUMENTS**

**701 Inspection in General**

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

**702 Character and Reputation Reports**

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

**703 Inspection of Examination Materials**

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

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

- B. he or she makes inspection within fourteen (14) calendar days from the date of the mailing of the consent of the Commission.

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

## **ARTICLE VIII COMMISSION FORMS**

### **801 Use of Forms**

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

### **802 Forms**

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

- A. Forms and letters referenced in the rules and regulations as Appendix 1 - 17;
- B. Notification Procedure Release;
- C. Waiver and Release for background Investigation;
- D. Personal Injury Waiver;
- E. Psychological Examination - Instructions to Examiner; and
- F. Release of Psychological Information.



## **ARTICLE IX AMENDMENTS**

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

Planning Meeting 12/5/2022

- Approval of November minutes
- Open to the public - none
- New Business - Donlon/Leckemby Subdivision
  - Needed to be approved to move to council - it was.
- Old Business -
  - Final reviewed of proposed Chapter 10 - Health, Safety, and Nuisances
    - Discussion concerning definitions - no changes requested
    - Minor spelling & punctuation changes noted.
    - Approved to move to Council
  
- Adjourned

Respectfully submitted,  
Michael Wight

# ADMINISTRATIVE BUSINESS

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

ACCOUNT	GENERAL FUND	SPECIAL EVENT	SANITARY SEWER	SINKING FUND	CAPITAL RESERVE	HIGHWAY AID (L.F)	TOTAL FUNDS	SEWER AUTHORITY
START OF PERIOD								
CHECKING ACCOUNT	\$43,829.99	\$0.00	\$0.00	\$145.50	\$74,398.81	\$0.00	\$118,374.30	\$4,476.33
INVESTMENTS	\$2,151,989.68	\$0.00	\$0.00	\$0.00	\$0.00	\$680,850.60	\$2,832,840.28	\$208,021.70
PETTY CASH	\$425.00	\$0.00	\$25.00	\$0.00	\$0.00	\$0.00	\$450.00	\$50.00
DUE FROM OTHER FUNDS	\$47,002.05	(\$3,177.68)	\$753,161.49	\$0.00	\$1,044,000.09	\$0.00	\$1,840,985.95	\$0.00
DUE TO OTHER FUNDS	\$1,348,460.20	\$11,770.08	\$297,480.12	\$0.00	\$141,064.43	\$0.00	\$1,798,774.83	\$52,076.73
LIABILITIES	\$9,532.88	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,532.88	\$0.00
NET BALANCE	\$885,253.64	(\$14,947.76)	\$455,706.37	\$145.50	\$977,334.47	\$680,850.60	\$2,984,342.82	\$160,471.30

TRANSACTIONS FOR PERIOD								
ADJUSTMENTS (SEE NOTE)								
ACTUAL REVENUES (+)	\$164,272.30	\$0.00	\$32,131.33	\$0.00	\$1,607.68	\$1,643.16	\$199,654.47	\$2,525.41
ACTUAL EXPENDITURES (-)	\$267,302.97	\$67.87	\$20,668.05	\$0.00	\$11,125.00	\$1,224.31	\$300,388.20	\$0.00
ENCUMBERED FUNDS (-)	\$1,080.57	\$15.00	\$755.00	\$0.00	\$59,318.97	\$0.00	\$61,169.54	\$0.00
NET TRANSACTION BALANCE	(\$104,111.24)	(\$82.87)	\$10,708.28	\$0.00	(\$68,836.29)	\$418.85	(\$161,903.27)	\$2,525.41

END OF PERIOD								
CHECKING ACCOUNT	\$29,433.01	\$0.00	\$0.00	\$145.50	\$74,462.00	\$0.00	\$104,040.51	\$4,476.33
INVESTMENTS	\$2,063,051.77	\$0.00	\$0.00	\$0.00	\$0.00	\$681,269.45	\$2,744,321.22	\$210,547.11
PETTY CASH	\$425.00	\$0.00	\$25.00	\$0.00	\$0.00	\$0.00	\$450.00	\$50.00
DUE FROM OTHER FUNDS	\$36,079.49	(\$3,465.38)	\$765,430.27	\$0.00	\$1,015,644.60	\$0.00	\$1,813,688.98	\$0.00
DUE TO OTHER FUNDS	\$1,332,085.79	\$11,550.25	\$299,222.37	\$0.00	\$128,619.45	\$0.00	\$1,771,477.86	\$52,076.73
LIABILITIES	\$14,796.18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,796.18	\$0.00
NET BALANCE	\$782,107.30	(\$15,015.63)	\$466,232.90	\$145.50	\$961,487.15	\$681,269.45	\$2,876,226.67	\$162,996.71



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

09-Dec-22

From: 01-Nov-22 To: 30-Nov-22

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

564	11/9/2022	14643	SPECIALTY GRANULES INC.		\$1,224.31	O
			90004562 Stone for Woodland Trl/Road Maintenance		\$1,172.75	
			90006637 Stone for Road Maintenance		\$51.56	

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**Bank Total:****\$1,224.31**

# Check Register with Invoices

Borough of Carroll Valley

09-Dec-22

From: 01-Nov-22 To: 30-Nov-22

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

34937	11/9/2022	10	ADAMS COUNTY AUTO SUPPLY, INC.		\$233.64	O
			298181 Polishing Ball		\$31.29	
			300462 PL22: Battery		\$183.63	
			300699 EQMS: Light Bulbs		\$18.72	
34938	11/9/2022	22	ADAMS ELECTRIC COOPERATIVE, IN		\$2,618.44	O
			3000-1122 STP: Country Club Trl. Pump Station: Svc 10/1/22-1		\$131.18	
			4704-1122 STP: Sanders Rd. Pump Station: Svc 10/1/22-11/1/22		\$1,595.65	
			4700-1122 Boro Office: Svc 10/1/22-11/1/22		\$891.61	
34939	11/9/2022	17731	AMAZON CAPITAL SERVICES		\$31.57	O
			11722 Corona Extensible Hedge Shears		\$31.57	
34940	11/9/2022	14211	AT&T MOBILITY		\$498.67	O
			10262022 GeoTabs: 9/19/22-10/18/22		\$399.39	
			10262022-1 Wireless Svc: 9/19/22-10/18/22		\$99.28	
34941	11/9/2022	17766	ATLANTIC TRACTOR		\$1,932.86	O
			4885 EQMS: R&R DEF Header		\$1,932.86	
34942	11/9/2022	60	BOYER NURSERIES & ORCHARDS, IN		\$319.55	O
			295444 Landscaping for Pavilion		\$319.55	
34943	11/9/2022	1191	COMCAST CABLE		\$101.16	O
			9274-1122 99 Country Club Trl: Emergency Dialer		\$101.16	
34944	11/9/2022	17760	Edmunds GovTech, Inc.		\$11,125.00	O
			23-IN1173 Software Implementation		\$11,125.00	
34945	11/9/2022	110	EXCALIBUR TOWING		\$200.00	O
			11722 PL: Impound Inv # 13945		\$200.00	
34946	11/9/2022	113	FAIRFIELD FIRE & EMS		\$77,503.80	O
			11722 2022 Fire Tax Payment		\$77,503.80	
34947	11/9/2022	122	FOUNTAINDALE VOLUNTEER FIRE DE		\$25,834.60	O
			11722 2022 Fire Tax Payment		\$25,834.60	
34948	11/9/2022	14412	GOVERNMENT MANAGEMENT SERVICE		\$3,000.00	O
			3592 Retainer for the month of October 2022		\$3,000.00	

# Check Register with Invoices

Borough of Carroll Valley

09-Dec-22

From: 01-Nov-22 To: 30-Nov-22

Check No	Check Date	VendorNo	Vendor	Invoice	Check Amount	Status
34949	11/9/2022	1156	KAREN HEFLIN, RECORDER		\$65.00	O
			11722-2 Filing Fee: Strm. Wtr. Agreement: 13 Shirley Trl		\$36.50	
			11722-1 Filing Fee: Strm. Wtr. Agreement: 41 High Trail		\$28.50	
34950	11/9/2022	825	KPI TECHNOLOGY		\$2,821.78	O
			9308 SEO Services		\$2,821.78	
34951	11/9/2022	196	LABORATORY, ANALYTICAL & BIOLO		\$266.00	O
			107989 STP: Testing October 2022		\$266.00	
34952	11/9/2022	137	MET-ED		\$76.36	O
			628-1122 Jacks Mtn & Skylark Trl: Street Lighting		\$76.36	
34953	11/9/2022	975	PA MUNICIPAL HEALTH INSURANCE		\$27,468.74	O
			11722-1 December 2022: Major Medical, Dental, Vision		\$27,468.74	
34954	11/9/2022	244	PA UC FUND		\$1,525.98	O
			11722 2023 Solvency Fee		\$1,525.98	
34955	11/9/2022	874	PENNSYLVANIA ONE CALL SYSTEM,		\$6.48	O
			973263 October 2022: Activity Fee		\$6.48	
34956	11/9/2022	14665	RABOLDS SERVICES		\$144.00	O
			26522 October 2022 Calibrations		\$144.00	
34957	11/9/2022	17762	RadarSign		\$6,330.00	O
			15163 Radar Signs		\$6,330.00	
34958	11/9/2022	14145	SALZMANN HUGHES, P.C.		\$1,707.40	O
			11722 Representation as Borough Solicitor		\$1,707.40	
34959	11/9/2022	310	SHEALERS SEPTIC SERVICE		\$3,938.00	O
			11722-2 HT: October 2022		\$3,938.00	
34960	11/9/2022	14643	SPECIALTY GRANULES INC.		\$141.00	O
			90006638 Anti-Skid		\$141.00	
34961	11/9/2022	17729	T-MOBILE		\$281.90	O
			11722 Wireless Svc: 9/22/22-10/21/22		\$138.22	
			11722-1 PL: Connection Card Data Plan: Svc 9/22/22-10/21/2		\$143.68	
34962	11/9/2022	17765	TREYSTA TECHNOLOGY MANAGEMEN		\$45.85	O

# Check Register with Invoices

Borough of Carroll Valley

09-Dec-22

From: 01-Nov-22 To: 30-Nov-22

Check No	Check Date	VendorNo	Vendor	Invoice	Check Amount	Status
			8904 Repair Wifi connection on Stage		\$45.85	
34963	11/9/2022	363	U.S. MUNICIPAL SUPPLY, INC.		\$148.74	O
			6201994 No Parking Signs		\$148.74	
34964	11/9/2022	14207	WEST PENN POWER		\$2,657.93	O
			218-1122 Street Lights		\$2,303.95	
			294-1122 14 Ranch Trl: Barn: Svc 9/30/22-10/30/22		\$83.43	
			594-1122 Ranch Trl: Svc 9/30/22-10/30/22		\$19.58	
			822-1122 Green Trl: Svc 9/30/22-10/30/22		\$12.35	
			872-1122 14 Ranch Trl: Svc 9/30/22-10/30/22		\$238.62	
34965	11/9/2022	14622	WILLIAMS SCOTSMAN, INC.		\$665.63	O
			9015668733 STP: November 2022 Office Trailer		\$665.63	
34966	11/15/2022	1191	COMCAST CABLE		\$1,049.16	O
			158755916-2 14 Ranch Trl: Svc 11/1/22-11/30/22		\$118.96	
			158755916-3 STP: Svc 11/1/22-11/30/22		\$62.00	
			158755916-4 Boro Office: Svc 11/1/22-11/30/22		\$217.57	
			2989-1122 STP: 119A Sanders Rd: Svc 11/13/22-12/12/22		\$61.03	
			2005-1122 Internet Fees		\$260.60	
			158755916 PL: Svc 11/1/22-11/30/22		\$282.00	
			158755916-1 Zoning: Svc 11/1/22-11/30/22		\$47.00	
34967	11/21/2022	17718	AC&T CO, INC.		\$3,649.01	O
			112122-1 Due to billing Error		(\$1,012.83)	
			112122 Fuel & Diesel Fuel: October 2022		\$4,661.84	
34968	11/21/2022	22	ADAMS ELECTRIC COOPERATIVE, IN		\$2,095.46	O
			1500-1122 Street Lights		\$1,671.68	
			4500-1122 Trout Run Trl: Svc 10/1/22-11/1/22		\$130.32	
			4800-1122 MS Bldg: Svc 10/1/22-11/1/22		\$68.51	
			4200-1122 Ski Run Trl: Svc 10/1/22-11/1/22		\$85.23	
			1701-1122 Pavilion: Svc 10/1/22-11/1/22		\$94.19	
			8400-1122 Jacks Mtn Bridge: Svc 10/1/22-11/1/22		\$45.53	
34969	11/21/2022	14219	COMMUNITY MEDIA OF SOUTH CENT		\$220.00	O
			1449 CVB Council Meeting: October 2022		\$220.00	
34970	11/21/2022	17735	KELLER ENGINEERS, INC.		\$2,380.15	O
			004529-0001-9 Phase 2: WWTP Expansion		\$2,380.15	



# Check Register with Invoices

Borough of Carroll Valley

09-Dec-22

From: 01-Nov-22 To: 30-Nov-22

Check No	Check Date	VendorNo	Vendor	Invoice	Check Amount	Status
34971	11/21/2022	17767	KENDALL & LORRAINE CAMUTI		\$29.88	O
			112122 Refund of Borough Taxes		\$29.88	
34972	11/21/2022	286	RICHARD L. HILEMAN		\$615.67	O
			112122 2022 Cellular Reimbursement		\$615.67	
34973	11/21/2022	14548	Stacy L. Krietz		\$474.00	O
			112122-1 Office Cleaning: 11/6/22-11/19/22		\$316.00	
			112122 Office Cleaning: 10/23/22-11/5/22		\$158.00	
34974	11/21/2022	14493	THE YORK WATER COMPANY		\$80.38	O
			112122 Water: Svc 9/26/22-10/25/22		\$80.38	
34975	11/21/2022	17713	TOSHIBA FINANCIAL SERVICES		\$351.83	O
			486630098 November 2022: Copier Lease		\$351.83	
34976	11/21/2022	17765	TREYSTA TECHNOLOGY MANAGEMEN		\$1,953.70	O
			69590 December 2022: IT Support		\$703.70	
			69454 Initial Set-Up Fee		\$1,250.00	
<b>Bank Total:</b>					<b>\$184,589.32</b>	

## OFFICIAL NOTICE

The 2023 budget of the Borough of Carroll Valley was adopted at the regular Council meeting on December 13, 2022. It is available for inspection at the Borough Office, 5685 Fairfield Road, Carroll Valley, from 8:00 AM to 4:00 PM, Monday through Friday by appointment or by contacting the Borough Secretary at [gayle@carrollvalley.org](mailto:gayle@carrollvalley.org). The adopted 2023 tax rates are as follows: Real Estate – 2.45 mils; Dedicated Fire/EMS Tax - .25 percent, Earned Income - .50 percent; Realty Transfer - .50 percent; Admissions - 5.0 percent or as permitted by law.

