



BOROUGH COUNCIL AGENDA
TUESDAY, JULY 13, 2021 – 7:00 P.M.

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

REGULAR MEETING

1. **Approval of Minutes: June 15, 2021 Regular Meeting**
2. **Open to the public**
 - a. Citizens wishing to comment will be recognized in the Order of their listing on the Appearance Sheet and are asked to stand up and give their name, address, and organization they represent (if applicable). Impromptu comments are limited to five minutes per individual.
3. **Ordinances and Resolutions**
4. **Mayor's Report – R. Harris**
 - a. Police Report
 - b. Around Town
 - c. Upcoming Events & Meetings of Interest
 - d. In Requiem
5. **Fire/EMS/EMA Report**
6. **Committee Reports**
 - a. Finance Committee
 - b. Planning Commission
7. **Administrative Business – Borough Manager**
 - a. Treasurer's Report – June 2021
 - b. Resident Request
 - c. 2020 Liquid Fuels Audit Report
8. **Unfinished Business**
 - a. Grant Funding Updates
 - b. Property Maintenance Update
 - c. High-Speed Broadband Update
 - d. 3 Willow Trail Update
 - e. Sign Ordinance Follow-up
9. **New Business**
10. **Open to the public**
 - a. Citizens wishing to comment will be asked to stand up and give their name, address, and organization they represent (if applicable). Impromptu comments are limited to five minutes per individual.
11. **Adjournment**

APPROVAL of MINUTES

**BOROUGH OF CARROLL VALLEY
REGULAR MEETING
OF BOROUGH COUNCIL
TUESDAY, JUNE 15, 2021 – 7:00 P.M.
MINUTES**

Richard Mathews, President called the meeting to order at 7:15 P.M. The attendance was as follows:

BOROUGH COUNCIL MEMBERS

Present

Richard Mathews
Robert Verderaime
David Lillard
John Schubring via phone
Bruce Carr
Jessica Kraft via phone

Absent

L. Michael Wight

BOROUGH OFFICIALS, ETC

Ronald J. Harris, Mayor

Gayle R. Marthers, Borough Secretary

Zachary Rice, Borough Solicitor

CONSIDERATION OF THE MINUTES OF THE MAY 11, 2021, REGULAR MEETING

Following brief discussion:

*** R. Verderaime moved; B. Carr seconded, that the minutes of the May 11, 2021, Regular Meeting be approved as submitted. Motion passed unanimously via roll call.

OPEN TO THE PUBLIC

No one addressed Council at this time.

ORDINANCES AND RESOLUTIONS

Resolution #3-2021: Exchange of Lot R-0041 for Lot RA-0030. The resolution was properly advertised following brief discussion:

*** B. Carr moved; D. Lillard seconded that Council adopt Resolution #3-2021: Authorizing the Exchange of Lot R-0041 for Lot RA-0030. Motion passed unanimously via roll call.

Resolution #4-2021: Exchange of Lot P-0084 for Lot R-0016. The resolution was properly advertised following brief discussion:

***R. Verderaime moved; B. Carr seconded that Council adopt Resolution #4-2021: Authorizing the Exchange of Lot P-0084 for Lot R-0016. Motion passed unanimously via roll call.

MAYOR'S REPORT – R. HARRIS

- Police Report – Chief Hileman reviewed the document with the following items noted:
 - ◆ Outlined the Peer Support available to officers
 - ◆ Drug use increasing; Opioid related DUI arrests rising significantly
 - ◆ Traffic and DUI enforcement will be increased over July 4th Holiday
 - ◆ Statistical Review
- Updates:
 - Primary Election Results noted
 - COVID-19 Update
 - ◆ Positive Cases:
zip code of 17320 is 499; Adams County is 7955
 - ◆ Increase from last report:
zip code of 17320 is 18; Adams County is 499
 - ◆ County COVID-19 Vaccination site will close July 1st
 - ◆ Adams County Government Buildings and Courthouse open fully to the Public

- Congratulated Jeff Wise, Municipal Services Supervisor on his retirement sharing a certificate of appreciation that will be presented to Mr. Wise
- Blood Drive was held on June 10, 2021:
 - ◆ 27 Donors
 - ◆ 25 Pints Collected
 - ◆ 75 Local Lives Saved
- Spring Yard Sale was held on June 12, 2021, in Borough Parking Lot. Small crowd participated in marginal weather. Thanks was extended to Jessica Kraft and family for helping and to Amanda Bell and Gayle Marthers for organizing the event
- Movie-in-the-Park was held on May 21, 2021, with excellent attendance. Next movie will be “Onward” scheduled for Friday, June 18, 2021
- Library Programming spotlighting the Story Walk activity
- July 4th Celebration will be held Sunday, July 4, 2021, from 6pm – 10pm featuring the following:
 - ◆ Concert by “The Reagan Years” a 1980’s cover band
 - ◆ Rides for all ages; the zip-line and extreme air
 - ◆ Food Truck vendors
 - ◆ Fireworks at 9:45pm from atop Liberty Mountain
- In Requiem:
 - 19 Officers from various cities across the US were honored for their bravery following their Line-of-Duty deaths during the month of May 2021; Mayor Harris noted that 4 of those were related to COVID-19.

FIRE/EMS/EMA REPORTS

Reports were provided by Fairfield Fire Company and Fountaindale Fire Company for review; they were accepted with little discussion.

COMMITTEE REPORTS

Nothing.

ADMINISTRATIVE BUSINESS – BOROUGH MANAGER

Treasurer’s Report for May 2021.

Following brief discussion:

***R. Verderaime moved, D. Lillard seconded, that Council accept the May 2021 Treasurer’s Report as presented. Motion passed unanimously via roll call.

Personnel Update.

Members reviewed the memorandum of June 11, 2021, announcing that Brad Sanders of Carroll Valley has accepted the municipal services supervisor position with a start date of July 6, 2021. The memorandum also shared that Jeremy Whitmore, of Carroll Valley has been hired as a part-time summer laborer through August.

UNFINISHED BUSINESS

Grant Funding Updates.

Members reviewed the written report supplied by Marissa Price of GMS Funding Solutions outlining the various grants being managed by her agency. The report was accepted by consensus.

Property Maintenance.

Mr. Mathews shared that he and Mayor Harris met to discuss the proposed property maintenance flow chart for the enforcement process. Following discussion and further explanation of the content: Consensus of Members agreed to schedule a special meeting of Council for Wednesday, July 14 or Thursday, July 15, 2021, and invite Dave Hazlett, Gayle Marthers, Amanda Bell, and Chief Hileman to attend.

High-Speed Broadband Update.

Mr. Hazlett is working with Liberty Township and GMS Funding Solutions to apply for COVID-19 Stimulus grant money to move this project forward. He will update as information becomes available.

3 Willow Trail Update.

Mr. Hazlett has reached out to Adams County Tax Bureau, and he will continue to maintain contact with Mr. Ryan of Adams County Conservation and monitor the situation. Borough Solicitor, Zachary Rice offered confirmation that the property remains in the Adams County Repository at this time as it has not been approved for sale. This delay will allow the Borough to work with the County agencies to resolve the issues. Updates will be provided as they are available.

Sign Ordinance Update.

Borough Solicitor, Zachary Rice offered the following comments:

- Regulating the content of signs is often found to be unconstitutional; therefore, all references to political signage is recommended to be removed.
- The addition of language referencing a “personal expression sign” could be added that would be clearly defined and regulated based on the timeframe, placement and manner by which it is displayed and not on the content of the sign.
- There is state and federal case law to help define the parameters of the verbiage on said signs that allows for the prohibition of certain types of speech or content that is not protected under the first amendment. These parameters could be included in the ordinance to help meet constitutionality regulations of the ordinance.

