



BOROUGH COUNCIL AGENDA
TUESDAY, JANUARY 9, 2024 – 7:00 P.M.

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

REGULAR MEETING

- 1. Approval of Minutes: December 12, 2023, Regular Meeting**
- 2. Approval of Minutes: January 2, 2024, Re-Organization Meeting**
- 3. Open to the public**
 - a. Citizens wishing to comment will be recognized in the Order of their listing on the Appearance Sheet and are asked to stand up and give their name, address, and organization they represent (if applicable). Impromptu comments are limited to five minutes per individual.
- 4. Ordinances and Resolutions**
 - a. Resolution #2-2024: Disposal of Records
- 5. Mayor's Report – R. Harris**
 - a. Police Report
 - Civil Service Commission
 1. Police Officer Candidate
 2. Rules and Regulations
 - b. Around Town
 - c. Upcoming Events & Meetings of Interest
 - d. In Requiem
- 6. Fire/EMS/EMA Report**
- 7. Committee Reports**
 - a. Committee Descriptions
 - b. 2024 Committee Appointments
 - Committee Applicants
 - Community Park Ad Hoc Committee Applicants
 - c. Planning Commission
 - Short-Term Rental Proposed Ordinance
- 8. Administrative Business – Borough Manager**
 - a. Treasurer's Report – December 2023
 - b. Surplus Inventory Sale
- 9. Unfinished Business**
 - a. Grant Funding Updates
 - b. 8 Fawn Trail – Exception for Chicken Coup
- 10. New Business**
 - a. Proposed Zoning Amendment – Transitional Density Residential Overlay District
 - b. Eluma, Inc., - Agreement to Continue its Substantive Validity Challenge Before the ZHB
- 11. Open to the public**
 - a. Citizens wishing to comment will be asked to stand up and give their name, address, and organization they represent (if applicable). Impromptu comments are limited to five minutes per individual.
- 12. Adjournment**

APPROVAL of MINUTES

ORDINANCES and RESOLUTIONS

BOROUGH OF CARROLL VALLEY
ADAMS COUNTY, PENNSYLVANIA
RESOLUTION #2-2024

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

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

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

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

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

GENERAL ADMINISTRATION AND LEGAL

Certificates of Election	11 months	2022
Ethics Commission Statements of Financial Interest	5 years	2018
Expired Insurance Policies	6 years	2017
Wage and Tax Statements	4 years	2019
Social Security Quarterly Reports	4 years	2019
Quarterly Returns of Withholding of Federal Income	4 years	2019
Quarterly Statements of State and Local Taxes Withheld	4 years	2019
Unemployment Compensation Records	4 years	2019
Time Cards/General Pay Records and Attendance Sheets	3 years	2020
W-4 Forms	4 years	2019
Cancelled Payroll Checks	7 years	2016
Municipal Lien Files (Following Satisfaction of Lien)	1 year	2022
Oaths of Municipal Officials	6 years	2017
Right to Know Requests	2 years	2021
Audit Work-papers (excludes Audit Report)	4 years	2019

TAXATION AND FINANCE

Bank Statements and Deposit Slips	7 years	2016
Daily Cash Records	7 years	2016
Vouchers, Bills, Invoices, Cancelled Checks, Purchase Orders	7 years	2016
Utility and Service Paid Receipts	7 years	2016

PUBLIC HEALTH RECORDS

Food Establishment Records Licenses and Inspections	4 years	2019
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SANITARY SEWERS AND SEWAGE DISPOSAL

Sewer Billing Records	7 years	2016
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APPROVED AND ADOPTED this 9th day of January 2024.

ATTEST:

CARROLL VALLEY BOROUGH COUNCIL

NAME: _____

TITLE: _____

PRINT: _____

DATE: _____

MAYOR'S REPORT



December 2023 Police Report

by
Chief Clifford J. Weikert
Carroll Valley Borough Police



Special News / Achievements:

- The Carroll Valley Civil Service Commission passed along to the Council a candidate for conditional hire, Jonathan Anderson. There are two applications out for our fourth hire. One is for a Police Officer who has already completed their Act 120 or is in the academy now and will complete it by the time of our hiring process is over and one for a Police Cadet. If anyone knows someone who is interested in becoming a Police Officer, the Borough is willing to send said person to the academy. Both applications can be found on [Policeapp.com](https://www.policeapp.com).



Around Town, Crime News:

Please keep an eye out around the K-section. We have investigated two incidents of Criminal Mischief and Theft in the month of December. These incidents happened over the night hours and actors took Christmas Decorations and threw them in the woods. Keep an eye out for suspicious people walking in the neighborhood late at night and call 911 if seen.



Calls for Service:

Carroll Valley Calls for Service Month	Total
ANIMAL COMPLAINT	5
ASSIST - FIRE/EMS	8
ASSIST - OTHER POLICE	4
DOMESTIC DISTURBANCE	1
MENTAL HEALTH / WELFARE	8
MISC CALL FOR SERVICE	10
TRAFFIC COMPLAINT	4
VEHICLE STOP	23
Z FOLLOW-UP	14
SUSPICIOUS ACTIVITY	8
VEHICLE CRASH	1
DISTURBANCE/NOISE	3
ALARM	3
CRIMINAL MISCHIEF	1
PTFTNA - PTHEFT NOT ACTV	1
TRESPASS	1
DRIVING UNDER THE INFLUENCE	1
DRUG ACTIVITY	1
SEX OFFENSE	1
THEFT	3
BURGLARY	1
Grand Total	102

Carroll Valley Calls for Service YTD	Total
ALARM	29
ANIMAL COMPLAINT	55
ASSAULT	2
ASSIST - FIRE/EMS	121
ASSIST - OTHER POLICE	66
BURGLARY	3
CHILD WELFARE	3
CRIMINAL MISCHIEF	11
DISTURBANCE/NOISE	31
DOMESTIC DISTURBANCE	38
DRIVING UNDER THE INFLUENCE	6
DRUG ACTIVITY	3
FRAUD	21
MENTAL HEALTH / WELFARE	58
MISC CALL FOR SERVICE	117
MISSING/LOST PERSON	8
SEX OFFENSE	2
SUSPICIOUS ACTIVITY	70
THEFT	30
THREATS / HARRASSMENT / STALKING	18
TRAFFIC COMPLAINT	85
TRESPASS	12
VEHICLE CRASH	37
VEHICLE STOP	222
Z COURT / JUSTICE	6
Z FOLLOW-UP	218
Grand Total	1272

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
3306 (Title 75) - Limitations on driving on left side of roadway	1
3309 (Title 75) - Driving on roadways laned for traffic	1
3362 (Title 75) - Maximum speed limits	4
3364 (Title 75) - Minimum speed regulation	1
4303 (Title 75) - General lighting requirements	2
4703 (Title 75) - Operation of vehicle without official certificate of inspection	1
Grand Total	11

Miscellaneous:

Calls for Service		December 2022	December 2023	YTD 2022	YTD 2023
	Calls from Public	77	79	840	1057
	Officer initiated	11	23	157	172
	Total CV Calls	88	102	997	1229

Vehicle Mileage					
			Starting	Ending	Total
20	2017 Dodge Charger Unmarked		24,450	25,690	1,240
22	2017 Dodge Charger Marked		89,440	89,450	10
49	2023 Dodge Durango Marked		2,929	4,500	1,571
50	2023 Dodge Durango Marked		230	335	105
				Total	2,926



December 2023 Fairfield Police Report Supplement



by
Chief Clifford Weikert
Carroll Valley Borough Police

Calls for Service:

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

Carroll Valley Borough Police Report on Calls For Service December 2023 Fairfield

Fairfield Calls for Service Month	Total
ANIMAL COMPLAINT	2
BURGLARY	1
DOMESTIC DISTURBANCE	2
SUSPICIOUS ACTIVITY	1
THREATS / HARRASSMENT / STALKING	2
TRAFFIC COMPLAINT	2
TRESPASS	1
VEHICLE CRASH	3
VEHICLE STOP	12
Z FOLLOW-UP	2
Grand Total	28

Fairfield Calls for Service YTD	Total
ANIMAL COMPLAINT	8
ASSIST - FIRE/EMS	24
ASSIST - OTHER POLICE	1
BURGLARY	1
CRIMINAL MISCHIEF	1
DISTURBANCE/NOISE	1
DOMESTIC DISTURBANCE	12
DRUG ACTIVITY	1
FRAUD	1
MENTAL HEALTH / WELFARE	14
MISC CALL FOR SERVICE	21
MISSING/LOST PERSON	3
SEX OFFENSE	1
SUSPICIOUS ACTIVITY	8
THEFT	4
THREATS / HARRASSMENT / STALKING	4
TRAFFIC COMPLAINT	24
TRESPASS	5
VEHICLE CRASH	10
VEHICLE STOP	122
Z FOLLOW-UP	14
Grand Total	280

Citations

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

Citation, Faulty Equipment, Warning	Count:
1301 (Title 75) - Registration and certificate of title required	1
3362 (Title 75) - Maximum speed limits	11
3714 (Title 75) - Careless driving	1
3745 (Title 75) - Accidents involving damage to unattended vehicle or property	1
4303 (Title 75) - General lighting requirements	3
Grand Total	17

INTEROFFICE MEMORANDUM



TO: BOROUGH COUNCIL
FROM: CLIFFORD J. WEIKERT, CHIEF OF POLICE
SUBJECT: POLICE DEPARTMENT VACANCY
DATE: 1/5/2024

Pursuant to your request the Civil Service Commission has completed the testing process. They received only one application from Jonathan Anderson. Anderson graduated from Manfield University Police Academy in November 2023. After graduation Anderson started working for UPMC Williamsport Police. Anderson was in the Marine Corps as well. I recommend his appointment to the full-time position; the appointment would be contingent upon his passing the medical/vision and psychological examinations which are required by the Civil Service Commission and successfully obtain his Act 120 Certification.

Action Requested: Appoint Jonathan Anderson as a full-time Police Officer with a one-year probationary period conditioned on his passing the required medical/vision and psychological examinations and successfully obtaining his Act 120 certification. I request a starting salary of \$70,000 and \$5,000 for the next two years getting him to \$80,000 in 2026. I am requesting a \$5000 signing bonus to be paid out right away for moving experiences and for prior military experience and working with UPMC.

INTEROFFICE MEMORANDUM



TO: BOROUGH COUNCIL
FROM: CLIFFORD J. WEIKERT, CHIEF OF POLICE
SUBJECT: REPORT OF CIVIL SERVICE COMMISSION
DATE: 1/5/2024

The Civil Service Commission has reviewed changes that were made by Salzmann and Hughes for the Civil Service Regulations of Civil Service Commission. After the review and changes, they adopted them by Commission Resolution #1-2024. 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.

**THE BOROUGH OF CARROLL VALLEY
CIVIL SERVICE COMMISSION

CIVIL SERVICE REGULATIONS**

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. **Applicant** - Any individual who applies in writing to the Commission in response to legally advertised notice of vacancy and/or examination.
- B. **Borough Council** - The Borough Council of the Borough of Carroll Valley, Adams County, Pennsylvania.
- C. **Borough Secretary** - The Secretary of the Borough of Carroll Valley and the Carroll Valley Borough Police Department.
- D. **Certification** - The submission to the Borough Council of names taken from the eligible list developed by the Commission.
- E. **Chairperson** - The Chairperson of the Commission.
- F. **Commission** - The Civil Service Commission of the Borough of Carroll Valley, Adams County, Pennsylvania.
- G. **Dismissal** - The permanent separation of a police officer from the police department.
- H. **Eligible** - A person whose name is recorded on a current eligible list.
- I. **Eligible List** - The list of names of applicants who have passed all examinations for a position in the police department.
- J. **Examination** - The series of tests given to applicants to determine their qualifications for a position in the 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. **Police Cadet** - A Carroll Valley employee who has not yet successfully completed Act 120 training.
- M. **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.
- N. **Removal** - The permanent separation of a police officer from the police department.
- O. **Secretary** - The Secretary of the Civil Service Commission of the Borough of Carroll Valley, Adams County, Pennsylvania.
- P. **Suspension** - The temporary separation of a police officer from the police department.

Q. **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~~ Commission; Compensation; Alternates

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. ~~Each member of the commission, before entering upon the discharge of the duties of office, shall take an oath or affirmation of office under 53 Pa.C.S. § 1141 (relating to form of oaths of office). The civil service commissioners shall receive no compensation.~~ 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. ~~An alternate member may not hold another office in the Borough of Carroll Valley. An alternate member may participate in any proceeding or discussion of the commission but may not vote as a member of the commission unless designated as a voting alternate member under Section 204.~~

202 Officers

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

203 Offices Incompatible with Civil Service Commissioner

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

204 Organization of Commission; Quorum

The Commission shall meet and organize on the first Monday of each even-numbered year. Three members of the Commission shall constitute a quorum and no action of the Commission shall be valid unless it shall have the concurrence of at least two members. If, by reason of absence or disqualification of a member, a quorum is not reached, the chair shall designate as many alternate members of the commission to sit on the commission as may be needed to provide a quorum. An alternate member of the commission ~~seated under this section~~ 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. Alternate members seated under this section shall be entitled to participate in all proceedings and discussions of the commission to the same and full extent as provided by law for commission members, including specifically the right to cast a vote as a voting member during the proceedings, and shall have all the powers and duties specified in these rules and regulations and as otherwise provided by law.~~ 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.

Commented [RH1]: Duplicative (stated above).

205 Vacancies

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

206 Duties of Chairperson

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

207 Duties of Secretary

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

208 Supplies and Solicitor

The Borough of Carroll Valley shall provide a suitable and convenient room for the use of the commission. The commission shall order from the Borough the necessary stationery, postage, printing, and supplies. The Borough of Carroll Valley shall also provide the services of a solicitor for the commission to be appointed by the commission and paid by the Borough. The Borough may place a reasonable limit on the amount allowed each year for the services of the commission solicitor. Through its elected and appointed officials, the Borough of Carroll Valley shall aid the commission in all proper ways in carrying out the provisions of these rules and regulations.