Gayle R. Marthers

Borough Secretary

**BOROUGH OF CARROLL VALLEY**  
**REGULAR COUNCIL MEETING**  
**Tuesday, December 13, 2022**  
**BOROUGH OFFICE**

**RESOLUTION #9-2022**

A RESOLUTION OF THE BOROUGH OF CARROLL VALLEY, COUNTY OF ADAMS, COMMONWEALTH OF PENNSYLVANIA, FIXING THE TAX RATE FOR THE YEAR 2023

BE IT RESOLVED AND ADOPTED, and it is hereby resolved and adopted by the Borough Council of the Borough of Carroll Valley, County of Adams, Commonwealth of Pennsylvania that a tax be and the same is hereby levied on all real property within the Borough of Carroll Valley subject to taxation for the fiscal year 2023, as follows:

Tax rate for general purposes, the sum of.....2.45 mills  
on each dollar of assessed valuation, or the sum of.....24.5 cents  
on each one hundred dollars of assessed valuation.

The same being summarized in tabular form as follows:

	Mills on Each Dollar of Assessed Valuation	Cents on Each One Hundred Dollars of Assessed Valuation
Tax Rate for General Purposes	2.45 Mills	24.5 Cents
TOTAL	2.45 Mills	24.5 Cents

That any resolution, or part of resolution, conflicting with this resolution be and the same is hereby repealed insofar as the same affects this resolution.

DULY ADOPTED THIS 13<sup>th</sup> day of December, A.D. 2022:

ATTEST:

CARROLL VALLEY BOROUGH COUNCIL

\_\_\_\_\_  
Gayle R. Marthers  
Secretary

BY: \_\_\_\_\_  
Richard Mathews  
Council President

APPROVED this 13<sup>th</sup> day of December 2022:

BY: \_\_\_\_\_  
Ronald J. Harris  
Mayor

**BOROUGH OF CARROLL VALLEY  
REGULAR COUNCIL MEETING  
Tuesday, December 13, 2022  
BOROUGH OFFICE**

**RESOLUTION #10-2022**

**DEDICATED TAX APPROPRIATED FOR THE OPERATION OF FIRE AND  
EMERGENCY SERVICES**

A RESOLUTION OF THE BOROUGH OF CARROLL VALLEY, COUNTY OF ADAMS, COMMONWEALTH OF PENNSYLVANIA, FIXING THE RATE OF TAX LEVIED FOR THE DEDICATED TAX APPROPRIATED FOR THE OPERATION OF FIRE AND EMERGENCY SERVICES FOR THE YEAR 2023

**WHEREAS**, the Borough Code provides at 8 Pa.C.S. § 1302(a)(6) that Borough Council has the power to levy and collect annually a tax, not exceeding three mills for, among other things, making appropriations to fire companies both within and without the Borough; and

**WHEREAS**, the Borough Code provides at 8 Pa.C.S. § 1302(a)(9) that Borough Council has the power to levy and collect annually a tax not exceeding three mills for, among other things, making appropriations to support ambulance, rescue, and other emergency services serving the Borough.

**NOW THEREFORE, BE IT RESOLVED AND ADOPTED**, and it is hereby resolved and adopted by the Borough Council of the Borough of Carroll Valley, County of Adams, Commonwealth of Pennsylvania that a dedicated tax appropriated for the operation of fire and emergency services in accordance with 8 Pa.C.S. § 1302(a)(6) and (a)(9) be and the same is hereby levied on all real property within the Borough of Carroll Valley subject to taxation for the fiscal year 2023, as follows:

Tax rate for Fire & Emergency Services, the sum of..... .25 mills  
 On each dollar of assessed valuation, or the sum of..... 2.5 cents  
 On each one hundred dollars of assessed valuation.

The same being summarized in tabular form as follows:

	Mills on Each Dollar of Assessed Valuation	Cents on Each One Hundred Dollars of Assessed Valuation
Tax Rate for Fire & Emergency Services:	.25 Mills	2.5 Cents
TOTAL	.25 Mills	2.5 Cents



That any resolution, or part of resolution, conflicting with this resolution be and the same is hereby repealed insofar as the same affects this resolution.

ADOPTED THIS 13<sup>th</sup> day of December, A.D. 2022:

ATTEST:

CARROLL VALLEY BOROUGH COUNCIL

\_\_\_\_\_  
Gayle R. Marthers  
Secretary

BY: \_\_\_\_\_  
Richard Mathews  
Council President

APPROVED this 13<sup>th</sup> day of December 2022:

BY: \_\_\_\_\_  
Ronald J. Harris  
Mayor

## BOROUGH OF CARROLL VALLEY

### 2023 MEETING SCHEDULE

The Governmental Bodies of the Borough of Carroll Valley shall meet as follows:

BOROUGH COUNCIL – regular monthly meetings are scheduled for the second Tuesday after the first Monday; PLANNING COMMISSION – regular meetings are scheduled for the first Monday, with the following exceptions January 2, September 5, and November 13; PUBLIC SEWER ADVISORY – regular meetings are scheduled for the fourth Monday of every month with the following exception December 27.

The Committees of the Borough of Carroll Valley shall meet as follows: PARKS, RECREATION AND ENVIRONMENTAL ADVISORY COMMITTEE – regular meetings are scheduled for January 25, April 26, July 26, and October 25; FINANCE COMMITTEE - regular meetings are scheduled for March 28, June 27, October 9 and Special joint meetings with Borough Council on October 17 and October 24; PUBLIC SAFETY COMMITTEE – regular meeting is scheduled for November 28.

All scheduled public meetings will be held at the Borough Office, 5685 Fairfield Road, Carroll Valley, Pennsylvania. The Carroll Valley Office meeting room is accessible to the handicapped. Any person with a disability requiring special accommodations to attend a public meeting should notify the Borough Secretary at 642-8269 as early as possible, but no later than five days prior to the meeting. The Borough will make every effort to provide reasonable accommodations.

Gayle R. Marthers

Borough Secretary

# Memorandum

**To:** All Employees  
**From:** Gayle Marthers, Borough Secretary  
**Date:** December 19, 2022  
**Re:** 2023 Holiday Schedule

---

Below is the approved 2023 Holiday Schedule:

New Year's Day: Monday, January 2, 2023  
President's Day: Monday, February 20, 2023  
Good Friday: Friday, April 7, 2023  
Election Day: Tuesday, May 16, 2023  
Memorial Day: Monday, May 29, 2023  
Independence Day: Tuesday, July 4, 2023  
Labor Day: Monday, September 4, 2023  
Election Day: Tuesday, November 7, 2023  
Veteran's Day: Friday, November 10, 2023  
Thanksgiving: Thursday, November 23, 2023  
Friday, November 24, 2023  
Christmas: Monday, December 25, 2023  
Tuesday, December 26, 2023

# Borough of Carroll Valley

## Calendar of Events - 2023



### January

S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S
	1	2	3	4	5	6	7							
8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
22	23	24	25	26	27	28	29	30	31					

### February

S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S

### March

S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S

### April

S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S

### May

S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S

### June

S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S

### July

S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S

### August

S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S

### September

S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S

### October

S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S

### November

S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S

### December

S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S

- Planning Commission
  - Borough Council
  - Finance
  - Parks/Recreation
  - Public Sewer Advisory Committee
  - Public Safety
- 
- Holiday (Offices Closed)
  - Borough Event

#### Meeting Times:

All meetings are held at 7pm  
(Unless otherwise advertised)

All Meetings are held at the  
Borough Office:  
5685 Fairfield Road





**LOCATED AT**

82 Toms Creek Trl  
Fairfield, PA 17320  
Deed book 2175 Page 0100

**FOR**

Borough of Carroll Valley  
5685 Fairfield Rd  
Fairfield, PA 17320

**OPINION OF VALUE**

28,000


**AS OF**

12/5/2022

**BY**

Richard S Hartman  
Wm. A. Bigham, Inc

717-338-0400  
scotthartman@cbbigham.com

 <b>AI Reports™</b> Form 120.04	<b>Client File #:</b>	<b>Appraisal File #:</b>	<h1 style="margin: 0;">Summary Appraisal Report • Land</h1>	
	<b>Appraisal Company:</b> Wm. A. Bigham, Inc			
	<b>Address:</b> 121 Buford Ave Gettysburg, PA 17325			
	<b>Phone:</b> 717-338-0400	<b>Fax:</b>	<b>Website:</b>	
<b>Appraiser:</b> Richard S Hartman		<b>Co-Appraiser:</b>		
<b>AI Membership (if any):</b> <input checked="" type="checkbox"/> SRA <input type="checkbox"/> MAI <input type="checkbox"/> SRPA		<b>AI Membership (if any):</b> <input type="checkbox"/> SRA <input type="checkbox"/> MAI <input type="checkbox"/> SRPA		
<b>AI Status (if any):</b> <input type="checkbox"/> Candidate for Designation <input type="checkbox"/> Practicing Affiliate		<b>AI Status (if any):</b> <input type="checkbox"/> Candidate for Designation <input type="checkbox"/> Practicing Affiliate		
<b>Other Professional Affiliation:</b> IAAO		<b>Other Professional Affiliation:</b>		
<b>E-mail:</b> scotthartman@cbbigham.com		<b>E-mail:</b>		
<b>Client:</b> Borough of Carroll Valley		<b>Contact:</b> David A. Haslet		
<b>Address:</b> 5685 Fairfield Rd, Fairfield, PA 17320				
<b>Phone:</b> 717.642.8269 x 105		<b>Fax:</b>		<b>E-mail:</b> manager@carrollvalley.org
<b>SUBJECT PROPERTY IDENTIFICATION</b>				
<b>Address:</b> 82 Toms Creek Trl				
<b>City:</b> Fairfield	<b>County:</b> Adams	<b>State:</b> PA	<b>ZIP:</b> 17320	
<b>Legal Description:</b> Deed book 2175 Page 0100				
<b>Tax Parcel #:</b> 43046-0003---000	<b>RE Taxes:</b> 156	<b>Tax Year:</b> 2022		
<b>Use of the Real Estate As of the Date of Value:</b>		Vacant land - Residential Building Site		
<b>Use of the Real Estate Reflected in the Appraisal:</b>		Vacant land - Residential Building Site		
<b>Opinion of highest and best use (if required):</b>		Vacant land - Residential Building Site		
<b>SUBJECT PROPERTY HISTORY</b>				
<b>Owner of Record:</b> Borough of Carroll Valley				
<b>Description and analysis of sales within 3 years (minimum) prior to effective date of value:</b>		Unless otherwise noted, a search of county assessment records revealed no sale of the subject in the past 36 months and no prior sale of the comparables within 36 months of the comparable date of sale.		
<b>Description and analysis of agreements of sale (contracts), listings, and options:</b>		No offerings, options or contacts were disclosed to the Appraiser as of the effective date of the appraisal.		
<b>RECONCILIATIONS AND CONCLUSIONS</b>				
<b>Indication of Value by Sales Comparison Approach</b>		\$ 28,000		
<b>Indication of Value by Cost Approach</b>		\$ not applicable		
<b>Indication of Value by Income Approach</b>		\$ not applicable		
<b>Final Reconciliation of the Methods and Approaches to Value:</b>		All approaches to value were considered. Income Approach is not applicable for small vacant parcels data with the Highest & Best Use for the construction of single family homes. The Cost Approach is not applicable for vacant land. The Sales Approach most accurately reflects the actions of buyers and sellers in the market.		
<b>Opinion of Value as of:</b> 12/5/2022		\$ 28,000		
<b>Exposure Time:</b> 3 to 12 months				
The above opinion is subject to: <input type="checkbox"/> Hypothetical Conditions and/or <input type="checkbox"/> Extraordinary Assumptions cited on the following page.				

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<b>Client:</b>	Borough of Carroll Valley	<b>Client File #:</b>	
<b>Subject Property:</b>	82 Toms Creek Trl, Fairfield, PA 17320	<b>Appraisal File #:</b>	

**ASSIGNMENT PARAMETERS**

**Intended User(s):** Client

**Intended Use:** Assist the Client in determining the Market Value of the Subject property

**This report is not intended by the appraiser for any other use or by any other user.**

**Type of Value:** Market Value - see addendum      **Effective Date of Value:** 12/5/2022

**Interest Appraised:**  Fee Simple     Leasehold     Other

**Hypothetical Conditions:** (A hypothetical condition is that which is contrary to what exists, but is asserted by the appraiser for the purpose of analysis. Any hypothetical condition may affect the assignment results.)      No hypothetical conditions were considered in this appraisal.