Following much discussion; Members agreed by consensus to direct Mr. Rice to prepare a draft ordinance for review at the July 6, 2021, Joint Planning Commission meeting with Council.

NEW BUSINESS

Mr. Verderaime requested that the new Municipal Services Supervisor be asked to use the same report format developed by Mr. Wise. Borough Staff will make the request.

Dr. Schubring inquired about an incident where he observed a patrol car parked to the back of the Borough Building running for a lengthy time period; estimated at 30 – 45 minutes. He questioned if it was normal practice to have patrol cars idling for long periods of time while parked at the station. Chief Hileman explained that the numerous electronics used in the vehicles require them to be running or plugged in while idle. It is not typical to have an officer on-station for 45 minutes and leave the car running; they would typically plug it in.

OPEN TO THE PUBLIC

No one addressed Council at this time.

ADJOURNMENT

The meeting adjourned at 8:15 P.M. via a motion by D. Lillard and seconded by B. Carr that passed unanimously.

ATTENDANCE REGISTER

The Attendance Register is attached, numbered Page 4 and made a part of the Official Minutes.

PUBLIC COMMENT

ORDINANCES and RESOLUTIONS

MAYOR'S REPORT



June 2021 Police Report

by

Chief Richard L Hileman II
Carroll Valley Borough Police



Special News / Achievements:

- Two officers completed their recertifications in advanced emergency medical training and renewed their licensure through the PA Department of Health. One officer recertified as an Emergency Medical Technician, the same level as a basic life support ambulance provider, and the other officer as an Emergency Medical Responder, the same level as a quick response EMS unit.

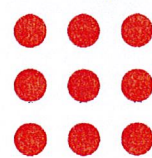


Monthly Activities:

- In May, officers were dispatched to a report of a suicide in progress involving a veteran, reported by the Veteran's Crisis Hotline at the United States Department of Veterans Affairs. After finally tracking the cell phone to a home in Carroll Valley, investigation determined that the call was fake. One adult and one juvenile face charges for creating a false alarm to public safety agencies. The 24-hour Veteran's Crisis Hotline is so important to our veterans, it makes this misuse even more disturbing.
- Storms on June 21st resulted in many trees and wires down throughout the borough, keeping multiple officers quite busy checking these calls, arranging removals and contacting utilities for repairs.



**Veterans
Crisis Line**



**Military
Crisis Line**

1-800-273-8255 PRESS 1

- 8 calls occurred outside coverage hours, including 1 active domestic, several roadway issues, and a few fireworks calls.

Traffic Enforcement:

- Officers conducted 45 vehicle stops this month and were called to 1 vehicle crash. Together these resulted in 2 DUI arrests as well as 23 citations, faulty equipment notices, and warnings, 13 of which were for speeding.



Upcoming Events:

- As part of the National Highway Traffic Safety program, police in August and September will put additional focus on persons driving under the influence of drugs, both legal and illegal.

Police conducting traffic stops nationally say that they're seeing more and

more drivers under the influence of drugs. The data bears it out: the number of drivers killed in crashes in the US who tested positive for marijuana doubled from 2007 to 2015.

A poster with a dark background and blue and red text. The title "WHAT IS DRUGGED DRIVING?" is prominently displayed in large, stylized letters. Below the title, there is a sub-heading "Driving while under the influence of legal or illegal substances" followed by two bullet points: "It puts the driver, passengers, and others who share the road in danger." and "It is illegal in every state." At the bottom left, there are logos for NIDA (National Institute on Drug Abuse) and NIH (National Institute of Health). At the bottom right, there is a red banner with white text: "For more information, visit NIDA's Drugged Driving DrugFacts at drugabuse.gov/publications/drugfacts/drugged-driving."

Statistical Measures:

	June 2020	June 2021	YTD 2020	YTD 2021
Criminal / Mental Health Arrests				
Criminal		5		24
Mental Health		-		2
Runaways		-		3
Burglaries, Robberies, Thefts				
Residential Burglaries		-		2
Commercial Burglaries		-		-
Armed Robberies		-		-
Strong-Arm Robbery		-		1
Thefts		2		18
Criminal Mischief				
Criminal Mischief (damage to property)		-		4
Assault and Domestic Disputes				
Domestic disputes		1		14
Non-domestic assaults				6
Rape / Sexual Assaults		1		1
Drugs		1		3
Disorderly / Drunkenness		8		16
Traffic Related				
Citations / Faulty Equip / Warnings		26		205
Driving under the Influence		2		12
MV Crashes		1		14
Miscellaneous Activities				
Calls from Public		105		635
Officer initiated		47		265
Total CV Calls		152		900

Vehicle Mileage

	Starting	Ending	Total
2017 Dodge Charger Unmarked	15,795	15,997	202
2017 Dodge Charger Marked	60,995	62,428	1,433
2014 Dodge Charger Unmarked	72,211	74,130	1,919
2014 Dodge Charger Marked	84,238	84,472	234
2010 Ford Exp Marked	83,030	83,030	0
		Total	3,788

FIRE/EMS/EMA REPORT

FOUNTAINDALE VOLUNTEER FIRE DEPARTMENT

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



MONTHLY FIRE REPORT FOR JUNE 2021

Breakdown of calls by type:

Automatic Fire Alarm.....	3
Building Collapse.....	1
Power Lines.....	5
Transfer Assignments.....	3
Service Call.....	2
Vehicle Accidents.....	2
<u>Good Intent.....</u>	<u>5</u>
TOTAL	21

Notes:

Very busy month with many storm related calls.

David M. Martin

A handwritten signature in cursive script that reads "David M. Martin".

Fire Chief

cc: Carroll Valley Borough
Hamiltonban Township
Liberty Township

Fountain Dale Volunteer Fire Department

Fairfield, PA

This report was generated on 6/30/2021 8:57:25 PM

Incident Type and Street Name for Date Range

Incident Status: Reviewed | Start Date: 06/01/2021 | End Date: 06/30/2021

Incident Date	Address	Incident Type
06/10/2021	Old Waynesboro Road, Fairfield, PA 17320	Smoke detector activation due to malfunction
06/10/2021	Old Waynesboro Road, Fairfield, PA 17320	Smoke detector activation due to malfunction
06/10/2021	Old Waynesboro Road, Fairfield, PA 17320	Alarm system activation, no fire - unintentional
06/13/2021	Waynesboro Pike, Fairfield, PA 17320	Motor vehicle accident with injuries
06/17/2021	South Main Street, Mont Alto, PA 17237	Cover assignment, standby, moveup
06/20/2021	South Main Street, Mont Alto, PA 17237	Cover assignment, standby, moveup
06/21/2021	South Potomac Street, Waynesboro, PA 17268	Cover assignment, standby, moveup
06/21/2021	Sabillasville Road, Sabillasville, MD 21780	Hazardous condition, other
06/21/2021	Marten Trail, Fairfield, PA 17320	Hazardous condition, other
06/21/2021	Old Pen Mar Road, Waynesboro, PA 17268	Dispatched & cancelled en route
06/21/2021	Amsterdam Road, Waynesboro, PA 17268	Power line down
06/21/2021	East Main Street, Waynesboro, PA 17268	Building or structure weakened or collapsed
06/21/2021	Brown Street, Waynesboro, PA 17268	Power line down
06/21/2021	Fairview Avenue, Waynesboro, PA 17268	Power line down
06/21/2021	South Church Street, Waynesboro, PA 17268	Dispatched & cancelled en route
06/21/2021	West Main Street, Waynesboro, PA 17268	Public service
06/21/2021	Charnian Road, Waynesboro, PA 17268	Public service assistance, other
06/22/2021	Old Waynesboro Road, Fairfield, PA 17320	Dispatched & cancelled en route
06/22/2021	Waynesboro Pike, Fairfield, PA 17320	Motor vehicle accident with injuries
06/26/2021	Mentzer Gap Road, Waynesboro, PA 17268	Dispatched & cancelled en route
06/30/2021	Cross Field Drive, Waynesboro, PA 17268	Dispatched & cancelled en route

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



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

COMMITTEE REPORTS

Finance Committee Report

Meeting Date: July 7, 2021

The Finance Committee met July 7th at 7:20 pm. The following was accomplished during the meeting:

- Review of the 2021 2nd Quarter Budget Execution was reviewed. Twenty-six-line items were questioned and answered to the satisfaction of the committee members.
- With regard to the American Rescue Plan Act of 2021, under 2021 Budget Revenue it was noted that the Borough received the 2021 installment of \$206,303.02. This amount is one half of the total to be allocated to the Borough. The second allocation will be received in the 2022 fiscal year.
- A brief update on the research being performed on the Group Medical Benefit Plan for our employees was given. Committee was told that a formal report with staff recommendation will be provided during the October budget discussions.
- Review of the 2022 Budget Timeline was briefly discussed.