2089 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 to 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.

20910 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.

2101 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.

21.42 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.

21.43 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.

21.44 Subpoenas

The Commission shall have the power to issue subpoenas over the signature of the chairperson, or designee, to ~~acquire~~ require 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 4.9408 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. The Commission shall have the right to obtain Counsel Representation if deemed necessary in accordance with any limits placed on legal services by Borough Council.

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 County for its subpoena, requiring the attendance of such persons before the commission or the court to testify and to produce any records and papers necessary, and in default thereof shall be held in contempt of court.

ARTICLE III APPLICATIONS AND QUALIFICATIONS

301 Eligibility for Examination

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

302 Discrimination

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

303 Availability

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

304 Age Requirement

No person shall be eligible to apply for examination unless he or she is at least twenty-one (21) years of age at the date of application. Police Cadets are allowed to be eighteen (18) years of age.

305 Residency Requirement

An applicant need not be a resident of the Borough of Carroll Valley, ~~however: to be considered to have a take home car you must meet the required.~~
~~The residency district is defined as:~~

- A. ~~Within the Commonwealth of Pennsylvania, and~~
- B. ~~Within nine (9) miles of the borders of the Borough of Carrol 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; possess a valid license to operate a motor vehicle 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

Commented [RH2]: Eligibility criteria for a take-home vehicle should not be included in the Civil Service Rules. This is a pay/benefits decision that should be left up to Council to determine.

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. [All applicants must certify the above information under oath or affirmation.](#)

Each applicant must either be: (1) recommended for certification through MPOETC as a Police Officer pursuant to Act 120, or (2) if the applicant has neither completed Act 120 training nor does he/she possess current Act 120 certification, he/she must possess all qualifications necessary for admission to a MPOETC-certified training school or academy which provides a basic training course for police officers, which shall be chosen by the Borough. Notwithstanding the foregoing, when in the discretion of Borough Council, the fiscal health or operational needs of the Borough so requires or when no MPOETC-certified training school or academy classes are available within a reasonable period of time or within a reasonable geographic distance from the Borough; the Borough may require that all applicants possess current Act 120 certification for a specific round of testing.

307 General Qualifications - Applicants for Corporal or Sergeant or Lieutenant

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

309 Filing Applications

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

Commented [RH3]: Consider revising this section to only require background investigations on applicants who make it onto the eligibility list or who are in the top 3 of applicants that are to be certified to Borough Council. If this update is made, Sections 403, 408, and 501 will also need slightly updated to reflect the change in process/procedure.

310 Recording Applications

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

311 Disqualification of Applicant

The Commission may refuse to examine any applicant who is found to lack any of the minimum qualifications for examination prescribed in these rules and regulations adopted for the position of police officer, or who is physically unfit for the performance of the duties of a police officer, or who is illegally using a controlled substance, as defined in section 102 of the Controlled Substances Act (Public Law 91-513, 21 U.S.C. § 802); or who has been found guilty of any felony or misdemeanor, [any crime involving moral turpitude](#), 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. The commission shall have the right to obtain Counsel Representation if deemed necessary [in accordance with any limits placed on legal services by Borough Council](#).

312 Penalty for False Statement

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

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

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

313 Public Notice

Public notice of the time and place of every examination together with the information as to the kind of position or place to be filled in the police department shall be given by publication in a minimum of one newspaper of general circulation in the Borough of Carroll Valley. The public notice shall be published at least two (2) weeks prior to the scheduled date for the ~~commencement of the process~~ examination 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~~ two (2) weeks prior to the date fixed for the written examination to each qualified applicant by mailing or otherwise delivering to each applicant qualified for the next step in the examination process. The notice shall include the date, time and place the applicant shall report for the written examination. This notification may be made using an online application process.

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

ARTICLE IV EXAMINATION AND GRADING PROCEDURE

401 General Provision Relating to Examination

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

402 Appointment of Examination Administrators

The commission shall appoint a written examination administrator, oral examiners, ~~and~~ physical fitness examiner, a medical / vision examiner and a psychological examiner to conduct the appropriate examination required by these rules and regulations. The Commission may designate an examining agency or a qualified individual to act as examiner for an ~~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, Sergeant, or Lieutenant - 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, lieutenant or sergeant, the Commission may, by vote, adopt a different examination as long as said examination questions are practical in character and fairly test the merit and fitness of persons seeking promotion.

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

2. Competitive Process. Applicants 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/veteran" 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~~ discharge papers, separation documents, or statement of service as defined under the Act. To be eligible to receive veterans' preference points, applicants shall meet the definition of "veteran" under the Act.

~~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

This is a cumulative test. All events must be completed within two (2) hours.

Testing Order:

- A. Sit Ups
- B. 300-meter Run
- C. Push Ups
- D. 1.5-mile Run

All Applicants:

- Afforded a minimum rest time of five (5) minutes between events.
- Required to pass the Entrance Fitness Test with a score at the 30th percentile in each event based on their biological (birth) gender and age at the time of testing.
- Accepted into the police academy as enrolled cadets must maintain the 30th percentile physical fitness assessment standard throughout the academy until completion.

30% Standards	Male Standards by Age					Female Standards by Age				
	18-29	30-39	40-49	50-59	60+	18-29	30-39	40-49	50-59	60+
Age Range										
Sit Ups (1 min rep)	35	32	27	21	17	30	22	17	12	4
300-meter Run (time)	62.1	63	77	87	87	75	82	106.7	106.7	106.7
Push Ups (1 min rep)	26	20	15	10	10	13	9	7	7	7
1.5-mile Run (time)	13:08	13:48	14:33	16:16	16:39	15:46	16:46	18:26	20:17	22:34

408 Background Investigation

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

The background investigation shall also include interviews with the applicant’s family, acquaintances, current and former employers, current and former neighbors, references and current and former teachers and school officials. At a minimum, personal interviews shall be conducted with at least three (3) people that have personal knowledge of the applicant but who are not related to the applicant and with the applicant’s employer(s) for the past five (5) years. The background investigation shall also include a criminal history check, including the submission of fingerprints to the Central Repository for the Commonwealth of Pennsylvania and the Federal Bureau of Investigation. The applicant’s credit history and record of criminal convictions shall also be investigated, as well as the applicant’s driving record for verification that he possess a valid driver’s license. The applicant may be interviewed directly when the information collected during the background investigation requires clarification or explanation.

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

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

~~409 Ineligibility for Future Examinations~~

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

Commented [RH4]: Removed because these sections are inconsistent with the Borough Code, which does not state any restrictions on an applicant's ability to re-apply.

~~41009 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 [to Corporal, Sergeant, or Lieutenant](#), fulfilling the performance requirements set forth in Sections 307 and 403.B are also required.

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

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

502 **Breaking Tie Scores**

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

503 **Life of Eligible List**

The eligibility list shall be valid for one year from the date the commission ~~rank 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 [prior to the expiration of the initial one-year period](#). 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.

505 **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.

506 **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:

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

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

These persons selected for appointment but unavailable to fill the vacancy at the prescribed time may make a mutual agreement with the Borough Council as to when the individual may be available for appointment. The Commission may, at its own discretion, remove the name of any person on an eligible list, certified for appointment consideration three times as a top name, but not appointed. [If a person is removed from the eligible list, the Commission shall certify the next highest name for each name stricken from the list.](#)

507 Appointment Procedure

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

508 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.

509 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.

510 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.

511 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.

512 Vision Examination

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

513 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. [The applicant shall be notified in writing of the reason for rejection under this section.](#)

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.

514 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.

515 Probationary Period

All newly appointed police officers shall have a probationary period of twelve months from the date of initial hire. ~~A Cadet officer's probationary period will include time at the academy, plus an additional year to begin after successful completion at the academy. Cadets in the academy shall be considered "at-will" employees. A Cadet's twelve-month probationary period under this Article will begin after successful completion of 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.

516 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.

517 Vacancies in Existing Positions

Any vacancy in an existing position which occurs as a result of retirement, resignation, disability, or death may be filled by Council by the reappointment or reinstatement of a former employee who had previously complied with this Article. No examination, other than a physical examination as directed by the Commission, shall be required in the case of reappointment or reinstatement.

ARTICLE VI Suspensions, Removals and Reductions in Police Department

601 General

No persons employed in the police department shall be suspended, ~~or removed~~, or reduced in rank 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; ~~and-~~
- G. Engaging or participating in the conduct of a political or election campaign for an incompatible office as provided in section 1104(f) of Title 8, "Borough Code" (relating to appointments and incompatible offices).

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

602 Reduction in Police Force

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

- A. If there are any officers eligible for retirement under the terms of any retirement or pension law, if the party to be retired exceeds the maximum age as defined in the Act of October 22, 1955 (P.L. 744, No. 222), known as the Pennsylvania Human Relations Act, then such reduction in numbers shall be made by retirement of such officers, starting with the oldest officer and following in order of age respectively.
- B. If the number of paid officers eligible for retirement is insufficient to affect the necessary reduction in numbers, or if there are no officers eligible for retirement, or if no retirement or pension funds exist, then the reduction shall be affected 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. ~~An officer shall have ten days from the date of receiving the notice of charges to submit a written request for hearing to 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. ~~The failure of the Commission to hold a hearing within ten days from the filing of the written charges shall not result in the dismissal of the charges filed.~~ 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~~

Commented [RH5]: Removed; located in Section 214.

~~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. The Commission shall have the right to obtain Counsel Representation if deemed necessary [in accordance with any limits placed on legal services by Borough Council](#).

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.

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

The decision of the court affirming or revising the decision of the Commission shall be final, and the employee shall be suspended, discharged, reduced in rank or reinstated in accordance with the order of court.

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:

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

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

ARTICLE VIII COMMISSION FORMS

801 Use of Forms

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

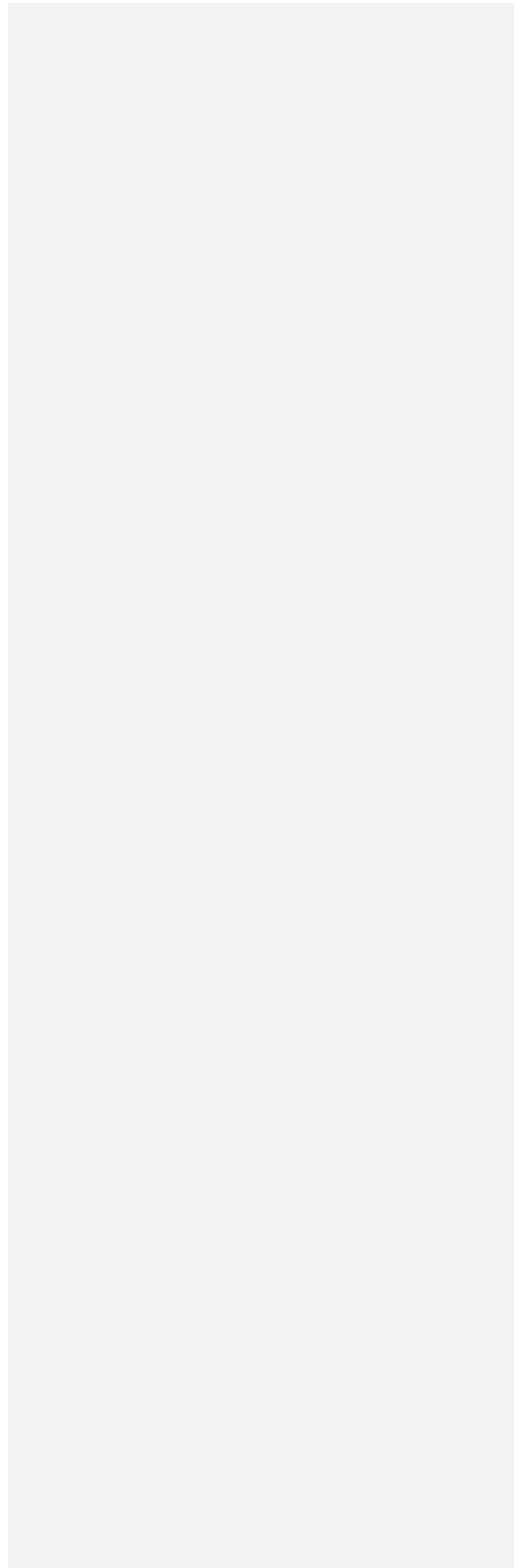
802 Forms

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

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

ARTICLE IX AMENDMENTS

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



FIRE/EMS/EMA REPORT

FAIRFIELD FIRE & EMS

Fire Report – December, 2023

Calls for the Month -	18
Total 2024 calls -	256

Nature of Calls

Fire Police	7
Wildland Fire	1
Medical Assist	7
Structure Fire	0
Outside Burn	1
Motor Vehicle Accident	1
CO Alarm	1

Location of Calls

Carroll Valley Borough	3
Fairfield Borough	2
Franklin Township	3
Freedom Township	
Hamiltonban Township	5
Highland Township	2
Liberty Township	2
Cumberland Township	1



Fountain Dale Volunteer Department
1340 Old Waynesboro Road
Fairfield, PA 17320
717-794-2021
Proudly serving our community since 1946

MONTHLY FIRE REPORT FOR DECEMBER 2023

Breakdown of calls by type:

Building Fire.....	1
Residential Lockout.....	1
Vehicle Accident.....	1
Public Service.....	1
Transfer.....	2
<u>Good Intent.....</u>	<u>6</u>
TOTAL	12

Notes: We had a great reception for our Santa ride through our area on December 17 at 1 pm. Total of 141 calls for the year.