**Extraordinary Assumptions:** (An extraordinary assumption is directly related to a specific assignment and presumes uncertain information to be factual. If found to be false this assumption could alter the appraiser's opinions or conclusions. Any extraordinary assumption may affect the assignment results.)  
No extraordinary assumptions were considered in this Appraisal.

**In accordance with Standard Rule 2-2(b) of the Uniform Standard of Professional Appraisal Practice (USPAP), this is an appraisal report.**

**SCOPE OF WORK**

**Definition:** The scope of work is the type and extent of research and analysis in an assignment. Scope of work includes the extent to which the property is identified, the extent to which tangible property is inspected, the type and extent of data research, and the type and extent of analysis applied to arrive at credible opinions or conclusions. The specific scope of work for this assignment is identified below and throughout this report.

<b>Scope of Subject Property Inspection/Data Sources Utilized</b>	<b>Approaches to Value Developed</b>
<b>Appraiser</b> Property Inspection: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Date of Inspection: 12/5/2022 Describe scope of Property Inspection, Source of Area Calculations and Data Sources Consulted: Complete inspection.	<b>Cost Approach:</b> <input type="checkbox"/> Is necessary for credible results and is developed in this analysis <input checked="" type="checkbox"/> Is not necessary for credible results; not developed in this analysis <input type="checkbox"/> Is not necessary for credible results but is developed in this analysis
<b>Co-Appraiser</b> Property Inspection: <input type="checkbox"/> Yes <input type="checkbox"/> No Date of Inspection: Describe scope of Property Inspection, Source of Area Calculations and Data Sources Consulted:	<b>Sales Comparison Approach:</b> <input checked="" type="checkbox"/> Is necessary for credible results and is developed in this analysis <input type="checkbox"/> Is not necessary for credible results; not developed in this analysis <input type="checkbox"/> Is not necessary for credible results but is developed in this analysis
	<b>Income Approach:</b> <input type="checkbox"/> Is necessary for credible results and is developed in this analysis <input checked="" type="checkbox"/> Is not necessary for credible results; not developed in this analysis <input type="checkbox"/> Is not necessary for credible results but is developed in this analysis

**Additional Scope of Work Comments:** See attached addenda.

**Significant Real Property Appraisal Assistance:**     None     Disclose Name(s) and contribution:

<b>Client:</b>	Borough of Carroll Valley	<b>Client File #:</b>	
<b>Subject Property:</b>	82 Toms Creek Trl, Fairfield, PA 17320	<b>Appraisal File #:</b>	

**MARKET AREA ANALYSIS**

<b>Location</b> <input type="checkbox"/> Urban <input checked="" type="checkbox"/> Suburban <input type="checkbox"/> Rural	<b>Built Up</b> <input type="checkbox"/> Under 25% <input checked="" type="checkbox"/> 25-75% <input type="checkbox"/> Over 75%	<b>Growth</b> <input type="checkbox"/> Rapid <input checked="" type="checkbox"/> Stable <input type="checkbox"/> Slow	<b>Supply &amp; Demand</b> <input checked="" type="checkbox"/> Shortage <input type="checkbox"/> In Balance <input type="checkbox"/> Over Supply	<b>Value Trend</b> <input checked="" type="checkbox"/> Increasing <input type="checkbox"/> Stable <input type="checkbox"/> Decreasing	<b>Typical Marketing Time</b> <input checked="" type="checkbox"/> Under 3 Months <input type="checkbox"/> 3-6 Months <input type="checkbox"/> Over 6 Months
<b>Neighborhood Single Family Profile</b>		<b>Neighborhood Land Use</b>		<b>Neighborhood Name:</b> Carroll Valley	
Price	Age	1 Family	40%	Commercial	25%
150	Low	0			
800	High	200		Condo	0%
250	Predominant	40		Vacant	34%
		Multifamily	1%		

**Market area description and characteristics:** The market area is defined as the Borough of Carroll Valley and is bound by Hamiltonban Township to the north and west, and Liberty Township to the south and the east. The Borough of Carroll Valley offers convenience to schools, recreation, basic shopping and services as well as some employment opportunities in both Fairfield, PA and Emmittsburg, MD. More extensive employment available approximately 40 miles away in Harrisburg, PA; York, PA; or Frederick County and Montgomery County, Maryland. The area is predominantly residential with a harmonious mix of housing styles and price ranges and is well accepted by market participants. The dominant factor in this neighborhood is the close proximity to US Rt 15 allowing an easy commute to Frederick and Montgomery Counties in MD which are major employment centers.

**SITE ANALYSIS**

<b>Dimensions:</b> See Attached Deed for Legal	<b>Area:</b> 27,878sf
<b>View:</b> N;Res;	<b>Shape:</b> rectangular
<b>Drainage:</b> good	<b>Utility:</b> very good
<b>Site Similarity/Conformity To Neighborhood</b>	<b>Zoning/Deed Restriction</b>
<b>Size:</b> <input type="checkbox"/> Smaller than Typical <input checked="" type="checkbox"/> Typical <input type="checkbox"/> Larger than Typical	<b>View:</b> <input type="checkbox"/> Favorable <input checked="" type="checkbox"/> Typical <input type="checkbox"/> Less than Favorable
<b>Zoning:</b> RMD - Residential Medium Density <input checked="" type="checkbox"/> Legal <input type="checkbox"/> No zoning <input type="checkbox"/> Legal, non-conforming <input type="checkbox"/> Illegal	<b>Covenants, Condition &amp; Restrictions</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <b>Documents Reviewed</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <b>Ground Rent</b> \$ /
<b>Utilities</b>	<b>Off Site Improvements</b>
<b>Electric</b> <input checked="" type="checkbox"/> Public <input type="checkbox"/> Other	<b>Street</b> <input checked="" type="checkbox"/> Public <input type="checkbox"/> Private
<b>Gas</b> <input type="checkbox"/> Public <input type="checkbox"/> Other none	<b>Alley</b> <input type="checkbox"/> Public <input type="checkbox"/> Private none
<b>Water</b> <input type="checkbox"/> Public <input checked="" type="checkbox"/> Other to be well	<b>Sidewalk</b> <input type="checkbox"/> Public <input type="checkbox"/> Private none
<b>Sewer</b> <input type="checkbox"/> Public <input checked="" type="checkbox"/> Other approved for septic system	<b>Street Lights</b> <input type="checkbox"/> Public <input type="checkbox"/> Private none

**Site description and characteristics:** The appraiser is not aware of any adverse environmental conditions of the subject property or in the immediate vicinity, although the appraiser is not an expert on hazardous environmental conditions and has not conducted a Phase I Environmental Assessment. No adverse easements or encroachments were observed with exception of normal utility easements. Covenants and Conditions, also known as deed restrictions, are from the original platting of Charnita.

**HIGHEST AND BEST USE ANALYSIS**

<input checked="" type="checkbox"/> Present Use <input type="checkbox"/> Proposed Use <input type="checkbox"/> Other
<b>Summary of highest and best use analysis:</b> See attached Addendum

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Client:	Borough of Carroll Valley	Client File #:	
Subject Property:	82 Toms Creek Trl, Fairfield, PA 17320	Appraisal File #:	

**SITE VALUATION**

**Site Valuation Methodology**

- Sales Comparison Approach:** A set of procedures in which a value indication is derived by comparing the property being appraised to similar properties that have been sold recently, then applying appropriate units of comparison and making adjustments to the sale prices of the comparables based on the elements of comparison. The sales comparison approach may be used to value improved properties, vacant land, or land being considered as though vacant; it is the most common and preferred method of land valuation when an adequate supply of comparable sales are available.
- Market Extraction:** A method of estimating land value in which the depreciated cost of the improvements on the improved property is estimated and deducted from the total sale price to arrive at an estimated sale price for the land; most effective when the improvements contribute little to the total sale price of the property.
- Alternative Method:** (Describe methodology and rationale)

**Site Valuation Comments:** Overall, the subject property meets the demands of the market participants who are considering the subject neighborhood. When adjusted, the comparable sales presented provide an accurate and reliable indication of the market value of the subject property. All relevant sales that have taken place in the 1 year were considered. Please see Addendum for additional comments on the Sales Comparison Approach.

**Site Valuation Reconciliation:** All approaches to value were considered. The Income Approach is not applicable for parcels with a Highest & Best Use that is the same as the Subject - as a building site for a single family residence. The Cost Approach is not applicable due to the Subject Property being Vacant Land. The Sales Approach most accurately reflects the actions of buyers and sellers in the market.

**Opinion of Site Value** \$ 28,000

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**Comparable Sales Adjustment Grid - Vacant Site**

82 Toms Creek Trail, Fairfield, PA

	Subject	Comparable #1 Description	Comparable #2 Description	Adjustment	Comparable #3 Description	Adjustment	Comparable #4 Description	Adjustment
Location	82 Toms Creek	15 Brown Trail	23 Raven Trail		3 Spring Trail		1 Summer Trail	
Tax ID Number		43046-0095--000	43029-0255--000		43108-0019--000		43033-0014--000	
Data Source		BRHT PAAD2003394/DOM 94	BRHT PAAD2000145/DOM 92		BRHT PAAD114554/DOM 328		BRHT PAAD2000115/DOM 138	
Verification		Deed 6999/472 /Inspect	Deed 6971/780 /Inspect		Deed 6900/725 /Inspect		Deed 6938/626 /Inspect	
Distance from Subject		0.2 miles	1.4 miles		2.1 Miles		1.5 miles	
Municipality		Borough of Carroll Valley	Borough of Carroll Valley		Borough of Carroll Valley		Borough of Carroll Valley	
County, State		Adams, PA	Adams, PA		Adams, PA		Adams, PA	
Sale Price		\$19,900	\$19,900	\$20,000	\$20,000	\$20,000	\$25,000	
Size in Acres		0.64	0.46	0.68	0.46	0.68	0.46	
<b>Sale Conditions Adjustments</b>								
Property Rights Transferred		Fee Simple	Fee Simple	Adjustment	Fee Simple	Adjustment	Fee Simple	Adjustment
Subtotal		\$0	\$0	\$0	\$0	\$0	\$0	\$0
Financing or Concessions		Conventional / None	Cash / None	\$20,000	Cash / None	\$20,000	Cash / None	\$20,000
Subtotal		\$19,900	\$19,900	\$20,000	\$20,000	\$20,000	\$20,000	\$25,000
Conditions of Sale		Arms Length	Arms Length	5%	Arms Length	5%	Arms Length	\$0
Subtotal		\$19,900	\$19,900	\$21,000	\$21,000	\$20,000	None	\$25,000
Expenditures After Sale		None	None	\$0	None	\$0	None	\$0
Subtotal		\$19,900	\$19,900	\$21,000	\$21,000	\$20,000	None	\$25,000
Market Conditions (Date of Sale)		06/22;05/22	05/22;01/22	1%	12/21;01/21/21	2%	03/22;02/22	2%
Cash Equivalent Sale Price				\$20,099		\$21,420		\$25,500
<b>Site Specific Adjustments</b>								
Location		Good	Good	0	Good	0	Good	0
Sewer		Approved for Septic	Approved for Septic	0	Approved for Septic	0	Approved for Septic	0
Water		To Be Well	To Be Well	0	To Be Well	0	To Be Well	0
Driveway		none	none	0	none	0	none	0
Public Street		2 lane municipal paved	2 lane municipal paved	0	2 lane municipal paved	0	2 lane municipal paved	0
Access		Direct to Street	Direct to Street	0	Direct to Street	0	Direct to Street	0
View & Visibility		Very Good	Very Good	0	Excellent - Golf	(5,000)	Very Good	0
Topography		Moderate Slope	Gentle Slope	0	Gentle Slope	0	Gentle Slope	0
Flood Zone		Excellent - Zone X	Excellent - Zone X	0	Excellent - Zone X	0	Excellent - Zone X	0
On Site Improvements		None	None	0	None	0	None	0
Excess Land		None	None	0	None	0	None	0
<b>Total Adjustments - Net as \$ value</b>				0		(5,000)		0
<b>Total Adjustments - Net as %</b>				0.0%		-24.5%		0.0%
<b>Total Adjustments - Gross as %</b>				0.0%		24.5%		0.0%
<b>Adjusted Value</b>				20,099		20,420		25,500
<b>Adjusted Value / Acre</b>				39,410		46,565		55,435
<b>Weight</b>				3		2		1

Average marketing time is per BIRDMEDIA data for Gettysburg School District. Prevailing marketing is conventional or FFA with up to 3% sales concessions common. Interest Rates have risen 2.75% to 3.25% in past 6 months, which has decreased the volume of sale by 40%+/- in past 60 days; but to date no impact on value has been observed, primarily due to the ongoing shortage of inventory as shown below.