Ron Harris, Chairman

ADMINISTRATIVE BUSINESS

BOROUGH OF CARROLL VALLEY SUMMARY FINANCIAL REPORT: 1 thru 30 JUNE 2021

ACCOUNT	GENERAL FUND	SPECIAL EVENT	SANITARY SEWER	SINKING FUND	CAPITAL RESERVE	HIGHWAY AID (LF)	TOTAL FUNDS	SEWER AUTHORITY
START OF PERIOD								
CHECKING ACCOUNT	\$49,599.75	\$0.00	\$0.00	\$3,223.68	\$73,906.66	\$0.00	\$126,730.09	\$3,887.36
INVESTMENTS	\$3,092,995.85	\$0.00	\$0.00	\$0.00	\$0.00	\$600,471.92	\$3,693,467.77	\$323,523.31
PETTY CASH	\$425.00	\$0.00	\$25.00	\$0.00	\$0.00	\$0.00	\$450.00	\$50.00
DUE FROM OTHER FUNDS	\$29,979.94	\$2,893.06	\$556,179.69	\$0.00	\$928,172.22	\$0.00	\$1,517,224.91	\$0.00
DUE TO OTHER FUNDS	\$1,252,484.61	\$47.70	\$29,160.44	\$0.00	\$185,475.77	\$0.00	\$1,467,168.52	\$52,076.73
LIABILITIES	\$13,551.52	\$0.00	\$0.00	\$142,000.28	\$0.00	\$0.00	\$155,551.80	\$730.93
NET BALANCE	\$1,906,964.41	\$2,845.36	\$527,044.25	(\$138,776.60)	\$816,603.11	\$600,471.92	\$3,715,152.45	\$274,653.01
TRANSACTIONS FOR PERIOD								
ADJUSTMENTS (SEE NOTE)								
ACTUAL REVENUES (+)	\$329,918.32	\$15,400.00	\$18,336.73	\$0.00	\$1,045.13	\$5.10	\$364,705.28	\$1,300.60
ACTUAL EXPENDITURES (-)	\$148,785.54	\$12,294.89	\$26,949.62	\$12,802.80	\$15,869.76	\$173.80	\$216,876.41	\$11,238.98
ENCUMBERED FUNDS (-)	\$12,677.30	\$899.00	\$2,502.07	\$0.00	\$94,483.00	\$0.00	\$110,561.37	\$0.00
NET TRANSACTION BALANCE	\$168,455.48	\$2,206.11	(\$11,114.96)	(\$12,802.80)	(\$109,307.63)	(\$168.70)	\$37,267.50	(\$9,938.38)
END OF PERIOD								
CHECKING ACCOUNT	\$49,814.14	\$0.00	\$0.00	(\$9,579.12)	\$73,934.90	\$0.00	\$114,169.92	\$3,948.38
INVESTMENTS	\$3,261,603.90	\$0.00	\$0.00	\$0.00	\$0.00	\$600,303.22	\$3,861,907.12	\$313,523.91
PETTY CASH	\$425.00	\$0.00	\$25.00	\$0.00	\$0.00	\$0.00	\$450.00	\$50.00
DUE FROM OTHER FUNDS	\$50,507.24	\$18,245.36	\$559,969.98	\$0.00	\$913,803.31	\$0.00	\$1,542,525.89	\$0.00
DUE TO OTHER FUNDS	\$1,257,258.29	\$12,294.89	\$36,956.59	\$0.00	\$185,959.73	\$0.00	\$1,492,469.50	\$52,076.73
LIABILITIES	\$16,398.36	\$0.00	\$0.00	\$142,000.28	\$0.00	\$0.00	\$158,398.64	\$730.93
NET BALANCE	\$2,088,693.63	\$5,950.47	\$523,038.39	(\$151,579.40)	\$801,778.48	\$600,303.22	\$3,868,184.79	\$264,714.63

Check Register with Invoices

Borough of Carroll Valley

02-Jul-21

From: 01-Jun-21 To: 30-Jun-21

Check No Check Date VendorNo Vendor Invoice Check Amount Status

Bank Account: 3 GENERAL FUND PLGIT CHECKING

1089 6/30/2021 14510 BCV F&M Sinking Fund \$12,802.80 O

63021 Transfer for payment of 7/1/21 for Loan #410681-09 \$12,802.80

Bank Total: \$12,802.80

Check Register with Invoices

Borough of Carroll Valley

02-Jul-21

From: 01-Jun-21 To: 30-Jun-21

Check No	Check Date	VendorNo	Vendor	Invoice	Check Amount	Status
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Bank Account: 17 F&M SF - Bldg

1057	6/30/2021	14505	F&M TRUST		\$12,802.80	O
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			63021 New Bldg: Payment of 7/1/21		\$12,802.80	
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Bank Total:	\$12,802.80
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Check Register with Invoices

Borough of Carroll Valley

02-Jul-21

From: 01-Jun-21 To: 30-Jun-21

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

541	6/30/2021	14643	SPECIALTY GRANULES INC.		\$173.80	O
			7005405848 Eagle & Janet Trail: Stone Dust		\$173.80	

Bank Total:

\$173.80

Check Register with Invoices

Borough of Carroll Valley

02-Jul-21

From: 01-Jun-21 To: 30-Jun-21

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

34025	6/11/2021	10	ADAMS COUNTY AUTO SUPPLY, INC.		\$53.55	O
			208848 Air Line for Tire Machine		\$5.20	
			207824 Battery for Scag Mower		\$48.35	
34026	6/11/2021	22	ADAMS ELECTRIC COOPERATIVE, IN		\$2,612.03	O
			4700-621 Boro Office: Svc 4/30/21-5/31/21		\$787.65	
			4704-621 STP: Sanders Rd. Pump Station: Svc 4/30/21-5/31/21		\$1,693.16	
			3000-621 STP: Country Club Trl. Pump Station: Svc 4/30/21-5		\$131.22	
34027	6/11/2021	14184	AFLAC		\$28.92	O
			940194 Payroll Deduction: May 2021		\$28.92	
34028	6/11/2021	14374	AMERICAN UNITED LIFE INS		\$316.14	O
			6421 Life & Disability Premium: June 2021		\$316.14	
34029	6/11/2021	37	AQUATIC ENVIRONMENT CONSULTANT		\$920.00	O
			40656 Lake Mae: Payment B		\$920.00	
34030	6/11/2021	14211	AT&T MOBILITY		\$225.95	O
			5262021 Wireless Svc: 4/19/21-5/18/21		\$225.95	
34031	6/11/2021	1211	BUCHANAN AUTO PARK		\$90.00	O
			601209 4-Wheel Alignment for PL22		\$90.00	
34032	6/11/2021	14391	CAPITAL REGION WATER		\$900.00	O
			6421 STP: Sludge Testing April 2021		\$900.00	
34033	6/11/2021	14661	COMBINED INSURANCE		\$79.28	O
			86336 Payroll Deduction: 4/21/21-5/21/21		\$79.28	
34034	6/11/2021	1191	COMCAST CABLE		\$95.08	O
			19274-621 99 Country Club Trl: Emergency Dialer		\$95.08	
34035	6/11/2021	14219	COMMUNITY MEDIA OF SOUTH CENT		\$200.00	O
			1288 CVB Council Meeting: May 2021		\$200.00	
34036	6/11/2021	14291	DataWorks Plus LL		\$1,000.00	O
			21-034-1 cNET Maintenance 2021		\$1,000.00	
34037	6/11/2021	14202	GENE LATTA FORD		\$44.95	O
			6281880 CE1: State Inspection		\$44.95	