David Martin

Fire Chief

cc: Carroll Valley Borough
Hamiltonban Township
Liberty Township

Fountain Dale Volunteer Fire Department



Fairfield, PA

This report was generated on 1/3/2024 12:13:06 PM

Incident Type Count per Station for Date Range

Start Date: 12/01/2023 | End Date: 12/31/2023

INCIDENT TYPE	# INCIDENTS
Station: <input type="checkbox"/>	
111 - Building fire	1
322 - Motor vehicle accident with injuries	1
511 - Lock-out	1
553 - Public service	1
571 - Cover assignment, standby, moveup	2
611 - Dispatched & cancelled en route	6
# Incidents for :	12

Only REVIEWED incidents included.



emergencyreporting.com
Doc Id: 857

Fountain Dale Volunteer Fire Department

x

Fairfield, PA

This report was generated on 1/3/2024 12:12:37 PM

Incident Type and Street Name for Date Range

Incident Status: Reviewed | Start Date: 12/01/2023 | End Date: 12/31/2023

Incident Date

Address

Incident Type

12/06/2023	New Baltimore Road, Fayetteville, PA 17222
12/13/2023	Loy Wolfe Road, Wolfsville, MD 21783
12/13/2023	Leiter Street, Leitersburg, MD 21740
12/13/2023	Polktown Road, Waynesboro, PA 17268
12/16/2023	Gladhill Road, Liberty (Township of), PA 17320
12/18/2023	Gladhill Road, Fairfield, PA 17320
12/19/2023	Buchanan Trail East, Waynesboro, PA 17214
12/19/2023	North Main Street, Smithsburg, MD 21783
12/21/2023	East Main Street, Waynesboro, PA 17268
12/27/2023	Harbaugh Valley Road, Hamiltonban (Township of), PA 17320
12/30/2023	Pen Mar High Rock Road, Cascade, MD 21719
12/30/2023	Monterey Lane, Blue Ridge Summit, PA 17214

Dispatched & cancelled en route
Dispatched & cancelled en route
Dispatched & cancelled en route
Dispatched & cancelled en route
Lock-out
Public service
Dispatched & cancelled en route
Cover assignment, standby, moveup
Dispatched & cancelled en route
Motor vehicle accident with injuries
Building fire
Cover assignment, standby, moveup

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.

Fountain Dale Volunteer Fire Department

x

Fairfield, PA

This report was generated on 1/3/2024 12:12:37 PM

Incident Type and Street Name for Date Range

Incident Status: Reviewed | Start Date: 12/01/2023 | End Date: 12/31/2023

Incident Date

Address

Incident Type

12/06/2023	New Baltimore Road, Fayetteville, PA 17222
12/13/2023	Loy Wolfe Road, Wolfsville, MD 21783
12/13/2023	Leiter Street, Leitersburg, MD 21740
12/13/2023	Polktown Road, Waynesboro, PA 17268
12/16/2023	Gladhill Road, Liberty (Township of), PA 17320
12/18/2023	Gladhill Road, Fairfield, PA 17320
12/19/2023	Buchanan Trail East, Waynesboro, PA 17214
12/19/2023	North Main Street, Smithsburg, MD 21783
12/21/2023	East Main Street, Waynesboro, PA 17268
12/27/2023	Harbaugh Valley Road, Hamiltonban (Township of), PA 17320
12/30/2023	Pen Mar High Rock Road, Cascade, MD 21719
12/30/2023	Monterey Lane, Blue Ridge Summit, PA 17214

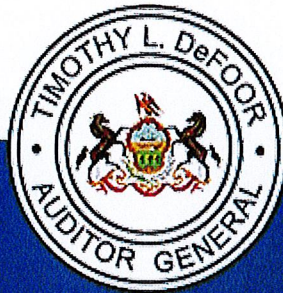
Dispatched & cancelled en route
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Dispatched & cancelled en route
Lock-out
Public service
Dispatched & cancelled en route
Cover assignment, standby, moveup
Dispatched & cancelled en route
Motor vehicle accident with injuries
Building fire
Cover assignment, standby, moveup

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.

LIMITED PROCEDURES ENGAGEMENT

Fountaindale Volunteer Fire Department Relief Association Adams County, Pennsylvania For the Period January 1, 2020, to December 31, 2022

December 2023



Commonwealth of Pennsylvania
Department of the Auditor General
Timothy L. DeFoor • Auditor General



**Commonwealth of Pennsylvania
Department of the Auditor General
Harrisburg, PA 17120-0018
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**TIMOTHY L. DEFOOR
AUDITOR GENERAL**

Mr. Dale Buffington, President
Fountaindale Volunteer Fire Department
Relief Association
Adams County

We have conducted a Limited Procedures Engagement (LPE) of the Fountaindale Volunteer Fire Department Relief Association (relief association) for the period January 1, 2020, to December 31, 2022. The LPE was conducted pursuant to authority derived from Article VIII, Section 10 of the Constitution of the Commonwealth of Pennsylvania; Section 403 of The Fiscal Code, 72 P.S. § 403; and the Volunteer Firefighters' Relief Association Act ("VFRA Act"), see 35 Pa.C.S. § 7418.

The objectives of the LPE were to determine if the relief association expended funds for authorized purposes and received and deposited state aid funds per the requirements of the VFRA Act and Act 205 of 1984. The scope of our engagement primarily focused on tests of documentary evidence supporting the financial transactions recorded by the relief association for a selection of transactions occurring within the LPE review period. The procedures we performed are summarized below.

- Determined the number and amount of expenditures made by the relief association by reviewing its accounting journals, ledgers, and custodial accounts, as applicable. The relief association expended \$60,962 during the LPE period.
- Tested expenditure transactions made during the LPE period totaling \$55,952 by reviewing documentation including bank statements, cancelled checks, invoices, receipts, and meeting minutes to determine if expenditures were made in accordance with state law, and where applicable, contracts, bylaws, and administrative procedures.
- Interviewed relief association officials concerning relief association operations and transactions.
- Verified that the correct amount of state aid was timely deposited into the relief association's account by reviewing deposit slips, state aid forms, and/or bank statements.

The LPE was not, nor was it required to be, conducted in accordance with *Government Auditing Standards* issued by the Comptroller General of the United States.

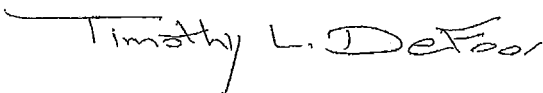
Relief association officers are responsible for establishing and maintaining effective internal controls to provide reasonable assurance that the relief association's administration of state aid and accumulated relief association funds complies with applicable state laws, contracts, bylaws, and administrative procedures, including the safeguarding of assets. Relief association officers are responsible for complying with applicable state laws, contracts, bylaws, and administrative procedures. It is our responsibility to perform procedures to obtain sufficient, appropriate evidence to the extent necessary to satisfy the audit objectives. We believe that the evidence obtained provides a reasonable basis to support our LPE results.

Based on the results of the procedures performed during our LPE, nothing came to our attention indicating that the relief association expended funds in an unauthorized manner or failed to deposit state aid funds appropriately.

The accompanying schedules included with the background information are presented for purposes of additional analysis. The schedules are not the subject of this engagement; however, certain line items are covered within the scope of the engagement procedures and resulting conclusion.

Our determination to perform a LPE for this engagement period does not preclude the Department from conducting a compliance audit of the relief association in subsequent periods. The relief association should continue to maintain comprehensive documentation.

The contents of this report were discussed with the management of the relief association. We would like to thank relief association officials for the cooperation extended to us during the conduct of this LPE.



Timothy L. DeFoor
Auditor General
December 15, 2023

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BACKGROUND

Pursuant to Article VIII, Section 10 of the Constitution of the Commonwealth of Pennsylvania, Section 403 of The Fiscal Code¹, and the Volunteer Firefighters' Relief Association Act² ("VFRA Act"), the Department of the Auditor General's duty is to audit the accounts and records of every volunteer firefighters' relief association to determine that funds received under the Foreign Fire Insurance Tax Distribution Law³ (commonly referred to as Act 205) are properly expended.

The relief association is a charitable organization that was formed primarily to afford financial protection to volunteer firefighters and to encourage individuals to participate in volunteer fire service.

The VFRA Act governs the overall operation of volunteer firefighters' relief associations. Relief association bylaws define the specific operational procedures by which relief associations conduct business. To fulfill its primary purpose, the VFRA Act authorizes specific types of expenditures and prescribes appropriate volunteer firefighters' relief association investment options. Within the parameters established by the VFRA Act, it is the responsibility of relief associations to choose investments in a proper and prudent manner.

Volunteer firefighters' relief associations receive public tax monies, and the relief association officers therefore have a responsibility to the public to conduct the relief association's financial affairs in a businesslike manner and to maintain sufficient financial records to support the propriety of all relief association transactions. Volunteer firefighters' relief association officers are also responsible for ensuring that the relief association operates in accordance with applicable state laws, contracts, bylaws, and administrative procedures.

Act 205 sets forth the computation of the Foreign Fire Insurance Tax Distribution paid to each applicable municipality throughout the Commonwealth of Pennsylvania. The amount of the distribution is based upon the population of each municipality and the market value of real estate within the municipality. Upon receipt of this distribution, the municipality must allocate the funds to the volunteer firefighters' relief association of the fire service organization or fire service organizations that is or are recognized as providing the service to the municipality.

The relief association was allocated state aid from the following municipalities:

<u>Municipality</u>	<u>County</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Carroll Valley Borough	Adams	\$6,080	\$5,403	\$6,693
Hamiltonban Township	Adams	\$5,015	\$7,343	\$8,894
Liberty Township	Adams	\$5,039	\$4,475	\$5,694

¹ 72 P.S. § 403 (as last amended by Act 44 of 2017).

² 35 Pa.C.S. § 7411 *et seq.* See specifically, 35 Pa.C.S. § 7418 (amended by Act 91 of 2020).

³ 53 P.S. § 895.701 *et seq.* (Act 205 of 1984, as amended by Act 119 of 1990).

BACKGROUND – (Continued)

Based on the relief association's records, its total cash and investments as of December 31, 2022, were \$181,349, as illustrated below:

Cash	\$ 44,115
Fair Value of Investments	<u>137,234</u>
Total Cash and Investments	<u>\$ 181,349</u>

Based on the relief association's records, its total expenditures for the period January 1, 2020, to December 31, 2022, were \$60,962, as noted below:

Expenditures:

Benefit Services:	
Insurance premiums	\$ 6,561
Death benefits	<u>200</u>
Total Benefit Services	<u>\$ 6,761</u>
Fire Services:	
Equipment purchased	\$ 1,608
Equipment maintenance	<u>1,649</u>
Total Fire Services	<u>\$ 3,257</u>
Administrative Services:	
Bond premiums	\$ 336
Other administrative expenses	<u>590</u>
Total Administrative Services	<u>\$ 926</u>
Total Investments Purchased	<u>\$ 50,000</u>
Other Expenditures:	
Unauthorized expenditure *	<u>\$ 18</u>
Total Expenditures	<u>\$ 60,962</u>

* During calendar year 2021, the relief association made an insignificant disbursement in the amount of \$18 for the unauthorized payment of sales tax on a purchase that was authorized under the VFRA Act. We disclosed this issue to relief association officials on November 14, 2023, but we did not include a finding in this report due to the relatively low dollar amount.

BACKGROUND – (Continued)

The volunteer firefighters' relief association and the affiliated fire service organization are separate, legal entities. The relief association is affiliated with the following fire service organization:

Fountaindale Volunteer Fire Department

FOUNTAINDALE VOLUNTEER FIRE DEPARTMENT RELIEF ASSOCIATION
REPORT DISTRIBUTION LIST

This report was initially distributed to the following:

The Honorable Joshua D. Shapiro
Governor
Commonwealth of Pennsylvania

Fountaindale Volunteer Fire Department Relief Association Governing Body:

Mr. Dale Buffington
President

Mr. Keith Rudisill
Vice President

Ms. Karen Rudisill
Secretary

Mr. David Martin
Treasurer

Ms. Sarah Ginn
Director

Mr. Richard Ginn
Director

Ms. Peggy Martin
Director

Ms. Elizabeth Ruppel
Director

Mr. Steven Yingling
Director

FOUNTAINDALE VOLUNTEER FIRE DEPARTMENT RELIEF ASSOCIATION
REPORT DISTRIBUTION LIST

The following municipalities allocated foreign fire insurance tax monies to this relief association and received a copy of this report:

Ms. Gayle R. Marthers
Secretary
Carroll Valley Borough

Ms. Nina Garretson
Secretary
Hamiltonban Township

Ms. Wendy Peck
Secretary
Liberty Township

This report is a matter of public record and is available online at www.PaAuditor.gov. Media questions about the report can be directed to the Pennsylvania Department of the Auditor General, Office of Communications, 229 Finance Building, Harrisburg, PA 17120; via email to: news@PaAuditor.gov.

COMMITTEE REPORTS

1 PARKS AND RECREATION COMMITTEE

Current size: 5 Members

The Carroll Valley Borough Parks & Recreation Committee is an advisory committee whose purpose is to provide advice, direction, and recommendations to the Borough Manager and Borough Council. The Committee has no final authority or responsibility for policymaking or administration.

The responsibilities of this Committee are as follows:

1. Recommend objectives and goals of the Parks and Recreation System.
2. Recommend rules and policies governing the Parks and Recreation System.
3. Recommend annual and long-term financial plans.
4. Recommend establishing and maintaining an effective public relations program.
5. Recommend short-term and long-term planning necessary to develop various programs, facilities, and services to meet community needs.
6. Maintain close coordination with other community groups involved in parks and recreation and the Borough Council
7. Encourage broad citizen involvement in the park system.
8. Actively Participate in all the planning and carrying out of Borough Sponsored Events.
9. Recommend a park fee schedule annually.
10. Receive public input on the parks and recreation system.
11. Create a Carroll Valley Parks and Recreation Plan and annually review and recommend revisions to the Parks and Recreation Plan.
12. Annually recommend a capital improvement plan.
13. Review statistics.
14. Annually tour parks as a Committee to determine goal objectives and to evaluate the physical condition of park property.
15. Regular (monthly) reports given to Borough Council

The Carroll Valley Parks & Recreation Committee shall follow the rules and policies as set forth by the Carroll Valley Borough Council.