In Adams County in the 3rd quarter of 2022 vs. the 3rd quarter of 2021, the latest date for which data has been compiled, the following market conditions have been observed:

Units Sold: -4.27%  
Median Sale Price: +9.68%  
Active Listings: +40.65%  
Months Supply of Inventory: 1.54 months

In the Fairfield Area School District where subject is located, in the 3rd quarter of 2022 vs. the 3rd quarter of 2021, the latest date for which data has been compiled, the following market conditions have been observed:

Units Sold: -9.38%  
Median Sale Price: +1.79%  
Active Listings: -26.67%  
Months Supply of Inventory: 1.14 months

### Highest & Best Use

Highest and Best use is defined as "That reasonable and probable use that will support the highest present value as of the effective date of the appraisal". In determining the highest and best use, the appraiser applied the following four tests to potential uses of the land, first as if vacant and then, if applicable, as presently improved. The four tests are:

1. Is the use legally permitted?
2. Is the use physically possible?
3. Is the use financially feasible?
4. Is the use maximally productive?

In considering the highest and best use of a property, the Appraiser must first consider the highest and best use as if it were vacant, then consider the contributory value of the current improvements and determine the highest and best use as improved. The Appraiser must consider the legally permitted uses, soils, topography, road frontage, location and available infrastructure, as well as the supply and demand for various uses.

The Highest and Best Use of the subject property is based on zoning, private land use restrictions, supply and demand, and improvements that have been constructed on the subject property. Supporting data and analysis for the Highest and Best Use conclusion is found in Appraiser's work file. Highest and Best Use of subject property as vacant is a building site for a detached single family residence. There are no improvements on the subject to be analyzed in the context of Highest and Best Use as Improved.

Highest and Best Use focuses on Use, User and Timing. Timing, the concepts of Marketing Time and Exposure Time are discussed elsewhere in this report. The User for the subject property would most likely be someone who works in the Harrisburg, PA; York, PA, Frederick County, MD or Montgomery County, MD market areas. Given this user, comparables from the Borough of Carroll Valley were a significant focus of the comparable selection process as they would directly compete with the subject property if it were offered for sale.

### Sales Comparison Approach - additional comments:

The Appraiser searched for comparable sales and active listings with the following criteria:

Site Size: 1.0 acre or less  
Location: Borough of Carroll Valley  
Sale Date: December 1, 2021 or Later

Search criteria were formatted to bracket as many elements of comparison as practical in order to explore market participants reactions to multiple features of the subject property.

Included within the appraisal report is a single line item report, showing the entire data set generated by the search.

The adjustments applied in this appraisal were developed by using one or more of the following methods: matched pair analysis, linear regression, cost to cure, and a market survey conducted in 2019 by the Realtors Association of York and Adams Counties (RAYAC). Where sufficient data exist for the adjustment to have been developed by more than one method; the individual adjustments developed for a specific element of comparison were then reconciled giving the data point which, in the appraisers professional judgment, has the strongest correlation to the behavior of market participants the most weight. Presentation of the development of adjustments for individual elements of comparison is beyond the agreed upon scope of work for this assignment.

Comparable #1 is the closest in proximity and required the lowest percentage of gross adjustments, and was triple weighted in the reconciliation of the Sales Comparison Approach. Comparables #2, and #4 further distant and were double weighted. Comparable #3 required the highest percentage of gross adjustments and was single weighted

The overall indicated value by the Sales Comparison Approach was developed by using the percentage of gross adjustment of the sale price for each comparable as a measure of the relative similarity of the comparable. The Indicated Value was developed by multiplying the weight of each comparable by the Adjusted Sale Price of that comp, repeating for each property, then adding them all together to develop a weighted average. This weighted average was used as the indicated value of the subject by the Sales Comparison Approach.

**INDICATED VALUE OF THE SUBJECT PROPERTY BY THE SALES COMPARISON APPROACH: \$28,000**

<b>Reconciliation Grid - 82 Toms Creek Trail Sales Comparison Approach Values per Acre</b>	
Comparable #1	\$39,410
Weight	3
Comparable #2	\$46,565
Weight	2
Comparable #3	\$30,000
Weight	1
Comparable #4	\$55,435
Weight	2
Final Value / Acre Conclusion	\$44,029
Number of Acres	0.64
Value of Subject Property	\$28,178
Value of Subject Property Rounded	\$28,000

**Exposure Time and Marketing Time**

USPAP and/or the assignment requirements requires an appraiser to develop both an Exposure Time and a Marketing Time for all properties that are appraised.

Exposure Time is defined in The Dictionary of Real Estate Appraisal 5th Edition as published by the Appraisal Institute

“Exposure Time. The estimated length of time that the property interest being appraised would have been offered on the market prior to the hypothetical consummation of a sale at market value on the effective date of the appraisal; a retrospective opinion based on an analysis of past events assuming a competitive and open market”

Exposure Time is important as it is one of the components of Market Value as previously defined in this report. It is critical that the appraiser develop an opinion of exposure time that is linked to the value opinion to be rendered as reasonable exposure in an open market is a condition of market value.

The Appraisal Institute’s Guide Note #14 offers the following:

“ when value opinions are based on market exposure that is inadequate or excessive, the value opinion is not market oriented. Improper identification of the reasonable Exposure Time in a market value opinion can lead to a value conclusion that is not credible.

and

“When the objective of the assignment is Market Value, ideally each comparable selected for use in the Sales Comparison Analysis should have sold under the conditions specified in the definition of market value being used. One condition is that the marketing effort and exposure to the market should have been typical for that property type in the market.

and

“When the conditions of a sale do not reflect the conditions outlined in the value definition, then the appraiser must consider making adjustments for such differences or the sale must not be used as a comparable.

Marketing Time is defined in The Dictionary of Real Estate Appraisal 5th Edition as published by the Appraisal Institute as follows:

“Marketing Time. The reasonable marketing time is an opinion of the amount of time it might take to sell the real property interest at the concluded market value level during the period immediately after the effective date of an appraisal.”

area, it is reasonable to assume that marketing time and exposure time will be relatively equal.

Based upon market data gathered and analyzed in other parts of this appraisal Marketing Time for the Subject Property is estimated to be 3 to 12 months, and Exposure Time is estimated to be 3 to 12 months.

**Market Value is defined as follows:** "Market value means the most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:

1. buyer and seller are typically motivated;
2. both parties are well informed or well advised, and acting in what they consider their own best interests;
3. a reasonable time is allowed for exposure in the open market;
4. payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto; and
5. the price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale."

This market value definition is from regulations published by federal regulatory agencies pursuant to Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act (FIRREA) of 1989 between July 5, 1990, and August 24, 1990, by the Federal Reserve System (FRS), National Credit Union Administration (NCUA), Federal Deposit Insurance Corporation (FDIC), the Office of Thrift Supervision (OTS), and the Office of Comptroller of the Currency (OCC). This definition is also referenced in regulations jointly published by the OCC, OTS, FRS, and FDIC on June 7, 1994, and in the Interagency Appraisal and Evaluation Guidelines, dated October 27, 1994, and last updated in December 2010.

I certify that, to the best of my knowledge and belief:

- The statements of fact contained in this report are true and correct.
- The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.
- My engagement in this assignment was not contingent upon developing or reporting predetermined results.
- My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
- My analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice that were in effect at the time this report was prepared.
- Unless otherwise indicated, I have made a personal inspection of the property that is the subject of this report.
- Unless otherwise indicated, no one provided significant real property appraisal assistance to the person(s) signing this certification (if there are exceptions, the name of each individual providing significant real property appraisal assistance is stated elsewhere in this report).
- This appraisal was prepared in accordance with the requirements of Title XI of the Financial Institutions, Reform, Recovery, and Enforcement Act (FIRREA) of 1989, as amended (12 U.S.C. 3331 et seq.), and any applicable implementing regulations in effect at the time the appraiser signs the appraisal certification.
- The reported analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the requirements of the Code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute.
- The use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives.
- As of the date of this report, Richard Scott Hartman, has completed the continuing education program for Designated Members of the Appraisal Institute.
- I have complied with all relevant provisions of the Dodd Frank Wall Street Reform and Consumer Protection Act or any subsequent changes as mandated by Fannie Mae, Freddie Mac, and/or the Federal Housing Finance Authority (FHFA).
- I have a minimum of twenty years of geographic competency in the subject property's market area, competency of the subject's property type and full access to all data sources for the subject's market area.
- The Appraiser preparing this report is an FHA roster Appraiser.
- I have performed no services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three year period immediately preceding acceptance of this assignment.
- I have no present or prospective interest in the property that is the subject of this report or relationship with the present or prospective owners or occupants of the subject property, or other parties involved in this transaction.
- I performed this assignment without bias with respect to the parties involved in this transaction, the property that is the subject of this report, or the demographics of the area where the property is located.
- I am aware of and have complied with all applicable laws and regulations including anti-discrimination laws, rules, and requirements that apply to the appraiser and to the assignment.
- I did not base any part of my appraisal on the actual or perceived race, color, religion, sex (including sexual orientation or gender identity), age (other than as applicable for legally age-restricted communities), marital status, disability, familial status, or national origin of the present or prospective owners or occupants of either the subject property or properties in the area of the subject property or on any other basis prohibited by the Fair Housing Act or the Equal Credit Opportunity Act, or any other basis prohibited by law.
- I stated in this appraisal report my own personal, unbiased, and professional analyses, opinions, and conclusions, which are subject only to the assumptions and limiting conditions in this appraisal report.





This Report is one of the following types:

- Appraisal Report (A written report prepared under Standards Rule 2-2(a) , pursuant to the Scope of Work, as disclosed elsewhere in this report.)
- Restricted Appraisal Report (A written report prepared under Standards Rule 2-2(b) , pursuant to the Scope of Work, as disclosed elsewhere in this report, restricted to the stated intended use only by the specified client and any other named intended user(s).)

Empty rectangular box for additional information or notes.

**Reasonable Exposure Time**

(USPAP defines Exposure Time as the estimated length of time that the property interest being appraised would have been offered on the market prior to the hypothetical consummation of a sale at market value on the effective date of the appraisal.)

My Opinion of Reasonable Exposure Time for the subject property at the market value stated in this report is: 3 to 12 months

**Comments on Appraisal and Report Identification**

Note any USPAP-related issues requiring disclosure and any state mandated requirements:

The appraiser has not identified any purchaser, borrower or seller as an intended user of this appraisal, and no such party should use or rely on this appraisal for any purpose. Such parties are advised to obtain an appraisal from an appraiser of their own choosing if they require an appraisal for their own use. Any reference to or use of this appraisal report by a purchaser, borrower or seller for their own purposes, including without limitation for the purposes of a property purchase decision or an appraisal contingency in a purchase agreement, is at such party's own risk and is not intended or authorized by the appraiser.

Empty lined area for additional comments.

**APPRAISER:**

Signature: 

Name: Richard S Hartman

Certified General

State Certification #: GA001416L

**SUPERVISORY or CO-APPRAISER (if applicable):**

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

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

State Certification #: \_\_\_\_\_

## Scope of Work

File No.

Borrower	N/A						
Property Address	82 Toms Creek Trl						
City	Fairfield	County	Adams	State	PA	Zip Code	17320
Lender/Client	Borough of Carroll Valley						

### Scope of Work - Additional Scope of Work Comments

The Scope of Work used to develop credible appraisal assignment results for the Subject property is described as follows:

1. The basic problems to be solved with achieving credible appraisal assignment results for each property are identified as:
  - A. Produce an Opinion of Value supported by an analysis of comparable market data.
  - B. The Highest and Best Use of the comparable market data will focus on other properties with same Highest and Best Use as the Subject property.
2. An observation of the Subject land and improvements is required for this assignment. An interior observation of the Subject improvements is regarded by the appraiser to be necessary in order to produce credible assignment results. Characteristics of the Subject property relevant to value are obtained from the combination of the property observation, plat map, architectural plans and specifications, photographs, and public records. The property observations will be conducted by R. Scott Hartman, SRA.
3. Discussions between the Client and appraiser resulted in agreement that the appropriate report option for this assignment is an Appraisal Report with a narrative report format Subject to a current valuation premise, as defined by the Uniform Standards of Professional Appraisal Practice - 2020-2023 Edition.
4. The appraisal Client and any other Intended Users, Intended Use of the appraiser's opinions and conclusions, type and definition of value, effective date of the appraiser's opinions and conclusions and Subject of the assignment and its relevant characteristics are described in detail previously in this Agreement for Professional Valuation and Consulting Services.
5. Acceptable atypical assignment conditions, Extraordinary Assumptions, Hypothetical Conditions or Jurisdictional Exceptions considered in this appraisal assignment were previously discussed consisting of none.
6. Property observation contact: Client
7. The appraiser will gather information concerning the Subject property from both public records and on-site observations.
8. Municipal contacts will consist of the respective municipal Building Permit / Zoning Officer.
9. This assignment permits a summary analysis and description of the Subject regional area, neighborhood, land, zoning, and improvements sufficient to accommodate the decision-making processes involved in the appraisal process.
10. Comparable land sales, building sales and rentals/leases have been will be obtained from in-house appraiser data files; confirmation with buyers and sellers; public property records; assessor's office; real estate brokers; data sources available to REALTORS®; data sharing with outside real estate professionals and are submitted for review in the Addenda section of this report unless considered confidential or proprietary.
11. Appropriate research will be conducted pertaining to current market conditions relating to the specific market demand for the Subject property
12. The Cost Approach to Value is one of three traditional valuation methods used in the appraisal of improved real estate, and it is regarded by this appraiser not to be applicable in this particular appraisal assignment.
13. The Sales Comparison Approach to Value is one of three traditional valuation methods used in the appraisal of improved real estate, and it is regarded by this appraiser to be applicable in this particular appraisal assignment, provided relevant market data is available for analysis.
14. The Income Capitalization Approach to Value is one of three traditional valuation methods used in the appraisal of improved real estate, and it is regarded by this appraiser not to be applicable in this particular appraisal assignment.
15. The Opinion of Value conclusion for the Subject real estate involves a reconciliation of indications of value obtained by use of the following valuation methods which are regarded to meaningfully contribute to this appraisal assignment: Sales Comparison Approach to Value. These valuation analyses will be described in detail subsequently in the report. Consideration of this valuation analyses along with professional judgment forms the basis for the Opinion of Value conclusion.
16. No one will provide significant real property appraisal assistance to the appraiser signing this Agreement for Professional Valuation and Consulting Services.
17. Consideration of these valuation analyses along with professional judgment forms the basis for the opinion of value conclusion.

