



TUESDAY, SEPTEMBER 12, 2023 – 7:00 P.M.

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

REGULAR MEETING

- 1. Approval of Minutes: August 15, 2023 Regular Meeting**
- 2. Open to the public**
 - a. Citizens wishing to comment will be recognized in the Order of their listing on the Appearance Sheet and are asked to stand up and give their name, address, and organization they represent (if applicable). Impromptu comments are limited to five minutes per individual.
- 3. Ordinances and Resolutions**
 - a. Ordinance #4-2023: Chapter 27 Amendment: Accessory Building Setbacks and Permitting requirements for Home Occupation and No Impact Home-Based Businesses – Tabled until October 2023
 - b. Ordinance #5-2023: PA LGUDA Authorization – Adoption
- 4. Mayor’s Report – R. Harris**
 - a. Police Report
 - b. Around Town
 - c. Upcoming Events & Meetings of Interest
 - d. In Requiem
- 5. Fire/EMS/EMA Report**
- 6. Committee Reports**
 - a. Planning Commission
 - Requested Zoning Amendments by Citizen
 - Review of Residential Chicken Ordinance
- 7. Administrative Business – Borough Manager**
 - a. Treasurer’s Report – August 2023
 - b. 2024 MMO
 - c. FY 2022 Liquid Fuels Audit
- 8. Unfinished Business**
 - a. Grant Funding Updates
 - b. Lot Sale Guidelines
 - c. Carroll Valley Wastewater Treatment Facility Project Update
- 9. New Business**
- 10. Open to the public**
 - a. Citizens wishing to comment will be asked to stand up and give their name, address, and organization they represent (if applicable). Impromptu comments are limited to five minutes per individual.
- 11. Adjournment**

APPROVAL of MINUTES

PUBLIC COMMENT

ORDINANCES and RESOLUTIONS

INTEROFFICE MEMORANDUM



TO: BOROUGH COUNCIL
FROM: DAVID A. HAZLETT, BOROUGH MANAGER
SUBJECT: ORDINANCE #5-2023
DATE: 09/08/2023
CC: FILE

Ordinance #5-2023 is required in order to complete the PENNVest loan process for financing of the Wastewater Treatment Facility Project. Solicitor Sam Wiser has prepared the document in accordance with the requirements of the program and has properly advertised the ordinance. It is before you for your approval.

**BOROUGH OF CARROLL VALLEY,
Adams County, Pennsylvania**

ORDINANCE NO. 5 - 2023

OF THE COUNCIL OF THE BOROUGH OF CARROLL VALLEY, ADAMS COUNTY, PENNSYLVANIA (THE "BOROUGH") AUTHORIZING AND DIRECTING THE ISSUANCE OF GUARANTEED SEWER REVENUE NOTE, IN THE MAXIMUM PRINCIPAL AMOUNT OF \$5,452,398.00, AS PERMITTED BY AND PURSUANT TO THE LOCAL GOVERNMENT UNIT DEBT ACT, 53 PA. C.S. § 8001 *ET SEQ.*, AS AMENDED AND SUPPLEMENTED, FOR THE PURPOSE OF PROVIDING FUNDS FOR A CAPITAL PROJECT CONSISTING OF A WASTEWATER TREATMENT PLANT UPGRADE AND PAYING RELATED COSTS, FEES AND EXPENSES; DETERMINING THAT SAID NOTE SHALL BE SOLD AT PRIVATE SALE BY NEGOTIATION; DETERMINING THAT SAID NOTE SHALL BE NONELECTORAL DEBT OF THIS BOROUGH; SPECIFYING THE REALISTIC USEFUL LIFE OF SAID PROJECT; AUTHORIZING AND DIRECTING APPROPRIATE OFFICERS OF THE BOROUGH (A) TO TAKE CERTAIN ACTIONS AND TO EXECUTE CERTAIN DOCUMENTS REQUIRED BY THE PENNSYLVANIA LOCAL GOVERNMENT UNIT DEBT ACT, AND (B) TO PREPARE AND TO FILE ANY STATEMENTS REQUIRED BY SAID ACT THAT ARE NECESSARY TO QUALIFY ALL OR ANY PORTION OF THE DEBT FOR EXCLUSION FROM THE APPROPRIATE DEBT LIMIT AS SELF-LIQUIDATING DEBT, AND (C) TO EXECUTE, TO ATTEST, AND TO DELIVER, AS APPROPRIATE, ANY REQUIRED LOAN DOCUMENTS, BETWEEN THIS BOROUGH AND THE PENNSYLVANIA INFRASTRUCTURE INVESTMENT AUTHORITY; APPROVING THE FORM, MAXIMUM AMOUNTS AND SOURCES OF PAYMENT OF SAID NOTE, SECURED BY A LIEN ON SEWER SYSTEM REVENUES OF THE BOROUGH AND PLEDGING THE FULL FAITH, CREDIT, AND TAXING POWER OF THIS BOROUGH; CREATING A SINKING FUND IN CONNECTION WITH SUCH NOTE AS PROVIDED IN THE ACT; APPOINTING A SINKING FUND DEPOSITORY; AND PROVIDING FOR REPEAL OF ALL INCONSISTENT ORDINANCES OR PARTS OF ORDINANCES; AND PROVIDING WHEN THIS ORDINANCE SHALL BECOME EFFECTIVE.

