



**BOROUGH COUNCIL AGENDA**  
**TUESDAY, NOVEMBER 14, 2023 – 7:00 P.M.**

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

**REGULAR MEETING**

1. **Approval of Minutes: October 10, 2023, Regular Meeting**
2. **Approval of Minutes: October 17, 2023, Joint Meeting/Budget Workshop with Finance Committee**
3. **Approval of Minutes: October 24, 2023, Special Meeting**
4. **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.
5. **Ordinances and Resolutions**
  - a. Resolution #14-2023: PENNVEST Reimbursement Resolution
6. **Mayor's Report – R. Harris**
  - a. Police Report
    - Civil Service Commission Regulations – for Adoption
    - Part-time Officer
  - b. Around Town
  - c. Upcoming Events & Meetings of Interest
  - d. In Requiem
7. **Fire/EMS/EMA Report**
8. **Committee Reports**
  - a. Planning Commission
9. **Administrative Business – Borough Manager**
  - a. Treasurer's Report – October 2023
  - b. 2024 Budget – for Advertisement
    - Ordinance #6-2023:2024 Tax Rate – for Advertisement
  - c. Resident Request – Lot Swap
  - d. Fifty Properties, LLC Subdivision and Land Development Plan Extension Request
  - e. Vail, Liberty Mountain Land Development Plan – For Approval
10. **Unfinished Business**
  - a. Grant Funding Updates
  - b. 33 Mason Dixon Trail – Perc Test Results
  - c. 8 Fawn Trail – Exception for Chicken Coup
11. **New Business**
12. **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.
13. **Adjournment**

## APPROVAL of MINUTES

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# PUBLIC COMMENT

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# ORDINANCES and RESOLUTIONS

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

**RESOLUTION NO. 14-2023**

**DECLARATION OF OFFICIAL INTENT TO REIMBURSE GENERAL FUNDS USED FOR  
A CAPITAL PROJECT CONSISTING OF A WASTEWATER TREATMENT PLANT  
UPGRADE AND PAYING RELATED COSTS, FEES AND EXPENSES WITH FUNDS  
RECEIVED FROM THE PENNSYLVANIA INFRASTRUCTURE INVESTMENT  
AUTHORITY**

WHEREAS, Borough of Carroll Valley ("Funding Recipient") has determined that an upgrade to the Borough's wastewater treatment plant located in the Borough of Carroll Valley, Adams County, Pennsylvania (the "Project"), is necessary; and

WHEREAS, in order to finance the costs of the Project, the Funding Recipient has issued or intends to issue its Debt Obligation to the Pennsylvania Infrastructure Investment Authority ("PENNVEST") in the maximum principal amount of \$5,452,398.00 (the "PENNVEST Debt Obligation"); and

WHEREAS, Funding Recipient intends to pay Project costs, on an interim basis, using its general funds until the proceeds of the PENNVEST Debt Obligation are received.

NOW, THEREFORE, the Funding Recipient hereby declares as follows:

Pursuant to federal requirements set forth at 26 C.F.R. § 1.150-2, the Funding Recipient officially intends to reimburse its general funds for Project costs incurred by the Funding Recipient with the proceeds of the PENNVEST Debt Obligation up to the maximum principal amount of \$5,452,398.00.

**DULY ADOPTED**, by the Borough of Council of the Borough of Carrol Valley this 14<sup>th</sup>, day of November 2023.

**ATTEST:**

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Gayle Marthers, Borough Secretary

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Richard Mathews, President

(SEAL)

# MAYOR'S REPORT

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# October 2023 Police Report

by

Chief Clifford J. Weikert  
Carroll Valley Borough Police



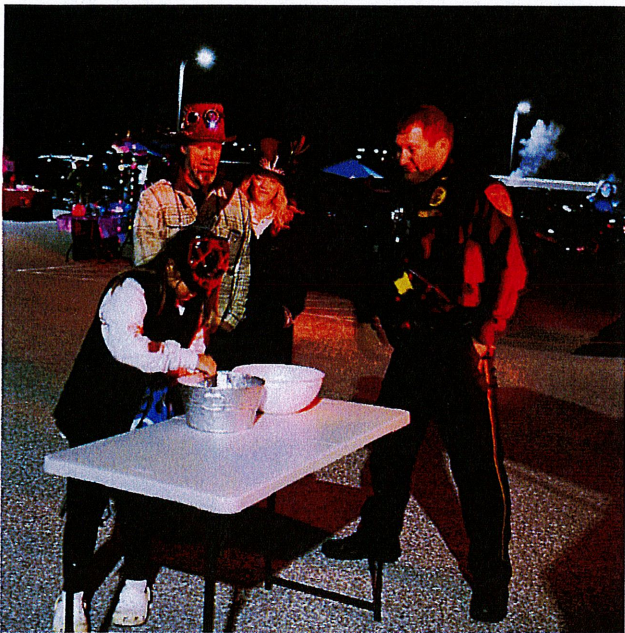
## Monthly Activities:

On October 28, 2023, Medicine Take Back was another success. We collected 6 boxes with a total of 149.5lbs of drugs that will be destroyed by the DEA. Our department was assisted by Cumberland Twp Police and Collaboration for Youth.





On October 31, 2023, we participated in Trunk or Trick here at our station. Big thanks to our Borough Staff for another great event. As you can see in the second picture, we have received one of our new vehicles and it was on display. The second vehicle will be in next week and both need to have decals put on.





**Be on the Lookout!!!**

On October 18<sup>th</sup> into the 19<sup>th</sup> multiple vehicles were gone throw in the Carroll Valley area. Please make sure to lock you vehicles every night. The vehicle in question is a dark colored SUV with an exhaust leak with out of state tags. Keep an eye out for suspicious vehicles in the area.





**Attempt to Identify.**

On October 13, 2023, a vehicle was stolen from Carroll Valley Borough and then located in Blue Ridge Smt. The attached picture is the suspect who stole the vehicle. If anyone can identify this individual, please contact my office at 717-642-8269 ex 182.



## Crime Data:

Key to reading the following page:

1. At the top left, you see overall statistics for the month. Total offenses and clearance rate refer to Group "A" offenses. Arrests refer to Group "A" and Group "B". This data is only for Carroll Valley Borough.
2. It also includes crime rates and arrest rates, however this calculation is not yet functioning on the PA State Police system, so they display as -0-. When working correctly, they will report in the national standard of per 100,000 population. As such, when it does calculate, it shows the rate as if the Carroll Valley population was 100,000. By doing this, it makes the rate comparable regardless of the size of the jurisdiction.
3. The column below on the left shows all Group "A" offenses. Offenses can be generally cleared by:
  - a. Arrest (by charging someone with the crime).
  - b. Victim Refused Prosecution = Prosecution limited by victim, or;
  - c. Exceptional Clearance = Charges could be filed but for cause are not.
4. In the center, NIBRS adds additional categories, and you can see how they compare year over year for the month reported.
5. On the right column, you first see a list of arrests for Group "A" offenses, divided into adults and juveniles.
6. At the bottom of the right column, Group "B" arrests are listed. As a major change in NIBRS reporting, Group "B" offenses are only listed when an arrest occurs. Unsolved Group "B" offenses are no longer reported.
7. Each NIBRS offense belongs to one of three categories: Crimes Against Persons, Crimes Against Property, and Crimes Against Society. Crimes Against Persons, e.g., murder, rape, and assault, are those whose victims are always individuals. The object of Crimes Against Property, e.g., robbery, bribery, and burglary, is to obtain money, property, or some other benefit. Crimes Against Society, e.g., gambling, prostitution, and drug violations, represent society's prohibition against engaging in certain types of activity; they are typically victimless crimes in which property is not the object.



## Calls for Service:

Carroll Valley Calls for Service Month	Total
ANIMAL COMPLAINT	2
ASSIST - FIRE/EMS	8
ASSIST - OTHER POLICE	11
DOMESTIC DISTURBANCE	3
MENTAL HEALTH / WELFARE	4
MISC CALL FOR SERVICE	13
TRAFFIC COMPLAINT	5
VEHICLE STOP	10
Z FOLLOW-UP	17
SUSPICIOUS ACTIVITY	8
VEHICLE CRASH	6
DISTURBANCE/NOISE	3
THEFT	9
ALARM	1
FRAUD	3
CRIMINAL MISCHIEF	2
PTFTNA - PTHEFT NOT ACTV	1
<b>Grand Total</b>	<b>106</b>

Carroll Valley Calls for Service YTD	Total
ALARM	25
ANIMAL COMPLAINT	44
ASSAULT	2
ASSIST - FIRE/EMS	101
ASSIST - OTHER POLICE	56
BURGLARY	2
CHILD WELFARE	3
CRIMINAL MISCHIEF	9
DISTURBANCE/NOISE	25
DOMESTIC DISTURBANCE	31
DRIVING UNDER THE INFLUENCE	1
DRUG ACTIVITY	2
FRAUD	18
MENTAL HEALTH / WELFARE	48
MISC CALL FOR SERVICE	96
MISSING/LOST PERSON	8
SEX OFFENSE	1
SUSPICIOUS ACTIVITY	50
THEFT	27
THREATS / HARRASSMENT / STALKING	16
TRAFFIC COMPLAINT	79
TRESPASS	10
VEHICLE CRASH	32
VEHICLE STOP	170
Z COURT / JUSTICE	6
Z FOLLOW-UP	183
<b>Grand Total</b>	<b>1045</b>

## Traffic Enforcement:

- Officers conducted vehicle stops and handled crashes this month as listed above. Together these resulted in the following citations, faulty equipment notices, and warnings.



Citations, Faulty Equipment, Warning	Count:
1301 (Title 75) - Registration and certificate of title required	9
4303 (Title 75) - General lighting requirements	1
<b>Grand Total</b>	<b>10</b>



**Miscellaneous:**

Calls for Service		October 2022	October 2023	YTD 2022	YTD 2023
	Calls from Public	60	96	699	877
	Officer initiated	30	10	138	125
	<b>Total CV Calls</b>	<b>90</b>	<b>106</b>	<b>837</b>	<b>1002</b>

<b>Vehicle Mileage</b>					
			Starting	Ending	Total
20		2017 Dodge Charger Unmarked	23,489	23,632	143
22		2017 Dodge Charger Marked	87,346	89,374	2,028
21		2014 Dodge Charger Unmarked	108,476	109,698	1,222
24		2014 Dodge Charger Marked	94,200	94,200	0
				<b>Total</b>	<b>3,393</b>



# October 2023 Fairfield Police Report Supplement



by  
Chief Clifford Weikert  
Carroll Valley Borough Police

## Calls for Service:

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

Fairfield Calls for Service Month	Total
ASSIST - FIRE/EMS	1
DOMESTIC DISTURBANCE	1
MENTAL HEALTH / WELFARE	4
SUSPICIOUS ACTIVITY	1
TRAFFIC COMPLAINT	1
TRESPASS	1
VEHICLE STOP	5
Z FOLLOW-UP	1
<b>Grand Total</b>	<b>15</b>

Fairfield Calls for Service YTD	Total
ANIMAL COMPLAINT	5
ASSIST - FIRE/EMS	22
ASSIST - OTHER POLICE	1
CRIMINAL MISCHIEF	1
DOMESTIC DISTURBANCE	9
DRUG ACTIVITY	1
FRAUD	1
MENTAL HEALTH / WELFARE	13
MISC CALL FOR SERVICE	20
MISSING/LOST PERSON	3
SEX OFFENSE	1
SUSPICIOUS ACTIVITY	6
THEFT	4
THREATS / HARRASSMENT / STALKING	2
TRAFFIC COMPLAINT	21
TRESPASS	4
VEHICLE CRASH	7
VEHICLE STOP	98
Z FOLLOW-UP	12
<b>Grand Total</b>	<b>231</b>

## Citations:

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

Citation, Faulty Equipment, Warning	Count:
1301 (Title 75) - Registration and certificate of title required	4
3323 (Title 75) - Stop signs and yield signs	2
<b>Grand Total</b>	<b>6</b>

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INTEROFFICE MEMORANDUM

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**TO:** BOROUGH COUNCIL  
**FROM:** CLIFFORD J. WEIKERT, CHIEF OF POLICE  
**SUBJECT:** REPORT OF CIVIL SERVICE COMMISSION  
**DATE:** 11/5/2023

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The Civil Service Commission has made a review of Civil Service Regulations of Civil Service Commission to bring them up to date with statutory changes made by the legislature and to add language to hire a cadet to send to the academy. After the review and changes, they adopted them by Commission Resolution #1-2023. 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

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

### 202 Officers

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

### 203 Offices Incompatible with Civil Service Commissioner

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

### 204 Organization of Commission; Quorum

The Commission shall meet and organize on the first Monday of 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 shall continue to serve on the commission in all proceedings involving the matter or case for which the alternate was initially designated until the commission has made a final determination of the matter or case. No action of the commission may be valid unless it shall have the concurrence of at least two members. Designation of an alternate member under this section shall be made on a case-by-case basis in rotation according to declining seniority among the alternates.

### 205 Vacancies

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

### 206 Duties of Chairperson

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

### 207 Duties of Secretary



The Secretary shall carry out, 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 Meetings**

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

**209 Order of Business**

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

- A. Roll call;
- B. Approval of minutes of previous meeting;
- C. Unfinished business;
- D. Hearing of cases;
- E. New business;
- F. Communications and reports.

**210 Minutes and Records**

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

**211 Annual Report**

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

**212 Investigations**

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

**213 Subpoenas**

[The Commission shall have the power to issue subpoenas over the signature of the chairperson, or designee, to acquire the attendance of witnesses and the production of records and papers pertaining to any investigation or inquiry, including any background investigation conducted](#)

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

pursuant to Section 4.9 of these Rules. The fees of such witnesses for attendance and travel shall be the same as for witnesses appearing in the courts and shall be paid from appropriations for the incidental expense of the commission. The Commission shall have the right to obtain Counsel Representation if deemed necessary.

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

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



## ARTICLE III APPLICATIONS AND QUALIFICATIONS

### 301 Eligibility for Examination

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

### 302 Discrimination

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

### 303 Availability

Application forms shall be available to all interested persons in the office of the 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 the 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 Carroll Valley.](#)

[The Borough Council may grant a waiver of the residency requirement.](#)

### 306 General Qualifications - All Applicants

Each applicant for a position in the police department shall have graduated from an accredited high school or have an equivalent education acceptable to the Commission, including, but not limited to, a valid GED certificate. Each applicant shall be a citizen of the United States, be physically, medically, and psychologically fit for the performance of the duties of a police officer; of good moral character; licensed to operate a motor vehicle in the Commonwealth of Pennsylvania prior to appointment; and have no record of conviction of a felony or misdemeanor, except for a misdemeanor under the Vehicle Code, so long as said conviction occurred at least



three years prior to application. In case of a foreign-born applicant, evidence satisfactory to the Commission shall be produced showing the person to be a naturalized citizen. From time to time, as determined by the Commission to be in the best interest of the Borough, applicants may be required to have completed the Municipal Police Officers' Education and Training Course specified in Act 120 of 1974.

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 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.

**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, 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.

**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 and a copy of the notice shall be posted on the bulletin board in the Municipal Building. Additional public notice by publication, posting or otherwise may be given at any time at the discretion of the Commission.

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

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

**314 Notice of Written Examination**

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

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

**ARTICLE IV EXAMINATION AND GRADING PROCEDURE**

**401 General Provision Relating to Examination**

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

**402 Appointment of Examination Administrators**

**The commission shall appoint a written examination administrator, 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 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 departments, at least one
- (1) Being a Chief of Police; and
- (1) Carroll Valley Borough Council member.

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



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

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

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

*However, when there exists only one eligible applicant for the position of corporal, 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 medical examination, psychological examination and background examination **unless currently employed in the Police Department**; or
  - 2. Competitive Process. Applicant for the position of Chief of Police shall be required to undergo the examinations and evaluations more fully described in Section 403.A. The written examination shall test the applicant's knowledge of police management and administration. The Commission shall grade and weigh all steps involved in this competitive process as more fully described in this Article.

**404 Written Examinations**

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

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

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

**405 Oral Examinations**

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

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

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

**406 Veterans' Preference Points**

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

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

**407 Physical Agility Testing**

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 30<sup>th</sup> 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 30<sup>th</sup> 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 possesses a valid driver's license. The applicant may be interviewed directly when the information collected during the background investigation requires clarification or explanation.

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

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



(30) days after the commission considers the recommendations, each applicant will be informed of whether they have passed the background investigation.

**409 Ineligibility for Future Examinations**

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

**410 Penalty for Improper Conduct**

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

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

### 501 Creation of the Eligibility List

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

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

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

### 504 Filling Vacancies

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

### 504 Certification from Eligible List

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

### 505 Removal of Names from Eligible List

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



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

**506 Appointment Procedure**

Whenever the name of a person is certified from the eligible list, the person shall be notified immediately of such certification by 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.

**507 Temporary Appointment of Chief of Police**

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

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

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

**509 Medical and Mental; Requirements**

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

**510 Examination Forms**

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

**511 Vision Examination**

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

**512 Rejection of Unfit Applicants**

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

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

**513 Reexamination of Medical or Mental Fitness**

Each applicant eligible for certification to the Borough Council for appointment to any position in the police department shall be deemed fit as determined by a medical or psychological examination. Each eligible applicant shall be further instructed by the Secretary, before being certified, to inform the Commission of any illness or injuries requiring the attendance of a physician or requiring hospitalization, and of any surgical operations that shall have occurred subsequent to the original medical examination. If, in the judgement of the Commission, there shall have been any change in the fitness of any applicant after being medically or psychologically examined, whether or not such change shall have been reported by the applicant, the Commission may require the applicant to submit to a further medical and/or psychological examination before being certified for appointment.

**514 Probationary Period**

All newly appointed police officers shall have a probationary period of twelve months from the date of initial hire. A **Cadet officer's** probationary period **will** include time at the academy, **plus** an additional year **to 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.



**515 Provisional Appointments**

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

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

### 601 General

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

- A. Physical or mental disability affecting his or her ability to continue in service, in which case the person shall receive an honorable discharge from service;
- B. Neglect or violation of any official duty;
- C. Violation of any law which provides that such violation constitutes a misdemeanor or felony;
- D. Inefficiency, neglect, intemperance, immorality, disobedience of orders, or conduct unbecoming an officer;
- E. Intoxication while on duty; and
- F. Engaging or participating in the conduct of a political or election campaign while on duty or in uniform or while using borough property otherwise than to exercise the person's own right of suffrage.
- 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 her providing for a suspension, dismissal or reduction in rank shall have the right to demand a hearing before the Commission. The demand shall be made in writing to the Commission and the officer may make written answer to the charges filed against him or her not later than the day fixed for the hearing. The hearing shall be held within a period of ten days from the filing of written charges, unless continued by the Commission for cause at the request of the Borough Council or the officer. At such hearing, the officer against whom the charges are made may be present in persons and by counsel.