This appraisal report has been prepared considering the following general assumptions and limiting conditions as well as other specific assumptions and limiting conditions otherwise described in this report. These are critical to the analysis and conclusions contained in this report.

### **General Assumptions and Limiting Considered in This Appraisal Report:**

1. Unless otherwise stated in this report, title to the property which is the subject of this report (herein "Subject Property") is assumed to be good and marketable and free and clear of all liens and encumbrances and that there are no recorded or unrecorded matters or exceptions to title that would adversely affect marketability or value. No responsibility is assumed for the legal description, zoning, condition of title or any matters which are legal in nature or otherwise require expertise other than that of a professional real estate appraiser. This report shall not constitute a survey of the Subject property.
2. Unless otherwise stated in this report, it is assumed: that the improvements on the Subject property (if any) are structurally sound, seismically safe and code conforming; that all building systems (mechanical/electrical, HVAC, elevator, plumbing, etc.) are in good working order with no major deferred maintenance or repair required; that the roof and exterior are in good condition and free from intrusion by the elements; that the Subject property and improvements conform to all applicable local, state, and federal laws, codes, ordinances and regulations including environmental laws and regulations. No responsibility is assumed for soil or subsoil conditions or engineering or structural matters. The Subject property is appraised assuming that all required licenses, certificates of occupancy, consents, or other legislative or administrative authority from any local, state, or national government or private entity or organization have been or can be obtained or renewed for any use on which the value estimates contained in this report is based, unless otherwise stated. The physical condition of the Subject property reflected in this report is solely based on a visual inspection as typically conducted by a professional appraiser not someone with engineering expertise. Responsible ownership and competent property management are assumed.
3. Unless otherwise stated in this report, this report did not take into consideration the existence of asbestos, PCB transformers or other toxic, hazardous, or contaminated substances or underground storage tanks, or the cost of encapsulation, removal or remediation thereof. Real estate appraisers are not qualified to detect such substances. The presence of substances such as asbestos, urea formaldehyde foam insulation, contaminated groundwater or other potentially hazardous materials and substances may adversely affect the value of the Subject property. Unless otherwise stated in this report, the opinion of value is predicated on the assumption that there is no such material or substances at, on or in the Subject property.
4. All statements of fact contained in this report as a basis of the analyses, opinions, and conclusions herein are true and correct to the best of the appraiser's actual knowledge and belief. The appraiser is entitled to and relies upon the accuracy of information and material furnished by the owner of the Subject property or owner's representatives and on information and data provided by sources upon which members of the appraisal profession typically rely and that are deemed to be reliable by such members. Such information and data obtained from third party sources are assumed to be reliable and have not been independently verified. No warranty is made as to the accuracy of any of such information and data. Any material error in any of the said information or data could have a substantial impact on the conclusions of this Report. The appraiser reserves the right to amend conclusions reported if made aware of any such error.
5. The opinion of value stated in this report is only as of the date of value stated in this report. An appraisal is inherently subjective and the conclusions stated apply only as of said date of value, and no representation is made as to the effect of subsequent events. This report speaks only as of the date hereof.
6. Any projected cash flows included in the analysis are forecasts of estimated future operating characteristics and are predicated on the information and assumptions contained within this report. Any projections of income, expenses and economic conditions utilized in this report are not predictions of the future. Rather, they are estimates of market expectations of future income and expenses. The achievement of any financial projections will be affected by fluctuating economic conditions and is dependent upon other future occurrences that cannot be assured. Actual results may vary from the projections considered herein. There is no warranty or assurances that these forecasts will occur. Projections may be affected by circumstances beyond anyone's knowledge or control. Any income and expense estimates contained in this report are used only for the purpose of estimating value and do not constitute predictions of future operating results.
7. The analyses contained in this report may necessarily incorporate numerous estimates and assumptions regarding Subject property performance, general and local business and economic conditions, the absence of material changes in the competitive environment and other matters. Some estimates or assumptions, however, inevitably will not materialize, and unanticipated events and circumstances may occur; therefore, actual results achieved during the period covered by the analysis will vary from estimates, and the variations may be material.
8. All prospective value opinions presented in this report are estimates and forecasts which are prospective in nature and are subject to considerable risk and uncertainty. In addition to the contingencies noted in the preceding paragraphs, several events may occur that could substantially alter the outcome of the estimates such as, but not limited to changes in the economy, interest rates, capitalization rates, behavior of consumers, investors and lenders, fire and other physical destruction, changes in title or conveyances of easements and deed restrictions, etc. In making prospective estimates and forecasts, it is assumed that conditions reasonably foreseeable at the present time are consistent or similar with the future.
9. The allocations of value for land and improvements must not be used in conjunction with any other appraisal and are invalid if so used. This report shall be considered only in its entirety. No part of this report shall be utilized separately or out of context.
10. Neither all nor any part of the contents of this report (especially any conclusions as to value, the identity of the appraiser, or any reference to the Appraisal Institute) shall be disseminated through advertising media, public relations media, news media or any other means of communication (including without limitation prospectuses, private offering memoranda and other offering material provided to prospective investors) without the prior written consent of the appraiser. Possession of this report, or a copy hereof, does not carry with it the right of publication.
11. Client and any other Intended User identified herein should consider this report and the opinion of value contained herein as only one factor together with its own independent considerations and underwriting guidelines in making any decision or investment or taking any action regarding the Subject property. Client agrees that the appraiser shall not be responsible in any way for any decision of Client or any Intended User related to the Subject property or for the advice or services provided by any

prepare for or attend any judicial, arbitration, or administrative proceedings.

13. The Americans with Disabilities Act (ADA) became effective January 26, 1992. No survey or analysis of the Subject property has been made in connection with this report to determine whether the physical aspects of the improvements meet the ADA accessibility guidelines. No expertise in ADA issues is claimed, and the report renders no opinion regarding the Subject property's compliance with ADA regulations. Given that compliance matches each owner's financial ability with the cost to cure the non-conforming physical characteristics of a property, a specific study of both the owner's financial ability and the cost to cure any deficiencies would be needed for the Department of Justice to determine compliance.

14. Acceptance and/or use of this report constitutes full acceptance of these General Assumptions and Limiting Conditions and any others contained in this report, including any Extraordinary Assumptions and Hypothetical Conditions, and is subject to the terms and conditions contained in the agreement to prepare this report and full acceptance of any limitation of liability or claims contained herein or therein.

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**MEMORANDUM**

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**TO:** BOROUGH COUNCIL; MAYOR  
**FROM:** DAVID HAZLETT, BOROUGH MANAGER  
**SUBJECT:** SALE ITEMS – POLICE TIRES  
**DATE:** 12/9/2022  
**CC:** GAYLE MARTHERS

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We would like your permission to sell at electronic auction the following:



**(1) GOODYEAR EAGLE RSA 235/50/18 - LIGHTLY USED** (49655462)

Ends: 12/28/2022 10:59:00 AM ET

Starting Bid: \$1.00

[Activate Listing](#)

[Edit](#)

[List Similar](#)

[Delete](#)



**(1) GOODYEAR EAGLE ENFORCER ALL WEATHER 225/60/18 - BRAND NEW** (49655317)

Ends: 12/23/2022 10:57:00 AM ET

Starting Bid: \$1.00

[Activate Listing](#)

[Edit](#)

[List Similar](#)

[Delete](#)



**(2) GOODYEAR EAGLE ULTRA GRIP 225/60/18 - BRAND NEW** (49655049)

Ends: 12/28/2022 10:53:00 AM ET

Starting Bid: \$1.00

[Activate Listing](#)

[Edit](#)

[List Similar](#)

[Delete](#)



**(3) GOODYEAR EAGLE ULTRAGRIP 225/60/18 - LIGHTLY USED** (49654904)

Ends: 12/28/2022 10:48:00 AM ET

Starting Bid: \$1.00

[Activate Listing](#)

[Edit](#)

[List Similar](#)

[Delete](#)



**(3) GOODYEAR EAGLE RSA 225/60/18 - LIGHTLY USED** (49654656)

Ends: 12/28/2022 10:45:00 AM ET

Starting Bid: \$1.00

[Activate Listing](#)

[Edit](#)

[List Similar](#)

[Delete](#)





**(3) FIRESTONE FIREHAWK GTZ 235/55/17 - LIGHTLY USED** (49654485)

Ends: 12/28/2022 10:41:00 AM ET

Starting Bid: \$1.00

[Activate Listing](#) [Edit](#) [List Similar](#) [Delete](#)



**(4) GOODYEAR RSA 225/60/18 - LIGHT USED** (49654332)

Ends: 12/28/2022 10:36:00 AM ET

Starting Bid: \$1.00

[Activate Listing](#) [Edit](#) [List Similar](#) [Delete](#)



**(4) GOODYEAR EAGLE ULTRAGRIP 225/60/18 - LIGHTLY USED - ON RIMS** (49654183)

Ends: 12/28/2022 10:19:00 AM ET

Starting Bid: \$1.00

[Activate Listing](#) [Edit](#) [List Similar](#) [Delete](#)



**GOODYEAR EAGLE RSA 225/60/18 - LIGHTLY USED** (49653917)

Ends: 12/28/2022 10:14:00 AM ET

Starting Bid: \$1.00

[Activate Listing](#) [Edit](#) [List Similar](#) [Delete](#)



**(4) GOODYEAR EAGLE RSA 225/60/18 ON RIMS - LIGHTLY USED** (49653772)

Ends: 12/28/2022 10:11:00 AM ET

Starting Bid: \$1.00

[Activate Listing](#) [Edit](#) [List Similar](#) [Delete](#)



**GOODYEAR EAGLE ULTRA GRIP 225/60/16 ON RIM, EXTRA RIM INCLUDED.** (49653620)

Ends: 12/28/2022 10:05:00 AM ET

Starting Bid: \$1.00

[Activate Listing](#) [Edit](#) [List Similar](#) [Delete](#)

**FOR SALE**

The Borough of Carroll Valley is accepting bids via [Municibid.com](https://www.municibid.com) website until Tuesday, December 27, 2022 for eleven (11) lots of tires some with rims and some without rims. Anyone wishing to inspect any item(s) should contact the Borough Office at 717-642-8269. The Borough of Carroll Valley does not provide any guaranties and/or warranties relative to the item(s) being sold. Thus, the item(s) is/are offered on an “AS IS – WHERE IS” basis. The Borough of Carroll Valley reserves the right to accept or reject any or all bids. ACCEPTABLE PAYMENT METHODS ARE CASH, CREDIT CARD, or CERTIFIED CHECK. All Items MUST be paid for and picked up on or before Friday, December 30, 2022 at 2:00pm.

Gayle R. Marthers

Borough Secretary

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INTEROFFICE MEMORANDUM

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**TO:** BOROUGH COUNCIL  
**FROM:** GAYLE R. MARTHERS, BOROUGH SECRETARY  
**SUBJECT:** FIRST ENERGY ELECTRIC PROGRAM  
**DATE:** 12/9/2022  
**CC:** FILE

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We have been enrolled in the First Energy Electric Choice Program for the accounts the Borough has with West Penn Power servicing the Ranch Section for the past 12 years and I feel it has been a successful savings for the Borough. Where the average cost of electric is between 15.8 cents and 10.5 cents/KWH we have been locked at 10.5 cents/KWH since 2020. The new contract being offered lowers the rate to 8.099cents/KWH for both streetlights and general electric service for a period of 24 months.

I ask that you allow Borough Staff to enter into a twenty-four (24) month contractual agreement with SHELL ENERGY through their subsidiary MP2 Energy LLC to purchase electric at the rate of 8.099 cents/KWH.

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**MEMORANDUM**

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**TO:** BOROUGH COUNCIL  
**FROM:** DAVID HAZLETT, BOROUGH MANAGER  
**SUBJECT:** DONLON/LECKEMBY SUBDIVISION  
**DATE:** 12/8/2022  
**CC:** GAYLE MARTHERS

Everyone,

Due to a technicality, this Lot Recombination Plan was defined as a Final Subdivision Plan by the County Planning Commission, and as such, we must process this plan similarly. The background on the project is:

- In previous years, the Donlon's had hired contractors to install a swimming pool and shed, which was completed, but the location of those improvements was found to be on the Leckemby Property following a survey.
- The Leckemby's own 4 lots in total, and two of them are being proposed to be added together. Simultaneous to adding the lots together, this plan also proposed the removal of two parcels (A and B).
- The plan proposes the addition of parcel A and B to the Donlon Lot (11+)
- The Planning Commission Recommended it for approval.

The plan, as drawn, meets all code requirements and I recommend the Borough Council take action to approve the plan.





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**MEMORANDUM**

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**TO:** BOROUGH COUNCIL; MAYOR  
**FROM:** DAVID HAZLETT, BOROUGH MANAGER  
**SUBJECT:** PERSONNEL MANUAL REVISIONS  
**DATE:** 12/9/2022  
**CC:** GAYLE MARTHERS

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I request Council to consider making the following revisions to our personnel manual and make the revisions effective immediately.

\* Strikethroughs indicate text to be removed and underline indicates text to be added.