Check Register with Invoices

Borough of Carroll Valley

02-Jul-21

From: 01-Jun-21 To: 30-Jun-21

Check No	Check Date	VendorNo	Vendor	Invoice	Check Amount	Status
34038	6/11/2021	14412	GOVERNMENT MANAGEMENT SERVICE		\$3,000.00	O
			2640 Retainer for the month of May 2021		\$3,000.00	
34039	6/11/2021	155	HARRINGTON & SONS		\$28.00	O
			75987 Tire for EQPK5		\$28.00	
34040	6/11/2021	680	[REDACTED]		\$124.31	O
			6421 2021 Medical Deductible Reimbursement		\$124.31	
34041	6/11/2021	14462	KAPP ADVERTISING SERVICE		\$65.40	O
			1505971 Legal Ad: Roads Foreman		\$65.40	
34042	6/11/2021	1156	KAREN HEFLIN, RECORDER		\$37.00	O
			6421 Filing Fee: Strm. Wtr Agreement: 13 Creekview Trail		\$18.50	
			6421-1 Filing Fee: Strm. Wtr. Agreement 19 Forest Trail		\$18.50	
34043	6/11/2021	1210	KEYSTONE MUNICIPAL INSURANCE		\$5,840.75	O
			41745 KMIT 2021 WC 4 of 4		\$5,715.75	
			41745-1 KMIT 2021 WC 4 of 4		\$125.00	
34044	6/11/2021	196	LABORATORY, ANALYTICAL & BIOLO		\$262.00	O
			96725 STP: Testing May 2021		\$262.00	
34045	6/11/2021	14624	MARCO		\$334.17	O
			29481056 July 2021: Copier Lease		\$334.17	
34046	6/11/2021	715	MARKL SUPPLY COMPANY		\$265.00	O
			00132434-0 Peiffer: Vest Carrier		\$265.00	
34047	6/11/2021	137	MET-ED		\$71.80	O
			451628-621 Jacks Mtn & Skylark Trl: Street Lighting		\$71.80	
34048	6/11/2021	1119	MOHNS LUMBER		\$1,080.00	O
			10096 Mulch for Borough Office		\$1,080.00	
34049	6/11/2021	14472	NULLS LIQUID CHLORINE		\$798.00	O
			8545 Sodium Hypochlorite		\$798.00	
34050	6/11/2021	975	PA MUNICIPAL HEALTH INSURANCE		\$32,514.30	O
			6721 July 2021: Major Medical, Dental, Vision		\$32,514.30	
34051	6/11/2021	874	PENNSYLVANIA ONE CALL SYSTEM,		\$14.40	O

Check Register with Invoices

Borough of Carroll Valley

02-Jul-21

From: 01-Jun-21 To: 30-Jun-21

Check No	Check Date	VendorNo	Vendor	Invoice	Check Amount	Status
			908707 May 2021: Activity Fee		\$14.40	
34052	6/11/2021	14584	READYREFRESH BY NESTLE		\$63.40	O
			00781-621 STP: Water: May 2021		\$19.98	
			40191-621 MS: Water: May 2021		\$43.42	
34053	6/11/2021	14585	SAGE Technology Solutions		\$99.00	O
			134399 Lobby Doors: Unlocking Schedule Issue		\$99.00	
34054	6/11/2021	14145	SALZMANN HUGHES, P.C.		\$2,006.29	O
			6721-1 Municipal Claims		\$493.29	
			6721 Representation as Borough Solicitor		\$1,513.00	
34055	6/11/2021	1005	SECURITY BENEFIT GROUP		\$2,142.30	O
			6721 Deferred Comp: Payroll dated 6/8/21		\$2,142.30	
34056	6/11/2021	310	SHEALERS SEPTIC SERVICE		\$4,062.00	O
			6421 HT: May 2021		\$4,062.00	
34057	6/11/2021	14643	SPECIALTY GRANULES INC.		\$493.64	O
			6421 Stone Dust for Walking Path		\$129.96	
			7005401109 Stone Dust for Walking Path		\$363.68	
34058	6/11/2021	14548	Stacy L. Krietz		\$663.50	O
			6421 May 2021: Office Cleaning		\$663.50	
34059	6/11/2021	14232	TALLEY PETROLEUM ENTERPR		\$1,446.69	O
			6421 Fuel & Diesel Fuel: May 2021		\$1,446.69	
34060	6/11/2021	14493	THE YORK WATER COMPANY		\$70.70	O
			6421 Water: Svc 4/23/21-5/24/21		\$70.70	
34061	6/11/2021	14207	WEST PENN POWER		\$2,224.19	O
			594-621 Ranch Trl: Svc 5/3/21-6/1/21		\$10.93	
			218-621 Street Lights		\$1,994.76	
			872-621 14 Ranch Trl: Svc 5/3/21-6/1/21		\$162.13	
			822-621 Green Trl: Svc 5/3/21-6/1/21		\$7.85	
			294-621 14 Ranch Trl: Barn: Svc 5/3/21-6/1/21		\$48.52	
34062	6/11/2021	14622	WILLIAMS SCOTSMAN, INC.		\$532.50	O
			9010617529 STP: June 2021 Office Trailer		\$532.50	
34063	6/22/2021	14172	ACTCC		\$26.63	O

Check Register with Invoices

Borough of Carroll Valley

02-Jul-21

From: 01-Jun-21 To: 30-Jun-21

Check No	Check Date	VendorNo	Vendor	Invoice	Check Amount	Status
			62121 ACTCC: 2021 Prorated Contribution		\$26.63	
34064	6/22/2021	22	ADAMS ELECTRIC COOPERATIVE, IN		\$2,028.01	O
			8400-621 Jacks Mtn Rd: Svc 4/30/21-5/30/21		\$41.69	
			4200-621 Ski Run Trl: Svc 4/30/21-5/30/21		\$82.74	
			4500-621 Trout Run Trl: Svc 4/30/21-5/30/21		\$121.62	
			1701-621 Pavilion: Svc 4/30/21-5/31/21		\$57.79	
			4800-621 MS Bldg: Svc 4/30/21-5/31/21		\$42.92	
			1500-621 Street Lights		\$1,681.25	
34065	6/22/2021	27	ALEXANDERS PLUMBING & PUMPS, I		\$400.00	O
			51903 Trout Run Trail Lateral: Jet & Clean		\$400.00	
34066	6/22/2021	14374	AMERICAN UNITED LIFE INS		\$316.14	O
			62221 Life & Disability Premium: July 2021		\$316.14	
34067	6/22/2021	37	AQUATIC ENVIRONMENT CONSULTANT		\$1,618.00	O
			40112-1 Lake Kay: Payment C		\$1,022.00	
			40112 Lake Carroll: Payment C		\$596.00	
34068	6/22/2021	1191	COMCAST CABLE		\$1,065.41	O
			2989-621 STP: 119A Sanders Rd: Svc 6/13/21-7/12/21		\$51.41	
			124034638-4 14 Ranch Trl: Svc 6/1/21-6/30/21		\$121.33	
			124034638-3 STP: 119A Sanders Rd: Svc 6/1/21-6/30/21		\$63.21	
			124034638-2 Boro Office: Svc 6/1/21-6/30/21		\$224.95	
			124034638-1 Zoning: Svc 6/1/21-6/30/21		\$47.00	
			124034638 PL: Svc 6/1/21-6/30/21		\$282.00	
			2005-621 Internet Fees		\$275.51	
34069	6/22/2021	110	EXCALIBUR TOWING		\$220.00	O
			62121 State Inspections		\$220.00	
34070	6/22/2021	969	EXETER SUPPLY COMPANY, INC.		\$176.10	O
			314352 Pipe Fittings and installation kit		\$176.10	
34071	6/22/2021	14278	FANTASY WORLD ENTERTAINMENT		\$2,952.50	O
			27498-1 J-4: Rides Final Payment		\$2,952.50	
34072	6/22/2021	1000	[REDACTED]		\$205.00	O
			62121 2021 Medical Deductible Reimbursement		\$205.00	
34073	6/22/2021	356	GETTYSBURG TIMES		\$483.88	O