**605** Suspension Pending Determination of Charges

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

**606** Notice of Hearing

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

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

**607** Subpoenas

The Commission shall have the power to issue subpoenas. The Chairperson of the Commission shall be authorized to sign all subpoenas requiring the attendance of witnesses and the production of records and papers pertaining to the charges filed against the officer. If any person shall refuse or neglect to obey any subpoenas issued by the Commission, he or she shall, upon conviction thereof in a summary proceeding, be sentenced to pay a fine not to exceed One Hundred Dollars (\$100.00), and in default of such payment, shall be imprisoned for a period not to exceed thirty (30) days. If any person shall refuse or neglect to obey any subpoena issued by the Commission, the Commission may apply by petition to the Court of Common Pleas of Adams County requiring the attendance of such persons before the Commission to testify and to



produce any records and papers necessary. In default thereof, the witness shall be held in contempt of court.

**608 Hearing Procedure**

Each hearing shall be conducted in the following manner:

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

The Commission, at any time during the course of the hearing, may question or cross-examine the persons making charges, the accused and any witness. All testimony shall be given under oath. The Chairperson shall administer all oaths. [The Commission shall have the right to obtain Counsel Representation if deemed necessary.](#)

**609 Decision of the Commission**

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

**610 Right of Appeal**

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

## ARTICLE VII INSPECTION OF DOCUMENTS

### 701 Inspection in General

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

### 702 Character and Reputation Reports

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

### 703 Inspection of Examination Materials

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

- A. He or she makes a written request to the Commission within fourteen (14) calendar days from the date of 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.

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**INTEROFFICE MEMORANDUM**

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**TO:** BOROUGH COUNCIL  
**FROM:** CLIFFORD J. WEIKERT, CHIEF OF POLICE  
**SUBJECT:** POLICE DEPARTMENT PART TIME  
**VIA:** MAYOR RON HARRIS  
**DATE:** 11/5/2023

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Pursuant to the part time staffing plan, we are requesting the following appointment:

Joseph David  
Lackawanna College Police Academy 2009.  
Currently FT with the Biglerville Police Department

I am recommending that you appoint Joseph David.

**Action Requested: Appoint Joseph David as a part time police officer of the Borough of Carroll Valley at \$36.00 per hour.**

# FIRE/EMS/EMA REPORT

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# FAIRFIELD FIRE & EMS

## Fire Report – October, 2023

Calls for the Month - 15  
Year to Date Total - 211

### Nature of Calls

Fire Police	3
Wildland Fire	0
Medical Assist	6
Structure Fire	2
Automatic Fire Alarm	0
Motor Vehicle Accident	3
CO Alarm	1

### Location of Calls

Carroll Valley Borough	6
Fairfield Borough	1
Franklin Township	0
Freedom Township	0
Hamiltonban Township	2
Highland Township	1
Liberty Township	2
Cumberland Township	2
Washington Twp., Franklin County, PA	1



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

## **MONTHLY FIRE REPORT FOR OCTOBER 2023**

Breakdown of calls by type:

Medical Assist.....	1
Vehicle Accident.....	1
Power line down.....	1
Helicopter standby.....	1
Public Service.....	1
<u>Good Intent.....</u>	<u>7</u>
<b>TOTAL</b>	<b>12</b>

Notes: Still updating specs for new pumper tanker.

David Martin

A handwritten signature in cursive script, appearing to read "D. Martin".

Fire Chief

cc: Carroll Valley Borough  
Hamiltonban Township  
Liberty Township

# Fountain Dale Volunteer Fire Department

This report was generated on 11/5/2023 10:33:05 PM

## Incident Type Count per Station for Date Range

Start Date: 10/01/2023 | End Date: 10/31/2023

	INCIDENT TYPE	# INCIDENTS
Station: <input type="checkbox"/>		
	311 - Medical assist, assist EMS crew	1
	322 - Motor vehicle accident with injuries	1
	444 - Power line down	1
	462 - Aircraft standby	1
	551 - Assist police or other governmental agency	1
	611 - Dispatched & cancelled en route	7
	<b># Incidents for :</b>	<b>12</b>



# Fountain Dale Volunteer Fire Department

This report was generated on 11/5/2023 10:32:23 PM

## Incident Type and Street Name for Date Range

Incident Status: Reviewed | Start Date: 10/01/2023 | End Date: 10/31/2023

### Incident Date

### Address

### Incident Type

10/02/2023  
10/07/2023  
10/08/2023  
10/09/2023  
10/12/2023  
10/15/2023  
10/20/2023  
10/20/2023  
10/21/2023  
10/23/2023  
10/28/2023  
10/30/2023

Monterey Lane, Blue Ridge Summit, PA 17214  
Charmian Road, Washington (Township of), PA 17214  
High Rock Road, Fairfield, PA 17320  
Sour Mash Trail, Fairfield, PA 17320  
Ranch Trail, Fairfield, PA 17320  
Charmian Road, Washington (Township of), PA 17214  
Valley Trail, Fairfield, PA 17320  
Gopher Drive, Waynesboro, PA 17268  
Pen Mar Road, Cascade-Highfield, MD 21719  
Naylor Road, Sabillasville, MD 21780  
Fairfield Road, Fairfield, PA 17320  
Buchanan Trail East, Washington (Township of), PA

Dispatched & cancelled en route  
Dispatched & cancelled en route  
Motor vehicle accident with injuries  
Dispatched & cancelled en route  
Aircraft standby  
Dispatched & cancelled en route  
Power line down  
Dispatched & cancelled en route  
Dispatched & cancelled en route  
Medical assist, assist EMS crew  
Assist police or other governmental agency  
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.



# COMMITTEE REPORTS

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# ADMINISTRATIVE BUSINESS

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

ACCOUNT	GENERAL FUND	SPECIAL EVENT	SANITARY SEWER	SINKING FUND	CAPITAL RESERVE	HIGHWAY AID (LF)	TOTAL FUNDS
START OF PERIOD							
CHECKING ACCOUNT	\$59,859.83	\$0.00	\$0.00	\$145.50	\$75,973.02	\$0.00	\$135,978.35
INVESTMENTS	\$2,343,538.04	\$0.00	\$216,390.45	\$0.00	\$0.00	\$862,940.90	\$3,422,869.39
PETTY CASH	\$425.00	\$0.00	\$25.00	\$0.00	\$0.00	\$0.00	\$450.00
DUE FROM OTHER FUNDS	\$209,852.48	\$24,129.95	\$899,807.81	\$0.00	\$926,209.53	\$0.00	\$2,059,999.77
DUE TO OTHER FUNDS	\$1,333,561.93	\$23,184.08	\$590,444.56	\$0.00	\$290,409.36	\$0.00	\$2,237,599.93
LIABILITIES	\$25,814.21	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,814.21
NET BALANCE	\$1,254,299.21	\$945.87	\$525,778.70	\$145.50	\$711,773.19	\$862,940.90	\$3,355,883.37
TRANSACTIONS FOR PERIOD							
ADJUSTMENTS (SEE NOTE)							
ACTUAL REVENUES (+)	\$68,354.36	\$0.00	\$70,209.29	\$0.00	\$3,000.00	\$0.00	\$141,563.65
ACTUAL EXPENDITURES (-)	\$312,933.56	\$60.00	\$20,620.20	\$0.00	\$11,997.51	\$2,022.08	\$347,633.35
ENCUMBERED FUNDS (-)							
NET TRANSACTION BALANCE	(\$244,579.20)	(\$60.00)	\$49,589.09	\$0.00	(\$8,997.51)	(\$2,022.08)	(\$206,069.70)
END OF PERIOD							
CHECKING ACCOUNT	\$67,278.27	\$0.00	\$0.00	\$145.50	\$75,973.02	\$0.00	\$143,396.79
INVESTMENTS	\$2,124,655.82	\$0.00	\$216,390.45	\$0.00	\$0.00	\$860,918.82	\$3,201,965.09
PETTY CASH	\$425.00	\$0.00	\$25.00	\$0.00	\$0.00	\$0.00	\$450.00
DUE FROM OTHER FUNDS	\$242,838.59	\$24,129.95	\$970,325.50	\$0.00	\$929,209.53	\$0.00	\$2,166,503.57
DUE TO OTHER FUNDS	\$1,407,079.62	\$23,244.08	\$611,373.16	\$0.00	\$123,966.33	\$0.00	\$2,165,663.19
LIABILITIES	\$18,398.05	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,398.05
NET BALANCE	\$1,009,720.01	\$885.87	\$575,367.79	\$145.50	\$881,216.22	\$860,918.82	\$3,328,254.21

Range of Checking Accts: First to Last Range of Check Dates: 10/01/23 to 10/31/23  
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	Ref Num
PO #	Item	Description				Contract	Ref Seq Acct
35 LF		LIQUID FUELS					
572	10/10/23	RUSSE005 RUSSELL STANDARD CORPORATION					31
V3-00567	1	Base Repairs	1,600.00	35-438-245	Expenditure		1 1
				HIGHWAY SUP/MAT: SURFACE TREAT			
573	10/10/23	SPECI005 SPECIALTY GRANULES INC.					31
V3-00568	1	#8 Stone	422.08	35-438-245	Expenditure		2 1
				HIGHWAY SUP/MAT: SURFACE TREAT			

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	2	0	2,022.08	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	2	0	2,022.08	0.00

GENERAL FUND	GENERAL FUND	Amount Paid	Charge Account	Account Type	Ref Num
40428	10/10/23	ACTCO005 AC&T CO, INC.			30
V3-00532	1	Fuel & Diesel Fuel: Sept 2023	34.49	01-413-231	Expenditure
				FUEL	18 1
V3-00532	2	Fuel & Diesel Fuel: Sept 2023	120.09	01-454-231	Expenditure
				FUEL	19 1
V3-00532	3	Fuel & Diesel Fuel: Sept 2023	1,409.74	01-410-231	Expenditure
				FUEL	20 1
V3-00532	4	Fuel & Diesel Fuel: Sept 2023	1,063.62	01-430-231	Expenditure
				FUEL	21 1
V3-00532	5	Fuel & Diesel Fuel: Sept 2023	64.20	08-429-231	Expenditure
				FUEL,	22 1
			2,692.14		
40429	10/10/23	ADAMS020 ADAMS ELECTRIC COOPERATIVE, IN			30
V3-00555	1	STP: Sanders Rd. Pump Station	1,928.75	08-429-361	Expenditure
				UTILITY SERVICE-ELECTRICITY	46 1
V3-00556	1	STP: Country Club Trl. Pump	144.43	08-429-361	Expenditure
				UTILITY SERVICE-ELECTRICITY	47 1
V3-00566	1	Boro Office: September 2023	906.64	01-409-361	Expenditure
				ELECTRICITY/HEAT	56 1
			2,979.82		
40430	10/10/23	ALPHA005 ALPHA SPACE CONTROL COMPANY IN			30
V3-00531	1	Pavilion Parking Lot	320.00	30-454-651	Expenditure
				CAPITAL CONSTRUCTION	17 1
40431	10/10/23	AMAZO005 AMAZON CAPITAL SERVICES			30
23-00131	1	Grease Gun Batteries	53.89	01-430-256	Expenditure
				SHOP SUPPLIES	4 1
V3-00564	1	PL: Paper	169.85	01-410-210	Expenditure
				OFFICE SUPPLIES	54 1
V3-00565	1	AED Cabinet	139.00	01-409-220	Expenditure
				OPERATING SUPPLIES	55 1
			362.74		

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Ref Seq Acct
Continued							
40432	10/10/23	GENERAL FUND BOROU005 BOROUGH OF FAIRFIELD					30
V3-00546	1	2023 Workers Comp	3,230.57	01-411-350	Expenditure		36 1
				INSURANCE-WORKERS COMP			
40433	10/10/23	BRADA005 BRAD A. SANDERS					30
V3-00553	1	Commerical Pesticide Exam	60.00	01-430-302	Expenditure		44 1
				COMMERCIAL LICENSES			
40434	10/10/23	CARRO005 CARROLL VALLEY CONSTABLES					30
V3-00534	1	Assist with an arrest	25.00	01-410-135	Expenditure		24 1
				WAGES- PT Officer			
40435	10/10/23	COUNT005 COUNTY OF ADAMS					30
V3-00535	1	2023 Municipal Tax Bills	1,156.06	01-403-325	Expenditure		25 1
				POSTAL SERVICE & POSTAGE			
40436	10/10/23	FAIRF010 FAIRFIELD COMMUNITY FIRE COMPA					30
V3-00530	1	2023 Foreign Fire Ins. Allotme	19,973.33	01-411-500	Expenditure		16 1
				CONTRIBUTIONS, GRANTS, AND SUB			
40437	10/10/23	FOUNT005 FOUNTAINDALE VOLUNTEER FIRE					30
V3-00529	1	2023 Foreign Fire Ins. Allotme	6,657.77	01-411-500	Expenditure		15 1
				CONTRIBUTIONS, GRANTS, AND SUB			
40438	10/10/23	GETTY005 GETTYSBURG TIMES					30
V3-00550	1	Legal Ad: Amending Chap 27	401.48	01-401-341	Expenditure		41 1
				ADVERTISING-GENERAL			
40439	10/10/23	GOVER005 GOVERNMENT MANAGEMENT SERVICES					30
V3-00539	1	GTRP Meeting	46.00	01-454-247	Expenditure		29 1
				RECREATION PROGRAM SUPPLIES			
V3-00540	1	Retainer for the month of Sept	3,000.00	01-404-131	Expenditure		30 1
				Professional Services - Grants			
			<u>3,046.00</u>				
40440	10/10/23	HELEN005 HELENA CHEMICAL COMPANY					30
23-00129	1	Horticulture oil	64.05	01-438-222	Expenditure		3 1
				CHEMICALS/ PESTICIDES			
40441	10/10/23	KPITE005 KPI TECHNOLOGY					30
V3-00541	1	SEO Services	3,377.50	01-413-440	Expenditure		31 1
				CONTRACTED SERVICES-SEO			
V3-00563	1	SEO Services	4,019.92	01-413-440	Expenditure		53 1
				CONTRACTED SERVICES-SEO			
			<u>7,397.42</u>				
40442	10/10/23	LABOR005 LABORATORY, ANALYTICAL & BIOLO					30
V3-00542	1	STP: Testing Sept 2023	276.00	08-429-316	Expenditure		32 1
				CONTRACT.SERVCS-LABORATORY			



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	Continued					
40443	10/10/23	LOWES005 LOWES IN-STORE ACCOUNT					30
23-00126	1	bridge lumber and split rail	120.69	01-454-257	Expenditure		2 1
				MS PROJECT SUPPLIES			
23-00142	1	pavers drill bit - pavilion	76.57	30-454-740	Expenditure		5 1
				CAP PURCHASES-MAJOR EQUIP			
			<u>197.26</u>				
40444	10/10/23	METED005 MET-ED					30
V3-00549	1	Street Light: September 2023	83.35	01-434-361	Expenditure		40 1
				ELECTRICITY			
40445	10/10/23	NULLS005 NULLS LIQUID CHLORINE					30
V3-00554	1	Chlorine	1,162.79	08-429-222	Expenditure		45 1
				OPERATING SUPPLIES-CHEMICALS			
40446	10/10/23	OLYMP005 OLYMPIAN ATHLETICS					30
23-00124	1	MS Dept Clothing	450.00	01-430-238	Expenditure		1 1
				CLOTHING ALLOWANCE			
40447	10/10/23	PAMUN005 PA MUNICIPAL RETIREMENT SYSTEM					30
V3-00543	1	2023 MMO Payment: Police	26,128.00	01-483-100	Expenditure		33 1
				PENSION CONTRIBUTION			
V3-00544	1	2023 MMO Payment: Non-Uniform	128,943.00	01-483-100	Expenditure		34 1
				PENSION CONTRIBUTION			
			<u>155,071.00</u>				
40448	10/10/23	PAMUN010 PA MUNICIPAL HEALTH INSURANCE					30
V3-00528	1	November 2023: Major Medical	8,722.51	01-401-196	Expenditure		7 1
				MAJOR MEDICAL INSURANCE			
V3-00528	2	November 2023: Major Medical	247.16	01-401-198	Expenditure		8 1
				DENTAL/VISION INSURANCE			
V3-00528	3	November 2023: Major Medical	5,088.69	01-410-196	Expenditure		9 1
				MAJOR MEDICAL INSURANCE			
V3-00528	4	November 2023: Major Medical	140.97	01-410-198	Expenditure		10 1
				DENTAL/VISION INSURANCE			
V3-00528	5	November 2023: Major Medical	12,356.33	01-430-196	Expenditure		11 1
				MAJOR MEDICAL INSURANCE			
V3-00528	6	November 2023: Major Medical	353.35	01-430-198	Expenditure		12 1
				DENTAL/VISION INSURANCE			
V3-00528	7	November 2023: Major Medical	1,454.87	08-429-196	Expenditure		13 1
				MAJOR MEDICAL INSURANCE			
V3-00528	8	November 2023: Major Medical	106.19	08-429-198	Expenditure		14 1
				DENTAL/VISION INSURANCE			
			<u>28,470.07</u>				
40449	10/10/23	PENNS015 PENNSYLVANIA ONE CALL SYSTEM,					30
V3-00536	1	September 2023: Activity Fee	20.76	08-429-300	Expenditure		26 1
				OTHER SERVICES AND CHARGES			
40450	10/10/23	SALZM005 SALZMANN HUGHES, P.C.					30
V3-00537	1	Representation as Borough Soli	3,028.80	01-404-130	Expenditure		27 1
				SOLICITOR FEES			