WHEREAS, Carroll Valley Borough (the "Borough") is a political subdivision of the Commonwealth of Pennsylvania (the "Commonwealth") and is a "local government unit" under provisions of the "Local Government Unit Debt Act", 53 Pa. C.S. Chs. 80-82 (the "Act"); and

WHEREAS, Carroll Valley Borough owns a wastewater treatment facility and collection system (the "Sewer System") with all appurtenances, rights of ways, land and improvements associated thereto for rendering sewer service in portions of this Borough; and

WHEREAS, This Borough has approved a capital project to upgrade the Borough's wastewater treatment plant (the "Project"); and

WHEREAS, This Borough has obtained cost estimates with respect to the Project from actual bids and from professional estimates from its registered engineers indicating the sum of \$6,152,398.00 will be needed to complete the Project; and

WHEREAS, The Council of this Borough has determined to incur nonelectoral debt by issuance of a Guaranteed Sewer Revenue Note in a principal amount not to exceed \$5,452,398.00 (the "Note"), in accordance with the provisions of the Act, with proceeds from the sale thereof, as well as any other grant funds received or from funds on hand, to be applied towards the payment of costs and expenses of the Project and related costs and expenses, including costs and expenses of issuance of the Note; and

WHEREAS, the Council of this Borough determined that private sale of the note by negotiation is in the best interest of the Borough; and

WHEREAS, the Pennsylvania Infrastructure Investment Authority ("PENNVEST") has provided a commitment (funding offer) for the purchase of the Note (the "Commitment"); and

WHEREAS, the Council of this Borough desires to accept the Commitment, sell the Note to PENNVEST, incur the nonelectoral debt, as set forth herein and pursuant to the Act.

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

ARTICLE I

SECTION 1. The above recitals are incorporated herein by reference.

SECTION 2. The Council of the Borough of Carroll Valley authorizes and directs proper Borough officials to undertake and complete the Project.

SECTION 3. This Borough authorizes and directs the issuance of a guaranteed sewer revenue note, pursuant to this Ordinance and the Act, in a maximum principal amount of \$5,452,398.00, to be designated generally as "Guaranteed Sewer Revenue Note", to provide funds which, together with other available funds, will be applied toward the costs of the Project, including costs of issuance of the Note.

SECTION 4. This Borough specifies that the realistic estimated useful life of the Project, including the existing facilities will be at least thirty (30) years.

SECTION 5. This Borough accepts the commitment of PENNVEST to purchase the Note, as may be amended, at par. The Commitment is attached hereto as Exhibit A. The Note shall be substantially in the form attached hereto as Exhibit B. The Note will be dated as of the date of its delivery, will bear interest at the rate of 1.743% per annum for years 1 through 5 and 2.179% for years 6 through maturity, and will be payable (or will be subject

to redemption or will mature) as provided in Exhibit "B". If prior to closing on the sale of the Note, PENNVEST reduces its Commitment because of a reduction in estimated project costs the principal amount of the Note shall be reduced. In such case, the Local Government Unit shall file an alternative debt schedule with the Department of Community and Economic Development ("DCED").