**Part III. Employee Benefits**

**Holidays**

~~In addition to the holidays listed in this section, each full-time employee shall be entitled to three (3) 'floating' holidays. An employee will be permitted to use these floating holidays if doing so does not "unduly disrupt" the operations of the Borough. Regular Hours Paid as used in this Section includes all hours paid except overtime and time on snow watch.~~

If an employee wishes to worship or commemorate a certain day which is not included in the Borough's holiday schedule, the employee may be permitted to do so if the employee's absence will not result in an undue hardship on the conduct of the Borough's business and if prior approval has been obtained from the Borough Manager. An employee may take such time off as an unpaid excused absence in this instance or by using earned vacation hours, or comp time, ~~or Floating holiday hours.~~

**Vacation**

~~Unused annual leave shall be carried over from one calendar year to the next calendar year. Any annual leave time accrued in excess of 160 hours and unused by the end of each calendar year will be paid in one lump sum. At any time, with 14 days prior notice, a full-time employee may request, in writing, to be paid for accumulated earned annual leave time at a rate equal to their current compensation rate.~~

***\*Motion to approve the revisions to the Personnel Manual outlined in the memo of 12/9/2022, and to make these changes effective immediately.***

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

**for Plan Year 2023**

## CHARGES

Estimated 2022 W-2 Payroll

For Covered Plan Members:

(A) 193,971.00

PMRS Determined Normal Cost

Expressed as a Decimal:

(B) 0.1706

RESULT: (A) \* (B) =

(C) 33,091.00

Administrative Charge (PMRS Determined)

# of Plan Members times \$20:

(D) 100.00

Amortization of Unfunded Liability

(PMRS Determined)

(E) 0.00

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

(F) 33,191.00

## CREDITS

Repeat Estimated 2022 W-2 Payroll

For Covered Plan Members:

(A) 193,971.00

Employee Contribution Rate

Expressed as a Decimal:

(G) 0.0300

RESULT: (A) \* (G) =

(H) 5,819.00

Amortization of the Actuarial Surplus

(PMRS Determined)

(I) 1,244.00

TOTAL CREDITS: (H) + (I) =

(J) 7,063.00

## MINIMUM MUNICIPAL OBLIGATION

(Based on 1/1/2021 Actuarial Valuation)

(MMO) 26,128.00

Equals TOTAL CHARGES Minus

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

Prepared By: Gayle R Mathies (Name) Gayle R Mathies (Signature)

Asst. Borough Mgr/Borough Secretary (Title) (717) 642-8269 (Telephone #)

Please note that PMRS discovered an error in your MMO Worksheet. The Normal Cost rate on your original worksheet did not include the disability cost rate. The correct Normal Cost rate was used when filing your Act 205 Report. If you already submitted your MMO Worksheet to PMRS, we prepopulated that data in this form for your convenience. Please review this form and return a signed copy to [ra-rscompletedforms@pa.gov](mailto:ra-rscompletedforms@pa.gov) at your earliest convenience, but no later than December 15, 2022.

Phone: (717) 787-2065

(800) 622-7968

Fax: (717) 783-8363

**Our Vision:** To be Pennsylvania local governments' administrator *of choice*.

# UNFINISHED BUSINESS

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December 8, 2022

## Memorandum

To: Carroll Valley Borough Council

From: GMS Funding Solutions (GMS)

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

#### *Carroll Valley Path System – Phase I*

Awarded: \$25,000

The County approved the requested extensions - the initial request extended the grant to June 30, 2022. The subsequent request extended the grant to Dec. 31, 2022. If this Project is going to move forward, the Borough should provide a definitive time frame GMS can use to request an extension request.

**Next Steps: GMS will coordinate with the Borough to submit an additional extension request. The Borough should forward project invoices and cancelled check payments to GMS for reimbursement submissions. GMS will coordinate with the Borough to request an extension.**

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

#### *Wastewater Treatment Plant Upgrades*

Awarded: \$700,000

The H2O grant expires on June 30, 2023. This Project should not be bid until the PENNVEST funding awards are announced. As a note, the PENNVEST funds can be used as match for the H2O 50% match requirement.

**Next Steps: The Borough should continue to forward all engineering invoices and evidence of payments to GMS. The Project should not be bid until PENNVEST funding is finalized. GMS will prepare an extension request in early 2023.**

### **PENNVEST**

#### *Wastewater Treatment Plant Upgrades*

Potential Request: \$5,127,264

The initial pre-application meeting with PENNVEST was held on Aug. 3, 2022, and during the meeting, it was discussed that the Project would only be eligible for loan funding. The funding application was submitted on Nov. 2, 2022. On Nov. 8, 2022, Tesra from PENNVEST reached out with a few questions on the application. The categorical exclusion advertisement was listed end of November 2022 and that documentation is needed to finalize the application. The Borough's application will be reviewed at the

*December 8, 2022*

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PENNVEST meeting in April 2023. If the project needs to begin before April 2023, GMS can begin the letter of no prejudice (LONP) process with PENNVEST.

**Next Steps: GMS will provide CE information and additional documentation requested by PENNVEST. If necessary, due to timing, GMS will coordinate the LONP process between the Borough and PENNVEST.**

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

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

The Borough's SAM registration is active, and updated to connect Gayle Marthers on the account. GMS will coordinate with the Borough for the next SLFRF report, which is due on April 30, 2023.

**Next steps: GMS to work with the Borough to submit the next SLFRF report due in April 2023.**

### **COMMUNITY CONSERVATION PARTNERSHIPS PROGRAM**

*Carroll Valley Borough Trail*

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

The Community Conservation Partnerships Program (C2P2) is an eligible program for the Carroll Valley Borough Trail project. C2P2 is a 50% grant / 50% match program. Utilizing the current FSA cost estimate, the total project cost is \$239,375. Grant applications are due in spring 2023.

**Next steps: The Borough should decide if it wishes to pursue the grant opportunity. If so, GMS will provide the Borough with an updated resolution to apply to the program during the next Council meeting.**

### **CFA MULTIMODAL TRANSPORTATION FUND (MTF)**

*Intersection of Routes 16 and 116 Traffic Light*

Grant request: TBD

The Borough wishes to install a traffic light at the intersection of Route 16 and Route 116. However, without a PA Department of Transportation (PennDOT) approval on the installation of a light, both Commonwealth Financing Authority's (CFA) MTF and PennDOT MTF programs will not be an eligible source. PennDOT's approval and/or recommendation must be received to install a traffic signal. CFA MTF applications are expected to open in Q1 2023.

**Next Steps: The Borough should decide if there are any other opportunities that would align with the CFA MTF program guidelines.**

### **ADAMS RESPONSE AND RECOVERY FUND (ARRF)**

Grant request: \$500,000

An application for the Wastewater Treatment Plant Upgrades project was submitted on Nov. 21, 2022. The County is currently reviewing applications and will reach out if there are any clarification needed on the project's application. If awarded funds, it would decrease the amount of loan funding requested from PENNVEST.





*December 8, 2022*

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**Next Steps:** If the Borough receives notification from the County, please forward to GMS so we can address any questions.

**PROJECTS TO MONITOR**

- **Broadband Initiative**
- **Electronic Vehicle Charging Stations Initiative**
- **Carroll Valley Borough Trail**



# NEW BUSINESS

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**FOR YOUR INFORMATION**

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**Municipal Services Report  
November  
2022**

**Road Work: 178 Man-Hours**

- Road work performed included:
  - Trimming back of trees along roadways
  - No Parking signs installed on Plainview Trail
  - Cleaned side ditches and culvert pipes throughout the Borough
  - Removed fallen trees from roadways on Fruitwood, Forest, and Winter Trails
  - Reinstalled damaged sign on Old Waynesboro Rd
  - Closed Spring Trail after a fallen tree on wires until utility company repaired
  - Treated roads for ice on 11/15/2022

**Equipment Maintenance and Repair: 218 Man-Hours**

- Municipal Services/Parks/Zoning/STP Departments:
  - Replaced Wheel Bearing on EQPK6 (Simplicity Zero Turn Mower)
  - Serviced MS10 (2012 F550 D/T)
  - Removed chipper box from MS11 (2016 F550 D/T)
  - Installed plows, tire chains and calcium tanks on all snow removal trucks
  - Emptied and cleaned salt and antiskid from trucks from icing event
  - Installed license plate on EQMS11 (2021 Volvo loader)
  
- **Police Department: 11 man-hours**
  - Serviced PL21 (2014 unmarked vehicle)
  - Serviced PL24 (2014 marked vehicle)
  - Accessed and added power steering fluid to PL22(2017 marked vehicle)

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

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

- Carroll Commons Park
  - Trash collection from walking path receptacles
  - Graded walking paths
  - Cleaning of Cortner Community Room
  - Set up Christmas decorations
  - Installed outside lights on trees
  - Trimmed bushes back from side walks
  - Set-Up/took down voting booths before and after election
  - Repaired picnic table seat with new lumber
  
- Ranch Trail
  - Routine maintenance included trash removal
  - Replaced light bulbs of the Hertz Pavilion
  - Winterized bathroom in the Hertz pavilion
  
- Lake Kay Mini Park

- Routine Maintenance consisted of trash collection and removal
- Removed fallen sticks and leaves
  
- Municipal services facility
  - Cleaned shop floors
  - Cleaned office and breakroom areas

**Miscellaneous, Admin and Training: 18 Man-Hours**

- Staff Meetings
- Performed Driveway permit inspections
- Replaced control board and power supply to library door

**Sewer Treatment Plant: 17.5 Man-Hours**

- Performed daily operating tasks at the Wastewater Treatment Facility

**Paid Time Off: 431 Man-Hours**

- 239 hours- Sick, Comp and Vacation leave
- 192 hours- holiday

Respectfully Submitted,

*Brad A. Sanders*

Brad A. Sanders

MS Supervisor



Hours/Mileage November 2022						
Vehicle ID/ Equipment ID	Description	Beginning Miles/ Hours	Ending Miles/Hours	Total Miles/Hours		
MS1	2021 Mack Granite	1684	1684	0		
MS3	2010 Ford F550 D/T	48668	48845	177		
MS4	2001 Chevy B/T	82181	82291	110		
MS5	2007 Freightliner Sweeper Truck	15841	15841	0		
MS6	2012 INT 7400 D/T	13051	13053	2		
MS7	1999 Int 5000 D/T	119983	119983	0		
MS8	2015 Mack Granite	13357	13357	0		
MS10	2012 Ford F550 D/T	75554	75791	237		
MS 11	2016 Ford F550 D/t	36251	36523	272		
Total Mileage				798		
EQMS2	2006 Bobcat Skid loader	852	852	0		
EQMS3	2021 Volvo loader	72	84	12		
EQMS4	580 John Deere 570B Grader	769	769	0		
EQMS5	6310 John Deere Boom Mower	1492	1492	0		
EQMS6	Bandit Brush Chipper	342.3	347.4	5.1		
EQMS10	2019 JCB Backhoe	1150	1163	13		
EQPK1	2015 Scag Mower	1195	1195	0		
EQPK3	301A John Deere tractor	Hour meter inoperable				
EQPK 6	2018 Simplicity mower	382	382	0		
Total Equipment hours				30.1		

# Borough of Carroll Valley WWTP Monthly Report

Month            Nov-22

Total Monthly Flow	2.872 MGD
Average Monthly Flow	.096 MGD
Sludge Hauled	0 Gallons
Chlorine Usage	75 gallons
Total Precipitation	4.25"

One major rain event occurred during the month with no issues at the plant

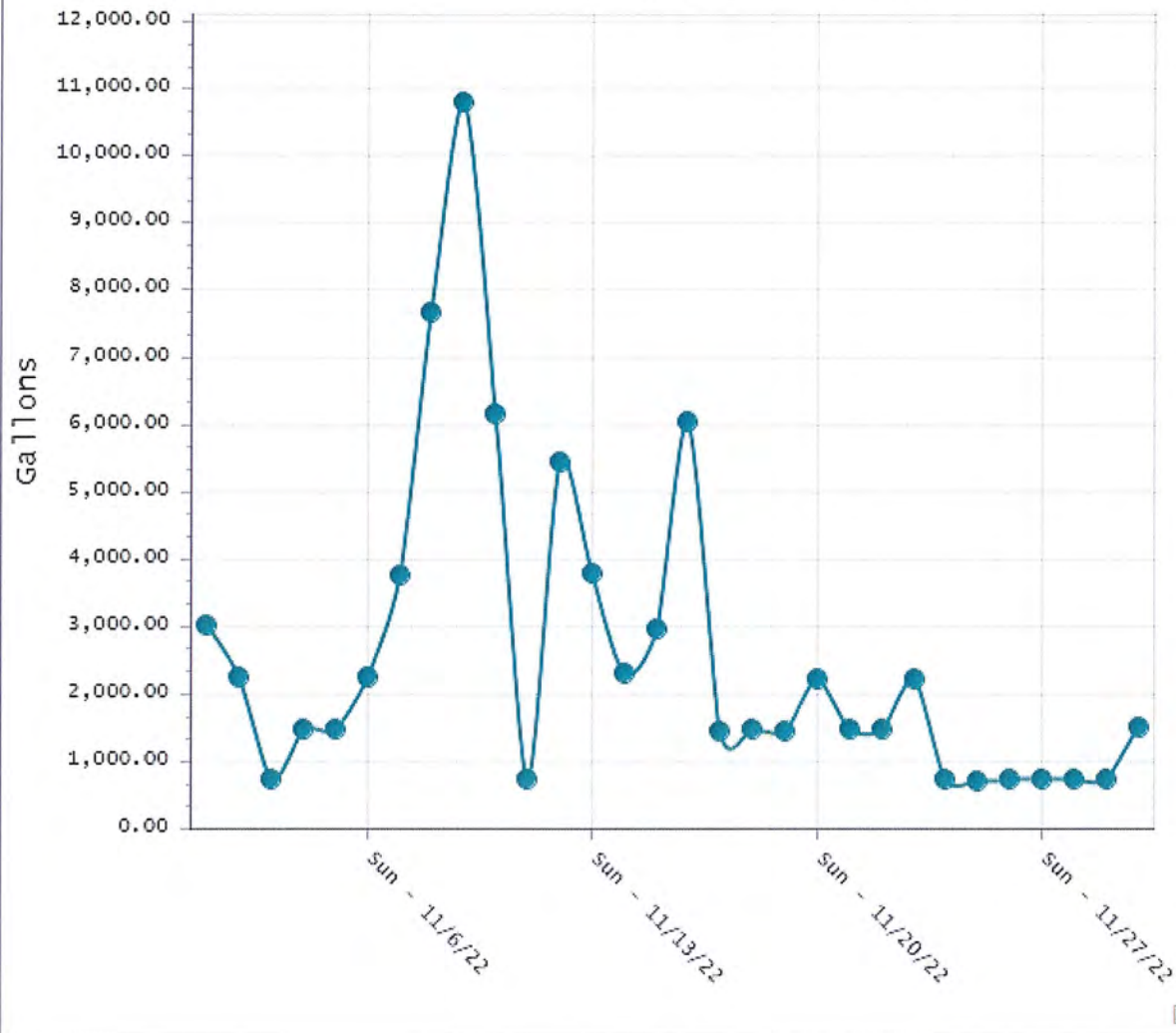
Road crew filled in while operator was away on vacation

No major work or repairs were done this month.