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
GENERAL FUND	GENERAL FUND	Continued							
40450		SALZMANN HUGHES, P.C.							
V3-00538	1	Municipal Claims	76.90	08-429-314	Expenditure		28	1	
			<u>3,105.70</u>	LEGAL SERVICES-SEWER					
40451	10/10/23	SHEAL005 SHEALERS SEPTIC SERVICE						30	
V3-00552	1	HT: September 2023	3,954.00	08-464-450	Expenditure		43	1	
				HT CONTRACTOR-CUR YR					
40452	10/10/23	STACY005 STACY L. KRIETZ						30	
V3-00527	1	Office Cleaning: 9/24/23-10/7	316.00	01-409-450	Expenditure		6	1	
				CONTRACTED SERS-CUSTODIAN					
40453	10/10/23	THEY0005 THE YORK WATER COMPANY						30	
V3-00533	1	Water: Svc 8/25/23-9/25/23	102.40	01-409-365	Expenditure		23	1	
				WATER					
40454	10/10/23	TMOBI005 T-MOBILE						30	
V3-00547	1	Wireless Svc: 8/22/23-9/21/23	69.85	01-401-321	Expenditure		37	1	
				TELEPHONE SER & INSTALN					
V3-00547	2	Wireless Svc: 8/22/23-9/21/23	69.85	08-429-321	Expenditure		38	1	
				TELEPHONE SRVCS & INSTALLATN					
V3-00548	1	PL: Connection Card Data Plan	145.60	01-410-321	Expenditure		39	1	
			<u>285.30</u>	COMMUNICATIONS					
40455	10/10/23	TOSHI005 TOSHIBA FINANCIAL SERVICES						30	
V3-00562	1	October 2023: Copier Lease	374.25	01-401-375	Expenditure		52	1	
				EQUIPMENT LEASE					
40456	10/10/23	TOSHI010 TOSHIBA AMERICA BUSINESS SOLUT						30	
V3-00551	1	Extra Copies	5.42	01-401-375	Expenditure		42	1	
				EQUIPMENT LEASE					
40457	10/10/23	WESTP005 WEST PENN POWER						30	
V3-00558	1	Ranch Pavilion: September 2023	13.47	01-454-361	Expenditure		48	1	
				UTILITY SERVICE-ELECTRICITY					
V3-00559	1	14 Ranch Trl: Barn: September	34.72	01-430-361	Expenditure		49	1	
				ELECTRICITY					
V3-00560	1	14 Ranch Trl: September 2023	189.26	01-430-361	Expenditure		50	1	
				ELECTRICITY					
V3-00561	1	Street Lights	2,386.54	01-434-361	Expenditure		51	1	
			<u>2,623.99</u>	ELECTRICITY					
40458	10/10/23	WILLI005 WILLIAMS SCOTSMAN, INC.						30	
V3-00545	1	STP: Return of Office Trailer	1,507.27	08-429-236	Expenditure		35	1	
				BUILDING MAINTENANCE SUPPLIES					
40459	10/27/23	ADAMS005 ADAMS COUNTY AUTO SUPPLY, INC.						32	
23-00136	1	battery and oxy/actetelyne	97.23	01-430-251	Expenditure		2	1	
				EQUIP PARTS - PERIODIC REPLAC					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Num Acct
GENERAL FUND	GENERAL FUND	Continued							
40459		ADAMS COUNTY AUTO SUPPLY, INC. Continued							
23-00136	1	battery and oxy/actetelyne	97.14	01-430-256	Expenditure		2	2	
				SHOP SUPPLIES					
23-00144	1	gear oil and modifier	125.12	01-430-256	Expenditure		7	1	
				SHOP SUPPLIES					
			<u>319.49</u>						
40460	10/27/23	ADAMS020 ADAMS ELECTRIC COOPERATIVE, IN							32
V3-00580	1	Trout Run Trl: Sept 2023	151.06	01-454-361	Expenditure		22	1	
				UTILITY SERVICE-ELECTRICITY					
V3-00581	1	Jacks Mtn Bridge: Sept 2023	45.98	01-433-374	Expenditure		23	1	
				HIGHWAY SERVICES/SIGNALS					
V3-00582	1	Street Lights	1,682.50	01-434-361	Expenditure		24	1	
				ELECTRICITY					
V3-00583	1	Pavilion: Sept 2023	111.07	01-454-361	Expenditure		25	1	
				UTILITY SERVICE-ELECTRICITY					
V3-00584	1	Ski Run Trl: Sept 2023	99.95	01-454-361	Expenditure		26	1	
				UTILITY SERVICE-ELECTRICITY					
V3-00585	1	MS Bldg: Sept 2023	46.79	01-430-361	Expenditure		27	1	
				ELECTRICITY					
			<u>2,137.35</u>						
40461	10/27/23	AMAZO005 AMAZON CAPITAL SERVICES							32
V3-00592	1	Solar Charge LCD Display Panel	89.99	30-410-740	Expenditure		34	1	
				CAP PURCHASES-MAJOR EQUIP					
V3-00593	1	HP LED Monitors	686.95	30-410-740	Expenditure		35	1	
				CAP PURCHASES-MAJOR EQUIP					
			<u>776.94</u>						
40462	10/27/23	AMERI005 AMERICAN UNITED LIFE INS							32
V3-00571	1	Life & Disability Premium: Nov	249.59	01-401-197	Expenditure		10	1	
				LIFE/DISABILITY INSURANCE					
V3-00571	2	Life & Disability Premium: Nov	120.74	01-410-197	Expenditure		11	1	
				LIFE/DISABILITY INSURANCE					
V3-00571	3	Life & Disability Premium: Nov	303.55	01-430-197	Expenditure		12	1	
				LIFE/DISABILITY INSURANCE					
V3-00571	4	Life & Disability Premium: Nov	59.03	08-429-197	Expenditure		13	1	
				LIFE/DISABILITY INSURANCE					
			<u>732.91</u>						
40463	10/27/23	COMMU005 COMMUNITY MEDIA OF SOUTH CENT							32
V3-00588	1	CVB Council Meeting: Sept 2023	220.00	01-400-330	Expenditure		30	1	
				Community Media Contract					
40464	10/27/23	DIGIT005 DIGITAL ALLY							32
V3-00591	1	In-Car Camera System: 2 of 5	6,084.00	30-410-740	Expenditure		33	1	
				CAP PURCHASES-MAJOR EQUIP					
40465	10/27/23	EXCAL005 EXCALIBUR TOWING							32
V3-00586	1	PL: Impound Inv# 14856	300.00	01-362-130	Revenue		28	1	
				VEHICLE IMPOUNDMENT FEE					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Ref Seq Acct
GENERAL FUND			Continued				
40466	10/27/23	FAIRF015 FAIRFIELD MUNICIPAL AUTHORITY					32
v3-00590	1	3rd Qtr 2023: Hydrant Fee	25.00	01-409-365	Expenditure		32 1
				WATER			
40467	10/27/23	GEORG010 GEORGE HARBAUGH JR.					32
v3-00576	1	Straw Bales	60.00	04-498-100	Expenditure		18 1
				Community Outreach Expenses			
40468	10/27/23	GETTY005 GETTYSBURG TIMES					32
v3-00577	1	Legal Ad: Civil Service Comm	56.33	01-401-341	Expenditure		19 1
				ADVERTISING-GENERAL			
40469	10/27/23	JMPRI005 J & M PRINTING					32
23-00140	1	Letterhead	349.00	01-401-342	Expenditure		3 1
				PRINTING & BINDING-GEN			
23-00140	2	Regular Envelopes	148.00	01-401-342	Expenditure		4 1
				PRINTING & BINDING-GEN			
23-00140	3	Window Envelopes	153.00	01-401-342	Expenditure		5 1
				PRINTING & BINDING-GEN			
23-00140	4	Septic Reports	351.00	01-413-440	Expenditure		6 1
				CONTRACTED SERVICES-SEO			
			<u>1,001.00</u>				
40470	10/27/23	KELLE005 KELLER ENGINEERS, INC.					32
v3-00589	1	Phase 2: WWTP Expansion	3,355.93	08-429-602	Expenditure		31 1
				CAPITAL CONST: Project #2			
40471	10/27/23	KILME005 KILMER INSURANCE AGENCY					32
v3-00578	1	2024-2025 Bond# 1191245	500.00	01-486-353	Expenditure		20 1
				SURETY & FIDELITY BOND/BLANK			
40472	10/27/23	MARKL005 MARKL SUPPLY COMPANY					32
23-00128	1	ammo purchase from Markl	1,248.88	01-410-242	Expenditure		1 1
				GUNS AND AMMUNITION			
40473	10/27/23	PAMUN005 PA MUNICIPAL RETIREMENT SYSTEM					32
v3-00574	1	3rd Qtr 2023: Non-Uniform Pen	5,434.34	01-225-000	G/L		16 1
				PENSION- EMPLOYEE CONTRIBUTION			
v3-00575	1	3rd Qtr 2023: Police Pension	2,081.92	01-225-000	G/L		17 1
				PENSION- EMPLOYEE CONTRIBUTION			
			<u>7,516.26</u>				
40474	10/27/23	PAUCF005 PA UC FUND					32
v3-00570	1	2023 3rd Qtr UC Pmt	170.25	01-220-000	G/L		9 1
				PA U.C. WITHHELD & MATCH			
40475	10/27/23	PECKS005 PECKS SEPTIC SERVICE, LLC					32
v3-00587	1	STP: Sludge Removal/Disposal	1,265.00	08-429-317	Expenditure		29 1
				CONTRACT.SERVCS-LAB/SLUDGE			



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			Continued				
40476	10/27/23	PSABU005 PSAB U/C PLAN					32
V3-00569	1	3rd Qtr 2023 Payment	98.55	01-220-000	G/L		8 1
				PA U.C. WITHHELD & MATCH			
40477	10/27/23	SETHS005 SETH SNYDER					32
V3-00579	1	Trunk-or-Treat Decorations	388.00	01-454-247	Expenditure		21 1
				RECREATION PROGRAM SUPPLIES			
40478	10/27/23	STACY005 STACY L. KRIETZ					32
V3-00572	1	Office Cleaning: 10/8/23-10/21	316.00	01-409-450	Expenditure		14 1
				CONTRACTED SERS-CUSTODIAN			
40479	10/27/23	TREYS005 TREYSTA TECHNOLOGY MANAGEMENT					32
V3-00594	1	Computer Set-Up Fees	4,740.00	30-401-740	Expenditure		36 1
				CAP PURCHASES-MAJOR EQUIP			
40480	10/27/23	YORKA005 YORK/ADAMS TAX BUREAU					32
V3-00573	1	3rd Qtr 2023: Local Tax Withhe	3,773.83	01-212-000	G/L		15 1
				EARNED INCOME TAXES WITHHELD			
40481	10/27/23	PAUCF005 PA UC FUND					33
V3-00595	1	2024 solvency Fee	599.95	01-401-194	Expenditure		1 1
				UNEMPLOYMENT			
V3-00595	2	2024 solvency Fee	599.95	01-410-194	Expenditure		2 1
				UNEMPLOYMENT			
V3-00595	3	2024 solvency Fee	749.92	01-430-194	Expenditure		3 1
				UNEMPLOYMENT			
V3-00595	4	2024 solvency Fee	149.99	01-454-194	Expenditure		4 1
				UNEMPLOYMENT			
V3-00595	5	2024 solvency Fee	149.99	08-429-194	Expenditure		5 1
				UNEMPLOYMENT			
			2,249.80				
40482	10/27/23	ADAMS040 ADAMS COUNTY TAX SERV					34
V3-00596	1	43039-0001: Clean & Green App	18.50	01-409-310	Expenditure		1 1
				PROPERTY TAXES			

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	55	0	283,725.96	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	55	0	283,725.96	0.00

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	57	0	285,748.04	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	57	0	285,748.04	0.00

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Totals by Year-Fund Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND	3-01	244,213.60	300.00	11,558.89	256,072.49
SPECIAL EVENT FUND	3-04	60.00	0.00	0.00	60.00
SANITARY SEWER FUND	3-08	15,595.96	0.00	0.00	15,595.96
CAPITAL RESERVE FUND	3-30	11,997.51	0.00	0.00	11,997.51
HIGHWAY AID FUND	3-35	2,022.08	0.00	0.00	2,022.08
Total of All Funds:		<u>273,889.15</u>	<u>300.00</u>	<u>11,558.89</u>	<u>285,748.04</u>

---

Totals by Fund Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND	01	244,213.60	300.00	11,558.89	256,072.49
SPECIAL EVENT FUND	04	60.00	0.00	0.00	60.00
SANITARY SEWER FUND	08	15,595.96	0.00	0.00	15,595.96
CAPITAL RESERVE FUND	30	11,997.51	0.00	0.00	11,997.51
HIGHWAY AID FUND	35	2,022.08	0.00	0.00	2,022.08
Total of All Funds:		<u>273,889.15</u>	<u>300.00</u>	<u>11,558.89</u>	<u>285,748.04</u>

Carroll Valley Borough  
Breakdown of Expenditure Account Current/Prior Received/Prior Open

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
GENERAL FUND	3-01	244,213.60	0.00	0.00	0.00	244,213.60
SPECIAL EVENT FUND	3-04	60.00	0.00	0.00	0.00	60.00
SANITARY SEWER FUND	3-08	15,595.96	0.00	0.00	0.00	15,595.96
CAPITAL RESERVE FUND	3-30	11,997.51	0.00	0.00	0.00	11,997.51
HIGHWAY AID FUND	3-35	2,022.08	0.00	0.00	0.00	2,022.08
Total of All Funds:		<u>273,889.15</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>273,889.15</u>



## BUDGET NOTICE

The 2024 proposed budget for the Borough of Carroll Valley has been tentatively adopted with the intent to set the following tax rates: Real Estate - 2.75 mils.; Dedicated Fire/EMS - .25 percent; Earned Income - .50 percent; Realty Transfer - .50 percent; and Admissions – 5.0 percent or as permitted by law. Final adoption of the 2024 proposed budget and real estate tax ordinance and resolutions is scheduled for the regular Borough Council meeting on December 12, 2023, beginning at 7:00 PM at the Borough Office, 5685 Fairfield Road, Carroll Valley, Pennsylvania.

The 2024 proposed budget is available for inspection at the Borough Office weekdays from 8:30 AM to 4:00 PM, between November 15, 2023 and December 12, 2023.

Gayle R. Marthers

Borough Secretary

**CARROLL VALLEY BOROUGH  
ADAMS COUNTY, PENNSYLVANIA**

Ordinance No. 6-2023

**AN ORDINANCE OF THE BOROUGH OF CARROLL VALLEY, ADAMS  
COUNTY, PENNSYLVANIA, FIX TO FIX AND LEVY THE REAL  
ESTATE TAX RATE FOR THE YEAR 2024**

**WHEREAS**, the Borough Council of the Borough of Carroll Valley is authorized by the Borough Code, 8 Pa.C.S. § 101, et seq., and other applicable Pennsylvania law to establish and impose certain taxes on real estate in the Borough.

**WHEREAS**, the Borough Council of the Borough of Carroll Valley has determined it to be in the best interest of the Borough to establish and impose the tax rates set forth hereinbelow.

**NOW THEREFORE BE IT ENACTED AND ORDAINED**, and it is hereby enacted by the Council of the Borough of Carroll Valley, Adams County, Pennsylvania as follows:

**SECTION 1. TAX LEVY**. That a tax be fixed and the same is hereby levied for fiscal year 2024 for all taxable real property within the Borough of Carroll Valley at a rate of 2.75 mills on each dollar of assessed valuation to be collected by the Borough's elected tax collector to be used for general revenue purposes.

**SECTION 2. REPEALER**. All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed insofar as same affects this Ordinance.

**SECTION 3. SEVERABILITY**. In any sentence, clause, section or part of this Ordinance is for any reason found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, sections or parts of this Ordinance. It is hereby declared as the intent of the Carroll Valley Borough Council that this Ordinance would have been adopted had such unconstitutional, illegal or invalid sentence, clause, section or part thereof not been included herein.

**SECTION 4. EFFECTIVE DATE**. This Ordinance shall become effective upon the earliest date provided by law.

**ENACTED, ORDAINED AND APPROVED** this \_\_\_ day of \_\_\_\_\_ 2023.

**ATTEST:**

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

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

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

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

## Notice

Notice is hereby given that Borough Council for the Borough of Carroll Valley, Adams County, Pennsylvania, intends to consider for adoption and to vote upon an enactment of an Ordinance summarized below, at its regular scheduled meeting to be held Tuesday, December 12, 2023, at 7:00 P.M. at the Township Office at 5685 Fairfield Road, Fairfield, Pennsylvania, Adams County, Pennsylvania.

The title of the proposed Ordinance is **“AN ORDINANCE OF THE BOROUGH OF CARROLL VALLEY, ADAMS COUNTY, PENNSYLVANIA, TO FIX AND LEVY THE REAL ESTATE TAX RATE FOR THE YEAR 2024.”**

If enacted, the proposed Ordinance will fix and levy the real estate tax rate for the year 2024. The proposed Ordinance will increase the current tax rate by 0.30 for a millage rate of 2.75 on each dollar of assessed valuation to be collected by the Borough’s elected tax collector to be used for general revenue purposes. The proposed millage will support the Borough in paying existing debt service and building the general fund cash reserves.

The full text of the proposed Ordinance may be examined without charge at the Borough Office, 5685 Fairfield Road, Fairfield, Pennsylvania, during regular business hours which are Monday through Friday, from 8:00 am to 4:30 pm. A copy of the proposed Ordinance has been filed with the newspaper publishing this notice and at the Adams County Law Library, 117 Baltimore Street, Room 305, Gettysburg, Pennsylvania 17325.

Any person who needs an accommodation in order to gain access to or participate in this public meeting should call (717) 642-8269 prior to the public meeting date.

Zachary M. Rice, Solicitor

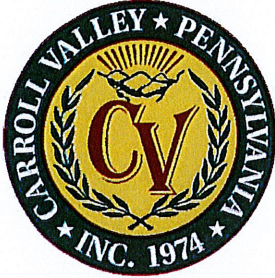
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**MEMORANDUM**

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**TO:** BOROUGH COUNCIL; MAYOR  
**FROM:** DAVID HAZLETT, BOROUGH MANAGER  
**SUBJECT:** LOT TRADE REQUEST – CHARLES DEARDORFF  
**DATE:** 11/3/2023  
**CC:** GAYLE MARTHERS

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We received a request for the council to consider a lot-trade, specifically 19 High Trail for 68 Hilltop Trail. Included here are aerial pictures showing each lot. There are a couple of issues with the request that I would like to bring to your attention:

- The Adams County assessed value of the offered lot (19 High Trail) is incredibly overstated. The owner paid \$1,726 for the lot in 2019. I believe the actual value of the lot is well below \$47,100.
- The owner of 19 High Trail is not the owner of the lot adjacent to the borough-owned 68 Hilltop Trail. Historically, when the Borough has approved trades, it has always been with the stipulation that the lot be joined with an adjacent lot. The requestor's son owns the adjoining lot, so if the council were to consider this trade request, it would be a 3-party deal, or would require an additional transaction.
- The adjacent lot owned by the requestor's son is a vacant lot, so this proposed deal would not be a lot addition to an existing homeowner property; rather, it would likely create a buildable lot for the requestor.
- I had been previously asked about this lot by another adjacent homeowner and their desire to acquire it if the Borough was ever to offer it for sale. Before doing anything with this lot, I recommend getting feedback from ALL adjacent property owners.
- The Borough has been moving away from lot trades and moving towards lot sales. I would question the Borough's need to own additional lots.
- Perhaps the Borough could consider selling this lot via public auction in 2024, after staff was able to have the lot perc tested and then appraised.