Check Register with Invoices

Borough of Carroll Valley

02-Jul-21

From: 01-Jun-21 To: 30-Jun-21

Check No	Check Date	VendorNo	Vendor	Invoice	Check Amount	Status
			62121 Annual Subscription		\$139.40	
			40196 Legal Ad: Eiker & Kellett		\$344.48	
34074	6/22/2021	14131	INTELLIPRINT SOLUTIONS		\$236.03	O
			283597 Stock Z Fold Paper for Sewer Billing		\$236.03	
34075	6/22/2021	1180	KLINES		\$898.26	O
			1795470 Trout Run Trl: Possible Broken Sewer Line		\$898.26	
34076	6/22/2021	825	KPI TECHNOLOGY		\$3,979.56	O
			62121 SEO Services		\$2,056.60	
			62121-2 Reflection Garden		\$354.00	
			62121-1 Cortner Pavilion Remodel		\$1,568.96	
34077	6/22/2021	14284	MARYLAND BIOCHEMICAL COMPANY		\$373.90	O
			SPP1142 STP: Polymer		\$373.90	
34078	6/22/2021	1147	OLYMPIAN ATHLETICS		\$103.00	O
			11074 STP: 2021 Clothing Allowance		\$103.00	
34079	6/22/2021	14282	PA RURAL WATER ASSOC.		\$436.00	O
			63676 2021 Dues		\$436.00	
34080	6/22/2021	1005	SECURITY BENEFIT GROUP		\$2,062.49	O
			62221 Deferred Comp: Payroll dated 6/22/21		\$2,062.49	
34081	6/22/2021	1118	SMITHS IMPLEMENTS, INC.		\$32.16	O
			433779 EQMS3: Lamp		\$32.16	
34082	6/22/2021	14643	SPECIALTY GRANULES INC.		\$2,373.28	O
			62121 Stone Dust for Walking Path		\$2,373.28	
34083	6/22/2021	1239	SPRINT		\$137.96	O
			3790-145 PL: Connection Card Data Plan: Svc 5/1/21-5/31/21		\$137.96	
34084	6/22/2021	17713	TOSHIBA FINANCIAL SERVICES		\$370.37	O
			445127251 June 2021: Copier Lease		\$370.37	
34085	6/22/2021	645	USA BLUE BOOK		\$162.07	O
			855983 STP: Sample Collection Jug & Strainer		\$162.07	
34086	6/22/2021	14645	W.B. MASON		\$523.07	O
			220679026 Copier Paper, Ink Cartridges, Envelopes		\$523.07	

Check Register with Invoices

Borough of Carroll Valley

02-Jul-21

From: 01-Jun-21 To: 30-Jun-21

Check No	Check Date	VendorNo	Vendor	Invoice	Check Amount	Status
34087	6/30/2021	14211	AT&T MOBILITY		\$225.95	O
			6262021 Wireless Svc: 5/19/21-6/18/21		\$225.95	
34088	6/30/2021	1191	COMCAST CABLE		\$95.08	O
			9274-621 99 Country Club Trl: Emergency Dialer		\$95.08	
34089	6/30/2021	783	CONTROL SYSTEMS 21		\$474.50	O
			34923 STP:2021 Annual Calibrations		\$474.50	
34090	6/30/2021	14197	HAMILTONBAN TOWNSHIP BOARD		\$1,604.00	O
			649 2021 Contribution:Fountaindale Fire Co. Works Comp		\$1,604.00	
34091	6/30/2021	14179	KETTERMAN ELECTRICAL SERVICE		\$1,188.00	O
			13791 Grounding of Propane gas pipes		\$1,188.00	
34092	6/30/2021	1180	KLINES		\$2,800.95	O
			5039964 Trout Run Trail: Camera Main Line		\$1,463.37	
			5040042 Trout Run Trail: Flush Main Line		\$1,337.58	
34093	6/30/2021	670	MAR-BAR TIRE SERVICE		\$1,398.10	O
			88373 EQMS5: Emergency Tire Repair		\$1,398.10	
34094	6/30/2021	137	MET-ED		\$72.09	O
			628-621 Jacks Mtn & Skylark Trl: Street Lighting		\$72.09	
34095	6/30/2021	1119	MOHNS LUMBER		\$180.00	O
			10159 Mulch for Borough Office		\$180.00	
34096	6/30/2021	14665	RABOLDS SERVICES		\$156.00	O
			25927 June 2021 Calibrations		\$156.00	
34097	6/30/2021	14651	REAGAN YEARS L.L.C.		\$3,750.00	O
			63021 J-4: Band Final Payment		\$3,750.00	
34098	6/30/2021	1072	SCHAEFER PYROTECHNICS, INC.		\$5,505.00	O
			63021 2021 July 4th Celebration Fireworks: Final Payment		\$5,505.00	
34099	6/30/2021	14643	SPECIALTY GRANULES INC.		\$186.89	O
			7005391003 Stone Dust for Walking Trail		\$186.89	
34100	6/30/2021	14548	Stacy L. Krietz		\$530.80	O
			63021 June 2021: Office Cleaning		\$530.80	

Amanda Bell

From: Daryl Despres <daryldespres@gmail.com>
Sent: Sunday, July 4, 2021 7:07 AM
To: David A. Hazlett; Amanda Bell
Subject: Request for a "No Outlet" sign

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning,

I, and my neighbors, request that a "No Outlet" sign be placed at the intersection of Ringneck and PartridgeTrails. Ringneck Trl ends as a cul de sac with four houses. We produce little traffic. The majority of traffic is turn arounds where the driver takes the wrong turn on Ringneck in an effort to get to rt. 16. A "No Outlet" sign would help reduce unnecessary traffic, increase safety, and aid unfamiliar drivers navigate there way to routes 16 and 116.

Please place this request before the July Borough Council Meeting.

Sincerely,

Daryl Despres
59 Ringneck Trail

Gayle R. Marthers

From: David A. Hazlett
Sent: Friday, July 9, 2021 1:31 PM
To: Gayle R. Marthers
Subject: Fwd: Request for a "No Outlet" sign

Thanks,

Dave Hazlett

Begin forwarded message:

From: "Chief Richard L. Hileman II" <chief@carrollvalley.org>
Date: July 8, 2021 at 4:39:17 PM EDT
To: "David A. Hazlett" <manager@carrollvalley.org>, "Brad A. Sanders" <bsanders@carrollvalley.org>
Subject: RE: Request for a "No Outlet" sign

I have no objection to the sign. It could cascade into a lot of no outlet signs, however, if it catches on.