The Committee meets the 4th Wednesday of the month at 7.00 PM in the Borough Hall.

2 FINANCE COMMITTEE

Current size: 5 members

The Finance Committee monitors the fiscal affairs of the Borough and makes recommendations on any issues affecting the Borough's finances. The Committee has no final authority or responsibility for policymaking or administration.

The responsibilities of this Committee are as follows:

1. Ascertain and determine the amount of money to be raised for Borough purposes for the ensuing year;
2. Examine all certificates, statements, papers, and records submitted to the Borough showing the monies to be raised for highway, police, fire, or other purposes.
3. Ascertain and recommend to the Borough Council such salaries as it may propose for all elected officials and employees.
4. Review the financial health of the Borough quarterly.
5. In coordination with the Borough Manager, prepare and submit a preliminary budget of all expenses and revenues at the October Council Meeting.
6. The Finance Committee ensures that the purchasing policies and guidelines are implemented and enforced.
7. The Finance Committee reviews capital expenditures recommended by the staff and the other Council committees.
8. This Committee participates in preparing annual updates to the Capital Improvement Program and makes recommendations to the Council for review and approval.
9. Shall annually review all Rules and Policies of the Borough regarding all financial activity of the Borough.
10. Regular (quarterly) reports given to Borough Council

The Carroll Valley Finance Committee shall follow the rules and policies set forth by the Carroll Valley Borough Council.

The Committee meets on the 2nd Tuesday of April, July, and October at 7.00 PM in the Borough Hall.

3 PUBLIC SAFETY COMMITTEE

Current size: 5 members

The Carroll Valley Borough Public Safety Committee is an advisory committee whose purpose is to provide advice, direction, and recommendations to the Mayor, Police Chief, Borough Manager, and Carroll Valley Borough Council. The Committee has no final authority or responsibility for policymaking or administration.

The responsibilities of this Committee are as follows:

1. This Committee serves in an advisory capacity to the Mayor, who directs all police activities.
2. The Committee receives and attempts to resolve complaints and hear suggestions, proposals, and concerns from citizens, public officials, department heads, and other interested persons concerning police services.
3. This Committee is concerned with all responsibilities, duties, and policies of the Borough's police force. They serve as a direct link with the Mayor and Borough Council.
4. The Committee also acts in an advisory capacity to the Borough Council on fire services, code enforcement, emergency management, parking, special events, and general public safety issues.
5. The Mayor will be an ex-officio member of the Committee.
6. The Committee will report to the Council through the Mayor on all police-related matters and directly to the Council on other issues.
7. Regular reports given to Borough Council

The Carroll Valley Public Safety Committee shall follow the rules and policies set forth by the Carroll Valley Borough Council.

The Committee meets the 2nd Monday quarterly, starting in March at 7.00 PM in the Borough Hall.

4 PLANNING COMMISSION

Current size: 9 members

The Carroll Valley Borough Planning Commission is an advisory committee whose purpose is to provide advice, direction, and recommendations to the Borough Council. The commission has no final authority or responsibility for policymaking or administration.

The responsibilities of the Planning Commission:

1. Prepare and keep updated the comprehensive plan for the development of the Borough of Carroll Valley and present it to the Borough Council for consideration.
2. Make recommendations to the Borough Council concerning adopting or amending an official map.
3. Prepare and present recommendations to the Borough Council on proposed amendments to the Zoning Ordinance.
4. Prepare, recommend, and administer subdivision, land development, and planned residential development regulations.
5. Prepare and present to the Borough Council a building code and a housing code and make recommendations concerning proposed amendments thereto.
6. Prepare and present an environmental study to the Borough Council.
7. Prepare and present to the Borough Council of the municipality a water survey, which shall be consistent with the State Water Plan and any applicable water resources plan adopted by a river basin commission. The water survey shall be conducted in consultation with any public water supplier in the area to be surveyed.
8. Promote public interest in and understanding of the comprehensive plan and planning.
9. Make recommendations to governmental, civic, and private agencies and individuals as to the effectiveness of the proposals of such agencies and individuals.
10. Review the zoning ordinance, subdivision and land development ordinance, official map, provisions for planned residential development, and such other ordinances and regulations governing the development of land no less frequently than it reviews the comprehensive plan.
11. Regular (monthly) reports given to Borough Council

The Carroll Valley Planning Commission shall follow the rules and policies set forth by the Carroll Valley Borough Council.

The Commission meets the 1st Monday monthly, starting in March at 7.00 PM in the Borough Hall.

5 PUBLIC SEWER ADVISORY COMMITTEE

Current size: 5 members

The Public Sewer Advisory Committee is an advisory committee whose purpose is to provide advice, direction, and recommendations to the Borough Council. This committee has no final authority or responsibility for policymaking or administration.

The responsibilities of the committee:

1. Long-range public sewer facilities planning goals of the Borough of Carroll Valley.
2. Executing the goals outlined in the 10-year Act 537 plan.
3. Regular reports shall be given to Borough Council

The Carroll Valley Public Sewer Advisory Committee shall follow the rules and policies set forth by the Carroll Valley Borough Council.

The Carroll Valley Public Sewer Committee meets monthly.

6 ENVIRONMENTAL ADVISORY COUNCIL

Current Size: 3 Members (staggered 3-year terms)

The Carroll Valley Borough Environmental Advisory Council is an advisory committee whose purpose is to research issues and advise the Borough Council which can be used to help inform Council on environmental decision-making topics. It may also undertake an array of on-the-ground conservation projects, planning of new conservation initiatives, and environmental education efforts. The Committee has no final authority or responsibility for policymaking or administration.

The responsibilities of this Committee are as follows:

1. Identify environmental problems and recommend plans and programs to the appropriate agencies for the promotion and conservation of natural resources and the protection and improvement of the quality of the environment within Carroll Valley Borough.
2. Recommend the possible use of open land areas owned by Carroll Valley Borough.
3. Promote a community environmental program.
4. Keep an index of all open areas, publicly or privately owned, including flood-prone areas, swamps, and other unique natural areas, to obtain information on the proper use of those areas.
5. Advise the appropriate local government agencies, including the Planning Commission, Parks and Recreation Committee, and the Borough Council, in the acquisition of both real and personal property by gift, purchase, grant, bequest, easement, devise or lease, in matters environmental in nature.
6. Regular reports given to Borough Council

7 COMMUNITY PARK AD HOC COMMITTEE

Current Size: 9 Members

This Ad Hoc Committee shall be project-based. The committee shall be active for 12 months or until the completion of the project. The Project is defined as follows: Completing the long-range planning for a proposed Community Park along Routes 116 and 16, encompassing 47+ acres, including a 6,000 square foot horse barn, old harness racing horse track, Lake Maye, 5,500 feet of Toms Creek access, and 750 feet of Miney Branch Creek.

Specifically:

1. Prepare a Long-Range Plan Document, including a cost estimate.
2. Suggest potential funding sources.
3. Complete Community Outreach with citizens and local stakeholders and compile feedback
4. Utilization of experts, when necessary, to provide accurate data used to support conclusions.
5. Regular (monthly) reports given to Borough Council

MEMORANDUM



TO: BOROUGH COUNCIL; MAYOR
FROM: DAVID HAZLETT, BOROUGH MANAGER
SUBJECT: COMMITTEE APPLICANTS
DATE: 1/5/2024
CC: GAYLE MARTHERS

As directed, I reached out to existing committee members whose terms are expiring and advertised electronically that the Borough was looking for volunteers for our various committees. We have received the following applications for our committees:


Debbie Jones – Planning Commission or Zoning Hearing Board

Jeff Panebaker – Planning Commission

Lisa McLeod-Simmons - Various

MEMORANDUM



TO: BOROUGH COUNCIL; MAYOR
FROM: DAVID HAZLETT, BOROUGH MANAGER 
SUBJECT: COMMUNITY PARK AD HOC COMMITTEE APPLICANTS
DATE: 1/5/2024
CC: GAYLE MARTHERS

If the Council chooses to create the Community Park Ad Hoc Committee, the following individuals have expressed an interest in serving on the committee (in alphabetical order):

	Last Name	First Name	Address
1	Buterbaugh	Kari	26 Lakeside Trail
2	Detwiler	James	6565 Fairfield Road
3	Drees	David	35 Mountain View Trail
4	Howe	Jason	12 Peach Tree Trail
5	Jones	Janet	15 East Wind Trail
6	Jones	Renee	57 High Trail
7	Kraft	Jessica	2 Black Bird Trail
8	Laird	Sara	1 Sunspot Trail
9	McLeod-Simmons	Lisa	37 Hilltop Trail
10	Nigida	Christine	21 Novice Run Trail
11	Phillips	Jesse	4 Mountain View Trail
12	Pottiger	Tom	871 Country Club Trail
13	Renn	Rick	25 Northern Pike Trail
14	Richardson	Amanda	unknown
15	Roath	Dustin	168 Country Club Trail
16	Sayres	Theodore	33 Barbara Trail
17	Warden	Christopher	10 Cypress Trail
18	Wight	Heather	86 Eagles Trail
19	Youman	Wendy	4 Beech Trail

These individual's letters of interest and personal information are attached to this memo as received.

BOROUGH of CARROLL VALLEY
ADAMS COUNTY, PENNSYLVANIA

Ordinance No. __-2024

AN ORDINANCE OF THE BOROUGH OF CARROLL VALLEY, ADAMS COUNTY, PENNSYLVANIA, AMENDING CHAPTER 11 OF THE CARROLL VALLEY BOROUGH CODE OF ORDINANCES, ADDING A PART 2 TO REGULATE SHORT-TERM RENTALS.

BE IT ENACTED AND ORDAINED BY THE BOROUGH COUNCIL OF THE BOROUGH OF CARROLL VALLEY, ADAMS COUNTY, PENNSYLVANIA, THAT CHAPTER 11 WILL BE AMENDED TO THE CARROLL VALLEY BOROUGH CODE OF ORDINANCES AS FOLLOWS:

WHEREAS, Short-Term Rentals of Dwellings have become a significant segment of the local tourism economy; and

WHEREAS, Short-Term Rentals of Dwellings provide a community benefit by expanding the number and type of lodging facilities available and assist Owners of single-family homes by providing revenue which may be used for maintenance, upgrades, and deferred costs; and

WHEREAS, while the majority of these Short-Term Rentals operate without a problem, there have been complaints to the Borough regarding excessive noise, parking, litter, and concerns regarding security, public safety, and trespass; and

WHEREAS, the transitory nature of Occupants of Short-Term Rentals makes enforcement against the Occupants difficult; and

WHEREAS, the provisions of this Ordinance are necessary to prevent the continued burden on Borough and community services and impacts on residential neighborhoods posed by Short-Term Rentals; and

WHEREAS, the provisions of this Ordinance are necessary to provide for a system of inspections, the issuance and renewal of licenses, and to establish penalties for violations.

NOW THEREFORE, BE IT ORDAINED AND ENACTED by the Borough Council of Carroll Valley Borough, Adams County, Pennsylvania, pursuant to the above authority, as follows:

SECTION 1. SHORT TITLE.

This Ordinance shall be known as “The Short-Term Rental Ordinance of Carroll Valley Borough.”

SECTION 2. AMENDMENT OF CHAPTER 11.

Part 2 of Chapter 11, entitled: “SHORT-TERM RENTALS,” is hereby created and added to the Code of Ordinances of Carroll Valley Borough to provide as follows:

Part 2
SHORT-TERM RENTALS

§ 204-1. Title.

This Chapter shall be known and may be cited as “The Short-Term Rental Ordinance of Carroll Valley Borough.”

§ 204-2. Authority.

Under the authority of the Pennsylvania Borough Code (including, but not limited to, Articles XII, XXXII-A, and XXXIII of such law including, but not limited to, Section 1202 subsections (1), (3), (4), (5), (8), (14) (15) (20) (61) and (65), Section 3204-A, and Section 3108), the following new ordinance text is hereby adopted as Part 2 of Chapter 11 in the Codified Ordinances of Carroll Valley Borough.

§ 204-3. Scope.

The provisions of this Chapter shall apply to all residential Dwelling Units, conversions of nonresidential structures to residential dwellings, and all existing Premises within the Borough of Carroll Valley. The Owner of the subject Premises shall be responsible for compliance with the provisions of this Chapter, and the Owner, Manager, or renting occupants’ failure to comply with this Chapter’s requirements shall be deemed noncompliance by the Owner.

§ 204-4. Definitions.

As used in this Chapter, the following terms shall have the following meanings. If a term is not defined in this Chapter but is defined in the Borough’s Property Maintenance/Nuisance Code or Uniform Construction Codes, then that definition shall apply to this Chapter. If a term is not defined in any of those codes but is defined elsewhere in the Borough Code, then the definition in such Chapter shall apply to this Chapter.

BEDROOM -- A room or space designed for sleeping purposes with two means of egress and in close proximity to a bathroom. Space used for eating, cooking, bathrooms, toilet rooms, closets, halls, storage or utility rooms, and similar uses are not considered bedrooms. Space used or intended for general and informal everyday use, such as a living room, den, sitting room, or similar, is not considered a bedroom.

CODE ENFORCEMENT OFFICER (CEO) -- The Borough-appointed Code Enforcement Officer is responsible for enforcing this Chapter and the Code and any assistants or deputies appointed by the Borough, including police officers. At the discretion of the Borough Council, an independent entity or contractor may be appointed to enforce part or all of this function under this Chapter.

DWELLING UNIT -- One or more rooms, occupied or intended for occupancy, as separate living quarters by a single family maintaining a household, the members of which have unrestricted access to all other parts thereof, with cooking, sleeping, and sanitary facilities provided therein, for the exclusive use of that single family. For the purposes of this Chapter, this term shall be used when referring to dwellings and/or dwelling units, as defined under the Zoning Ordinance, and shall include guesthouses.