Date November 3, 2023

# Lot Trade Request Form

## Lot 1 (Owned by Requestor)

Address 19 High Trail  
 Parcel # 43022-0107---000  
 Owner Name DEARDORFF, CHARLES L  
 Owner Address 63 IRON SPRINGS RD  
 City, State, Zip Fairfield, PA 17320

Section WA  
 Lot # WA-259  
 Lot Size 0.65 acres  
 Taxes Current? Yes  
 Assessed Value \$47,100

## Lot 2 (Owned by Borough)

Address 68 Hilltop Trail  
 Parcel # 43017-0167---000  
 Owner Name BOROUGH OF CARROLL VALLEY  
 Owner Address 5685 Fairfield Road  
 City, State, Zip Carroll Valley, PA 17320

Section WA  
 Lot # WA-237  
 Lot Size 0.58 acres  
 Taxes Current? exempt  
 Assessed Value \$ 24,800

### Lot Evaluation (Check all that apply)

- Wooded      Other:
- Overgrown
- Grass
- Stream
- Can Lot be used for Future Municipal Facilities?
- Can lot be used for Flood Control?
- Does the lot have marketability for resale?
- Is adjacent lot owned by the Borough?
- < 15% slope average
- Is lot in area of higher densities of homes?
- Is lot on open public street?
- Area of significant geologic/hydrogeologic Concerns?

### Lot Evaluation (Check all that apply)

- Wooded      Other:
- Overgrown
- Grass
- Stream
- Can Lot be used for Future Municipal Facilities?
- Can lot be used for Flood Control?
- Does the lot have marketability for resale?
- Is adjacent lot owned by the Borough?
- < 15% slope average
- Is lot in area of higher densities of homes?
- Is lot on open public street?
- Area of significant geologic/hydrogeologic Concerns?

### Comments

Mr. Deardorff paid \$1,726 for this lot, but has not appealed the county assessment.

Lot Failed Perc in 2016.

### Comments

This lot is adjacent to a vacant lot owned by Mr. Deardorff's son.

No record of the lot ever being Perc tested.

Requestor: \_\_\_\_\_

Signature \_\_\_\_\_



*R. Lee Royer & Associates*

*Professional Land Surveying · PA - MD*

*10764 Buchanan Trail East, Waynesboro, PA 17268-1879*

*Ph. 717- 762-5619*

*Fax 717-762-8211*

---

November 3, 2023

Borough of Carroll Valley  
5685 Fairfield Road  
Fairfield, PA 17320

Re: Time Extension Request

Dear Borough Council;

I, R. Lee Royer, Agent for Fifty Properties, LLC, hereby request an additional extension of time November 3, 2023 to April 30, 2024 for the Borough of Carroll Valley Council approval

I further certify that I am authorized to make this request on behalf of our client Fifty Properties, LLC.

Borough of Carroll Valley Council

R. Lee Royer, Agent for Fifty Properties, LLC


By: \_\_\_\_\_  
Chairman

By: R. Lee Royer/plb  
R. Lee Royer, Agent for Developer/Owner



## MEMORANDUM

**Memo to:** Carrol Valley Borough

**Memo from:** Timothy R. Knoebel P.E. / Brandon Guiher, P.E. 

**Subject:** Subdivision and Land Development Plan Review  
Ski Liberty Operating Corp.  
Preliminary/Final Subdivision and Land Development Plan  
115 Sanders Road Fairfield, PA 17320  
Plan date: July 20, 2023 (revised 10-10-23)

**Date:** November 8, 2023

**cc:** Stantec Consulting Services Inc./ Ski Liberty Operating Corp.  
PMCA

The plan proposes to construct a new gravel parking lot for the Liberty Mountain Resort. The parking lot will include 143 new parking spaces totaling about 61,500 SF of new impervious and a forebay and basin for stormwater control. The plan also proposes to consolidate two existing parcels of 154 acres and 4.83 acres into one new parcel of about 159 acres. Both parcels are owned by Snow Time, Inc., and located in the Community Core (CC) zoning district.

### Zoning Ordinance Comments

(Comments of the engineer regarding zoning are subject to review or interpretation of the Zoning Officer and Borough Solicitor.)

*All zoning related items have been addressed.*

### Subdivision and Land Development Ordinance Comments

1. The following waivers are being requested: (attached)
  - a. (SWMO 23-406.J.f) – To provide a cutoff trench of impervious material within basin embankments. *We recommend this waiver be granted.*
  - b. (SWMO 23-406.J.b) – To provide a minimum top width of eight (8) feet for basin embankments. *We recommend this waiver be granted.*
  - c. (SWMO 23-406.B) – To provide an embankment height with a minimum 1 foot of freeboard above the maximum pool elevation for the 100-year storm event. *We recommend this waiver be granted*
  - d. (21-207.5.D) – to provide a minimum drainage pipe diameter of 15 inches (existing 12 inch entrance culvert to remain). *We recommend this waiver be granted subject to the understanding that the owner is responsible for the maintenance of the pipe.*

---

#### Knoebel, Picarelli, Inc.

2. A Deed of Consolidation needs to be approved and recorded. (352.1.B)
3. The engineer's seal and signature must be executed. (403.F)
4. The owner's acknowledgement must be executed. (406.M)
5. Bonding of related improvements in the amount of \$ \$ 197,251.73 is required in accordance with the attached estimate. (338)
6. A Stormwater Management Operations and Maintenance Agreement will need to be executed and recorded.

In summary, given the nature of the comments being administrative and provided the waiver requests are approved, we recommend consideration for approval of the plan subject to the applicant's agreement to address the comments contained in this review memorandum.



Stantec Consulting Services Inc.  
5000 Ritter Road, Suite 102  
Mechanicsburg PA 17055-6922

# Transmittal

To: Dave Hazlett  
Borough Manager

From: Bill Schnoor

Company: Borough of Carroll Valley  
Address: 5685 Fairfield Road  
Fairfield, PA 17320

- For Your Information
- For Your Approval
- For Your Review
- As Requested

Phone: (717) 642-8269  
Date: October 10, 2023  
Project/File: Liberty Mountain Parking Lot Addition  
Delivery: Via Email

### Reference: 115 Sanders Road Parking Lot Addition

On behalf of the Applicant, Ski Liberty Operating Corp., we submit the following documents in support of the Preliminary/Final Subdivision and Land Development Application for 115 Sanders Road Parking Lot Addition:

1. Comment Response Letter dated October 10, 2023
2. Revised Preliminary/Final Subdivision and Land Development Plan (13 sheets)
3. Revised Post Construction Stormwater Management (PCSM) Report
4. Waiver Request – Minimum Berm Width
5. Waiver Request – Minimum Freeboard
6. Waiver Request – Minimum Pipe Size
7. Waiver Request – Cutoff Trench

If you have any questions or require additional information, please let me know.

Sincerely,

### STANTEC CONSULTING SERVICES INC.

 Digitally signed by Schnoor, Bill  
DN: cn=Schnoor, Bill,  
ou=Stantec, DC=stantec,  
OU=stantec, DC=corp, DC=pas  
Date: 2023.10.11  
12:20:37 -0400

**Bill Schnoor** PE, PMP  
Senior Engineering Manager  
Mobile: 223-212-9574  
bill.schnoor@stantec.com

Copy: Chris Blackwell (via email)





Stantec Consulting Services Inc.  
 5000 Ritter Road Suite 102  
 Mechanicsburg PA  
 17055-8922  
 Tel. (717) 691-3355  
 Fax. (717) 691-3366  
 www.stantec.com

# 115 SANDERS ROAD PARKING LOT ADDITION

**ZONING DATA**  
 CC-COMMUNITY CORE DISTRICT

REQUIRED	PROPOSED
MINIMUM LOT WIDTH @ BUILDING	10,000 SF OTHER USES
MINIMUM SETBACKS:	FRONT YARD
FRONT YARD	10 FT
SIDE YARD	NA
REAR YARD	15 FT
MAXIMUM IMPERVIOUS COVERAGE	25%
MINIMUM VEGETATIVE COVER	75%

**PARKING SPACE SURFACE REQUIREMENTS**

PARKING SPACES	GRAVEL	PAVED	TOTAL	% PAVED
EXISTING	1514	573	2087	27.48%
PROPOSED	143	0	143	0.00%
TOTAL	1657	573	2230	25.70%

**ADA PARKING SPACE REQUIREMENTS**

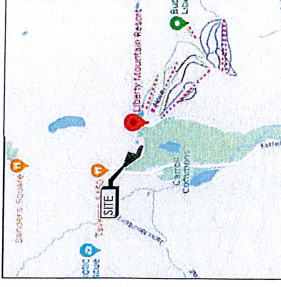
PARKING SPACES	PERMANENT	SEASONAL	TOTAL	PROVIDED ADA SPACES	MINIMUM ADA SPACES
EXISTING	448	1639	2087	12	19
PROPOSED	0	143	143	0	2
TOTAL	448	1782	2230	12	21

\* SEASONAL ADA PARKING SPACE SHALL BE PUT IN PLACE AT ADA COMPLIANT PARKING SPACES AND REMAIN IN PLACE BETWEEN DECEMBER 15 AND MARCH 15.

# Preliminary/Final Subdivision and Land Development Plan For Ski Liberty Operating Corp.

Carroll Valley Borough,  
 Adams County, Pennsylvania

2023.07.20  
 LAST REVISED: 2023.10.10



LOCATION MAP

**Sheet List Table**

Drawing Number	Sheet Number	Sheet Title
G-001	1	COVER SHEET
C-101	2	EXISTING CONDITIONS PLAN
C-111	3	LOT CONSOLIDATION PLAN - NORTH
C-112	4	LOT CONSOLIDATION PLAN - SOUTH
C-121	5	SITE PLAN
C-131	6	GRADING AND UTILITY PLAN
C-141	7	EROSION & SEDIMENT CONTROL PLAN
C-142	8	EROSION & SEDIMENT CONTROL DETAILS
C-143	9	EROSION & SEDIMENT CONTROL NOTES
C-161	10	POST CONSTRUCTION STORMWATER MANAGEMENT PLAN
C-162	11	POST CONSTRUCTION STORMWATER MANAGEMENT NOTES & DETAILS
L-191	12	LANDSCAPE PLAN
L-192	13	LANDSCAPE DETAILS AND NOTES

**GENERAL NOTES:**  
 1. THE PURPOSE OF THIS PLAN IS TO CONSOLIDATE TWO (2) EXISTING PARCELS INTO ONE (1) PARCEL FOR THE CONSTRUCTION OF A 74'-41,500 SF GRAVEL PARKING LOT AND 143 ADA COMPLIANT, SEASONAL PARKING FOR THE SKI LIBERTY RESORT.  
 2. THIS PLAN WILL BE SUBJECT TO ALL APPLICABLE REGULATIONS, ORDINANCES, AND SHALL BE SUBJECT TO ALL ENCUMBRANCES ESTABLISHED BY RECORDS OF RECORD.

**APPLICANT/OWNER:**  
 SNOW TIME INC.  
 121 SANDERS ROAD  
 FAIRFIELD PA 17320

**CHRIS BLACKWELL**  
 PHONE NUMBER: (717)-642-8282 EXT: 3303

**SITE INFORMATION**  
 PARCEL 1: 121 SANDERS ROAD  
 DEED RECORDED IN ADAMS COUNTY  
 DEED BOOK: 5480 PAGE: 122  
 PARCEL IDENTIFICATION NUMBER (PIN): 43010-0006-000

**PARCEL 2: 115 SANDERS ROAD**  
 DEED RECORDED IN ADAMS COUNTY  
 DEED BOOK: 5480 PAGE: 122  
 PARCEL IDENTIFICATION NUMBER (PIN): 43010-0004-000

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

**PLAN PREPARER CERTIFICATE**  
 I HEREBY CERTIFY THAT THIS PLAN IS CORRECT  
 REGISTERED ENGINEER \_\_\_\_\_ DATE: \_\_\_\_\_  
 LICENSE NO.: \_\_\_\_\_

**PLANNING COMMISSION CERTIFICATION**  
 REVIEWED BY THE PLANNING COMMISSION OF THE BOROUGH OF CARROLL VALLEY THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2023.

**BOROUGH MANAGER:** \_\_\_\_\_ DATE: \_\_\_\_\_

**CHIEF, PLANNING COMMISSION:** \_\_\_\_\_ DATE: \_\_\_\_\_

**BOROUGH COUNCIL CERTIFICATION**  
 APPROVED BY THE BOROUGH COUNCIL OF THE BOROUGH OF CARROLL VALLEY THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2023.

**BOROUGH MANAGER:** \_\_\_\_\_ DATE: \_\_\_\_\_

**PRESIDENT, BOROUGH COUNCIL:** \_\_\_\_\_ DATE: \_\_\_\_\_

**ADAMS COUNTY OFFICE OF PLANNING AND DEVELOPMENT CERTIFICATION**  
 REVIEWED BY THE ADAMS COUNTY OFFICE OF PLANNING AND DEVELOPMENT ON THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2023.

**SECRETARY:** \_\_\_\_\_ DATE: \_\_\_\_\_

**DIRECTOR, ADAMS COUNTY OFFICE OF PLANNING AND DEVELOPMENT:** \_\_\_\_\_ DATE: \_\_\_\_\_

I HEREBY CERTIFY THAT THIS SURVEY AND PLAN ARE CORRECT  
 REGISTERED SURVEYOR \_\_\_\_\_ DATE: \_\_\_\_\_  
 LICENSE NO.: \_\_\_\_\_

I/We \_\_\_\_\_ being duly sworn, according to law, depose that I/We do/are the author(s) of the above and below herein being considered for subdivision or land development designated for public use, if not previously, are hereby tendered for dedication for public use.  
 Witness our hands and seals this \_\_\_\_ day of \_\_\_\_\_, 2023

**SIGNATURE** \_\_\_\_\_  
 Affidavit:  
 Commonwealth of Pennsylvania  
 County of Adams  
 sworn and subscribed to me this \_\_\_\_ day of \_\_\_\_\_, 2023

**NOTARY PUBLIC** \_\_\_\_\_





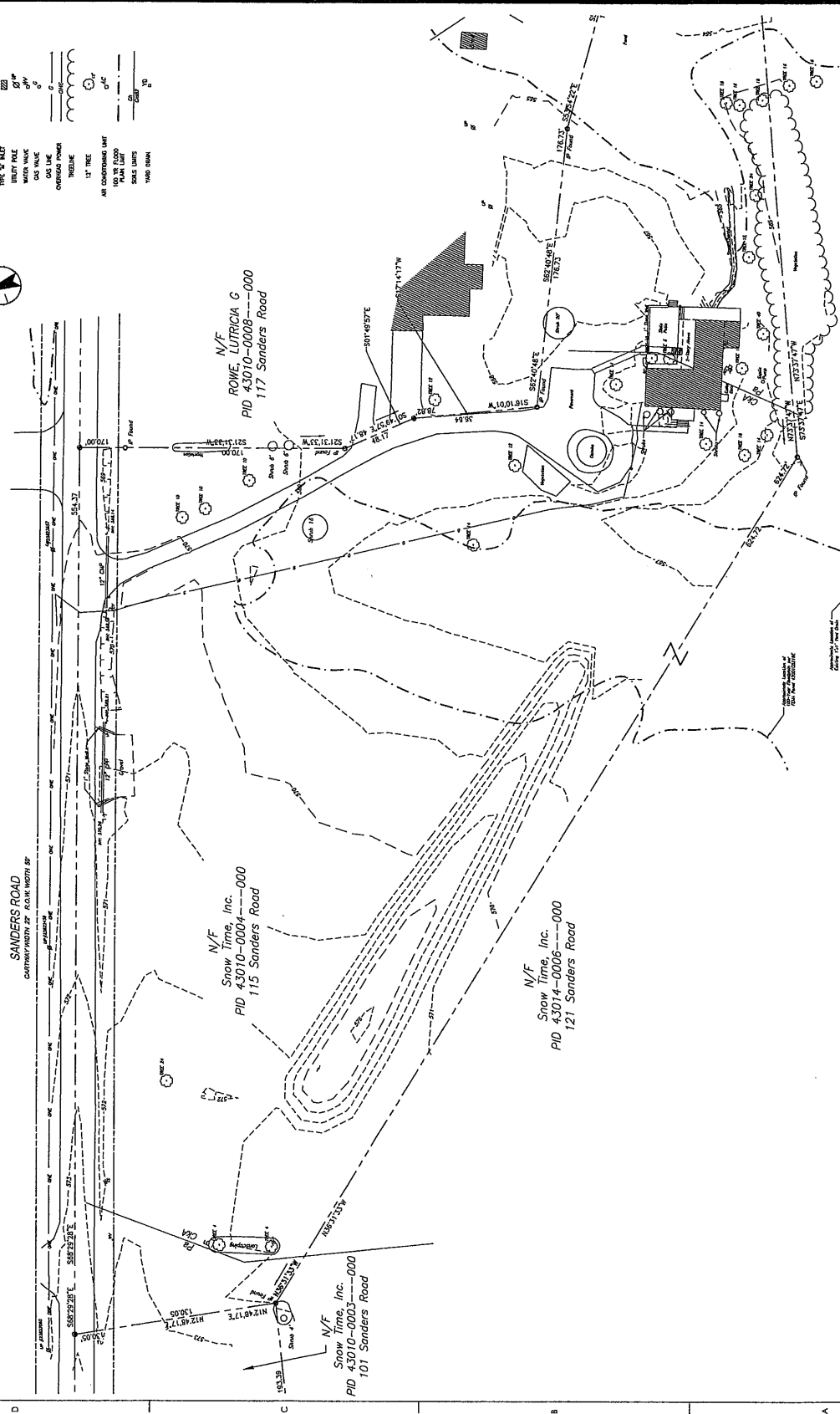
Stantec Consulting Services Inc.  
1500 Avenue Drive Suite 140  
Boulder, Colorado 80501  
Tel: (303) 440-2000  
Fax: (303) 440-5000

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EXISTING LEGEND

ROADWAY	--->---
RIGHT OF WAY	---
PROPERTY LINE	---
CONCRETE	---
ASPHALT	---
GRAVEL	---
DIRT	---
TOP OF MOUNTAIN	---
TOP OF HILL	---
TOP OF VALLEY	---
TOP OF SLOPE	---
TOP OF BANK	---
TOP OF CLIFF	---
TOP OF CANYON	---
TOP OF MOUNTAIN	---
TOP OF HILL	---
TOP OF VALLEY	---
TOP OF SLOPE	---
TOP OF BANK	---
TOP OF CLIFF	---
TOP OF CANYON	---



Scale: 1" = 30'  
Drawing No.: C-101

PRELIMINARY  
NOT FOR  
CONSTRUCTION

Not for permit, pricing or other critical construction information. This drawing is for general information or comment only.