Chief Richard L. Hileman II

CARROLL VALLEY BOROUGH POLICE
5685 FAIRFIELD ROAD,
FAIRFIELD, PA 17320
(717) 642-8269 EXT. 180
(717) 642-9697 FAX

Serving the Boroughs of

Carroll Valley and Fairfield

WWW.FACEBOOK.COM/CVPOLICE

From: David A. Hazlett <manager@carrollvalley.org>
Sent: Wednesday, July 7, 2021 10:17 AM
To: Brad A. Sanders <bsanders@carrollvalley.org>; Chief Richard L. Hileman II <chief@carrollvalley.org>
Subject: FW: Request for a "No Outlet" sign

Could each of you give me your opinion on this request? I need it by Thursday.

Dave

Gayle R. Marthers

From: David A. Hazlett
Sent: Friday, July 9, 2021 1:31 PM
To: Gayle R. Marthers
Subject: Fwd: Request for a "No Outlet" sign

Thanks,

Dave Hazlett

Begin forwarded message:

From: "Brad A. Sanders" <bsanders@carrollvalley.org>
Date: July 8, 2021 at 5:03:41 PM EDT
To: "David A. Hazlett" <manager@carrollvalley.org>
Subject: RE: Request for a "No Outlet" sign

The road is open for public travel. If someone is "lost" they will quickly make their way out and get back on track. No damage is being done to anyone's property. Therefore I do not feel this constitutes a need for a sign to be placed.

Sent via the Samsung Galaxy S9, an AT&T 5G Evolution capable smartphone

----- Original message -----

From: "David A. Hazlett" <manager@carrollvalley.org>
Date: 7/7/21 10:16 AM (GMT-05:00)
To: "Brad A. Sanders" <bsanders@carrollvalley.org>, "Chief Richard L. Hileman II" <chief@carrollvalley.org>
Subject: FW: Request for a "No Outlet" sign

Could each of you give me your opinion on this request? I need it by Thursday.

Dave

ATTESTATION ENGAGEMENT

Borough of Carroll Valley

Adams County, Pennsylvania

01-413

Liquid Fuels Tax Fund

For the Period

January 1, 2020 to December 31, 2020

June 2021



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
Facebook: Pennsylvania Auditor General
Twitter: @PAAuditorGen
www.PaAuditor.gov

TIMOTHY L. DEFOOR
AUDITOR GENERAL

Independent Auditor's Report

Yassmin Gramian, P.E.
Acting Secretary
Department of Transportation
Harrisburg, PA 17120

We examined the accompanying Form MS-965 With Adjustments for the Liquid Fuels Tax Fund of the Borough of Carroll Valley, Adams County, for the period January 1, 2020 to December 31, 2020. The municipality's management is responsible for presenting the Form MS-965 in accordance with the criteria described in the Background section of this report and the Department of Transportation's *Publication 9*. Our responsibility is to express an opinion on the Form MS-965 With Adjustments based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the Form MS-965 is presented in accordance with the criteria described above, in all material respects. An examination involves performing procedures to obtain evidence about the Form MS-965. The nature, timing and extent of the procedures selected depend on our judgement, including an assessment of the risks of material misstatement of the Form MS-965, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

We are mandated by Section 403 of *The Fiscal Code*, 72 P.S. § 403, to audit each municipality's Liquid Fuels Tax Fund to ensure that funds received are expended in accordance with applicable laws and regulations. *Government Auditing Standards* issued by the Comptroller General of the United States include attestation engagements as a separate type of audit. An attestation engagement performed pursuant to *Government Auditing Standards* involves additional standards that exceed the standards provided by the American Institute of Certified Public Accountants. Accordingly, this attestation engagement complies with both *Government Auditing Standards* and Section 403 of *The Fiscal Code*.

Independent Auditor's Report (Continued)

In our opinion, the Form MS-965 With Adjustments presents, in all material respects, the information required by the Pennsylvania Department of Transportation for the Liquid Fuels Tax Fund of the Borough of Carroll Valley, Adams County, for the period January 1, 2020 to December 31, 2020, in accordance with the criteria described in the Background section of this report and the Department of Transportation's *Publication 9*.

In accordance with *Government Auditing Standards*, we are required to report all deficiencies that are considered to be significant deficiencies or material weaknesses in internal control; fraud and noncompliance with provisions of laws or regulations that have a material effect on the Form MS-965; and any other instances that warrant the attention of those charged with governance; noncompliance with provisions of contracts or grant agreements, and abuse that has a material effect on the Form MS-965. We are also required to obtain and report the views of responsible officials concerning the findings, conclusions, and recommendations, as well as any planned corrective actions. We performed our examination to express an opinion on whether the Form MS-965 is presented in accordance with the criteria described above and not for the purpose of expressing an opinion on internal control over reporting on the Form MS-965 or on compliance and other matters; accordingly, we express no such opinions.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the Form MS-965 will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

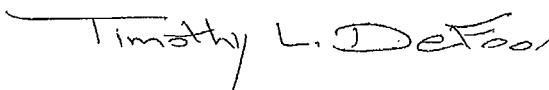
Our consideration of internal control over reporting on the Form MS-965 was for the limited purpose of expressing an opinion on whether the Form MS-965 is presented in accordance with the criteria described above and would not necessarily identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our engagement we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

As part of obtaining reasonable assurance about whether the Form MS-965 is free from material misstatement, we performed tests of the Borough of Carroll Valley, Adams County's compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of amounts on the Form MS-965. However, providing an opinion on compliance with those provisions was not an objective of our engagement, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Independent Auditor's Report (Continued)

The purpose of this report is to determine whether the municipality's Liquid Fuels Tax Fund money is spent in accordance with the laws and regulations identified in the Background section of this report and the Department of Transportation's *Publication 9*. This report is not suitable for any other purpose.

We appreciate the courtesy extended by the Borough of Carroll Valley, Adams County, to us during the course of our examination. If you have any questions, please feel free to contact the Bureau of County Audits at 717-787-1363.

A handwritten signature in black ink that reads "Timothy L. DeFoor". The signature is written in a cursive style with a long horizontal line extending to the left of the first letter.

Timothy L. DeFoor
Auditor General

May 28, 2021

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2020 Form MS-965 With Adjustments	5
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BOROUGH OF CARROLL VALLEY
ADAMS COUNTY
LIQUID FUELS TAX FUND
BACKGROUND
FOR THE PERIOD
JANUARY 1, 2020 TO DECEMBER 31, 2020

Background

The Liquid Fuels Tax Municipal Allocation Law, Act 655 of 1956, as amended, (72 P.S. § 2615.5 et sec.), provides municipalities other than counties (townships, boroughs, cities, towns, home rule, and optional plan governments) with an annual allocation of liquid fuels taxes from the state's Motor License Fund to be used for the maintenance and repair of streets, roads, and bridges for which the municipality is responsible. The allocation of these funds to municipalities is based: (1) 50 percent on the municipality's proportion of local road mileage to the total local road mileage in the state, and (2) 50 percent on the proportion of a municipality's population to the total population in the state.

The Vehicle Code, Title 75 P.S. § 9511, provides municipalities with annual maintenance payments to be received from the Motor License Fund for functionally local highways that were transferred to a municipality from the Commonwealth of Pennsylvania.

Each municipality must deposit the allocation of Liquid Fuels Tax funds and annual maintenance payments that it receives into a special fund called either the Municipal Liquid Fuels Tax Fund or State Fund. A municipality may not deposit any other monies into this fund except when the municipality does not have enough money in the special fund to meet the payments called for by its current annual budget for road and bridge purposes. In such a case, the municipality may borrow money or transfer money from its General Fund to its Liquid Fuels Tax Fund.