FAMILY-- One or more individuals related by blood, marriage, or adoption (including persons receiving formal foster care) or up to four (4) total unrelated individuals who maintain a common household and live within one Dwelling Unit, except as provided otherwise in the Code. For this purpose, "related" shall mean persons who are related by blood, marriage, adoption, civil union recognized by any state, or formal foster relationship to result in one of the following relationships: spouse, brother, sister, parent, child, grandparent, great-grandparent, grandchild, great-grandchild, uncle, aunt, niece, nephew, sister-in-law, brother-in-law, parent-in-law or first cousin. "Step" relationships shall also be included, such as stepmother. "Related" shall not include any relationship further than direct first cousins.

Notwithstanding the above definition, a family shall also be deemed to include any number of mentally or physically disabled persons occupying a dwelling unit as a single, nonprofit housekeeping unit if such occupants are disabled persons as defined in Title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988. Such unrelated individuals shall have the right to occupy a Dwelling Unit in the same manner and to the same extent as any family unit as defined above.

LOCAL CONTACT PERSON — A person or agent with actual authority to represent the Owner for purposes of contact and communication regarding the Owner's Short-Term Rental. A local contact person must be able to respond and arrive at the Short-Term Rental property within one hour of notice and must be authorized to act as a legal agent for the Owner. If there is a change in the identity of the local contact person, the Borough must be notified, in writing, within 14 days or prior to the Rental of the property if the Rental occurs within said fourteen-day period.

SHORT-TERM RENTAL – Any Residential Dwelling Unit utilized as a single-family residence rented for the purpose of overnight lodging for a period of not less than one (1) day and not more than thirty (30) days and which is registered with the Adams County Treasurer's Office in compliance with County Ordinance No. 3 of 2012 for the payment of Hotel Room Rental Tax, as may be reenacted or amended.

SHORT-TERM RENTAL LICENSE – Permission granted by the Borough to utilize a Dwelling Unit for Short-Term Rental use.

§ 204-5. License Required.

No Owner of any Premises in Carroll Valley Borough shall operate a Short-Term Rental in Carroll Valley Borough without first obtaining a Short-Term Rental License from the Code Enforcement Officer. Operation of a Short-Term Rental without a Short-Term Rental License is a violation of this Chapter.

§ 204-6. License Requirements.

- A. Application requirements. Short-Term Rental License applications shall contain the following information:
 1. The name, address, telephone number, and email address of the Owner. If the Owner is not a full-time resident of the Borough of Carroll Valley or does not live or have a primary physical work address (beyond a post office box) within a twenty-mile radius of the Borough

of Carroll Valley, then the Owner shall designate a Person to serve as Manager who does reside or have a primary physical work headquarters (beyond a post office box) within a twenty-mile radius of the Borough of Carroll Valley. If the Owner is a corporation, partnership, or similar entity, a Manager shall be appointed to meet the above requirements. If the Owner is not required to have or has not designated a Manager, then the Owner shall provide a 24-hour telephone number. If the Owner uses a Manager, that Manager shall have written authorization to accept service for the Owner.

2. The name, address, and 24-hour telephone number of the Manager.
 3. Total habitable floor space and total number of bedrooms for the short-term rental. T
 4. If the building is a multi-dwelling unit structure, the total number of dwelling units in the structure and the number of dwelling units being used as Short-Term Rentals. Each Dwelling Unit in a multi-dwelling unit structure must have a separate Short-Term Rental License.
 5. A site plan showing property lines, driveways, and all structures, including the location and number of on-site parking spaces. An on-site inspection will be required to verify available parking spaces and consistency with the submitted site plan.
 6. Septic system evaluation certifying the existing system is functioning as intended and proof the tank was pumped within the past three (3) years for approval by the Sewage Enforcement Officer. An inspection of the on-lot sewage disposal system to verify consistency with the submitted site and floor plans may be required.
 7. Copies of the current Adams County Hotel Room Excise Tax Certificate and current Pennsylvania Sales and Use Tax License.
 8. Signatures of both the Owner and the Manager.
 9. Copy of the current recorded Deed for the Premises establishing ownership may be required.
 10. No permit will be issued to any owner who is delinquent with Borough sewer fees or property taxes for all properties owned, in whole or in part, by the Owner in the Borough. If sewer fees or property taxes become delinquent after the issuance of a Short-Term Rental permit, the permit will be revoked until such time as the delinquent account is brought current.
 11. Short-term rental owners must provide weekly trash removal. No dumpsters are permitted.
 12. A statement by the owner that there are no delinquent Adams County Hotel Room Excise Tax or Pennsylvania sales/use taxes due and owing with respect to Short-Term Rentals on all properties owned, in whole or in part, by the Owner in the Borough.
- B. A Short-Term Rental License shall be issued only to the Owner of the Short-Term Rental Premises.

1. A separate Short-Term Rental License is required for each Dwelling Unit; for two-family or multi-family dwellings, a separate License shall be required for each Dwelling Unit being used as a Short-Term Rental.
2. A Short-Term Rental License is effective for one (1) year or until any of the conditions of the Short-Term Rental governed by this Chapter are changed, whichever shall first occur. A Short-Term Rental License must be renewed annually, and also when any of the conditions of the Short-Term Rental which are governed by this Chapter are changed.
3. The Owner, by making an application for a Short-Term Rental License and/or accepting issuance of a Short-Term Rental License, grants permission for any and all inspections authorized by this part.
4. The Borough will prescribe forms and procedures for processing License applications under this Ordinance.

§ 204-7. Short-Term Rental Standards.

- A. Overnight occupancy of a Short-Term Rental shall be limited to no more than two (2) persons per bedroom plus four (4) additional persons.

Number of Bedrooms	Maximum Number of Occupants
2	8
3	10
4	12
5	14

- B. The maximum number of day guests allowed at any one time, in addition to the overnight occupants, shall be fifty percent (50%) of the maximum overnight occupancy of the Short-Term Rental.
- C. For Short-Term Rentals using an on-site septic system, the number of bedrooms permitted for a Short-Term Rental shall not exceed the number of bedrooms approved for the Dwelling Unit on the sewage permit issued for such property. Where there is no sewage permit on record, the Short-Term Rental shall be limited to three (3) bedrooms unless proof is provided to the Sewage Enforcement Officer that the septic system is adequate to handle additional flows. Any Short-Term Rental advertising more than five (5) bedrooms shall provide proof that the septic system is adequate to handle such flows by having the system approved by the Sewage Enforcement Officer or by providing a septic permit previously issued by a Sewage Enforcement Officer. If a sewage system malfunction occurs, the Short-Term Rental of the Dwelling Unit shall be discontinued until the malfunction is corrected in accordance with Borough and Pennsylvania Department of Environmental Protection requirements.
- D. Off-street parking areas for Short-Term Rental uses must meet the Zoning Ordinance requirements for single-family dwellings. Day visitors must park according to the on-street

parking requirements for that street. Overnight guests must park in an approved off-street parking area, not on the street. Any expansion of parking areas for a Short-Term Rental requires prior Borough approval. Parking areas shall be maintained in a mud-free condition with paving, stone, or similar material and shall count as part of the maximum lot coverage limits in Chapter 27.

- E. Short-Term Rental Premises are considered a commercial account in the Borough's sanitary sewer collection service; Short-Term Rental Premises must have a commercial sanitary sewer account for each rental unit on the property.
- F. Neither Short-Term Rental Occupants nor guests shall engage in disorderly conduct or disturb the peace and quiet of any nearby neighborhood or person by loud, unusual, or excessive noise, by tumultuous or offensive conduct, public indecency, threatening, traducing, quarreling, challenging to fight, or fighting, or creating a dangerous or physically offensive condition.
- G. The Owner shall notify the Occupants of the rules regarding Short-Term Rentals and respond when notified that occupants violate laws, ordinances, or regulations regarding their occupancy.
- H. Overnight occupancy of recreational vehicles, camper trailers, and tents at the property where the Short-Term Rental is located shall not be allowed. Outdoor overnight sleeping of occupants or guests of the Short-Term Rental is prohibited.
- I. A Short-Term Rental shall not have any outside appearance indicating a change of use from the surrounding residential uses. Exterior advertising shall conform with the requirements of Chapter 27
- J. All Short-Term Rentals shall have a visible and legible notice posted conspicuously within the dwelling unit containing the following information:
 - 1. The name of the Owner or the Manager of the unit and a telephone number at which that party can be reached on a 24-hour basis.
 - 2. The 911 address of the Premises.
 - 3. The maximum number of Occupants permitted to stay in the Dwelling Unit and the maximum number of day guests permitted at any one (1) time.
 - 4. The maximum number of all vehicles allowed to be parked on the Premises and the requirement that all overnight guest parking must be on the Premises and not in or along any private, community, or public street right-of-way or on any lawn or vegetated area on the property.
 - 5. Notification that an Occupant or guest may be cited and fined for creating a disturbance or for violating other provisions of the Carroll Valley Borough Code of Ordinances, including parking and occupancy limits.

6. The trash pick-up day and notification that trash and refuse shall not be left or stored on the property's exterior, including instructions for where and when to place the trash for pickup.
- K. All short-term rentals shall be equipped with the following:
1. Smoke detectors in each bedroom;
 2. Smoke detectors outside each bedroom in common hallways;
 3. Smoke detectors on each floor;
 4. GFI outlets for outlets located within six feet of water source;
 5. Aluminum or metal exhaust from the dryer, if provided for tenant use;
 6. Carbon monoxide detector if open flame (oil or gas) furnace, gas or wood fireplace, or wood-burning stove;
 7. Carbon monoxide detector, if a garage is attached;
 8. Fire extinguisher in kitchen;
 9. Stairs (indoor and outdoor) in good condition and
 10. Swimming pools, hot tubs, and spas must meet the barrier requirements as required by the current edition of the PA Uniform Construction Code; and
- L. The Owner shall not enter into a rental agreement with a person under 18 years of age.
- M. Owner's Compliance with the requirements of this section shall be considered conditions of a short-term rental permit. Violation of any of the requirements of this section shall be grounds for revocation of the short-term rental permit by the Code Enforcement Officer. In the event that more than one short-term Rental is located on a single property, and any one short-term Rental is in violation of any of the requirements of this section, all permits associated with the property may be revoked.
- N. The Owner must guarantee continued compliance with Chapter 10. Any violation of Chapter 10 may cause the revocation of the Short-term Rental Permit for a minimum of 12 months, but no longer than 36 months, at the discretion of the Code Enforcement Officer.

§ 204-8. Fees, Term, and Renewal.

- A. Short-Term Rental License fees, payable to the Borough upon the filing of a Short-Term Rental License application, shall be in such amount as may be established by resolution duly adopted by the Borough Council.
- B. Any Short-Term Rental License is valid for a period not to exceed one (1) year from the date of issuance and must be renewed annually. Short-Term Rental License renewal fees, payable to the Borough upon filing a Short-Term Rental License renewal application, shall be in such amount as may be established by resolution duly adopted by the Borough Council from time to time.
 1. Short-Term Rental License renewal shall require inspections outlined in Section 204-10 below.

2. Short-Term Rental License renewal applications shall contain information regarding any changes from the immediately preceding application with respect to matters governed by this Ordinance.

§ 204-9. Enforcement Officer.

The Carroll Valley Borough Code Enforcement Officer and/or other appointed official shall conduct inspections, make reports, administer this Chapter, and issue notices of violation.

The Code Enforcement Officer and/or other appointed official, with the authorization of the Borough Council, may engage the services of competent engineers or other consultants to determine the nature and extent of any violation.

§ 204-10. Annual Inspections Required.

- A. All Short-Term Rentals shall be subject to an annual inspection by the Code Enforcement Officer to verify application information, License, License renewal, and/or operating requirements. All Short-Term Rentals shall be inspected to meet the full requirements of the Borough's adopted Property Maintenance and Nuisance Codes.
- B. The issuance of a Short-Term Rental License or inspection is not a warranty that the Premises is lawful, safe, habitable, or in compliance with this Chapter of the Code of Ordinances. Rather, the license indicates that the Premises are either set to be inspected on a routine basis or, if inspected, the Premises met this Chapter of the Code of Ordinance requirements on the day and at the time of the inspection.
- C. Within the limitations of federal and state law, the Code Enforcement Officer may apply to a Magisterial District Judge or any legal authority having jurisdiction for an administrative search warrant to enter and inspect a Short-Term Rental Unit and the Premises. Such warrant is only required where access to a Short-Term Rental Unit or common areas is denied to the Code Enforcement Officer after a request to a person with a possessory interest in the regulated rental unit.

§ 204-11. Marketing.

The marketing of a Short-Term Rental in which the advertised occupancy exceeds the maximum occupancy requirements permitted by this Chapter or which promotes any other activity prohibited by this Chapter shall be a violation of this Chapter.

§ 204-12. Notice of Violation.

If it appears to the Code Enforcement Officer that a violation of this Chapter exists or has occurred, the Code Enforcement Officer shall send a written Notice of Violation to the Owner and/or Manager (if one is so designated) by personal delivery or by both United States first class and certified mail. The Enforcement Notice shall identify the Premises which is the subject of the violation, enumerate the conditions which constitute the violation, cite the specific sections of this Chapter that are violated,

indicate the action required to correct the violation and provide a time frame (established by the Code Enforcement Officer based upon the nature of the violation) to correct the violation.

§ 204-13. Nuisance.

In the interest of promoting public health, safety, and welfare and minimizing the burden on Borough and community services and impacts on community neighborhoods posed by Short-Term Rentals, a violation of any of the provisions of this Chapter is declared to be a public nuisance.

§ 204-14. Violations and penalties.