Client/Project:  
SKI LIBERTY OPERATING CORP.

115 SANDERS ROAD  
PARKING LOT ADDITION  
BOROUGH OF CARROLL VALLEY, ADAMS COUNTY, PA

Title:  
EXISTING CONDITIONS PLAN

Permit/Spec:

NO.	DATE	BY	APP.	DATE	DESCRIPTION
1	08/11/2011	JM	JM	08/11/2011	ISSUE FOR PERMIT
2	08/11/2011	JM	JM	08/11/2011	ISSUE FOR PERMIT
3	08/11/2011	JM	JM	08/11/2011	ISSUE FOR PERMIT
4	08/11/2011	JM	JM	08/11/2011	ISSUE FOR PERMIT
5	08/11/2011	JM	JM	08/11/2011	ISSUE FOR PERMIT
6	08/11/2011	JM	JM	08/11/2011	ISSUE FOR PERMIT
7	08/11/2011	JM	JM	08/11/2011	ISSUE FOR PERMIT
8	08/11/2011	JM	JM	08/11/2011	ISSUE FOR PERMIT
9	08/11/2011	JM	JM	08/11/2011	ISSUE FOR PERMIT
10	08/11/2011	JM	JM	08/11/2011	ISSUE FOR PERMIT

Project No.: 202711946  
Scale: 1" = 30'  
Revision: Sheet  
3 of 3  
Drawing No.: C-101

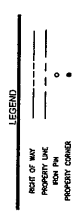


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West Chester, PA 19380-5407  
www.stantec.com

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The Contractor shall be responsible for all details. DO NOT scale the drawing.  
The Contractor shall be responsible for all details. DO NOT scale the drawing.

NOTES: 1. REFERENCE TO THIS PLAN IS TO CONSOLIDATE THE (1) PARCELS SHOWN  
2. SEE (1) PARCEL.



LOT CONSOLIDATION TABLE

PO 43010-0004-000	210,395 SF (4.83 ACRES)
PO 43010-0006-000	6,715,210 SF (154.18 ACRES)
TOTAL	6,925,605 SF (158.99 ACRES)



NO.	DATE	BY	CHKD.	DESCRIPTION
1	08/14/2014	W. J. WILSON	W. J. WILSON	PRELIMINARY CONSTRUCTION
2	08/14/2014	W. J. WILSON	W. J. WILSON	CONSTRUCTION
3	08/14/2014	W. J. WILSON	W. J. WILSON	CONSTRUCTION
4	08/14/2014	W. J. WILSON	W. J. WILSON	CONSTRUCTION
5	08/14/2014	W. J. WILSON	W. J. WILSON	CONSTRUCTION
6	08/14/2014	W. J. WILSON	W. J. WILSON	CONSTRUCTION
7	08/14/2014	W. J. WILSON	W. J. WILSON	CONSTRUCTION
8	08/14/2014	W. J. WILSON	W. J. WILSON	CONSTRUCTION
9	08/14/2014	W. J. WILSON	W. J. WILSON	CONSTRUCTION
10	08/14/2014	W. J. WILSON	W. J. WILSON	CONSTRUCTION

PRELIMINARY  
NOT FOR  
CONSTRUCTION

Not for permit, pricing or other official purposes. This drawing is for general information only. Please refer to the contract documents for complete and correct details for general information or comment only.

Client/Project:  
SKI LIBERTY OPERATING CORP.

116 SANDERS ROAD  
PARKING LOT ADDITION  
BOROUGH OF CARROLL VALLEY, ADAMS COUNTY, PA

Title:  
LOT CONSOLIDATION PLAN - NORTH

Project No.  
20211948  
Scale  
1"=125'

Revision Sheet  
3  
Drawing No.  
C-111



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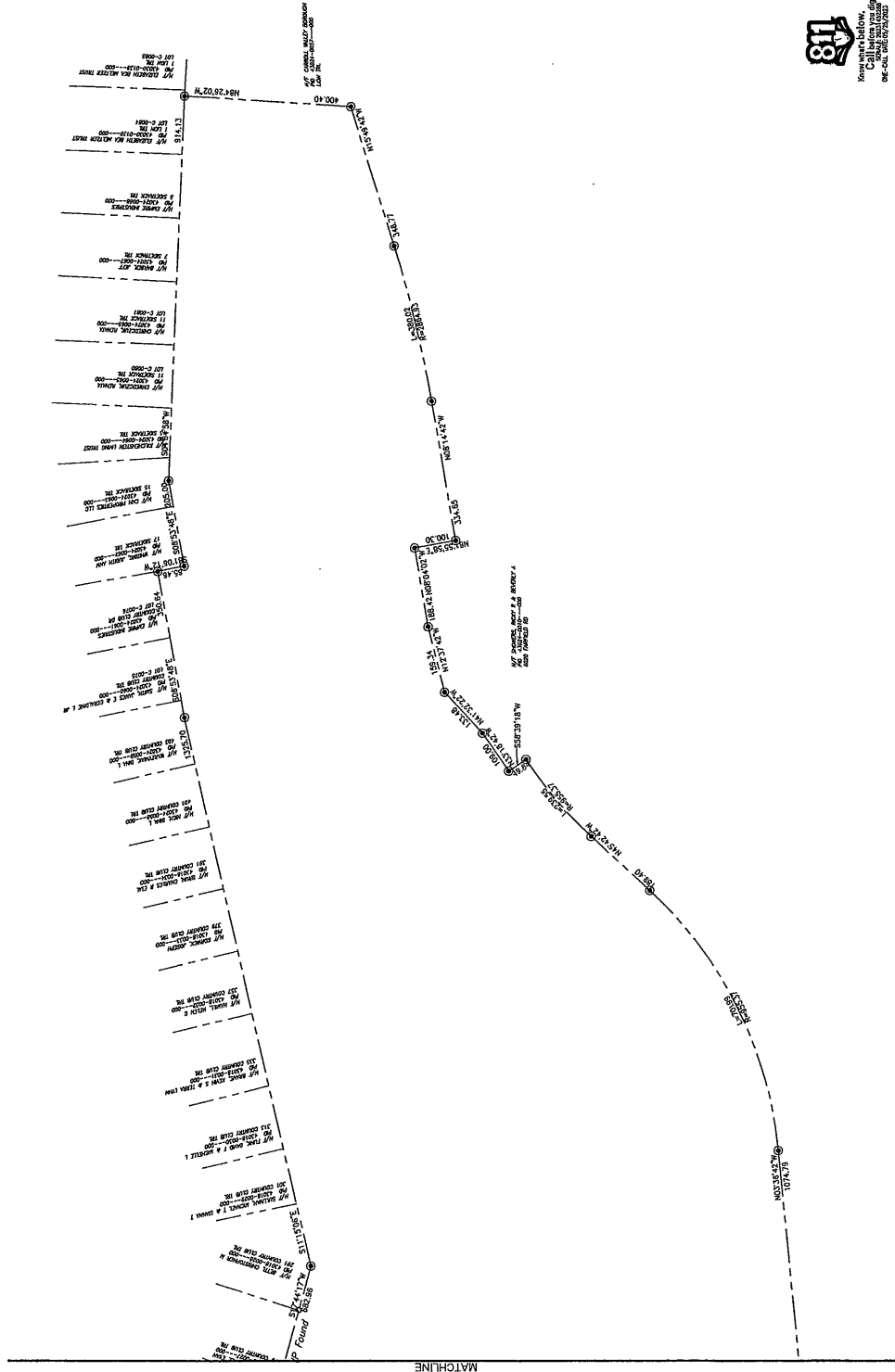
NOTES:  
 1. THE PURPOSE OF THIS PLAN IS TO CONSOLIDATE TWO (2) PARCELS AND ONE (1) PARCEL.

**LEGEND**  
 DASHED LINE PROPERTY LINE  
 SOLID LINE BOUNDARY CORNER  
 CIRCLE PROPERTY CORNER



**LOT CONSOLIDATION TABLE**

PG 43010-0004-000	210,395 SF (4.83 ACRES)
PG 43010-0005-000	6,715,210 SF (154.16 ACRES)
<b>TOTAL</b>	<b>6,925,605 SF (158.99 ACRES)</b>



NO.	DATE	BY	CO.	REVISION
1	08/11/2011	MM	MM	PRELIMINARY
2	08/11/2011	MM	MM	CONSTRUCTION
3	08/11/2011	MM	MM	CONSTRUCTION
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99	08/11/2011	MM	MM	CONSTRUCTION
100	08/11/2011	MM	MM	CONSTRUCTION

**PRELIMINARY  
 NOT FOR  
 CONSTRUCTION**  
 No lot lines, parking or other related information should be used for construction purposes without the completed or checked status for general information or comment only.

**Client/Project**  
 SKI LIBERTY OPERATING CORP.  
 115 SANDERS ROAD  
 PARKING LOT ADDITION  
 BOROUGH OF CARROLL VALLEY, ADAMS COUNTY, PA

**Title**  
 LOT CONSOLIDATION PLAN - SOUTH

**Project No.**  
 202211946

**Scale**  
 AS SHOWN

**Revision**  
 3 of 13

**Drawings No.**  
 C-112



Stantec Consulting Services Inc.  
 300 North 15th Street, Suite 200  
 Harrisburg, PA 17103-5402  
 www.stantec.com

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NOTES

1. THE PURPOSE OF THIS PLAN IS FOR THE CONSTRUCTION OF A 1.1/- PARCEL FOR THE SKI LIBERTY ADULT RECREATION CENTER, SECOND PHASE, FOR THE SKI LIBERTY ADULT RECREATION CENTER, SECOND PHASE.
2. ALL SITE SERVICES SHALL COMPLY WITH CARROLL VALLEY BOROUGH ZONING ORDINANCE.

NO.	DATE	BY	CHK'D	APP'D	DESCRIPTION
1	02/01/19	W. J. [unclear]	W. J. [unclear]	[unclear]	ISSUE FOR PERMIT
2	02/01/19	W. J. [unclear]	W. J. [unclear]	[unclear]	ISSUE FOR PERMIT
3	02/01/19	W. J. [unclear]	W. J. [unclear]	[unclear]	ISSUE FOR PERMIT
4	02/01/19	W. J. [unclear]	W. J. [unclear]	[unclear]	ISSUE FOR PERMIT
5	02/01/19	W. J. [unclear]	W. J. [unclear]	[unclear]	ISSUE FOR PERMIT
6	02/01/19	W. J. [unclear]	W. J. [unclear]	[unclear]	ISSUE FOR PERMIT
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9	02/01/19	W. J. [unclear]	W. J. [unclear]	[unclear]	ISSUE FOR PERMIT
10	02/01/19	W. J. [unclear]	W. J. [unclear]	[unclear]	ISSUE FOR PERMIT

PRELIMINARY  
 NOT FOR  
 CONSTRUCTION

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Client/Project  
 SKI LIBERTY OPERATING CORP.

115 SANDERS ROAD  
 PARKING LOT ADDITION  
 BOROUGH OF CARROLL VALLEY, ADAMS COUNTY, PA

Title  
 SITE PLAN

Project No.  
 20271198

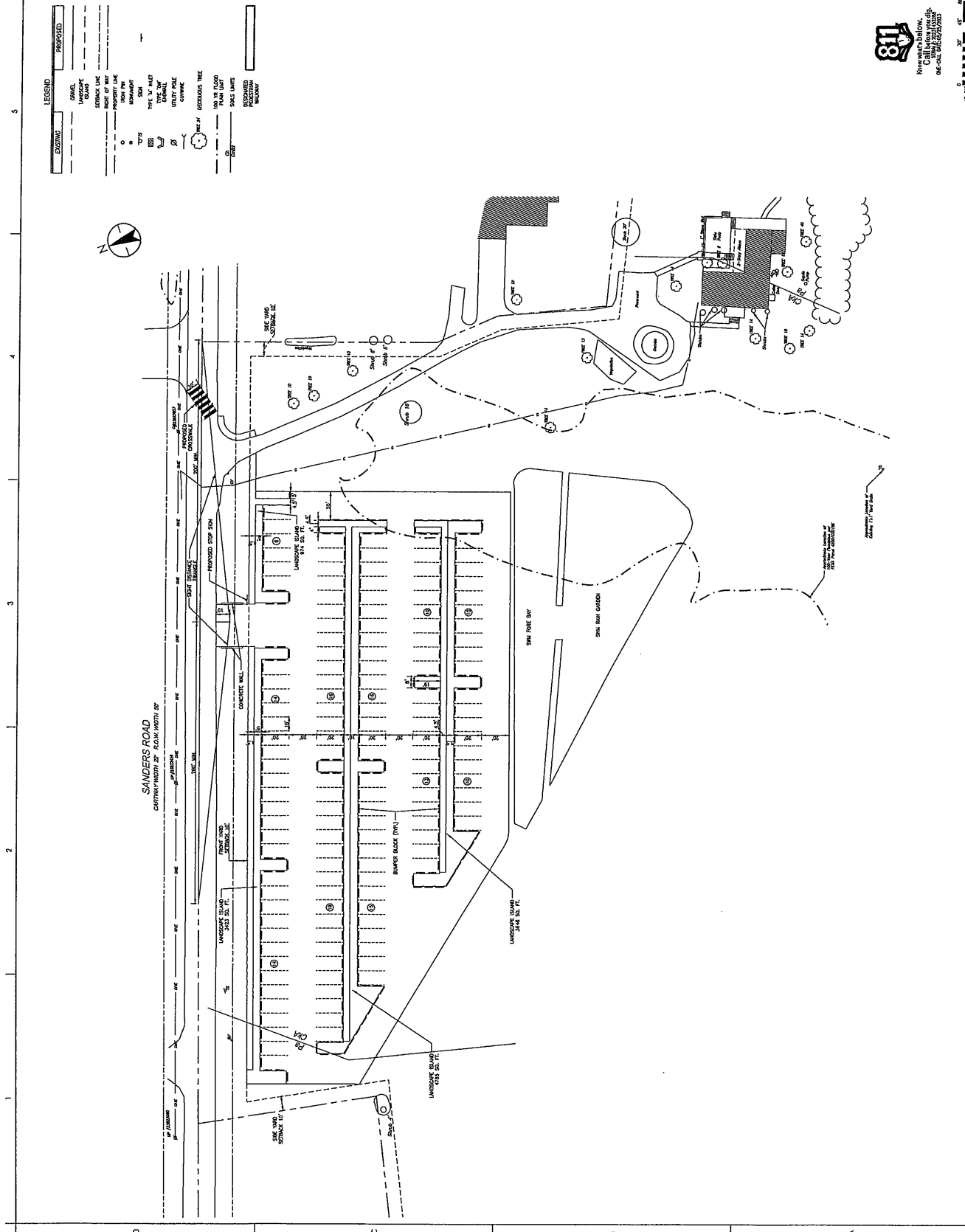
Scale  
 1" = 30'

Revision  
 Sheet 3 of 13

Drawn By  
 [unclear]

Checked By  
 [unclear]

C-121



811  
 Know what's below.  
 Call before you dig.  
 ONE-CALL 811-PA-2020

1" = 30'

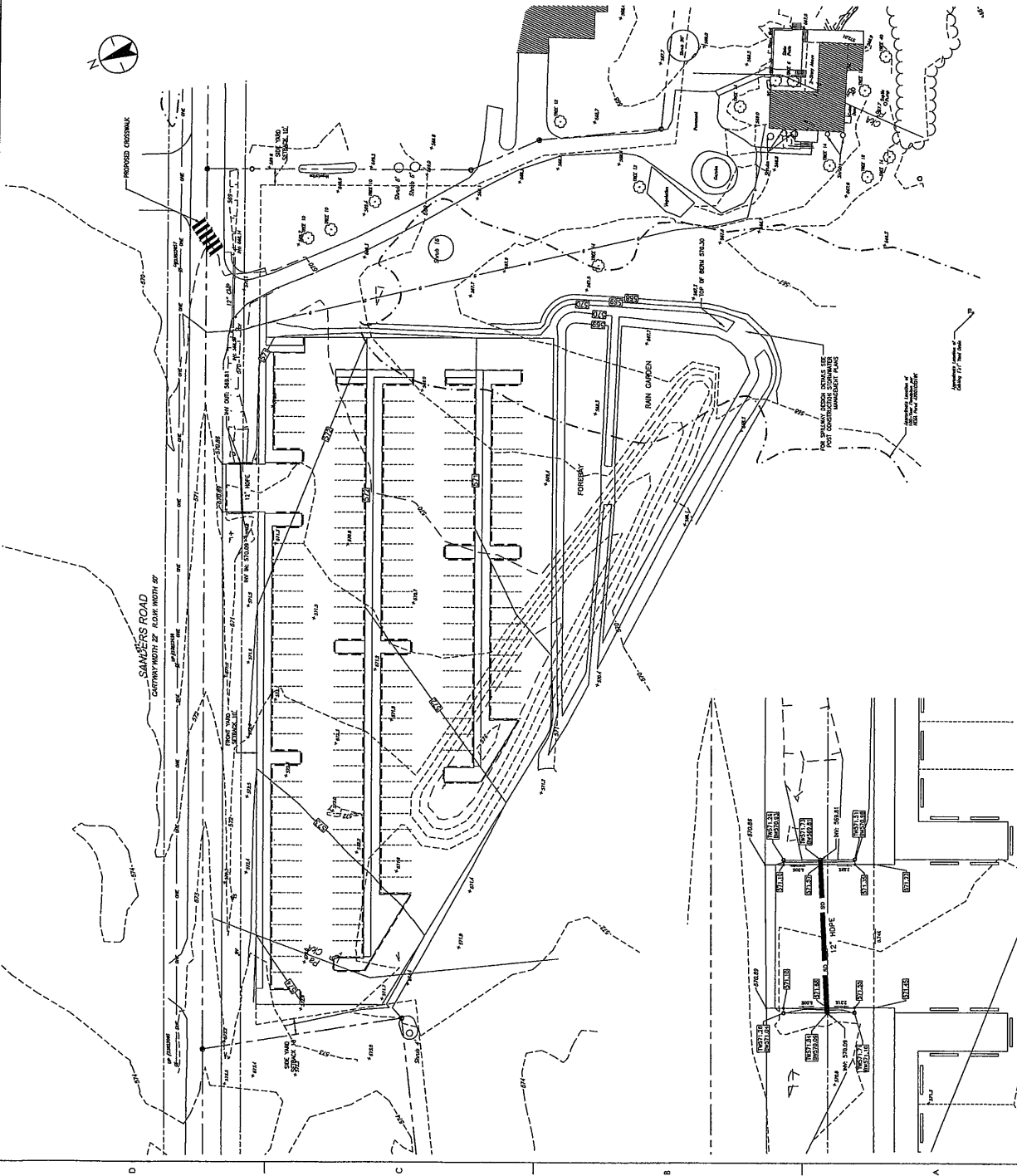


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 Philadelphia, PA 19103-3333  
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 Fax: 215-381-2001  
 www.stantec.com

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- NOTES**
1. REFER TO EXISTING AND PROPOSED GRADING PLANS FOR ALL ELEVATIONS AND DRAINAGE INFORMATION. ALL ELEVATIONS ARE IN FEET UNLESS OTHERWISE NOTED. ALL DISTANCES ARE IN FEET UNLESS OTHERWISE NOTED. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
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  4. CONTRACTOR SHALL VERIFY THE APPROPRIATE INSPECTION AGENCIES IN THE AREA OF THE PROJECT. CONTRACTOR SHALL VERIFY THE APPROPRIATE INSPECTION AGENCIES IN THE AREA OF THE PROJECT. CONTRACTOR SHALL VERIFY THE APPROPRIATE INSPECTION AGENCIES IN THE AREA OF THE PROJECT.
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  6. SETD ALL MARKS WITHIN THE LIMIT OF WORK AND ALL MARKS DETERMINED BY THE CONTRACTOR SHALL BE SETD WITH STED SCOPED MARK.
  7. UNLESS OTHERWISE NOTED, MARKS TO BE SETD AS SHOWN ON THIS PLAN.
  8. CONTRACTOR SHALL VERIFY THE APPROPRIATE INSPECTION AGENCIES IN THE AREA OF THE PROJECT. CONTRACTOR SHALL VERIFY THE APPROPRIATE INSPECTION AGENCIES IN THE AREA OF THE PROJECT. CONTRACTOR SHALL VERIFY THE APPROPRIATE INSPECTION AGENCIES IN THE AREA OF THE PROJECT.
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PROPERTY LINE	PROPERTY LINE
1" FINISH	1" FINISH
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**PRELIMINARY CONSTRUCTION NOT FOR PERMITS**  
 No fee permit, plan or other official purposes. The document has not been prepared for construction or contract only.