The Department of Transportation has been given the regulatory authority for the administration of these funds. Department of Transportation's *Publication 9* includes the policies and procedures for the administration of Act 655, as amended, and the Liquid Fuels Tax Fund money. However, if there is a difference between *Publication 9* and any legislation, the legislation shall govern.

To qualify for the annual allocation of Liquid Fuels Tax funds, *Publication 9* indicates that each municipality shall:

1. Submit annual reports (MS-965, Actual Use Report, MS-965P, Project and Miscellaneous Receipts, and MS-965S, Record of Checks).
2. Make deposits and payments or expenditures in compliance with Act 655 of 1956, as amended. Failure to do so may result in not receiving allocations from PennDOT until all discrepancies are resolved. *Publication 9*, Section 2.6, includes information about investing Liquid Fuels Tax monies, using loan or bond proceeds, and types of receipts into the Liquid Fuels Tax Fund.

BOROUGH OF CARROLL VALLEY
 ADAMS COUNTY
 LIQUID FUELS TAX FUND
 BACKGROUND
 FOR THE PERIOD
 JANUARY 1, 2020 TO DECEMBER 31, 2020

Background (Continued)

3. Submit the Pennsylvania Department of Community and Economic Development's (DCED) Report of Elected and Appointed Officials by January 31st and the Survey of Financial Condition By March 15th.
4. Ensure resolution of all Contractor Responsibility Program (CRP) holds and blocks imposed by the Department of Revenue and the Department of Labor and Industry.
5. Ensure resolution of all reimbursements required as a result of audits performed by the Department of the Auditor General or monitoring reviews performed by the Department of Transportation's Financial Consultants.

Criteria

The criteria for the Form MS-965 With Adjustment are described below.

Section 1 of Form MS-965 With Adjustments provides a summary of Liquid Fuels Tax Fund expenditures by category. Categories requiring explanation include:

- Major equipment purchases are purchases of road machinery and road equipment with varying yearly costs in excess of the amounts indicated below:

2017	2018	2019	2020
\$10,700.00	\$10,900.00	\$11,100.00	\$11,300.00

- Minor equipment purchases are purchases of road machinery and road equipment with varying yearly costs that are less than or equal to the amounts indicated below:

2017	2018	2019	2020
\$10,700.00	\$10,900.00	\$11,100.00	\$11,300.00

- Agility projects are exchanges of services with the Department of Transportation.

BOROUGH OF CARROLL VALLEY
ADAMS COUNTY
LIQUID FUELS TAX FUND
BACKGROUND
FOR THE PERIOD
JANUARY 1, 2020 TO DECEMBER 31, 2020

Background (Continued)

Section 2 of Form MS-965 With Adjustments provides information on the fund balance. Categories requiring explanation include:

- The state allocation is available from the Department of Transportation in March of each year. The amount the municipality receives is based half on its population and half on its road mileage.
- Municipalities that transferred roads from the Commonwealth of Pennsylvania to the municipality through the Highway Transfer Program receive annual turnback allocations in March of each year from the Department of Transportation. Turnback allocations are based on the mileage of the roads transferred.
- Expenditures include the total transferred from Section 1.

Section 3 of Form MS-965 With Adjustments determines if the municipality expended Liquid Fuels Tax Fund money in excess of the permissible amount for equipment and the balance that the municipality may carry forward for the purchase of equipment to the subsequent year.

Department of Transportation *Publication 9* requires that the amount expended for equipment purchases in a given year not exceed the sum of the equipment balance carried forward from the previous year and 20 percent of the current year's Liquid Fuels Tax Fund allocation and, if applicable, 20 percent of the turnback allocation plus other Department of Transportation approved adjustments.

If the municipality spent in excess of the amount listed on Line 4, the excess must be reimbursed to the Liquid Fuels Tax Fund.

The equipment balance to be carried forward for the subsequent year is the lesser of the amount on Line 6 or the ending fund balance on Line 6 of Section 2, but not less than zero.

BOROUGH OF CARROLL VALLEY
ADAMS COUNTY
LIQUID FUELS TAX FUND
BACKGROUND
FOR THE PERIOD
JANUARY 1, 2020 TO DECEMBER 31, 2020

Background (Continued)

Basis of Presentation

The financial activities of the municipality are accounted for in separate funds. The Liquid Fuels Tax Fund is used to account for state aid revenues from the Pennsylvania Department of Transportation used primarily for building and improving local roads and bridges. The Form MS-965 has been prepared in accordance with reporting requirements prescribed by the Pennsylvania Department of Transportation as a result of the Fuels Tax Act 655, dated 1956 and as amended, which does not constitute a complete presentation of the entity's assets, liabilities, expenses, and fund balance. Accordingly, the presentation of Form MS-965 With Adjustments is restricted to the Liquid Fuels Tax Fund, which represents a segment of the entity.

Basis Of Accounting

The accompanying Form MS-965 With Adjustments is prepared in accordance with reporting requirements prescribed by the Pennsylvania Department of Transportation. Under this method, revenues are recognized when received and expenditures are recorded when paid.

General Fixed Assets

General fixed assets are recognized as expenditures at the time of purchase. No depreciation has been provided on the heavy equipment used to maintain and repair roads and bridges.

BOROUGH OF CARROLL VALLEY
ADAMS COUNTY
LIQUID FUELS TAX FUND
2020 FORM MS-965 – SECTION 1
WITH ADJUSTMENTS

<u>Expenditure Summary</u>	<u>Reported</u>	<u>Adjustments</u>	<u>Adjusted Amount</u>
Minor equipment purchases	\$ -	\$ -	\$ -
Computer/Computer related training	-	-	-
Major equipment purchases	-	-	-
Agility projects	-	-	-
Cleaning streets and gutters	-	-	-
Winter maintenance services	-	-	-
Traffic control devices	4,989.72	-	4,989.72
Street lighting	-	-	-
Storm sewers and drains	-	-	-
Repairs of tools and machinery	-	-	-
Maintenance and repair of roads and bridges	148,179.07	-	148,179.07
Highway construction and rebuilding projects	-	-	-
Miscellaneous	-	-	-
 Total (To Section 2, Line 5)	 <u>\$ 153,168.79</u>	 <u>\$ -</u>	 <u>\$ 153,168.79</u>

BOROUGH OF CARROLL VALLEY
ADAMS COUNTY
LIQUID FUELS TAX FUND
2020 FORM MS-965 – SECTION 2
WITH ADJUSTMENTS

<u>Fund Balance</u>	<u>Reported</u>	<u>Adjustments</u>	<u>Adjusted Amount</u>
1. Balance, January 1, 2020	\$ 270,605.90	\$ -	\$ 270,605.90
Receipts:			
2. State allocation	249,638.78	-	249,638.78
2a. Turnback allocation	-	-	-
2b. Interest on investments	1,666.52	-	1,666.52
2c. Miscellaneous	-	-	-
3. Total receipts	<u>251,305.30</u>	<u>-</u>	<u>251,305.30</u>
4. Total funds available	<u>521,911.20</u>	<u>-</u>	<u>521,911.20</u>
5. Expenditures (Section 1)	<u>153,168.79</u>	<u>-</u>	<u>153,168.79</u>
6. Balance, December 31, 2020	<u>\$ 368,742.41</u>	<u>\$ -</u>	<u>\$ 368,742.41</u>