- A. This Chapter shall be enforced by action brought before a Magisterial District Judge in the same manner provided for the enforcement of summary offenses under the Pennsylvania Rules of Criminal Procedure. Any Person, partnership, corporation, or other entity that violates or permits a violation of the provisions of this Chapter shall, upon conviction in a summary proceeding, pay a fine of not less than \$100 nor more than \$1,000 per violation, plus all court costs and reasonable attorney's fees incurred by Carroll Valley Borough in the enforcement proceedings, and/or be imprisoned to the extent allowed by law for the punishment of summary offenses. Each day or portion thereof that a violation exists or continues shall constitute a separate violation. Further, Carroll Valley Borough's appropriate officers or agents are hereby authorized to seek equitable relief, including injunction, to enforce compliance with this Chapter. All fines, penalties, costs, and reasonable attorneys' fees collected for the violation of this Chapter shall be paid to Carroll Valley Borough for its general use.
- B. In addition to, but not in limitation of, the provisions of the Part, the Code Enforcement Officer may either revoke or deny an application to renew a Short-Term Rental License for three (3) violations of this Chapter in any rolling twelve (12) calendar month period.
- C. The revocation or denial to renew a Short-Term Rental License shall continue for six (6) months for the first set of three (3) violations and continue for one (1) year for any subsequent sets of violations.

§ 204-15. Owner's Severally Responsible.

If more than one Owner owns the premises, each Owner shall jointly and severally be responsible for violations of this Chapter.

§ 204-16. Appeals.

Appeals of a determination of the Code Enforcement Officer under this Chapter to deny any application for, or to renew, a Short-Term Rental License or to revoke a Short-Term Rental License shall be filed with the Borough Council at the Borough business office within thirty (30) days of the date of the determination appealed from.

§ 204-17. Severability.

If any section, provision, or portion of this Ordinance shall be held invalid or unconstitutional by any Court of competent jurisdiction, such decision shall not affect any other section, clause, provision, or

portion of this Ordinance so long as it remains legally enforceable minus the invalid portion. The Borough reserves the right to amend this Ordinance or any portion thereof from time to time as it shall deem advisable in the best interest of the promotion of the purposes and intent of this Ordinance and the effective administration thereof.

§ 204-18. Repealer.

All Ordinances or parts of Ordinances which are inconsistent herewith are hereby repealed.

§ 204-19. 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

Council President

Mayor

CERTIFICATION OF ADOPTION

I hereby certify that the foregoing Ordinance was advertised in the Gettysburg Times, a newspaper of general circulation in the Borough, on _____, and was duly enacted and approved at a meeting of the Borough Council of the Borough of Carroll Valley on _____.

Gayle Marthers
Assistance Borough Manager / Borough Secretary

ADMINISTRATIVE BUSINESS

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

ACCOUNT	GENERAL FUND	SPECIAL EVENT	SANITARY SEWER	SINKING FUND	CAPITAL RESERVE	HIGHWAY AID (LF)	TOTAL FUNDS
START OF PERIOD							
CHECKING ACCOUNT	\$56,041.31	\$0.00	\$0.00	\$145.50	\$76,503.40	\$0.00	\$132,690.21
INVESTMENTS	\$2,041,740.68	\$0.00	\$218,259.25	\$0.00	\$0.00	\$868,242.79	\$3,128,242.72
PETTY CASH	\$425.00	\$0.00	\$25.00	\$0.00	\$0.00	\$0.00	\$450.00
DUE FROM OTHER FUNDS	\$31,764.79	\$12,368.25	\$790,926.72	\$0.00	\$922,821.48	\$0.00	\$1,757,881.24
DUE TO OTHER FUNDS	\$1,209,531.09	\$11,678.19	\$415,512.38	\$0.00	\$120,319.20	\$0.00	\$1,757,040.86
LIABILITIES	\$23,059.17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,059.17
NET BALANCE	\$897,381.52	\$690.06	\$593,698.59	\$145.50	\$879,005.68	\$868,242.79	\$3,239,164.14
TRANSACTIONS FOR PERIOD							
ADJUSTMENTS (SEE NOTE)							
ACTUAL REVENUES (+)	\$92,767.66	\$543.97	\$9,379.13	\$0.00	\$14,854.24	\$3,698.68	\$121,243.68
ACTUAL EXPENDITURES (-)	\$111,818.03	(\$272.36)	\$22,228.69	\$0.00	\$5,766.34	\$0.00	\$139,540.70
ENCUMBERED FUNDS (-)							\$0.00
NET TRANSACTION BALANCE	(\$19,050.37)	\$816.33	(\$12,849.56)	\$0.00	\$9,087.90	\$3,698.68	(\$18,297.02)
END OF PERIOD							
CHECKING ACCOUNT	\$59,637.95	\$0.00	\$0.00	\$145.50	\$76,765.61	\$0.00	\$136,549.06
INVESTMENTS	\$2,018,507.60	\$0.00	\$219,188.89	\$0.00	\$0.00	\$871,941.47	\$3,109,637.96
PETTY CASH	\$425.00	\$0.00	\$25.00	\$0.00	\$0.00	\$0.00	\$450.00
DUE FROM OTHER FUNDS	\$28,431.46	\$13,072.44	\$776,917.61	\$0.00	\$928,288.13	\$0.00	\$1,746,709.64
DUE TO OTHER FUNDS	\$1,202,060.58	\$11,566.05	\$415,282.47	\$0.00	\$116,960.16	\$0.00	\$1,745,869.26
LIABILITIES	\$26,116.15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,116.15
NET BALANCE	\$878,825.28	\$1,506.39	\$580,849.03	\$145.50	\$888,093.58	\$871,941.47	\$3,221,361.25

Range of Checking Accts: First to Last Range of Check Dates: 12/01/23 to 12/31/23
Report Type: All Checks Report Format: Detail Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Ref Seq Acct
GENERAL FUND	GENERAL FUND						
40518	12/04/23	RONHA005 RON HARRIS		(Replaced By: GENERAL FUND 40519) (Void Reason: Mislaced)		12/05/23 VOID	22
v3-00392	1	52nd Annual Mayors Conference	250.00	01-400-460	Expenditure		5 1
				CONTINUING EDUCATION/CONF.			
40519	12/05/23	RONHA005 RON HARRIS		(Replacement of: GENERAL FUND 40518)			22
v3-00392	1	52nd Annual Mayors Conference	250.00	01-400-460	Expenditure		5 1
				CONTINUING EDUCATION/CONF.			
40520	12/05/23	ACTC0005 AC&T CO, INC.					38
v3-00650	1	MS: Propane	642.00	01-430-363	Expenditure		3 1
				Propane Gas			
v3-00651	1	Fuel & Diesel Fuel: Nov 2023	13.31	01-454-231	Expenditure		4 1
				FUEL			
v3-00651	2	Fuel & Diesel Fuel: Nov 2023	509.58	01-410-231	Expenditure		5 1
				FUEL			
v3-00651	3	Fuel & Diesel Fuel: Nov 2023	1,373.71	01-430-231	Expenditure		6 1
				FUEL			
			<u>2,538.60</u>				
40521	12/05/23	AMERI005 AMERICAN UNITED LIFE INS					38
v3-00660	1	Life & Disability Premium: Dec	249.59	01-401-197	Expenditure		16 1
				LIFE/DISABILITY INSURANCE			
v3-00660	2	Life & Disability Premium: Dec	120.74	01-410-197	Expenditure		17 1
				LIFE/DISABILITY INSURANCE			
v3-00660	3	Life & Disability Premium: Dec	303.55	01-430-197	Expenditure		18 1
				LIFE/DISABILITY INSURANCE			
v3-00660	4	Life & Disability Premium: Dec	59.03	08-429-197	Expenditure		19 1
				LIFE/DISABILITY INSURANCE			
			<u>732.91</u>				
40522	12/05/23	APRSU005 APR SUPPLY CO.					38
23-00157	1	Vacuum Breaker Valves	31.44	01-409-250	Expenditure		1 1
				REPAIR & MAINT SUPPLIES			
40523	12/05/23	ATTM0005 AT&T MOBILITY					38
v3-00670	1	Wireless Svc: 10/19/23-11/18/	43.16	01-430-321	Expenditure		29 1
				COMMUNICATIONS			
v3-00670	2	Wireless Svc: 10/19/23-11/18/	48.22	01-401-321	Expenditure		30 1
				TELEPHONE SER & INSTALN			
v3-00671	1	GeoTabs: 10/19/23-11/18/23	96.25	01-410-331	Expenditure		31 1
				Travel GPS			
v3-00671	2	GeoTabs: 10/19/23-11/18/23	19.25	01-413-331	Expenditure		32 1
				Travel GPS			
v3-00671	3	GeoTabs: 10/19/23-11/18/23	19.25	08-429-331	Expenditure		33 1
				Travel GPS			