Client/Project  
 SKI LIBERTY OPERATING CORP.  
 115 SANDERS ROAD  
 PARKING LOT ADDITION  
 BOROUGH OF CARROLL VALLEY, ADAMS COUNTY, PA  
 Title  
 GRADING AND UTILITY PLAN

Project No.  
 20211946  
 Scale  
 1" = 30'  
 Revision  
 3  
 Drawing No.  
 6 of 13  
**C-131**













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NOTES

NO.	DATE	BY	CHKD.	DESC.
1	03/15/11	JL	JK	ISSUED FOR PERMIT
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99	03/15/11	JL	JK	ISSUED FOR PERMIT
100	03/15/11	JL	JK	ISSUED FOR PERMIT

**PERMIT/NOT FOR CONSTRUCTION**  
 Not for permit, pricing or other official purposes. For construction only. General information is common only.

**Client/Project:**  
 SKI LIBERTY OPERATING CORP.

**115 SANDERS ROAD**  
 PARKING LOT ADDITION  
 BOROUGHS OF CHARLOT VALLEY, ADAMS COUNTY, PA

**POST CONSTRUCTION STORMWATER MANAGEMENT PLAN**

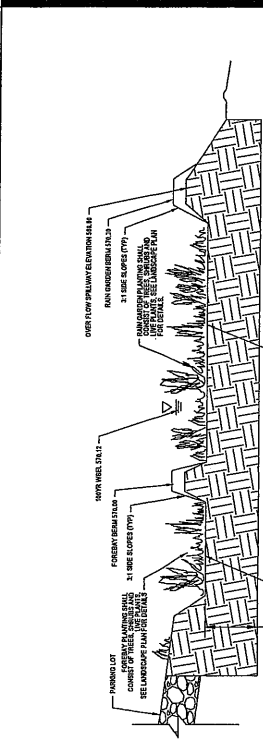
**Project No.:**  
 202719-05

**Revision:** Sheet  
 3

**Scale:**  
 1" = 30'

**Drawing No.:**  
 C-162

5



**NOTE:**  
 ALL LAYERS OF FILL SHALL COMPACT TO 95% OF MAXIMUM DRY DENSITY.  
 ONLY FILL SHALL BE IN PLACE FROM 10' FROM RAIN GARDEN.

**GENERAL NOTES**

1. ALL SUBSTRATA IN THIS OVERFLOW/BIORETENTION BED SHALL NOT BE COMPACTED OR SUBJECT TO ANY LOADS OTHER THAN THAT OF THE GROUND SURFACE DURING CONSTRUCTION.
2. INITIAL FILLING SHALL BE COMPLETED BY SEPTEMBER 15, 2011. ALL FILL SHALL BE PLACED AND COMPACTED IN 4" LIFTS. ALL DISTURBED AREAS IN THE DRAINAGE AREA SHALL BE REVEGETATED WITH TURF OR SEEDS AND MULCH TO MATCH EXISTING CONDITIONS.
3. FILLING IN THE GARDEN BOTTOM, THE MATERIAL SHALL BE REMOVED WITH LIGHT EQUIPMENT AND EQUIVALENT. THE GARDEN SHALL BE BUILT TO A MINIMUM DEPTH OF 6 INCHES WITH A TURF OR SEEDS AND MULCH TO MATCH EXISTING CONDITIONS.
4. LIGHT RE-CREATION AREAS DAMAGED BY EROSION PLANNING OR TRAFFIC COMPACTION SHALL BE RE-CREATED TO MATCH EXISTING CONDITIONS. ALL RE-CREATION SHALL BE COMPLETED BY SEPTEMBER 15, 2011.

**PLANTING INSTALLATION**

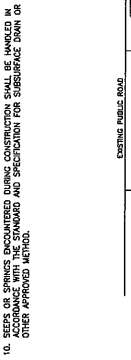
1. PLANT TREES AND SHRUBS ACCORDING TO SPECIFICATIONS AND ONLY FROM MID MARCH THROUGH MARCH 31, 2011.
2. PLANT TREES AND SHRUBS SHALL BE PLACED IN THE GARDEN FROM MID SEPTEMBER THROUGH MID NOVEMBER, UNLESS OTHERWISE SPECIFIED.
3. ALL PLANTING SHALL BE DONE BY A LICENSED LANDSCAPE ARCHITECT OR OTHER QUALIFIED PERSONNEL.
4. PLANTING SHALL BE DONE IN ACCORDANCE WITH THE BEST MANAGEMENT PRACTICES (BMP) MANUAL, LATEST EDITION.
5. PLANTING SHALL BE DONE IN ACCORDANCE WITH THE BEST MANAGEMENT PRACTICES (BMP) MANUAL, LATEST EDITION.
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3

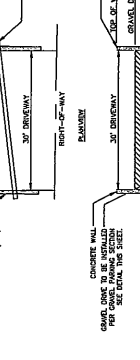
**SOIL REMEDIATION AND RESTORATION**

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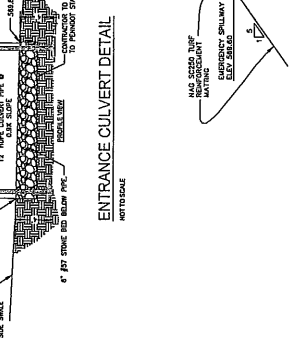
**RAIN GARDEN / BIO-RETENTION ZONE**



**ENTRANCE CULVERT DETAIL**



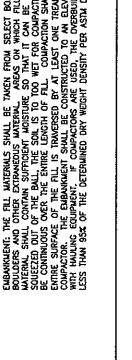
**RAIN GARDEN / BIO-RETENTION ZONE**



**RAIN GARDEN EMBANKMENT AND SPILLWAY DETAILS**



**ON-SITE GRAVEL PARKING SECTION DETAIL**

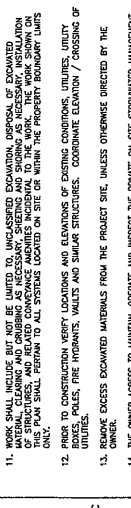


2

**SOIL CONSTRUCTION STORMWATER MANAGEMENT NOTES**

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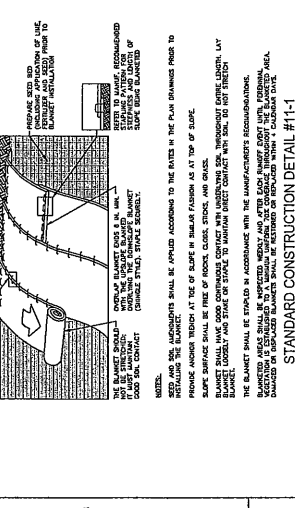
**STANDARD CONSTRUCTION DETAIL #1-1**



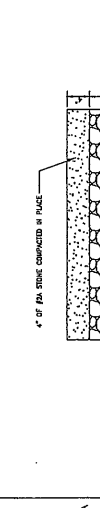
**ON-SITE GRAVEL PARKING SECTION DETAIL**



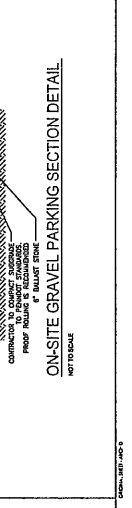
**RAIN GARDEN / BIO-RETENTION ZONE**



**RAIN GARDEN EMBANKMENT AND SPILLWAY DETAILS**



**ON-SITE GRAVEL PARKING SECTION DETAIL**

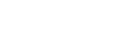


4

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**RAIN GARDEN / BIO-RETENTION ZONE**



**ENTRANCE CULVERT DETAIL**



**RAIN GARDEN / BIO-RETENTION ZONE**



**RAIN GARDEN EMBANKMENT AND SPILLWAY DETAILS**



**ON-SITE GRAVEL PARKING SECTION DETAIL**



5

**SOIL CONSTRUCTION STORMWATER MANAGEMENT NOTES**

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**RAIN GARDEN / BIO-RETENTION ZONE**



**ENTRANCE CULVERT DETAIL**



**RAIN GARDEN / BIO-RETENTION ZONE**



**RAIN GARDEN EMBANKMENT AND SPILLWAY DETAILS**



**ON-SITE GRAVEL PARKING SECTION DETAIL**











**Stantec Consulting Services Inc.**  
5000 Ritter Road, Suite 102  
Mechanicsburg PA 17055-6922

October 10, 2023

Project/File: 202711948

**Borough Council**  
Borough of Carroll Valley  
5685 Fairfield Road  
Fairfield, PA 17320

Dear Borough Council Members,

**Reference: 115 Sanders Road Parking Lot Addition**

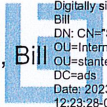
On behalf of the Applicant, Ski Liberty Operating Corp., we hereby request a waiver of the Borough Stormwater Management and Soil Erosion and Sedimentation Control Ordinance § 23-406.J.f to provide a cutoff trench of impervious material within basin embankments.

The Applicant is respectfully requesting the waiver based on design differences between traditional stormwater management basins and current low profile stormwater management BMPs such as the proposed rain garden. The overall depth of the proposed rain garden is only 1.3 feet and therefore a cutoff trench of impervious material would NOT be necessary for impermeability or structural stability of a berm of this height and a width of five (5) minimum.

Sincerely,

**STANTEC CONSULTING SERVICES INC.**

Schnoor, Bill



Digitally signed by Schnoor, Bill  
DN: CN=Schnoor, Bill,  
OU=Internal, OU=users,  
OU=stantec, DC=corp,  
DC=ads  
Date: 2023.10.11  
12:23:28-04'00'

**Bill Schnoor** PE, PMP  
Senior Engineering Manager  
Mobile: 223-212-9574  
bill.schnoor@stantec.com

Click or tap here to enter text.



**Stantec Consulting Services Inc.**  
5000 Ritter Road, Suite 102  
Mechanicsburg PA 17055-6922

October 10, 2023

Project/File: 202711948

**Borough Council**  
Borough of Carroll Valley  
5685 Fairfield Road  
Fairfield, PA 17320

Dear Borough Council Members,

**Reference: 115 Sanders Road Parking Lot Addition**

On behalf of the Applicant, Ski Liberty Operating Corp., we hereby request a waiver of the Borough Stormwater Management and Soil Erosion and Sedimentation Control Ordinance § 23-406.J.b to provide a minimum top width of eight (8) feet for basin embankments.

The Applicant is respectfully requesting the waiver based on design differences between traditional stormwater management basins and current low profile stormwater management BMPs such as the proposed rain garden. The overall depth of the proposed rain garden is only 1.3 feet and therefore a minimum embankment width of eight (8) would be considered excessive from a design perspective. We are proposing an embankment width of five (5) feet.

Sincerely,

**STANTEC CONSULTING SERVICES INC.**

Digitally signed by Schnoor, Bill  
DN: CN=Schnoor, Bill,  
OU=Internal, OU=users,  
OU=stantec, DC=corp,  
DC=ads  
Date: 2023.10.11  
12:23:05-04'00'

**Bill Schnoor** PE, PMP  
Senior Engineering Manager  
Mobile: 223-212-9574  
bill.schnoor@stantec.com

Click or tap here to enter text.



**Stantec Consulting Services Inc.**  
5000 Ritter Road, Suite 102  
Mechanicsburg PA 17055-6922

October 10, 2023

Project/File: 202711948

**Borough Council**  
Borough of Carroll Valley  
5685 Fairfield Road  
Fairfield, PA 17320

Dear Borough Council Members,

**Reference: 115 Sanders Road Parking Lot Addition**

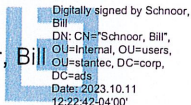
On behalf of the Applicant, Ski Liberty Operating Corp., we hereby request a waiver of the Borough Stormwater Management and Soil Erosion and Sedimentation Control Ordinance § 23-406.B to provide an embankment height with a minimum 1.0 foot of freeboard above the maximum pool elevation for the 100-year storm event.

The Applicant is respectfully requesting the waiver based on design differences between traditional stormwater management basins and current low profile stormwater management BMPs such as the proposed rain garden. The depth of the proposed rain garden below the spillway is only 0.6 feet and the overall depth is only 1.3 feet. Providing 1.0 foot of freeboard would nearly double the size of the rain garden. In addition, the proposed design does NOT create any increased safety risk due to the proposed location and use.

Sincerely,

**STANTEC CONSULTING SERVICES INC.**

Schnoor, Bill



Digitally signed by Schnoor,  
Bill  
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OU=Internal, OU=users,  
OU=stantec, DC=corp,  
DC=ads  
Date: 2023.10.11  
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**Bill Schnoor** PE, PMP  
Senior Engineering Manager  
Mobile: 223-212-9574  
bill.schnoor@stantec.com

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**Stantec Consulting Services Inc.**  
5000 Ritter Road, Suite 102  
Mechanicsburg PA 17055-6922

October 10, 2023

Project/File: 202711948

**Borough Council**  
Borough of Carroll Valley  
5685 Fairfield Road  
Fairfield, PA 17320

Dear Borough Council Members,

**Reference: 115 Sanders Road Parking Lot Addition**

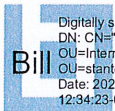
On behalf of the Applicant, Ski Liberty Operating Corp., we hereby request a waiver of the Borough Streets and Sidewalks Ordinance § 21.207.5.D to provide a minimum drainage pipe diameter of 15 inches.

The Applicant is respectfully requesting the waiver based on limitations imposed by existing conditions. The pipe diameter of the existing pipe is 12 inches with minimal cover. Increasing the pipe diameter to 15 inches would negatively impact the amount of cover which is constrained by the existing elevations of the roadway and roadside drainage swale. Based on analysis, the proposed 12-inch culvert pipe will perform at 46% capacity for the 25-year storm event.

Sincerely,

**STANTEC CONSULTING SERVICES INC.**

Schnoor, Bill



Digitally signed by Schnoor, Bill  
DN: CN="Schnoor, Bill",  
OU=Internal, OU=users,  
OU=stantec, DC=corp, DC=ads  
Date: 2023.10.11  
12:34:23-04'00'

**Bill Schnoor** PE, PMP  
Senior Engineering Manager  
Mobile: 223-212-9574  
bill.schnoor@stantec.com

Click or tap here to enter text.