A portion of sanders rd collection system was jetted clean

# Station Effluent (Outflow)

Tue. 11/1/22 to wed. 11/30/22



**- Pump Calculations for Carroll Valley Borough -  
Liberty Pump Station  
Tuesday, November 1, 2022 to Wednesday, November 30, 2022**

<b>- Date Range Statistics -</b>								
Pump	AVG Cycles	Total Cycles	AVG Draw Down	AVG Runtime	Total Runtime	AVG GPM	AVG Effluent	Total Effluent
1	1	52	00:04:59	00:08:39	04:19:44	125	1,310	39,320
2	1	52	00:04:54	00:08:30	04:15:24	133	1,311	39,356
3	0	0	00:00:00	00:00:00	00:00:00	0	0	0
						Station:	2,621	78,676

<b>- Pump Calculations -</b>								
Device	Num	Station	Pump	Cycles	AVG Draw Down	Runtime	AVG GPM	Effluent
Date: 11/30/2022								
38033		Liberty Pump Station	1	1	00:05:05	00:05:05	150	762
38033		Liberty Pump Station	2	1	00:04:57	00:04:57	153	757
38033		Liberty Pump Station	3	0	00:00:00	00:00:00	0	0
							Station:	1,519
Date: 11/29/2022								
38033		Liberty Pump Station	1	1	00:04:56	00:04:56	150	740
38033		Liberty Pump Station	2	0	00:00:00	00:00:00	0	0
38033		Liberty Pump Station	3	0	00:00:00	00:00:00	0	0
							Station:	740
Date: 11/28/2022								
38033		Liberty Pump Station	1	0	00:00:00	00:00:00	0	0
38033		Liberty Pump Station	2	1	00:04:53	00:04:53	154	752
38033		Liberty Pump Station	3	0	00:00:00	00:00:00	0	0
							Station:	752
Date: 11/27/2022								
38033		Liberty Pump Station	1	1	00:05:01	00:05:01	150	752
38033		Liberty Pump Station	2	0	00:00:00	00:00:00	0	0
38033		Liberty Pump Station	3	0	00:00:00	00:00:00	0	0
							Station:	752

- Pump Calculations -								
Device	Num	Station	Pump	Cycles	AVG Draw Down	Runtime	AVG GPM	Effluent
Date: 11/26/2022								
38033		Liberty Pump Station	1	0	00:00:00	00:00:00	0	0
38033		Liberty Pump Station	2	1	00:04:45	00:04:45	154	731
38033		Liberty Pump Station	3	0	00:00:00	00:00:00	0	0
							Station:	731
Date: 11/25/2022								
38033		Liberty Pump Station	1	1	00:04:47	00:04:47	150	717
38033		Liberty Pump Station	2	0	00:00:00	00:00:00	0	0
38033		Liberty Pump Station	3	0	00:00:00	00:00:00	0	0
							Station:	717
Date: 11/24/2022								
38033		Liberty Pump Station	1	0	00:00:00	00:00:00	0	0
38033		Liberty Pump Station	2	1	00:04:49	00:04:49	153	736
38033		Liberty Pump Station	3	0	00:00:00	00:00:00	0	0
							Station:	736
Date: 11/23/2022								
38033		Liberty Pump Station	1	2	00:04:57	00:09:54	149	1,475
38033		Liberty Pump Station	2	1	00:04:49	00:04:49	153	736
38033		Liberty Pump Station	3	0	00:00:00	00:00:00	0	0
							Station:	2,211
Date: 11/22/2022								
38033		Liberty Pump Station	1	0	00:00:00	00:00:00	0	0
38033		Liberty Pump Station	2	2	00:04:49	00:09:38	153	1,473
38033		Liberty Pump Station	3	0	00:00:00	00:00:00	0	0
							Station:	1,473
Date: 11/21/2022								
38033		Liberty Pump Station	1	1	00:05:04	00:05:04	149	754
38033		Liberty Pump Station	2	1	00:04:55	00:04:55	151	742



- Pump Calculations -								
Device	Num	Station	Pump	Cycles	AVG Draw Down	Runtime	AVG GPM	Effluent
38033		Liberty Pump Station	3	0	00:00:00	00:00:00	0	0
							Station:	1,496
Date: 11/20/2022								
38033		Liberty Pump Station	1	2	00:05:00	00:10:01	149	1,492
38033		Liberty Pump Station	2	1	00:04:53	00:04:53	152	742
38033		Liberty Pump Station	3	0	00:00:00	00:00:00	0	0
							Station:	2,234
Date: 11/19/2022								
38033		Liberty Pump Station	1	1	00:04:53	00:04:53	149	727
38033		Liberty Pump Station	2	1	00:04:51	00:04:51	152	737
38033		Liberty Pump Station	3	0	00:00:00	00:00:00	0	0
							Station:	1,464
Date: 11/18/2022								
38033		Liberty Pump Station	1	1	00:05:01	00:05:01	148	742
38033		Liberty Pump Station	2	1	00:04:55	00:04:55	151	742
38033		Liberty Pump Station	3	0	00:00:00	00:00:00	0	0
							Station:	1,484
Date: 11/17/2022								
38033		Liberty Pump Station	1	0	00:00:00	00:04:44	149	705
38033		Liberty Pump Station	2	1	00:05:00	00:05:00	151	755
38033		Liberty Pump Station	3	0	00:00:00	00:00:00	0	0
							Station:	1,460
Date: 11/16/2022								
38033		Liberty Pump Station	1	5	00:04:05	00:20:29	149	3,052
38033		Liberty Pump Station	2	4	00:04:58	00:19:52	151	2,999
38033		Liberty Pump Station	3	0	00:00:00	00:00:00	0	0
							Station:	6,051
Date: 11/15/2022								
38033		Liberty Pump Station	1	1	00:09:34	00:09:34	151	1,444

- Pump Calculations -								
Device	Num	Station	Pump	Cycles	AVG Draw Down	Runtime	AVG GPM	Effluent
38033		Liberty Pump Station	2	2	00:04:58	00:09:57	153	1,522
38033		Liberty Pump Station	3	0	00:00:00	00:00:00	0	0
							Station:	2,966
Date: 11/14/2022								
38033		Liberty Pump Station	1	2	00:02:38	00:05:17	151	797
38033		Liberty Pump Station	2	2	00:04:52	00:09:45	155	1,511
38033		Liberty Pump Station	3	0	00:00:00	00:00:00	0	0
							Station:	2,308
Date: 11/13/2022								
38033		Liberty Pump Station	1	3	00:05:00	00:15:01	151	2,267
38033		Liberty Pump Station	2	2	00:04:53	00:09:46	156	1,523
38033		Liberty Pump Station	3	0	00:00:00	00:00:00	0	0
							Station:	3,790
Date: 11/12/2022								
38033		Liberty Pump Station	1	3	00:05:10	00:15:30	151	2,340
38033		Liberty Pump Station	2	4	00:04:55	00:19:42	157	3,092
38033		Liberty Pump Station	3	0	00:00:00	00:00:00	0	0
							Station:	5,432
Date: 11/11/2022								
38033		Liberty Pump Station	1	1	00:04:51	00:04:51	153	742
38033		Liberty Pump Station	2	0	00:00:00	00:00:00	0	0
38033		Liberty Pump Station	3	0	00:00:00	00:00:00	0	0
							Station:	742
Date: 11/10/2022								
38033		Liberty Pump Station	1	4	00:05:02	00:20:11	153	3,088
38033		Liberty Pump Station	2	4	00:04:54	00:19:38	156	3,062
38033		Liberty Pump Station	3	0	00:00:00	00:00:00	0	0
							Station:	6,150
Date: 11/9/2022								



**- Pump Calculations -**

Device	Num	Station	Pump	Cycles	AVG Draw Down	Runtime	AVG GPM	Effluent
38033		Liberty Pump Station	1	7	00:05:03	00:35:21	153	5,408
38033		Liberty Pump Station	2	7	00:04:59	00:34:53	155	5,406
38033		Liberty Pump Station	3	0	00:00:00	00:00:00	0	0
							Station:	10,814

Date: 11/8/2022

38033		Liberty Pump Station	1	5	00:05:04	00:25:23	151	3,832
38033		Liberty Pump Station	2	5	00:05:01	00:25:06	153	3,840
38033		Liberty Pump Station	3	0	00:00:00	00:00:00	0	0
							Station:	7,672

Date: 11/7/2022

38033		Liberty Pump Station	1	2	00:04:57	00:09:55	153	1,517
38033		Liberty Pump Station	2	3	00:04:51	00:14:35	155	2,260
38033		Liberty Pump Station	3	0	00:00:00	00:00:00	0	0
							Station:	3,777

Date: 11/6/2022

38033		Liberty Pump Station	1	2	00:04:51	00:09:42	154	1,493
38033		Liberty Pump Station	2	1	00:04:58	00:04:58	154	764
38033		Liberty Pump Station	3	0	00:00:00	00:00:00	0	0
							Station:	2,257

Date: 11/5/2022

38033		Liberty Pump Station	1	1	00:04:51	00:04:51	154	746
38033		Liberty Pump Station	2	1	00:04:44	00:04:44	155	733
38033		Liberty Pump Station	3	0	00:00:00	00:00:00	0	0
							Station:	1,479

Date: 11/4/2022

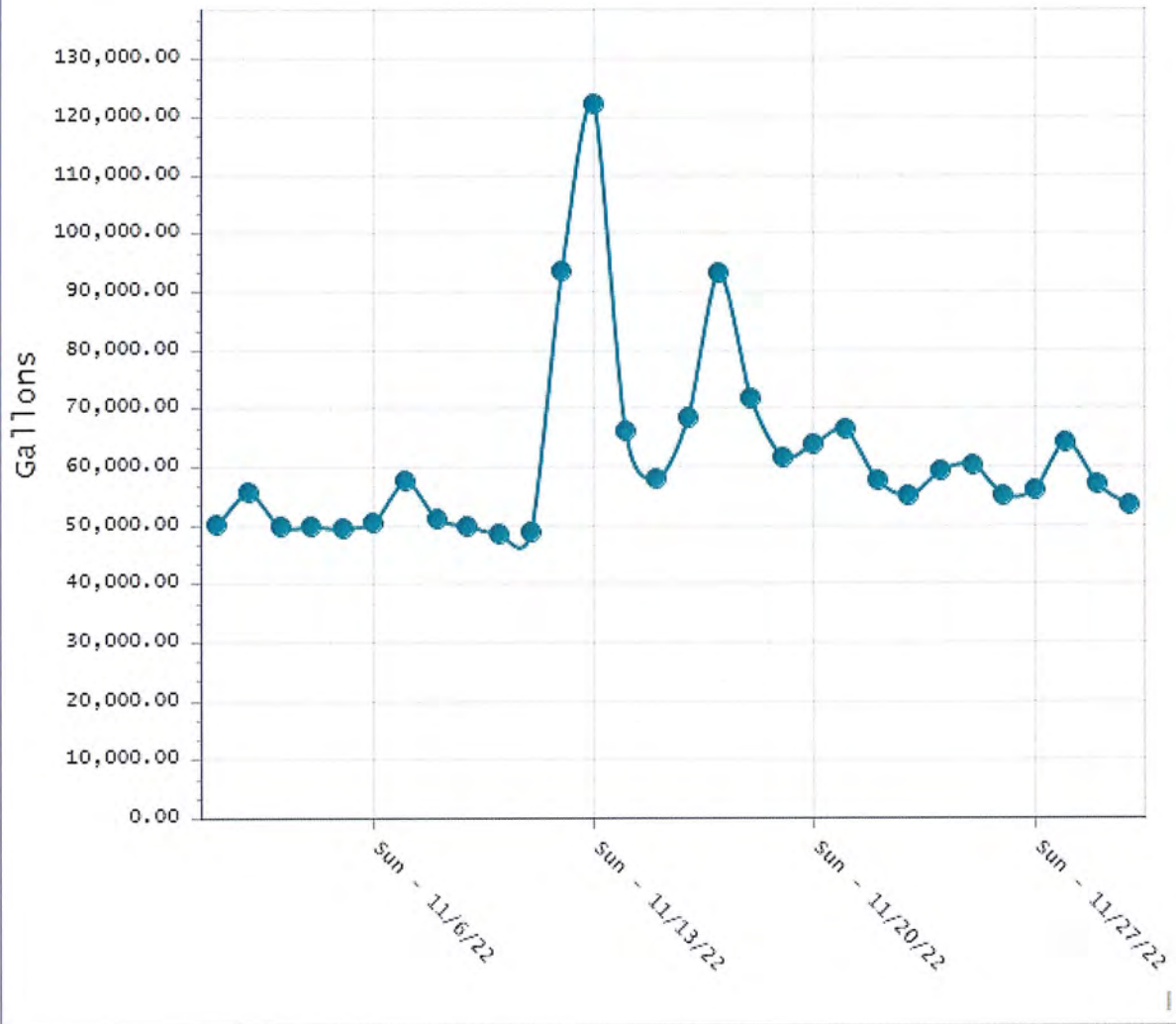
38033		Liberty Pump Station	1	1	00:04:47	00:04:47	154	736
38033		Liberty Pump Station	2	1	00:04:45	00:04:45	155	736
38033		Liberty Pump Station	3	0	00:00:00	00:00:00	0	0