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Num Acct
GENERAL FUND	GENERAL FUND		Continued						
40523		AT&T MOBILITY	Continued						
V3-00671	4	GeoTabs: 10/19/23-11/18/23	231.00	01-430-331	Expenditure		34	1	
				Travel GPS					
			<u>457.13</u>						
40524	12/05/23	EXCAL005 EXCALIBUR TOWING							38
V3-00653	1	PL: Impound Inv# 14957	250.00	01-362-130	Revenue		8	1	
				VEHICLE IMPOUNDMENT FEE					
40525	12/05/23	GENER005 GENERAL CODE							38
V3-00652	1	Recodification: Annual Mainten	1,195.00	30-413-740	Expenditure		7	1	
				CAP PURCHASES-MAJOR EQUIP					
40526	12/05/23	GFPET005 GF PETTY CASH - GAYLE MARTHES							38
V3-00661	1	Postage	5.40	01-401-325	Expenditure		20	1	
				POSTAL SERV & POSTAGE-GEN					
40527	12/05/23	GOVER005 GOVERNMENT MANAGEMENT SERVICES							38
V3-00662	1	LSA Meeting	38.75	01-454-247	Expenditure		21	1	
				RECREATION PROGRAM SUPPLIES					
V3-00663	1	LSA Application Fee	100.00	01-454-247	Expenditure		22	1	
				RECREATION PROGRAM SUPPLIES					
V3-00664	1	Retainer for the month of Nov	3,000.00	01-404-131	Expenditure		23	1	
				Professional Services - Grants					
			<u>3,138.75</u>						
40528	12/05/23	KIDDP005 KIDD PROFESSIONAL TREE CARE							38
V3-00659	1	Marten Trl: Tree Removal	600.00	01-454-373	Expenditure		15	1	
				MAINT SERVICES-BLDGS/GRNDS					
40529	12/05/23	LABOR005 LABORATORY, ANALYTICAL & BIOLO							38
V3-00658	1	STP: Testing November 2023	264.00	08-429-316	Expenditure		14	1	
				CONTRACT.SERVCS-LABORATORY					
40530	12/05/23	LOWES005 LOWES IN-STORE ACCOUNT							38
23-00158	1	split rail fencing supplies	648.33	30-454-651	Expenditure		2	1	
				CAPITAL CONSTRUCTION					
40531	12/05/23	METED005 MET-ED							38
V3-00654	1	Street Light: November 2023	83.55	01-434-361	Expenditure		9	1	
				ELECTRICITY					
40532	12/05/23	SALZM005 SALZMANN HUGHES, P.C.							38
V3-00665	1	Representation as Borough Soli	1,517.80	01-404-130	Expenditure		24	1	
				SOLICITOR FEES					
V3-00666	1	Municipal Claims	182.00	08-429-314	Expenditure		25	1	
				LEGAL SERVICES-SEWER					
			<u>1,699.80</u>						
40533	12/05/23	SHEAL005 SHEALERS SEPTIC SERVICE							38
V3-00668	1	HT: November 2023	4,122.00	08-464-450	Expenditure		27	1	
				HT CONTRACTOR-CUR YR					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
PO #	Item	Description							
GENERAL FUND GENERAL FUND			Continued						
40534	12/05/23	STACY005 STACY L. KRIETZ							38
v3-00667	1	Office Cleaning: 11/19/23-12/2	316.00	01-409-450	Expenditure		26		1
				CONTRACTED SERS-CUSTODIAN					
40535	12/05/23	THEY005 THE YORK WATER COMPANY							38
v3-00669	1	Water: Svc 10/24/23-11/20/23	81.03	01-409-365	Expenditure		28		1
				WATER					
40536	12/05/23	TMOBI005 T-MOBILE							38
v3-00656	1	Wireless Svc: 10/22/23-11/21-2	69.86	01-401-321	Expenditure		11		1
				TELEPHONE SER & INSTALN					
v3-00656	2	Wireless Svc: 10/22/23-11/21-2	69.86	08-429-321	Expenditure		12		1
				TELEPHONE SRVCS & INSTALLATN					
v3-00657	1	PL: Connection Card Data Plan	145.60	01-410-321	Expenditure		13		1
				COMMUNICATIONS					
			285.32						
40537	12/05/23	TREYS005 TREYSTA TECHNOLOGY MANAGEMENT							38
v3-00655	1	Computer Set-Up Fees	1,562.50	01-407-321	Expenditure		10		1
				INTERNET/WEB SITE CHARGES					
40538	12/19/23	ADAMS020 ADAMS ELECTRIC COOPERATIVE, IN							39
v3-00674	1	STP: Sanders Rd. Pump Station	2,020.34	08-429-361	Expenditure		11		1
				UTILITY SERVICE-ELECTRICITY					
v3-00675	1	STP: Country Club Trl: Pump	144.22	08-429-361	Expenditure		12		1
				UTILITY SERVICE-ELECTRICITY					
v3-00676	1	Boro Office: November 2023	1,286.81	01-409-361	Expenditure		13		1
				ELECTRICITY/HEAT					
v3-00693	1	Jacks Mtn Bridge: November 202	45.57	01-433-374	Expenditure		28		1
				HIGHWAY SERVICES/SIGNALS					
v3-00694	1	Pavilion: November 2023	181.44	01-454-361	Expenditure		29		1
				UTILITY SERVICE-ELECTRICITY					
v3-00695	1	Ski Run Trl: November 2023	100.16	01-454-361	Expenditure		30		1
				UTILITY SERVICE-ELECTRICITY					
v3-00696	1	MS Bldg: November 2023	108.51	01-430-361	Expenditure		31		1
				ELECTRICITY					
v3-00697	1	Trout Run Trl: November 2023	151.47	01-454-361	Expenditure		32		1
				UTILITY SERVICE-ELECTRICITY					
v3-00698	1	Street Lights	1,682.50	01-434-361	Expenditure		33		1
				ELECTRICITY					
			5,721.02						
40539	12/19/23	AMAZ005 AMAZON CAPITAL SERVICES							39
v3-00691	1	Docking Station	123.46	30-401-740	Expenditure		26		1
				CAP PURCHASES-MAJOR EQUIP					
40540	12/19/23	BRADA005 BRAD A. SANDERS							39
v3-00686	1	2023 Cellular Reimbursement	616.80	01-430-321	Expenditure		22		1
				COMMUNICATIONS					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
PO #	Item	Description							
Continued									
GENERAL FUND	GENERAL FUND								
40541	12/19/23	CELYS005 C-ELY SIGNS AND GRAPHICS							39
v3-00689	1	PL: Dodge SUV Lettering	2,530.00	30-410-740	Expenditure		25		1
				CAP PURCHASES-MAJOR EQUIP					
40542	12/19/23	CLIFF005 CLIFFORD J. WEIKERT							39
v3-00687	1	2023 Cellular Reimbursement	838.32	01-410-321	Expenditure		23		1
				COMMUNICATIONS					
40543	12/19/23	COMMU005 COMMUNITY MEDIA OF SOUTH CENT							39
v3-00679	1	CVB Council Meeting: Nov 2023	220.00	01-400-330	Expenditure		16		1
				Community Media Contract					
40544	12/19/23	EXCAL005 EXCALIBUR TOWING							39
23-00163	1	2017 dodge vehicle codes	110.00	01-410-365	Expenditure		5		1
				VEHICLE REPAIR					
23-00164	1	2014 dodge pa state inspection	53.00	01-410-365	Expenditure		6		1
				VEHICLE REPAIR					
23-00165	1	2014 pa state inspect sensors	321.56	01-410-365	Expenditure		7		1
				VEHICLE REPAIR					
23-00166	1	2017 unmarked state inspection	53.00	01-410-365	Expenditure		8		1
				VEHICLE REPAIR					
			537.56						
40545	12/19/23	HPINC005 HP INC.							39
23-00143	1	HP Elite Sff 800: SKU#822P5UT	940.00	30-430-740	Expenditure		1		1
				CAPITAL PURCHASES					
23-00143	2	HP USB-C/A Universal Dock G2	185.00	30-430-740	Expenditure		2		1
				CAPITAL PURCHASES					
			1,125.00						
40546	12/19/23	KELLE005 KELLER ENGINEERS, INC.							39
v3-00683	1	Phase 2: WWTP Expansion	7,407.63	08-429-602	Expenditure		20		1
				CAPITAL CONST: Project #2					
40547	12/19/23	KPITE005 KPI TECHNOLOGY							39
v3-00678	1	SEO Services	2,316.00	01-413-440	Expenditure		15		1
				CONTRACTED SERVICES-SEO					
40548	12/19/23	MARBA005 MAR-BAR TIRE SERVICE							39
23-00161	1	tires MS10	788.00	01-430-255	Expenditure		4		1
				TIRES & TUBES					
40549	12/19/23	NMS00005 NMS LABS							39
v3-00699	1	Alcohol Forensic Testing - Sol	111.00	01-410-305	Expenditure		34		1
				LABORATORY SERVICES					
40550	12/19/23	PATUR005 PA TURNPIKE TOLL BY PLATE							39
v3-00700	1	Turnpike Toll	12.20	01-410-460	Expenditure		35		1
				CONTINUING EDUCATION/CONF.					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
PO #	Item	Description							
GENERAL FUND GENERAL FUND Continued									
40551	12/19/23	PECKS005 PECKS SEPTIC SERVICE, LLC							39
v3-00672	1	Sludge Removal/Disposal	1,897.50	08-429-373	Expenditure		9		1
				SLUDGE REMOVAL SERVICES					
40552	12/19/23	PENNS015 PENNSYLVANIA ONE CALL SYSTEM,							39
v3-00673	1	November 2023: Activity Fee	2.18	08-429-420	Expenditure		10		1
				DUES, SUBSCRIP, MEMBERSHIPS					
40553	12/19/23	STACY005 STACY L. KRIETZ							39
v3-00692	1	Office Cleaning: 12/3/23-12/16	316.00	01-409-450	Expenditure		27		1
				CONTRACTED SERS-CUSTODIAN					
40554	12/19/23	THOMP005 THOMPSON'S CUSTOM WELDING							39
v3-00688	1	Fireplace Screen for Cortner	275.00	30-454-651	Expenditure		24		1
				CAPITAL CONSTRUCTION					
40555	12/19/23	TOSHI005 TOSHIBA FINANCIAL SERVICES							39
v3-00677	1	December 2023: Copier Lease	374.25	01-401-375	Expenditure		14		1
				EQUIPMENT LEASE					
40556	12/19/23	USMUN005 U.S. MUNICIPAL SUPPLY, INC.							39
23-00160	1	Carl Bowers Sign	48.29	01-433-245	Expenditure		3		1
				HIGHWAY SUPPLIES & MATERIALS					
40557	12/19/23	WESTP005 WEST PENN POWER							39
v3-00680	1	Ranch Pavilion: November 2023	110.53	01-454-361	Expenditure		17		1
				UTILITY SERVICE-ELECTRICITY					
v3-00681	1	14 Ranch Trl: November 2023	190.23	01-430-361	Expenditure		18		1
				ELECTRICITY					
v3-00682	1	14 Ranch Trl: Barn: Nov 2023	42.86	01-430-361	Expenditure		19		1
				ELECTRICITY					
v3-00684	1	Street Lights	4,783.28	01-434-361	Expenditure		21		1
				ELECTRICITY					
			5,126.90						

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	39	1	48,648.87	250.00
Direct Deposit:	0	0	0.00	0.00
Total:	39	1	48,648.87	250.00

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	39	1	48,648.87	250.00
Direct Deposit:	0	0	0.00	0.00
Total:	39	1	48,648.87	250.00

Totals by Year-Fund Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND	3-01	26,314.07	250.00	0.00	26,564.07
SANITARY SEWER FUND	3-08	16,188.01	0.00	0.00	16,188.01
CAPITAL RESERVE FUND	3-30	5,896.79	0.00	0.00	5,896.79
Total of All Funds:		<u>48,398.87</u>	<u>250.00</u>	<u>0.00</u>	<u>48,648.87</u>

Totals by Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND	01	26,314.07	250.00	0.00	26,564.07
SANITARY SEWER FUND	08	16,188.01	0.00	0.00	16,188.01
CAPITAL RESERVE FUND	30	5,896.79	0.00	0.00	5,896.79
Total of All Funds:		<u>48,398.87</u>	<u>250.00</u>	<u>0.00</u>	<u>48,648.87</u>

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
GENERAL FUND	3-01	26,314.07	0.00	0.00	0.00	26,314.07
SANITARY SEWER FUND	3-08	16,188.01	0.00	0.00	0.00	16,188.01
CAPITAL RESERVE FUND	3-30	5,896.79	0.00	0.00	0.00	5,896.79
Total of All Funds:		48,398.87	0.00	0.00	0.00	48,398.87

MEMORANDUM



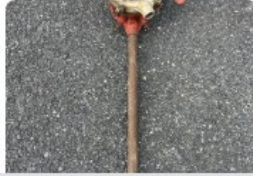
TO: BOROUGH COUNCIL; MAYOR
FROM: DAVID HAZLETT, BOROUGH MANAGER
SUBJECT: SURPLUS AUCTION SALES
DATE: 1/5/2024
CC: GAYLE MARTHERS

A handwritten signature in blue ink, appearing to be "D Hazlett", is written over the "FROM:" line of the memorandum.

Staff is requesting the Council approve the listing and auctioning of the following items:



10X12 BARN STYLE SHED (62209506)
Ends: 1/18/2024 11:10:00 AM ET
Starting Bid: \$50.00



2" PIPE THREADER (62209749)
Ends: 1/18/2024 11:15:00 AM ET
Starting Bid: \$10.00



CHAIN LINK GATES (62222498)
Ends: 1/19/2024 8:45:00 AM ET
Starting Bid: \$25.00



CONCRETE CULVERT PIPE (62222872)
Ends: 1/19/2024 9:18:00 AM ET
Starting Bid: \$5.00



CORRUGATED CULVERT PIPE 18 PCS (62222789)
Ends: 1/19/2024 9:02:00 AM ET
Starting Bid: \$50.00



KASCO AERATORS (62210281)
Ends: 1/18/2024 11:20:00 AM ET
Starting Bid: \$50.00



METAL PALLET RACKING (62222953)
Ends: 1/19/2024 9:21:00 AM ET
Starting Bid: \$20.00



PIPE BENDERS (62210039)
Ends: 1/18/2024 11:18:00 AM ET
Starting Bid: \$5.00



PORTER CABLE BATTERY POWERED TOOLS (62210039)
Ends: 1/18/2024 11:21:00 AM ET
Starting Bid: \$25.00



PRIVACY CHAIN LINK FENCE (62223093)
Ends: 1/19/2024 9:48:00 AM ET
Starting Bid: \$5.00



SEWER PIG (62210451)
Ends: 1/18/2024 11:23:00 AM ET
Starting Bid: \$5.00



SEWER SNAKES (62210784)
Ends: 1/18/2024 11:24:00 AM ET
Starting Bid: \$5.00



WERNER LADDER STABILIZER (62209937)
Ends: 1/18/2024 11:16:00 AM ET
Starting Bid: \$5.00

FOR SALE

The Borough of Carroll Valley is accepting bids via Municibid.com website for the following:

1. 10 x 12 Barn Style Shed
2. 2" Pipe Threader
3. Chain Link Gates
4. Concrete Culvert Pipe
5. Corrugated Culvert Pipe (18pcs)
6. Kasco Aerators
7. Metal Pallet Racking
8. Pipe Benders
9. Porter Cable Battery Powered Tools
10. Privacy Chain Link Fence
11. Sewer Pig
12. Sewer Snakes
13. Werner Ladder Stabilizer

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, February 2, 2024, at 2:00pm.

Gayle R. Marthers

Borough Secretary

UNFINISHED BUSINESS

January 4, 2024

Memorandum

To: Carroll Valley Borough Council

From: GMS Funding Solutions (GMS)

DCED – GREENWAYS, TRAILS AND RECREATION PROGRAM (GTRP)

Carroll Valley Borough Trail Project

Request: \$212,000

Support letters were received from Sen. Mastriano and Rep. Moul. Rep Moul confirmed additional outreach was completed to show support of the project. GTRP awards were not announced at the December 2023 CFA board meeting. It is anticipated awards will be announced at the next board meeting.

Next Steps: Award announcements are anticipated to occur at the January 2024 CFA meeting. GMS will continue to monitor for potential delays in award announcements.

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

Wastewater Treatment Plant Upgrades

Award: \$700,000

The H2O grant expires on June 30, 2024 – an extension request is underway. The project should not be bid until the PENNVEST loan has closed. As a note, the PENNVEST funds can be used as match for the H2O's 50 percent match requirement. The plan is to submit reimbursement requests to the H2O grant program first and then switch to PENNVEST. While it is anticipated that the H2O funds will be drawn down on prior to the current expiration date in, an abundance of caution GMS drafted an extension request to extend the grant period to June 30,2025. The Borough reviewed and signed and GMS submitted the request to the reviewer. The extension was approved and was sent for signature to Richard Mathews and Dave Hazlet.

Next Steps: The Borough should continue to forward all engineering invoices and proof of payments to GMS.

PENNVEST

Wastewater Treatment Plant Upgrades

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

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

Loan signing occurred on Nov. 16, 2023. The pre-construction meeting was held on Dec. 11, 2023, at 10a.m. At this time, it is anticipated that the awarded contractor, Hickee Associates, Inc., will mobilize in the first quarter of 2024. At that time, GMS will work with the project team to gather the necessary documentation for compliance and drawdown(s).

Next Steps: Once construction begins, the Borough should forward GMS the invoices and proofs of payment. Once the H2O grant is fully drawn down, PENNVEST reimbursement request submissions will begin.

STATEWIDE LOCAL SHARE ACCOUNT (LSA)

Carroll Commons Park Improvements

Request: \$276,000

The scope of work for the Statewide LSA includes construction of a pickleball court and relocated/expanded lighting, ADA compliant bathrooms, butterfly garden, EV charging stations, and installation of security cameras at the Carroll Commons Park. The grant application was submitted on Nov. 30, 2023, along with a letter of support from Rep. Moul and Sen. Mastriano. It is anticipated that awards will be made in late 2024 and GMS will continue to monitor this timeframe.

Next Steps: GMS to monitor for when in 2024 awards will be announced. In 2024, GMS will work with the Borough for any follow-up to the elected officials.

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

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

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

Next steps: None at this time.

PROJECTS/PROGRAMS TO MONITOR

- Broadband Initiative
- Traffic light at the intersection of Routes 16 and 116
- Sports complex and recreation area construction on Borough-owned property along Routes 16 and 116 — planning document and construction of project. *GTRP is a potential program for the planning portion. Other funding sources may be options depending on what the planning document shows as a best fit (potentially RACP, GTRP, Statewide LSA)*
- Electric Vehicle Charging Stations (if Statewide LSA is not awarded or a smaller award is received)

MEMORANDUM



TO: BOROUGH COUNCIL; MAYOR
FROM: DAVID HAZLETT, BOROUGH MANAGER
SUBJECT: 8 FAWN TRAIL CHICKENS
DATE: 12/8/2023
CC: GAYLE MARTHERS

A handwritten signature in blue ink, appearing to be "D. Hazlett", is written over the "FROM:" line of the memorandum.