BOROUGH OF CARROLL VALLEY
ADAMS COUNTY
LIQUID FUELS TAX FUND
2020 FORM MS-965 – SECTION 3
WITH ADJUSTMENTS

<u>Equipment Balance</u>	<u>Reported</u>	<u>Adjustments</u>	<u>Adjusted Amount</u>
1. Prior year equipment balance	\$ 245,971.94	\$ -	\$ 245,971.94
2. Add: Current year equipment allocation (20% of Lines 2 + 2a, Section 2)	49,927.76	-	49,927.76
3. PENNDOT approved adjustments	-	-	-
4. Total funds available for equipment acquisition	295,899.70	-	295,899.70
5. Less: Major equipment expenditures	-	-	-
6. Remainder	<u>295,899.70</u>	<u>-</u>	<u>295,899.70</u>
7. Equipment balance available for subsequent year (Lesser of Line 6 or Section 2 balance, but not less than zero)	<u>\$ 295,899.70</u>	<u>\$ -</u>	<u>\$ 295,899.70</u>

BOROUGH OF CARROLL VALLEY
ADAMS COUNTY
LIQUID FUELS TAX FUND
SUMMARY OF EXIT CONFERENCE
FOR THE PERIOD
JANUARY 1, 2020 TO DECEMBER 31, 2020

An exit conference was held April 28, 2021. Those participating were:

BOROUGH OF CARROLL VALLEY

Ms. Gayle Marthers, Assistant Manager/Secretary

DEPARTMENT OF THE AUDITOR GENERAL

Mr. Ryan W. Shrauder, Auditor

The results of the examination were presented and discussed in their entirety.

BOROUGH OF CARROLL VALLEY
ADAMS COUNTY
LIQUID FUELS TAX FUND
REPORT DISTRIBUTION
FOR THE PERIOD
JANUARY 1, 2020 TO DECEMBER 31, 2020

This report was initially distributed to:

Yassmin Gramian, P.E.
Acting Secretary
Department of Transportation

Borough of Carroll Valley
Adams County
5685 Fairfield Road
Fairfield, PA 17320

The Honorable Richard Mathews
President of Council

Ms. Gayle Marthers
Assistant Manager/Secretary

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.

UNFINISHED BUSINESS



July 7, 2021

Memorandum

To: Carroll Valley Borough Council

From: GMS Funding Solutions (GMS)

PA SMALL WATER AND SEWER PROGRAM UPDATE

Carroll Valley Wastewater Treatment Facility Upgrades Project

Awarded \$425,000

GMS is gathering the necessary documentation to submit the first reimbursement request, including bid tabulation and proposals.

Next Steps: The Authority should provide GMS with the fully executed construction contract with Doli Construction when available and proof of public advertisement of the bid solicitation. Wm. F. Hill (engineering) and Doli Construction invoices and copies of payment should also be provided to GMS. GMS will draft payment requests for partial reimbursement.

ADAMS COUNTY PARKS, RECREATION AND GREEN SPACE GRANT PROGRAM UPDATE

Carroll Valley Path System – Phase I

Awarded \$25,000

GMS has submitted a re-scope request to the County requesting to move the trail from the original proposed alignment to the new location on Borough-owned land. The County has not made a decision as of the date of this memo.

Next Steps: GMS will follow-up with the County regarding the re-scope request. If the re-scope is approved, the Borough should coordinate with FSA and continue to forward project invoices and cancelled check payments to GMS for reimbursement submissions.

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

Wastewater Treatment Plant Upgrades

Awarded: \$700,000

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

Next Steps: The Borough should forward all engineering invoices and evidence of payments to GMS. Once the Project is designed, the Authority should move forward with the construction bidding process. The Authority

CARLISLE

354 Alexander Spring Rd.
Carlisle, PA 17015

www.GMSFundingSolutions.com
(717) 552-2639

HARRISBURG

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

July 7, 2021

should provide GMS all draft bid documents for compliance review prior to public advertisement and solicitation of bids.

BUTTERFLY GARDEN / CHARNITA WISHING WELL

Keep Pennsylvania Beautiful – Healing the Planet Grant Program

Request: \$15,000

A grant application to the Keep Pennsylvania Beautiful – Healing the Planet Grant Program was submitted on June 30, 2021. The total project cost is estimated at \$20,900, including a grant request of \$15,000 and pledged Borough matching funds in the amount of \$5,900. The grant application scope of work includes the following: (1) demolition and removal of the current concrete walking paths; (2) construction of walking bridge; (3) removal of existing benches and installation of two new sitting benches; (4) necessary site restoration and new landscaping to include new plantings; and (5) implementation of an erosion and sediment control plan.

Next Steps: Awards are anticipated to be announced in July/August 2021.

COVID-19 ARPA LOCAL FISCAL RECOVERY FUNDS (LFRF)

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

GMS assisted the Borough with the submission of the LFRF request on June 4, 2021. The Borough should continue working through the process to reactivate its System for Award Management (SAM) registration.

Next steps: The Borough should begin reviewing the LFRF guidelines and organizing funding allocations. GMS will coordinate with the Borough on necessary LFRF documentation and reporting required.



NEW BUSINESS

FOR YOUR INFORMATION

Municipal Services Report June 2021

Road Work:

Road work performed in June included:

- Ditch cleaning on Eagles Trail
- Ditch work on Janet Trail
- Right of Way mowing
- Two (2) days of tree removal and pushing back from roadsides due to the heavy rain and winds on 6-21-21

Large tree cleanups were located on the following Trails:

- Kern,
- Blue Ridge,
- Mason Dixon,
- Eagles,
- Meadow Lark,
- Skylark,
- Bluebird and
- Robin trails.

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

Equipment Maintenance and Repair:

- Mower blades were replaced on Simplicity mower
- Leaking fuel shut off valve replaced on Snow blower
- Hydraulic leak on EQPK3 (301A John Deere Tractor)
- Replaced pump on fueling system gasoline tank
- Several vehicles were scheduled and transported to and from service centers for their annual inspections to be performed. (PL20, PL22, MS4)

Parks and Property Maintenance

- Carroll Commons Park- weeding, trimming, pressure washing, and mulching was performed prior to the 4th of July festivities
- Rod was installed to hang a sunshade from the stage
- Stage and curtain pressure washed
- Picnic tables cleaned
- Exterior of Borough office was washed
- Rip Rap stone was placed at the breast of lake May
- Walking path at Ranch Trail Commons had aggregate added and leveled.
- Lake Mae parking lot stoned
- Lake Kay parking lot stoned

Month ending June 30, 2021				
Vehicle ID/ Equipment ID	Description	Beginning Miles/ Hours	Ending Miles/Hours	Total Miles/Hours
MS1	2021 Mack Granite	533	534	1
MS2	2000 Ford F-350	151347	151617	270
MS3	2010 Ford F550 D/T	43800	44189.3	389.3
MS4	2001 Chevy B/T	80969	81038	69
MS5	2007 Freightliner Sweeper Truck	15025	15152	127
MS6	2012 INT 7400 D/T	12005	12005	0
MS7	1999 Int 5000 D/T	116702	117133	431
MS8	2015 Mack Granite	12228	12333	105
MS9	2006 Int 7400 D/T	18570	18570	0
MS10	2012 Ford F550 D/T	71175	71500	325
MS 11	2016 Ford F550 D/t	29163	29882	719
EQMS2	2006 Bobcat Skid loader	788	702.4	-85.6
EQMS3	2004 CAT IT 14G loader	4176	4196	20
EQMS4	580 John Deere 570B Grader	718	718	0
EQMS5	6310 John Deere Boom Mower	950.4	1038.9	88.5
EQMS6	Bandit Brush Chipper	283.1	283.1	0
EQMS10	2019 JCB Backhoe	644.2	687.3	43.1
EQPK1	2015 Scag Mower	895.1	935.4	40.3
EQPK3	301A John Deere tractor	Hour meter inoperable		
EQPK 6	2018 Simplicity mower	213	236	23

Incorrect reading in May