**- Pump Calculations -**

Device	Num	Station	Pump	Cycles	AVG Draw Down	Runtime	AVG GPM	Effluent
							Station:	1,472
<b>Date: 11/3/2022</b>								
38033		Liberty Pump Station	1	0	00:00:00	00:00:00	0	0
38033		Liberty Pump Station	2	1	00:04:47	00:04:47	155	741
38033		Liberty Pump Station	3	0	00:00:00	00:00:00	0	0
							Station:	741
<b>Date: 11/2/2022</b>								
38033		Liberty Pump Station	1	2	00:04:49	00:09:39	154	1,486
38033		Liberty Pump Station	2	1	00:04:52	00:04:52	156	759
38033		Liberty Pump Station	3	0	00:00:00	00:00:00	0	0
							Station:	2,245
<b>Date: 11/1/2022</b>								
38033		Liberty Pump Station	1	2	00:04:53	00:09:47	154	1,506
38033		Liberty Pump Station	2	2	00:04:49	00:09:39	156	1,505
38033		Liberty Pump Station	3	0	00:00:00	00:00:00	0	0
							Station:	3,011

# Station Effluent (Outflow)

Tue. 11/1/22 to wed. 11/30/22





**- Pump Calculations for Carroll Valley Borough -  
Sanders Pump Station  
Tuesday, November 1, 2022 to Wednesday, November 30, 2022**

<b>- Date Range Statistics -</b>								
Pump	AVG Cycles	Total Cycles	AVG Draw Down	AVG Runtime	Total Runtime	AVG GPM	AVG Effluent	Total Effluent
1	38	1,160	00:01:16	00:49:08	24:34:10	418	20,551	616,543
2	38	1,159	00:01:16	00:49:02	24:31:14	418	20,531	615,947
3	38	1,159	00:01:13	00:47:28	23:44:23	430	20,460	613,811
						Station:	61,542	1,846,301

<b>- Pump Calculations -</b>								
Device	Num	Station	Pump	Cycles	AVG Draw Down	Runtime	AVG GPM	Effluent
Date: 11/30/2022								
37005		Sanders Pump Station	1	34	00:01:15	00:42:43	417	17,812
37005		Sanders Pump Station	2	34	00:01:15	00:42:45	418	17,869
37005		Sanders Pump Station	3	34	00:01:13	00:41:22	428	17,704
							Station:	53,385
Date: 11/29/2022								
37005		Sanders Pump Station	1	36	00:01:15	00:45:21	417	18,910
37005		Sanders Pump Station	2	36	00:01:15	00:45:27	414	18,816
37005		Sanders Pump Station	3	36	00:01:15	00:45:07	426	19,219
							Station:	56,945
Date: 11/28/2022								
37005		Sanders Pump Station	1	40	00:01:16	00:50:59	418	21,311
37005		Sanders Pump Station	2	41	00:01:17	00:52:39	418	22,007
37005		Sanders Pump Station	3	40	00:01:13	00:49:09	429	21,085
							Station:	64,403
Date: 11/27/2022								
37005		Sanders Pump Station	1	36	00:01:15	00:45:19	420	19,033
37005		Sanders Pump Station	2	35	00:01:15	00:44:08	414	18,271
37005		Sanders Pump Station	3	36	00:01:13	00:43:53	428	18,782
							Station:	56,086

**- Pump Calculations -**

Device	Num	Station	Pump	Cycles	AVG Draw Down	Runtime	AVG GPM	Effluent
<b>Date: 11/26/2022</b>								
37005		Sanders Pump Station	1	35	00:01:15	00:44:13	410	18,128
37005		Sanders Pump Station	2	36	00:01:15	00:45:16	413	18,695
37005		Sanders Pump Station	3	35	00:01:13	00:42:45	428	18,297
							Station:	55,120
<b>Date: 11/25/2022</b>								
37005		Sanders Pump Station	1	39	00:01:16	00:49:26	414	20,465
37005		Sanders Pump Station	2	38	00:01:16	00:48:26	416	20,148
37005		Sanders Pump Station	3	38	00:01:13	00:46:41	426	19,887
							Station:	60,500
<b>Date: 11/24/2022</b>								
37005		Sanders Pump Station	1	37	00:01:16	00:46:55	414	19,423
37005		Sanders Pump Station	2	38	00:01:16	00:48:09	416	20,030
37005		Sanders Pump Station	3	38	00:01:13	00:46:32	426	19,823
							Station:	59,276
<b>Date: 11/23/2022</b>								
37005		Sanders Pump Station	1	35	00:01:16	00:44:43	414	18,512
37005		Sanders Pump Station	2	35	00:01:15	00:44:13	414	18,305
37005		Sanders Pump Station	3	35	00:01:13	00:42:41	426	18,183
							Station:	55,000
<b>Date: 11/22/2022</b>								
37005		Sanders Pump Station	1	37	00:01:15	00:46:19	416	19,267
37005		Sanders Pump Station	2	36	00:01:16	00:45:43	413	18,880
37005		Sanders Pump Station	3	37	00:01:13	00:45:18	429	19,433
							Station:	57,580
<b>Date: 11/21/2022</b>								
37005		Sanders Pump Station	1	42	00:01:17	00:53:59	414	22,349
37005		Sanders Pump Station	2	42	00:01:17	00:53:58	411	22,180



**- Pump Calculations -**

Device	Num	Station	Pump	Cycles	AVG Draw Down	Runtime	AVG GPM	Effluent
37005		Sanders Pump Station	3	41	00:01:14	00:51:14	431	22,081
							Station:	66,610
Date: 11/20/2022								
37005		Sanders Pump Station	1	40	00:01:17	00:51:23	412	21,169
37005		Sanders Pump Station	2	40	00:01:16	00:51:03	415	21,185
37005		Sanders Pump Station	3	41	00:01:13	00:50:19	427	21,485
							Station:	63,839
Date: 11/19/2022								
37005		Sanders Pump Station	1	39	00:01:16	00:49:38	417	20,697
37005		Sanders Pump Station	2	39	00:01:16	00:49:40	413	20,512
37005		Sanders Pump Station	3	39	00:01:14	00:48:15	426	20,554
							Station:	61,763
Date: 11/18/2022								
37005		Sanders Pump Station	1	45	00:01:17	00:57:50	415	24,000
37005		Sanders Pump Station	2	45	00:01:16	00:57:36	417	24,019
37005		Sanders Pump Station	3	45	00:01:14	00:55:45	426	23,749
							Station:	71,768
Date: 11/17/2022								
37005		Sanders Pump Station	1	56	00:01:18	01:13:15	416	30,472
37005		Sanders Pump Station	2	57	00:01:18	01:14:49	426	31,871
37005		Sanders Pump Station	3	56	00:01:15	01:10:51	437	30,961
							Station:	93,304
Date: 11/16/2022								
37005		Sanders Pump Station	1	42	00:01:17	00:54:06	430	23,263
37005		Sanders Pump Station	2	41	00:01:17	00:52:42	426	22,450
37005		Sanders Pump Station	3	41	00:01:14	00:50:57	445	22,672
							Station:	68,385
Date: 11/15/2022								
37005		Sanders Pump Station	1	37	00:01:15	00:46:42	416	19,427

**- Pump Calculations -**

Device	Num	Station	Pump	Cycles	AVG Draw Down	Runtime	AVG GPM	Effluent
37005		Sanders Pump Station	2	37	00:01:15	00:46:43	413	19,293
37005		Sanders Pump Station	3	37	00:01:13	00:45:16	424	19,193
							Station:	57,913
Date: 11/14/2022								
37005		Sanders Pump Station	1	40	00:01:17	00:51:46	423	21,897
37005		Sanders Pump Station	2	41	00:01:17	00:52:53	422	22,316
37005		Sanders Pump Station	3	41	00:01:14	00:51:10	429	21,950
							Station:	66,163
Date: 11/13/2022								
37005		Sanders Pump Station	1	74	00:01:19	01:37:54	415	40,628
37005		Sanders Pump Station	2	74	00:01:19	01:38:31	418	41,179
37005		Sanders Pump Station	3	74	00:01:16	01:34:47	428	40,567
							Station:	122,374
Date: 11/12/2022								
37005		Sanders Pump Station	1	55	00:01:20	01:13:21	433	31,760
37005		Sanders Pump Station	2	53	00:01:19	01:10:22	430	30,257
37005		Sanders Pump Station	3	54	00:01:17	01:09:27	454	31,530
							Station:	93,547
Date: 11/11/2022								
37005		Sanders Pump Station	1	32	00:01:14	00:39:32	417	16,485
37005		Sanders Pump Station	2	31	00:01:14	00:38:24	418	16,051
37005		Sanders Pump Station	3	32	00:01:12	00:38:30	428	16,478
							Station:	49,014
Date: 11/10/2022								
37005		Sanders Pump Station	1	31	00:01:14	00:38:27	417	16,033
37005		Sanders Pump Station	2	32	00:01:14	00:39:38	415	16,447
37005		Sanders Pump Station	3	31	00:01:12	00:37:20	433	16,165
							Station:	48,645
Date: 11/9/2022								



**- Pump Calculations -**

Device	Num	Station	Pump	Cycles	AVG Draw Down	Runtime	AVG GPM	Effluent
37005		Sanders Pump Station	1	32	00:01:14	00:39:36	420	16,632
37005		Sanders Pump Station	2	32	00:01:13	00:39:27	422	16,647
37005		Sanders Pump Station	3	32	00:01:12	00:38:25	431	16,557
							Station:	49,836

Date: 11/8/2022

37005		Sanders Pump Station	1	33	00:01:14	00:41:07	418	17,186
37005		Sanders Pump Station	2	32	00:01:14	00:39:53	424	16,910
37005		Sanders Pump Station	3	33	00:01:12	00:39:49	430	17,121
							Station:	51,217

Date: 11/7/2022

37005		Sanders Pump Station	1	37	00:01:15	00:46:22	421	19,520
37005		Sanders Pump Station	2	37	00:01:15	00:46:22	418	19,381
37005		Sanders Pump Station	3	36	00:01:12	00:43:46	428	18,732
							Station:	57,633

Date: 11/6/2022

37005		Sanders Pump Station	1	32	00:01:14	00:39:58	415	16,586
37005		Sanders Pump Station	2	33	00:01:14	00:41:09	414	17,036
37005		Sanders Pump Station	3	33	00:01:12	00:39:46	428	17,020
							Station:	50,642

Date: 11/5/2022

37005		Sanders Pump Station	1	32	00:01:13	00:39:21	420	16,527
37005		Sanders Pump Station	2	32	00:01:13	00:39:13	422	16,549
37005		Sanders Pump Station	3	32	00:01:11	00:38:01	432	16,423
							Station:	49,499

Date: 11/4/2022

37005		Sanders Pump Station	1	33	00:01:13	00:40:31	420	17,017
37005		Sanders Pump Station	2	32	00:01:13	00:39:10	423	16,567
37005		Sanders Pump Station	3	32	00:01:11	00:38:03	430	16,361



**- Pump Calculations -**

Device	Num	Station	Pump	Cycles	AVG Draw Down	Runtime	AVG GPM	Effluent
							Station:	49,945
Date: 11/3/2022								
37005		Sanders Pump Station	1	31	00:01:16	00:39:35	422	16,704
37005		Sanders Pump Station	2	32	00:01:13	00:39:22	423	16,652
37005		Sanders Pump Station	3	32	00:01:11	00:38:11	432	16,495
							Station:	49,851
Date: 11/2/2022								
37005		Sanders Pump Station	1	36	00:01:14	00:44:27	422	18,757
37005		Sanders Pump Station	2	35	00:01:14	00:43:11	424	18,309
37005		Sanders Pump Station	3	36	00:01:11	00:43:02	437	18,805
							Station:	55,871
Date: 11/1/2022								
37005		Sanders Pump Station	1	32	00:01:13	00:39:22	421	16,573
37005		Sanders Pump Station	2	33	00:01:13	00:40:22	424	17,115
37005		Sanders Pump Station	3	32	00:01:11	00:38:01	434	16,499
							Station:	50,187