As per our discussion during the November council meeting, I contacted the residents of the above-mentioned property and offered on behalf of the council to pay for a Zoning Hearing to request a variance for the location of their chicken coop. The response I received was their desire to “speak with the council.”

The Planning Commission discussed this topic and recommended some ordinance modifications. However, their recommended solution would not permit the coop to stay in its existing location. I made sure the Planning Commission understood that, and they acknowledged they were not offering a solution where the coop didn't need to be relocated.

I have sent a Zoning Enforcement Notice, with a deadline to comply of April 2024. A notice is required to file a variance application, and I wanted them to have that option. I also sent a zoning hearing board application.

I have attached our email correspondence for your use.

NEW BUSINESS

PUBLIC COMMENT

FOR YOUR INFORMATION

**Municipal Services Report
December 2023**

Road Work and Right of Way: 106 Man-Hours

- Road work performed included:
 - Repaired pothole at Skylark and Jacks Mt. Road
 - Removed leaves and debris from storm grates.
 - Excavated and cleaned side ditches in several areas of the borough.
 - Removed fallen trees from roadways-Hilltop trail and Toms Creek trail.
 - Straightened several road signs posts

Equipment Maintenance and Repair: 142 Man-Hours

- Municipal Services/Parks/Zoning/STP Departments:
 - Moved mowers into storage area for winter.
 - Installed snowplow onto John Deere Gator.
 - Installed a new batter and charger onto Volvo Loader
 - Installed Calcium tanks and pumps onto all Snow removal trucks.

Police Department: 88 Man-hours

- Stripped all decals and police equipment from both 2014 Dodge Chargers
- Transported PL24 (2014 Marked Dodge Charger) to Excalibur Towing for repair.

Parks and Property Maintenance: 303 Man-Hours

- Borough office building

- Ranch Park
 - Weekly trash removal
 - Removed leaves from parking area.
- Carroll Commons Park
 - Trash removal.
 - Cleaning of the Cortner Pavilion after rentals
- Lake Kay Mini Park
 - Weekly Trash collection and removal.
 - Removed leaves.
- Lake Mae/" New" property
 - Trash collection
 - Assisted our Borough Engineer to perform inspection of the Lake Mae Dam and valves.

- Municipal services facility
 - Cleaned breakroom and office area.
 - organized workshop area
 - Replaced light bulbs.

- Other Borough Properties
 - Prepared a perc site at 15 Mason Dixon trail Property.
 - Refastened roof metal on Cinder shed and old horse barn.

Admin, Events and Training: 58.5 Man-Hours

- Attended Staff Meetings
- Issued driveway permits.
- Two employees attended pesticide recertification training in Grantsville Pa
- Reviewed the bridge inspection report with the PennDOT engineer.

Sewer Treatment Plant: 4 Man-Hours

- Covered daily Lab work and operating checks.

Paid Time Off: 308 Man-Hours

- 405 hours- Sick, Comp, Holiday, and Vacation leave

Respectfully Submitted,

Brad A. Sanders

Brad A. Sanders

MS Supervisor

Hours/Mileage December 2023					
Vehicle ID/ Equipment ID	Description	Beginning Miles/ Hours	Ending Miles/Hours	Total Miles/Hours	
MS2	2010 Ford Expedition	86759	86975	216	
MS3	2010 Ford F550 D/T	51502	51593	91	
MS4	2001 Chevy B/T	82918	82954	36	
MS5	2007 Freightliner Sweeper Truck	16149	16149	0	
MS6	2012 INT 7400 D/T	13718	13718	0	
MS7	1999 Int 5000 D/T	120946	120946	0	
MS8	2015 Mack Granite	13907	13907	0	
MS10	2012 Ford F550 D/T	78507	78713	206	
MS 11	2016 Ford F550 D/t	39509	39593	84	
MS12	2021 Mack Granite	2017	2017	0	
Total Mileage				417	
EQMS2	2006 Bobcat Skid loader	894	Inoperable 06/2023		
EQMS3	2021 Volvo loader	167	168	1	
EQMS4	580 John Deere 570B Grader	772	773	1	
EQMS5	6110 John Deere Boom Mower	1692	1692	0	
EQMS6	Bandit Brush Chipper	364	365	1	
EQMS10	2019 JCB Backhoe	1463	1472	9	
EQPK3	301A John Deere tractor	Hour meter inoperable			
EQPK7	John Deere Gator	86	89	3	
EQPK8	2023 Scag Mower	55.4	55.4	0	
EQPK 6	2018 Simplicity mower	530	530	0	
Total Equipment hours				15	



BOROUGH OF CARROLL VALLEY WWTP MONTHLY REPORT

Month- Dec 2023

Total Monthly Flow- 4.134 MGD

Average Monthly Flow- .133 MGD

Sludge Hauled-16,500 Gal

Chlorine Usage- 60 Gal

Total Precipitation- 5.49"

Work Conducted and Comments

- Preconstruction meetings was held. All is in order to proceed in January with construction.
- There was an electrical issue at the plant. After investigation it was a problem on Adams Electrics end. It was promptly handled and is resolved.
- We had 2 major rain events with high flow at the plant. There were no major issues or problems

* New council members MGD stands for million gallons per day.

**SUPPLEMENTAL REPORT
DAILY EFFLUENT MONITORING**

Facility Name: Carroll Valley STP
 Municipality: Borough of Carroll Valley County: Adams
 Watershed: 13-D
 Laboratories: LABS Inc.

Month: 12 (select number) Year: 2023
 Permit No.: PA0080039 A-1 Outfall: 001
 Renewal application due 180 days prior to expiration.
 This permit will expire on: Completion of Construction

Week	Day	Date	Flow	pH	Dissolved Oxygen	TRC	CBOD5	TSS	Fecal Coliform	Fecal Coliform	NH3-N	NH3-N	BOD5	TSS	Rainfall (in)				
			MGD	Q	S.U.	Q	mg/L	Q	mg/L	Q	No.	Q	No.	Q	mg/L	Q	mg/L	Q	in
	Fri	12/1/23	0.087		7.9		10.5		0.86										
	Sat	12/2/23	0.088		7.1		10.6		0.33										
1	Sun	12/3/23	0.09		7.8		11.1		0.42										0.13
	Mon	12/4/23	0.141		7.5		9.1		0.35										0.33
	Tue	12/5/23	0.103		7.7		10.3		0.13										0.21
	Wed	12/6/23	0.097		7.5		11.4	2.8	1.0			<	0.1						
	Thu	12/7/23	0.094		7.7		11.9		0.07										
	Fri	12/8/23	0.097		7.6		11.3		0.09										
	Sat	12/9/23	0.115		7.6		11.5		0.09										
2	Sun	12/10/23	0.086		7.4		11.2		0.07										
	Mon	12/11/23	0.147		7.5		11.2		0.06										
	Tue	12/12/23	0.142		7.6		10.2		0.06										0.26
	Wed	12/13/23	0.096		7.6		11.1		0.06										0.96
	Thu	12/14/23	0.108		7.5		11.9		0.08										
	Fri	12/15/23	0.1		7.6		11.7		0.09										
	Sat	12/16/23	0.117		7.4		10.6		0.06										
3	Sun	12/17/23	0.11		7.7		10.0		0.1										
	Mon	12/18/23	0.248		7.3		9.2		0.04										
	Tue	12/19/23	0.381		7.5		10.0	<	2.4			<	0.1						0.03
	Wed	12/20/23	0.193		7.7		11.8		0.06					135.0					2.48
	Thu	12/21/23	0.161		7.7		11.3		0.1										
	Fri	12/22/23	0.128		7.63		11.7		0.1										
	Sat	12/23/23	0.106		7.6		11.3		0.17										
4	Sun	12/24/23	0.131		7.5		11.9		0.13										
	Mon	12/25/23	0.13		7.7		10.2		0.17										
	Tue	12/26/23	0.1		7.8		10.7		0.1										0.06
	Wed	12/27/23	0.127		7.7		10.6		0.09										
	Thu	12/28/23	0.174		7.7		10.2		0.08										0.04
	Fri	12/29/23	0.162		7.6		11.6		0.12										0.43
	Sat	12/30/23	0.175		7.9		10.4		0.06										0.56
5	Sun	12/31/23	0.1		7.8		10.0		0.11										

Statistics for DMR																								
Daily Minimum (Conc.):				7.1		9.1		0.04	<	2.4		1		3		<	0.1		135		96			
Daily Maximum (Conc.):				7.9		11.9		0.86		2.8		2		4		<	0.1		490		320			
Max Avg Weekly (Conc.):						11.1		0.2		2.8		2.0		4		<	0		490		320			
Avg Monthly (Conc.):						10.9		0.1	<	2.6		1.5		4		<	0.1		313		208			
Geometric Mean (Conc.):																								
Max Avg Weekly (Load):				0.19		17		0.2	<	7.6		6.4				<	0.3		396		259		1	
Avg Monthly (Load):				0.133		12		0.1	<	5.0		3.6				<	0.2		307		207		0.5	
Total Monthly (Load):				4.134		370		4	<	155.5		111.8				<	6.3		9512		6408		5	
Daily Minimum (Load):				0.086		8		0.05		2.4		0.9				<	0.09		217		155		0.03	
Daily Maximum (Load):				0.381		32		0.6	<	7.6		6.4				<	0.3		396		259		2.48	

I certify under penalty of law that this document was prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. See 18 Pa. C.S. § 4904 (relating to unsworn falsification).

Prepared By: Jedidiah D Fetter License No.: S17793
 Title: Chief Operator Date: 1/4/2024

**- Pump Calculations for Carroll Valley Borough -
Liberty Pump Station
Friday, December 1, 2023 to Sunday, December 31, 2023**

- Date Range Statistics -

Pump	AVG Cycles	Total Cycles	AVG Draw Down	AVG Runtime	Total Runtime	AVG GPM	AVG Effluent	Total Effluent
1	1	47	00:04:51	00:07:22	03:48:23	141	1,151	35,700
2	1	49	00:04:51	00:07:41	03:58:21	150	1,196	37,086
3	0	0	00:00:00	00:00:00	00:00:00	0	0	0
						Station:	2,347	72,786

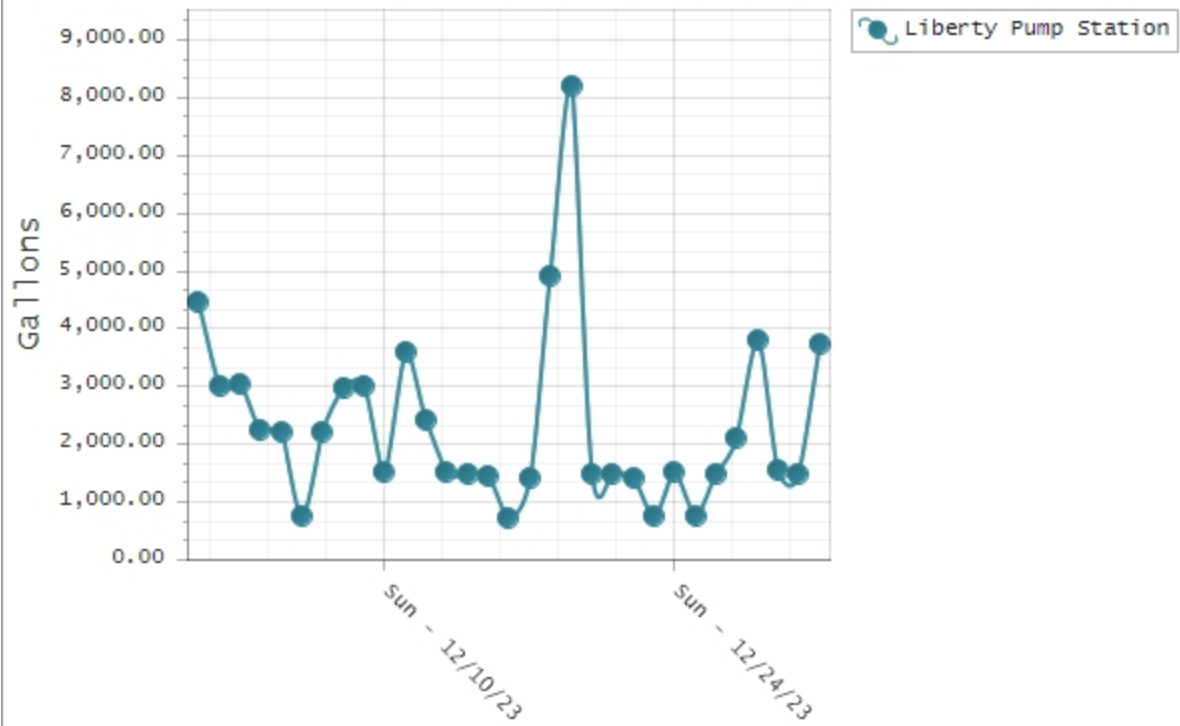
**- Pump Calculations for Carroll Valley Borough -
Sanders Pump Station
Friday, December 1, 2023 to Sunday, December 31, 2023**

- Date Range Statistics -

Pump	AVG Cycles	Total Cycles	AVG Draw Down	AVG Runtime	Total Runtime	AVG GPM	AVG Effluent	Total Effluent
1	49	1,530	00:01:17	01:04:06	33:07:13	432	27,969	867,039
2	49	1,529	00:01:17	01:04:00	33:04:25	432	27,949	866,441
3	49	1,523	00:01:17	01:03:10	32:38:10	437	27,912	865,287
						Station:	83,830	2,598,767

Station Effluent (outflow)

Fri. 12/1/23 to Sun. 12/31/23



Station Effluent (outflow)

Fri. 12/1/23 to Sun. 12/31/23