Stantec Consulting Services Inc.  
5000 Ritter Road, Suite 102  
Mechanicsburg PA 17055-6922

October 10, 2023

Project/File: 202711948

**Dave Hazlett**  
Borough of Carroll Valley  
5685 Fairfield Road  
Fairfield, PA 17320

Dear Dave,

**Reference: Prelim/Final Sub. & LD Plan - 115 Sanders Rd. Parking Lot Addition**

On behalf of the Applicant, Ski Liberty Operating Corp., we offer the following responses to plan review comments issued by KPI Technology in a letter dated September 1, 2023, regarding the above referenced project. Review comments are typed below in *italics* followed by Stantec responses in **bold text**:

Zoning Ordinance Comments:

1. *The Zoning Officer should determine if a Special Exception will be required for the addition of a parking lot for use by an existing resort. (801.C.5)*

**No changes in existing use or expansion of existing use are proposed. In addition, an official Sketch Plan was submitted to the Borough on March 30, 2023, and an email response was received from Dave Hazlett on April 20, 2023, identifying the applicable process being the "Preliminary/Final Subdivision and Land Development Plan" submission. A Special Exception was not identified as being required.**

2. *It should be clearly defined/noted how pedestrians will be transported to the resort area. If shuttles are being provided, shuttle stop areas should be depicted. If users of the adjacent parking lot are historically known to walk up Sanders Road to the resort, then a sidewalk along Sanders Road should be considered. (1600.C)*

**A designated pedestrian walkway from the proposed parking lot to a proposed crosswalk has been added. The proposed cross walk aligns with the existing drive on the other side of Sanders Road which provides direct access to the existing pedestrian walkway on the north side of Sanders Road. Pedestrians will take this walkway to get to the resort.**

3. *A tabulation of resort-wide required and proposed parking spaces should be provided. (1601)*

**A table has been added to the coversheet showing the existing and proposed number of parking spaces.**

4. *The Zoning Officer should determine if the proposed parking lot, in conjunction with other resort parking lots, contains more than 400 spaces and if it would therefore be subject to surfacing requirements of section 1602. B.2.*

Reference: Prelim/Final Sub. & LD Plan - 115 Sanders Rd. Parking Lot Addition

**A table has been added to the coversheet showing the existing and proposed number of parking spaces along with the percentage paved.**

5. *Terminal islands shall be provided at both ends of all parking space rows and one mid-row island shall be provided for every 20 contiguous parking spaces. (1602.C.3.a&b)*

**Terminal islands and mid-row islands have been added to the plan.**

6. *Curbing or bumper blocks shall be provided around all terminal islands, mid-row islands and divider strips to prevent vehicular encroachment. (1602.C.3.d) Bumper blocks are also required to delineate parking spaces on non-paved parking lots. (1602.E.2)*

**Bumper blocks have been added around all terminal islands, mid-row islands and divider strips at parking spaces.**

7. *Within the parking lot, pedestrian walkways or sidewalks shall be provided. (1602.C.3.e)*

**Designated pedestrian walkways have been added to the plan.**

8. *The parking lot illumination standards shall be met. A photometrics plan is required. (1602.G)*

**Parking lot illumination is not required or proposed as part of this plan and therefore illumination standards are not applicable. This has been confirmed with the Borough Manager.**

9. *It will not be clear if the parking lot landscaping requirements are met until the above comments are resolved. Additional comments may apply. (1602.H)*

**Acknowledged**

10. *The Zoning Officer should determine if / how many ADA accessible spaces are required in the proposed parking lot. (1605)*

**A table has been added to the coversheet showing the required and proposed number of ADA parking spaces.**

11. *The plans should note that any proposed signage shall meet the requirements of the Zoning Ordinance. (1707)*

**Note 2 has been added to the Site Plan (C-121).**

Subdivision and Land Development Comments:

12. *Adams County Planning comments should be considered. (301)*

**Adams County Planning comments have been considered in preparation of the revised documents.**



Reference: Prelim/Final Sub. & LD Plan - 115 Sanders Rd. Parking Lot Addition

13. *A Deed of Consolidation needs to be approved and recorded. (352.1.B)*

**A Deed of Consolidation will be provided prior to recording.**

14. *The engineer's seal and signature should be executed on the approved plans. (403.F)*

**Engineer's signature and seal will be provided prior to recording.**

15. *The approved plans shall be acknowledged/executed by the owners. (406.M)*

**The approved plans will be acknowledged/executed by the owners prior to recording.**

16. *A certificate of approval needs to be added for the Borough Planning Commission. (406.N)*

**Borough Planning Commission certification block has been added to the coversheet.**

17. *With regard to the proposed entrance, we note the following:*

a. *Sight distances and a clear sight triangle should be provided for the proposed entrance. (406.L, 529)*

**Sight distance lines have been added to site plan sheet C-121. Clear sight triangle has been added to landscape plan sheet L-191.**

b. *An existing 12-inch culvert pipe is shown under the proposed parking lot entrance. It should be confirmed that the size/condition/type of pipe meets the Borough standards and that adequate cover is/will be present. (21.207.5.D)*

**See attached waiver request regarding minimum pipe size. Also, additional details have been added to the plan and section 4.5 "Culvert Analysis" has been added to the PCSM Report.**

c. *All geometries (radii, width) at the proposed entrance should be clearly depicted and labeled. We note the entrance width does not appear to be consistent. (406).*

**Additional details and dimensions have been added to the plan to clearly define the proposed driveway entrance.**

d. *It should be clarified on the plans what portion of the proposed entrance will be paved. The driveway ordinance requires pavement or concrete to the right-of-way line at a minimum. (21.207.6.B)*

**The proposed design calls for a compacted gravel surface which is an impermeable surface. In addition, based on the degree of slope, location, and similar topographic factors, the proposed driveway would NOT create an erosion or runoff problem. Therefore, we are respectfully requesting concurrence that the proposed plan is compliant with § 21.207.6.B of the Streets and Sidewalks Ordinance.**

Reference: Prelim/Final Sub. & LD Plan - 115 Sanders Rd. Parking Lot Addition

- e. *A stop sign should be provided for patrons exiting the parking lot. Additional interior and pedestrian signage should be provided as needed.*

**A stop sign has been added for vehicles exiting the proposed parking lot.**

18. *Any improvements proposed in the Sanders Road right-of-way will require a Borough permit. The proposed mid-block crosswalk will need to be approved through the Borough and meet the requirements of the Zoning Ordinance 802.C and SALDO 543.*

**The proposed crosswalk will be submitted and reviewed as part of this Preliminary/Final Subdivision and Land Development plan submission.**

19. *An approved E&S Plan/NPDES Permit are required.*

**E&S Plan/NPDES Permit application have been approved by the Adams County Conservation District. NPDES #PAC010242.**

20. *Bonding of related improvements is required. A cost estimate should be submitted for review. (338)*

**An Engineer's Estimate of Probable Construction Cost will be provided upon conditional approval and prior to recording.**

Stormwater Management Comments:

21. *On sheet C-142, it appears that steps #17-26 of the "General Construction Sequence" are out of place. Please revise for consistency with this project and appropriate order of construction.*

**The general construction sequence on sheet C-142 has been updated to more appropriately reflect the order of construction.**

22. *There appears to be multiple construction sequences for the construction of the raingarden. "Critical Stage of Construction - Rain Garden Infiltration BMP" on sheet C-142 and C-162, as well as a construction sequence under the "Rain Garden / Bioretention Zone" Detail on sheet C-162. There should be one sequence to follow for construction of the raingarden with the critical stages outlined. Additionally, the sequence should be site specific, as it appears that the "Critical Stage of Construction - Rain Garden Infiltration BMP" mentions an infiltration bed and geotextile.*

**The duplicate copy of the "critical stages of construction" notes have been removed from C-162. Also, the construction sequence under the "Rain Garden / Bioretention Zone" detail on sheet C-162 has been revised to be specific to Planting Installation. In addition, the "critical stages of construction" on sheet C-142 have been updated to be site specific.**

23. *Please revise the clarity of the forebay and raingarden grading. The proposed contours extend past the existing contours they should be tying into. Additionally, there are proposed contours that overlap each other and an extra proposed contour line that is prohibiting the clarity of the grades. A few examples include:*



Reference: Prelim/Final Sub. & LD Plan - 115 Sanders Rd. Parking Lot Addition

- a. *The 571 contour on the northwest side of the forebay extends past the existing 571 contour.*
- b. *There are overlapping lines/grades in the northwest corner of the forebay.*
- c. *There appears to be an extra line connecting the one side of the berm at the emergency spillway to the other (570 contour).*

**The plans have been revised to improve the clarity of the forebay and raingarden grading.**

24. *In the "Test Pits" table on sheet C-161 it appears that the existing grade column for DR- 2A, 28, and 2C should be 569.4 instead of 596.4. Please revise accordingly.*

**The plans have been revised accordingly.**

25. *On sheet C-162, the 100-year surface elevation given in the "Raingarden I Bioretention Zone" detail (elev. 570.11) varies from the "Raingarden Embankment and Spillway Details" (elev. 570.08).*

**The 100-year water surface elevation has been updated on both details accordingly. Based on the model updates associated with this comment letter, specifically the updates to CN values, the final 100-year water surface elevation is 570.12.**

26. *No plantings should be proposed on the side slopes or tops of embankments to avoid compromising the structural stability of the BMPs.*

**Sheet C-191 has been revised to move plantings off side slopes and tops of embankments.**

27. *On sheet C-181 and C-182, please depict a discharge flow path for DP002 as it leaves the property.*

**Pre and Post development drainage area maps (sheets C-181 and C-182) have been revised to show the discharge path for DP002 as it leaves the property.**

28. *Please provide the Limit of Disturbance on both the Existing and Proposed Drainage Area Maps (C-181 and C-182).*

**The Limit of Disturbance has been added to the Pre and Post Development Drainage Area Maps, sheets C-181 & C-182.**

29. *The minimum top width of the raingarden and forebay embankment is 8 feet (23-406 J.b.). We also note that the details of the raingarden on sheet C-162 are inconsistent with the grading plans on the widths of the embankment. Please revise accordingly.*

**See attached waiver request. Also, the grading of the rain garden berm has been adjusted to be 5 foot minimum.**

30. *A cutoff trench is required for all basin embankments (23-406-J.f.). The location of the cutoff trench and its extents should be depicted on the plans with corresponding details.*

**See attached waiver request.**

Reference: Prelim/Final Sub. & LD Plan - 115 Sanders Rd. Parking Lot Addition

31. *An owner statement and notes on the plans indicating that the stormwater management facilities are permanent and require operation and maintenance responsibilities must be provided for signature (23-501-B.2.v. & x.).*

**Owner statement and notes have been added to PCSM sheet C-161.**

32. *Pertaining to the Volume Tab of the DEP PCSWM Spreadsheet:*

- a. *According to the structural BMP Volume Credit for BMP No. 1, credit is being accounted for as an MRC design; however, the raingarden is not designed based on MRC standards. Please revise accordingly.*

**The Volume Tab of the DEP PCSWM Spreadsheet has been revised to uncheck the MRC credit section.**

- b. *Please provide calculations on the credit being taken for the "Storage Volume (CF)" of BMP No. 1.*

**Section 4.3.1 of the PCSM Report has been revised to add additional discussion regarding the Storage Volume provided by BMP No. 1 and referencing Page 32 in Appendix D.2 demonstrating compliance with Runoff Volume requirements.**

33. *It appears that only 0.19 feet of freeboard is available at 100-year water surface elevation on the raingarden embankment. The height of the embankment must be set as to provide a minimum of one foot of freeboard above the maximum water surface elevation in the facility during all storms. Please revise accordingly (23-406-C.).*

**See attached waiver request. In addition, we believe the correct ordinance section should be 23-406.B and we have referenced this section in the waiver request.**

34. *The curve numbers (CNs) and calculations utilized on the DEP PCSWM Spreadsheet and in HydroCAD do not seem to account for the area of Pen law (Pa) soil that is located in the drainage areas. Please revise the calculations to take credit for the areas located in this soil type as "D" rated soil with the corresponding curve numbers (23-408-E.).*

**Due to the minimal amount of Pen law (Pa) soils within the drainage area of the proposed improvements, the existing site soils were modeled as type 'C' soils. This design approach is conservative and results in lower predevelopment peak runoff rates which establishes lower post development peak runoff rate limits.**

35. *Please ensure that all of the appropriate curve numbers are being utilized in the HydroCAD and Volume Spreadsheet calculations. All impervious surfaces (including gravel) should be a CN of 98, all open space 'C' soil should be a CN of 74, and open space 'D' soil should be a CN of 80 (23-408-E.).*

**The values have been updated as requested to modify all gravel and impervious areas to a CN of 98. The open space areas have been updated to a CN of 74. As previously mentioned per comment response 33, the type D soils were not incorporated in the overall calculations**



Reference: Prelim/Final Sub. & LD Plan - 115 Sanders Rd. Parking Lot Addition

and in much of the proposed development that soil area will be gravel. The 20% of existing impervious that is to be treated as meadow per the DEP requirements is held at a CN of 71. The DEP spreadsheets control the CN's set in the table based on the description of the land cover. In order to modify the CN value from 71 to 74 we would have to choose an alternate land cover from the available menu options and then the description would not read "Impervious as Meadow" per their requirement. For this reason, in the model and the DEP spreadsheets we have held the CN of 71 to meet the DEP requirements. The table below illustrates the DEP CN values used in their worksheet.

Pre-Construction Land Cover	Curve Numbers			
	HSG A	HSG B	HSG C	HSG D
Pervious as Meadow	30	58	71	78
Impervious as Meadow	30	58	71	78
Forested (Good Condition)	30	55	70	77
Impervious Areas: Paved Parking Lots, Roofs, Driveways, etc. (Excluding ROW)	98	98	98	98
Impervious Areas: Streets and Roads - Paved; Curbs and Storm Sewers (Excluding ROW)	98	98	98	98
Impervious Areas: Streets and Roads - Paved; Open Ditches (Including ROW)	83	89	92	93
Impervious Areas: Streets and Roads - Gravel (Including ROW)	76	85	89	91
Impervious Areas: Streets and Roads - Dirt (Including ROW)	72	82	87	89
Impervious Areas: Commercial	98	98	98	98
Impervious Areas: Industrial	98	98	98	98
Impervious Areas: Institutional	98	98	98	98

The CN values are based on NRCS' [Urban Hydrology for Small Watersheds \(TR-55\)](#) ("TR-55"). The land covers of "Pervious as Meadow" and "Impervious as Meadow" are equivalent to "Meadow – Continuous Grass, Protected from Grazing and Generally Mowed for Hay" in TR-55, and the land cover of "Forested (Good Condition)" is equivalent to "Woods (Good Condition)" in TR-55.

36. *The Time of Concentration path for Post-Development Uncontrolled Area 1A measures around 350 feet in length, however, it appears that a length of 450 feet is being accounted for in HydroCAD. Please revise as needed (23-408-D.).*

**The Time of Concentration path for the Post-Development Uncontrolled Area 1A has been updated to the correct length of 356 linear feet as shown in the plan.**

37. *The Soil Stockpile Detail states that 8" inlet soxx will be used around the stockpile, however, the plan calls for 18" silt sock. Please revise.*

**The soil stockpile detail has been revised to direct the contractor to follow the Erosion and Sediment Control plans for placement of silt socks.**

We trust that these revised plans will allow you to complete your review for this project. Feel free to reach out to us directly if you have any questions or need additional information.

October 10, 2023  
Dave Hazlett  
Page 8 of 8

Reference: Prelim/Final Sub. & LD Plan - 115 Sanders Rd. Parking Lot Addition

Sincerely,

**STANTEC CONSULTING SERVICES INC.**

Schnoor, Bill  Digitally signed by Schnoor, Bill  
DN: CN=Schnoor, Bill,  
OU=Internal, OU=users,  
OU=stantec, DC=corp, DC=ads  
Date: 2023.10.10 15:46:09-04'00'

**Bill Schnoor** PE, PMP  
Senior Engineering Manager  
Mobile: 223.212.9574  
bill.schnoor@stantec.com

Click or tap here to enter text.



**Jennifer Schafer** LEED, AP  
Phone: 412.219.5547  
Jenn.Schafer@stantec.com



**BOROUGH OF CARROLL VALLEY  
IMPROVEMENT GUARANTEE (IG) AND REDUCTION TABULATION  
SITE IMPROVEMENTS**

PROJECT NAME: 115 Sanders Road Parking Lot Addition  
 IG DATE: 11/8/2023  
 IG REDUCTION DATE:

PROJECT NO: 202711948  
 PREPARED BY: Bill Schnoor, PE  
 PLAN DATE: 10/10/2023

Item #	Description	Units	Quantity	Unit Cost	Item Total	Improvement Guarantee Reduction		Improvement Guarantee Remaining			
						Completed	Reduction	Completed	Reduction	% Remain	Total
<b>A</b>											
<b>EROSION &amp; SEDIMENTATION CONTROL</b>											
1	Filter Sock, 12"	LF	1,228	\$ 8.50	\$ 10,438.00	0%	\$ -	0%	\$ -	100%	\$ 10,438.00
2	Filter Sock, 18"	LF	418	\$ 9.50	\$ 3,971.00	0%	\$ -	0%	\$ -	100%	\$ 3,971.00
3	Temporary Seeding	SY	1,210	\$ 3.25	\$ 3,932.50	0%	\$ -	0%	\$ -	100%	\$ 3,932.50
4	Erosion Control Matting	SY	1,150	\$ 5.15	\$ 5,922.50	0%	\$ -	0%	\$ -	100%	\$ 5,922.50
5	Rock Construction Entrance	EA	1	\$ 15,000.00	\$ 15,000.00	0%	\$ -	0%	\$ -	100%	\$ 15,000.00
				<b>Category Total</b>	<b>\$ 39,264.00</b>						<b>\$ 39,264.00</b>
<b>B</b>											
<b>STORMWATER MANAGEMENT</b>											
1	Rain Garden & Forebay w/ Amended Soils	EA	1	\$ 50,000.00	\$ 50,000.00	0%	\$ -	0%	\$ -	100%	\$ 50,000.00
2	Landscaping	EA	1	\$ 40,000.00	\$ 40,000.00	0%	\$ -	0%	\$ -	100%	\$ 40,000.00
				<b>Category Total</b>	<b>\$ 90,000.00</b>						<b>\$ 90,000.00</b>
<b>C</b>											
<b>SITE</b>											
1	Bumper Blocks	EA	236	\$ 62.00	\$ 14,632.00	0%	\$ -	0%	\$ -	100%	\$ 14,632.00
2	Crosswalk	EA	1	\$ 600.00	\$ 600.00	0%	\$ -	0%	\$ -	100%	\$ 600.00
3	Internal Pedestrian Walkways	LF	1,135	\$ 4.25	\$ 4,823.75	0%	\$ -	0%	\$ -	100%	\$ 4,823.75
4	Landscaping	EA	1	\$ 30,000.00	\$ 30,000.00	0%	\$ -	0%	\$ -	100%	\$ 30,000.00
				<b>Category Total</b>	<b>\$ 50,055.75</b>						<b>\$ 50,055.75</b>
<b>Sub-Total</b>						<b>\$ 179,319.75</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>Subtotal</b>	<b>\$ 179,319.75</b>
<b>10% Contingency</b>						<b>\$ 17,931.98</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>Total</b>	<b>\$ 197,251.73</b>
<b>Total</b>						<b>\$ 197,251.73</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>Total</b>	<b>\$ 197,251.73</b>

# UNFINISHED BUSINESS

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Funding Solutions

Update to Council

November 8, 2023

## Memorandum

To: Carroll Valley Borough Council  
From: GMS Funding Solutions (GMS)

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

*Carroll Valley Borough Trail Project*

Request: \$212,000

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 September 19, 2023 CFA, it is anticipated these will be announced at the next board meeting.

**Next Steps:** Award announcements are anticipated to occur at the CFA meeting on November 21, 2023. 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. 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.

**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.

The Borough, PENNVEST, GMS, and Salzmans Hughes attended the first settlement conference call on May 23, 2023 and the second on Aug. 16, 2023. Loan closing is now anticipated to occur on Nov. 16, 2023. The Borough has received a reimbursement resolution since internal Borough funds will be used to pay contractor bills until the PENNVEST loan funds are received. All other items are uploaded to the PENNVEST portal. At this time, it is anticipated that the awarded contractor, Hickeys Associates, Inc., will mobilize in the first quarter of 2024.

**Next Steps:** The Council should act on the reimbursement resolution. The loan is anticipated to be closed on Nov. 16, 2023.

### **STATEWIDE LOCAL SHARE ACCOUNT (LSA)**

#### *Carroll Commons Park Improvements*

Request: \$276,000

Each application must include a cohesive project scope based on a singular project. The focus of the grant request will be overall improvements to Carroll Commons Park. Specifically, 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. GMS and the Borough attended a meeting with Representative Moul on Oct. 26, 2023 and with staff from Senator Mastriano's office on Nov. 2, 2023. Both were amenable to the project and willing to provide support letters. The grant deadline is Nov. 30, 2023, and it is anticipated that awards will occur in late 2024.

**Next Steps:** GMS will provide draft support letters to both Rep. Moul's and Sen. Mastriano's office for consideration. GMS will finalize the application narrative and submit it by Nov. 30, 2023.

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

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

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

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

### **ELECTRIC VEHICLE (EV) CHARGING STATIONS INITIATIVE**

GMS and the Borough decided to add the EV charging stations to the Statewide LSA request. If the request is not awarded, or awarded in part, GMS will continue to research potential funding sources for the EV charging stations.

**Next Steps:** If the Statewide LSA grant request is not awarded, GMS to continue to monitor potential programs.

### **PROJECTS/PROGRAMS TO MONITOR**

- Broadband Initiative
- Intersection of Routes 16 and 116 Traffic Light
- Sports complex and recreation area construction on Borough-owned property along Routes 16 and 116 – planning document and construction of project





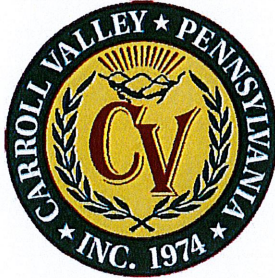
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**MEMORANDUM**

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**TO:** BOROUGH COUNCIL; MAYOR  
**FROM:** DAVID HAZLETT, BOROUGH MANAGER  
**SUBJECT:** 33 MASON DIXON TRAIL  
**DATE:** 11/3/2023  
**CC:** GAYLE MARTHERS

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As directed by the Borough Council, we have completed the Perc Testing on the above-named lot. The lot passed Phase 1 and Phase 2 testing and is officially "Perc Approved."

The Borough Council has the following options regarding that lot:

- Have a new appraisal completed on the lot with this new perc status. After receipt of said appraisal, follow the lot sale guidelines to sell the lot.
- Don't complete a new appraisal and notify the adjacent property owner that the lot is not for sale.

I have reached out to the adjacent property owners and asked them if they wanted to withdraw their request to purchase the lot or if they were hoping the Borough would proceed with the sale. I will let you know their feelings once I hear back from them.

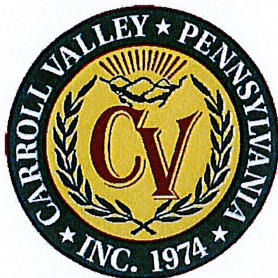
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**MEMORANDUM**

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**TO:** BOROUGH COUNCIL; MAYOR  
**FROM:** DAVID HAZLETT, BOROUGH MANAGER  
**SUBJECT:** RESIDENTIAL CHICKENS ON FAWN TRAIL  
**DATE:** 11/3/2023  
**CC:** GAYLE MARTHERS

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My apologies for missing the last Borough Council meeting. I learned after I returned to work that the council took action to allow the Fawn Trail chickens to stay where they were.

Had I been present, I would have informed the Council that the chicken ordinance isn't the only ordinance they are in violation of... the chicken coop doesn't meet the requirements of the zoning ordinance for accessory structures. The Borough Council does not hold the authority to "waive" anything in the zoning ordinance; that would be the Zoning Hearing Boards' responsibility.

The coop is approximately 25 feet off the front right-of-way line (zoning 35' front setback for everything) and is an "accessory structure not located in the side or rear yard (zoning)." Even with the recently approved amendment for certain accessory structures, the coop doesn't meet the exception definition, as it is too small, and the coop is still located "directly in front of the house." That is why the previous recommendation from the Planning Commission, Staff, and your attorney was given to match a revision of the Chicken Ordinance with the requirements of the zoning ordinance.

I believe the applicant likely left the October meeting thinking she could keep her chickens where they are currently. Unless the Council approves a zoning ordinance revision or the Zoning Hearing Board grants them a variance (which seems unlikely due to the facts of this case), then they still need to relocate the chicken coop to comply with the current Zoning Laws.

The Borough Council cannot resolve the issue with simple motions and votes. If it is the desire of the Council to permit their activity, you will need ordinance amendments, one for the Zoning Ordinance and another for the Chicken Ordinance. Afterward, everyone in the Borough would be able to put a chicken coop in the front yard, in front of their house, and within 25 feet of the street.

I have yet to deny the applicant's permit request, as I thought it best to discuss with the Borough Council first, in lieu of your previous involvement with this application.

# NEW BUSINESS

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FOR YOUR INFORMATION

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**Municipal Services Report  
October 2023**

**Road Work and Right of Way: 102 Man-Hours**

- Road work performed included:
  - Trimmed trees Throughout the Borough Roadways
  - Swept several Roadways with excessive stone and debris.
  - Removed Asphalt that was spilled onto Skylark Trail by a local paving company.
  - Repaired street signs on Jacobs/Warren Intersection, Valley Trail and Creekview trails

**Equipment Maintenance and Repair: 123 Man-Hours**

- Municipal Services/Parks/Zoning/STP Departments:
  - PM Service on MS 6 (2012 International D/T)
  - PM Service on MS8 (2015 Mack D/T)
  - Repaired a hydraulic hose on EQMS5 (2017 John Deere Boom Mower)

**Police Department: 23 Man-hours**

- Installed Solar panel and controller to one of the electronic speed sign
- Transported new cruiser from New Holland

**Parks and Property Maintenance: 595 Man-Hours**

- Borough office building
  - Planted Mums and weeded flower beds
  - Adjusted water pressure in water fountain
  - Removed bees and bugs from light fixtures in the library
  - Decorated for Trunk or treat night
- Ranch Park
  - Weeded playground areas
  - Weekly mowing and trimming
  - Trash removal
  - Replaced 4 light bulbs and cleaned light lenses at the Hertz Pavilion
- Carroll Commons Park
  - Trash removal.
  - Weekly mowing and trimming
  - Installed Propane tank and Gas logs in the Cortner Pavilion
  - Assisted several borough residents who volunteered to remove the tree tubes and trim trees along the walking paths.
  - Installed 5 new dog waste stations along the walking paths.

- Lake Kay Mini Park
  - Routine Maintenance consisted of trash collection and removal.
  - Mowing of park
  - Removed leaves
- Lake Mae/" New" property
  - Weekly mowing and trimming.
  - Continued to remove overgrowth of brush, vines, and trees.
- Municipal services facility
  - Cleaned breakroom and office area.
  - Removed tall vegetation from embankments.
- Other Borough Properties
  - Cleared a perc site at 33 Mason Dixon trail Property
  - Completed the 1<sup>st</sup> and 2<sup>nd</sup> phases of the perc testing at 33 Mason Dixon Trail
  - Assisted tree service professionals with removing 2 trees at 10 Marten trail Property

**Admin, Events and Training: 29 Man-Hours**

- Staff Meetings
- Picked up Municipal Services employee annual clothing order.
- Met with PennDOT Rep for photos and final inspection of Eastwind Trail Repair.
- Issued 2 Driveway permits

**Sewer Treatment Plant: 0 Man-Hours**

**Paid Time Off: 169 Man-Hours**

- 169 hours- Sick, Comp, holiday, and Vacation leave

Respectfully Submitted,

*Brad A. Sanders*

Brad A. Sanders

MS Supervisor

Hours/Mileage October 2023				Beginning Miles/ Hours	Ending Miles/Hours	Total Miles/Hours
Vehicle ID/ Equipment ID	Description	Beginning Miles/ Hours	Ending Miles/Hours	Total Miles/Hours		
MS2	2010 Ford Expedition	86025	86388	363		
MS3	2010 Ford F550 D/T	51187	51413	226		
MS4	2001 Chevy B/T	82767	82859	92		
MS5	2007 Freightliner Sweeper Truck	16146	16147	1		
MS6	2012 INT 7400 D/T	13716	13718	2		
MS7	1999 Int 5000 D/T	120944	120944	0		
MS8	2015 Mack Granite	13872	13907	35		
MS10	2012 Ford F550 D/T	78152	78344	192		
MS 11	2016 Ford F550 D/t	39093	39358	265		
MS12	2021 Mack Granite	2017	2017	0		
Total Mileage						813
EQMS2	2006 Bobcat Skid loader	894	Inoperable 06/2023			
EQMS3	2021 Volvo loader	157	164	7		
EQMS4	580 John Deere 570B Grader	771	772	1		
EQMS5	6110 John Deere Boom Mower	1689.1	1692	2.9		
EQMS6	Bandit Brush Chipper	353	362	9		
EQMS10	2019 JCB Backhoe	1421.8	1454	32.2		
EQPK3	301A John Deere tractor	Hour meter inoperable				
EQPK7	John Deere Gator	75	82.4	7.4		
EQPK8	2023 Scag Mower	47	55.4	8.4		
EQPK 6	2018 Simplicity mower	503	525	22		
Total Equipment hours						89.9



# BOROUGH OF CARROLL VALLEY WWTP MONTHLY REPORT

Month Oct 2023

Total Monthly Flow- 3.054 MGD

Average Monthly Flow- .099 MGD

Sludge Hauled- 16,500 Gal

Chlorine Usage- 155 Gal

Total Precipitation- 2.27"

## Work Conducted and Comments

- Inspected the installed sewer lateral for 5240 Fairfield Rd.
- Finished winterization of equipment necessary at plant and pumpstations.
- The treatment plant is in great running order. No issues to note.



**SUPPLEMENTAL REPORT  
DAILY EFFLUENT MONITORING**

3800-FM-SCW0435 3/2012

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

Month: 10 (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	Parameter Stage	Date	Flow		pH	Dissolved Oxygen		TRC	CBOD5		TSS	Fecal Coliform		Fecal Coliform	NH3-N	NH3-N	BOD5	TSS	Rainfall (in)	
				1	2		1	2		1	2		1	2							1
1	Sun	10/1/23		0.107		7.7		8.0	0.16												
	Mon	10/2/23		0.096		7.7		8.6	0.09												
	Tue	10/3/23		0.1		7.5		8.2	0.09			4.0									
	Wed	10/4/23		0.081		7.5		7.6	0.08	<	2.4							235.0	272.0		
	Thu	10/5/23		0.089		7.6		7.6	0.13												
	Fri	10/6/23		0.086		7.4		8.1	0.07											0.09	
	Sat	10/7/23		0.123		7.5		8.3	0.14											0.54	
2	Sun	10/8/23		0.071		7.2		8.6	0.13												
	Mon	10/9/23		0.108		7.2		8.8	0.09												
	Tue	10/10/23		0.093		7.2		8.7	0.08												
	Wed	10/11/23		0.086		7.2		8.0	0.13												
	Thu	10/12/23		0.093		7.3		8.4	0.09												
	Fri	10/13/23		0.085		7.3		8.7	0.17												
	Sat	10/14/23		0.087		7.0		9.0	0.12											1.45	
3	Sun	10/15/23		0.174		7.6		9.3	0.1												
	Mon	10/16/23		0.109		7.3		9.4	0.1												
	Tue	10/17/23		0.101		7.6		9.0	0.11			6.0									
	Wed	10/18/23		0.098		7.4		8.7	0.23												
	Thu	10/19/23		0.099		7.2		9.3	0.18												
	Fri	10/20/23		0.107		7.3		8.9	0.1												
	Sat	10/21/23		0.107		7.7		8.9	0.11												
4	Sun	10/22/23		0.093		7.6		9.2	0.11											0.05	
	Mon	10/23/23		0.1		7.7		9.0	0.11												
	Tue	10/24/23		0.104		7.5		9.3	0.08												
	Wed	10/25/23		0.087		7.7		9.0	0.18												
	Thu	10/26/23		0.11		7.5		9.1	0.12												
	Fri	10/27/23		0.14		7.7		8.9	0.06												
	Sat	10/28/23		0.08		7.7		9.3	0.09												
5	Sun	10/29/23		0.101		7.5		9.4	0.14												
	Mon	10/30/23		0.111		7.4		9.0	0.16											0.02	
	Tue	10/31/23		0.09		7.5		9.4	0.13											0.12	
<b>Statistics for DMR</b>																					
Daily Minimum (Conc.):				7	7.6	0.05	<	2.4	4	9	<	0.1	<	0.1	40	235					
Daily Maximum (Conc.):				7.7	9.4	0.23	<	2.4	6	20	<	0.1	<	0.1	272	292					
Max Avg Weekly (Conc.):					8.1	0.1	<	2.4	6.0	2.0	<	0	<	0	272	292					
Avg Monthly (Conc.):					8.8	0.1	<	2.4	5.0	15	<	0.1	<	0.1	156	264					
Geometric Mean (Conc.):																					
Max Avg Weekly (Load):				0.113	9	0.1	<	2.0	5.1		<	0.08	<	0.08	184	239				0.8	
Avg Monthly (Load):				0.099	7	0.1	<	2.0	4.2		<	0.08	<	0.08	108	199				0.4	
Total Monthly (Load):				3.054	224	3	<	62.4	190.0		<	2.6	<	2.6	3355	6160				2	
Daily Minimum (Load):				0.06	5	0.05	<	2.0	3.3		<	0.08	<	0.08	33	159				0.02	
Daily Maximum (Load):				0.174	13	0.2	<	2.0	5.1		<	0.08	<	0.08	184	239				1.45	

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: 10/31/2023

**- Pump Calculations for Carroll Valley Borough -  
 Liberty Pump Station  
 Sunday, October 1, 2023 to Tuesday, October 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	45	00:04:51	00:07:02	03:38:27	133	1,085	33,644
2	1	45	00:04:51	00:07:03	03:38:38	133	1,090	33,816
3	0	0	00:00:00	00:00:00	00:00:00	0	0	0
						Station:	2,175	67,460



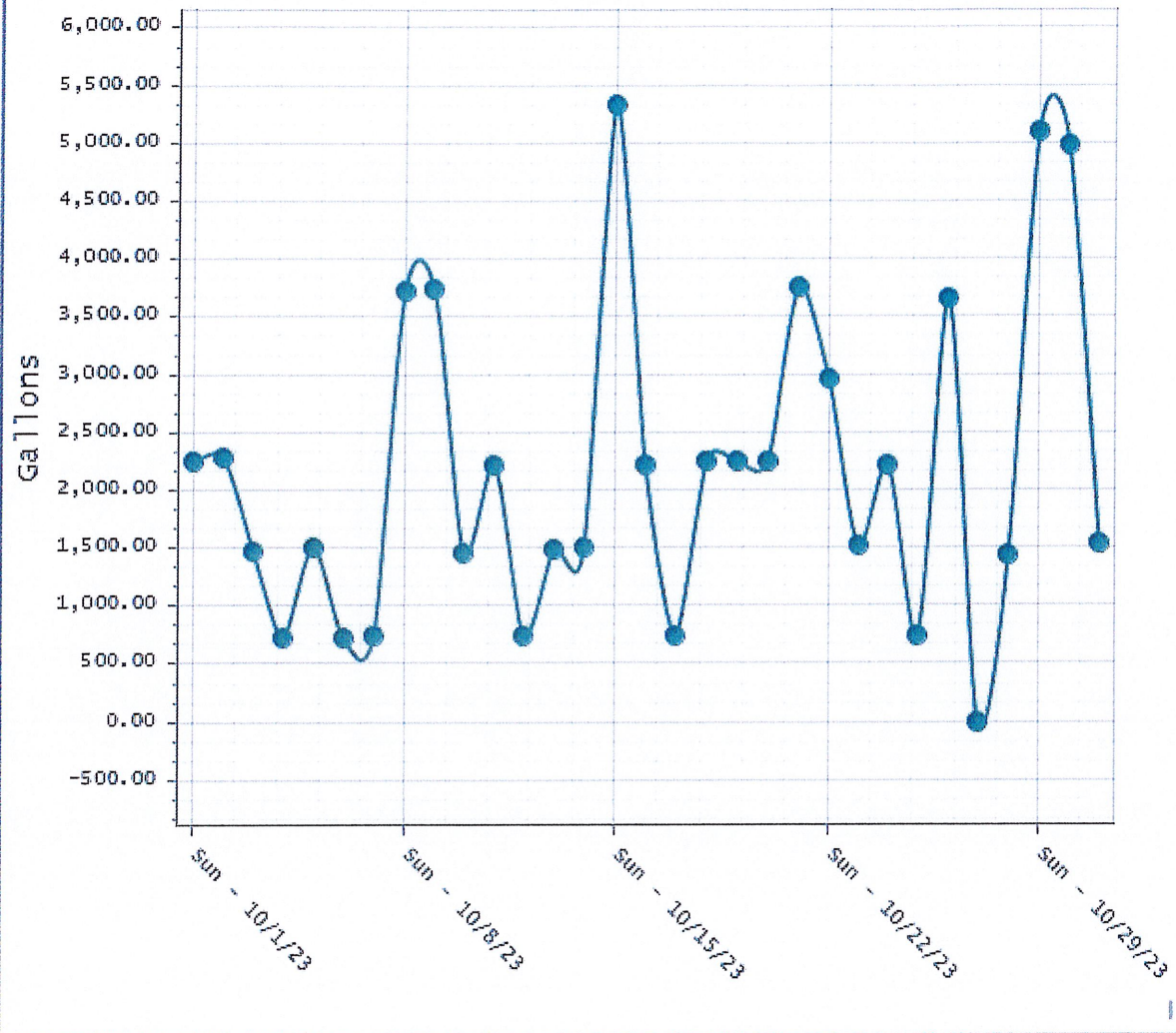
**- Pump Calculations for Carroll Valley Borough -  
 Sanders Pump Station  
 Sunday, October 1, 2023 to Tuesday, October 31, 2023**

**- Date Range Statistics -**

Pump	AVG Cycles	Total Cycles	AVG Draw Down	AVG Runtime	Total Runtime	AVG GPM	AVG Effluent	Total Effluent
1	35	1,087	00:01:12	00:42:14	21:49:37	433	18,329	568,213
2	35	1,087	00:01:12	00:42:20	21:52:26	433	18,377	569,704
3	35	1,087	00:01:11	00:42:02	21:43:14	435	18,320	567,925
						Station:	55,026	1,705,842

# Station Effluent (outflow)

Sun. 10/1/23 to Tue. 10/31/23





# Station Effluent (outflow)

Sun. 10/1/23 to Tue. 10/31/23