The Debt Service Schedule for the Note is structured so that interest only, is paid monthly for a period of up to three years, with principal amortization commencing: (1) three months after the estimated date of completion of the Project, or (2) the first day of the calendar month following actual completion of the Project, or (3) three years from the date of settlement, or (4) such other date as specified. Notwithstanding the foregoing, principal amortization on the PENNVEST Note shall not be deferred beyond the later of two (2) years from the date of settlement or one (1) year after completion of the Project in accordance with Section 8142(c) of the Act. As of the date of this Ordinance, the projected estimated date of completion of the Project is December 31, 2024.

The Borough reserves the right to anticipate any or all installments of principal or any payment of interest at any time prior to the respective payment dates thereof, without notice or penalty. The principal and interest of the PENNVEST Note shall be payable at the office of the sinking fund depository selected for the Note as hereinafter provided.

SECTION 6. The Note shall have the benefit of and be secured by a pledge of the Borough's sewer revenues, and the full faith, credit, and taxing power of this Borough. The Borough hereby covenants that it shall include the amount of debt service on the Note for each fiscal year in which such sums are payable in its budget for that year; shall appropriate such amounts to the payment of such debt service; and shall duly and punctually pay or cause to be paid the principal of the Note and the interest thereon on the dates and places and in the manner stated in the Note, and for such budgeting, appropriation, and payment, the full faith, credit, and taxing power of the Borough of Carroll Valley is irrevocably pledged.

The Borough will pay the amounts due under the terms of the Note from the pledged revenues of the Sewer System. Any deficiency in the pledged revenues to pay all sums due under the Note shall become a general obligation of the Borough, secured by the full faith, credit, and taxing power of this Borough.

The Borough will maintain or increase its rates, rents, charges and fees in connection with operation of the Sewer System so that the Sewer System's gross revenues will be sufficient to cover annual debt service, operating expense, and all other costs arising from ownership and operation of the Sewer System, except the Borough shall not be required to increase rents, rates, tolls and charges to a level which in the opinion of the registered professional engineering advising the Borough, will result in a decrease in gross revenues over what would have been received at a somewhat lower rate level.

SECTION 7. The maximum annual aggregate principal payments applicable to the Note are set forth in Exhibit B.

SECTION 8. The Borough does hereby create, and orders to be established (in its name and identified by reference to the Note), a sinking fund (the "Sinking Fund") for the

payment of the Note. F&M Trust is appointed as the Sinking Fund Depository for the Note. The proper officers of the Borough are authorized and directed to engage F&M Trust for its services as Sinking Fund Depository and establishing the sinking fund, which shall be maintained until the Note is paid in full. The Borough may, from time to time, appoint a successor Sinking Fund Depository to fill a vacancy or for any other reason.

SECTION 9. The President or Vice President of the Council of the Borough of Carroll Valley and the Secretary of the Borough, as appropriate, are authorized and directed to prepare, to certify and to file with DCED the debt statement, as such phrase is defined in the Act, required by Section 8110 of the Act, on behalf of this Municipality and the borrowing base certificate for this Municipality to be appended to such debt statement, as required by the Act.

SECTION 10. The President or Vice President of the Council of the Borough of Carroll Valley and the Secretary of this Borough, as appropriate, are authorized and directed to prepare and to file appropriate statements required by the Act to qualify all or any portion of the debt for exclusion from the appropriate debt limit as self-liquidating or subsidized debt.

SECTION 11. The President or Vice President of the Council of the Borough of Carroll Valley and the Secretary of this Borough, as appropriate, are authorized and directed to make application to DCED for approval of the debt proceeding related to the issuance of the Note.

SECTION 12. Following DCED approval, the President or Vice President of the Council of the Borough of Carroll Valley and the Secretary of this Borough, as appropriate, are authorized and directed to execute, attest and deliver the Note to PENNVEST, along with any other documents necessary to effectuate issuance of the Note, and to otherwise execute all documents and to do all other acts as may be necessary and proper to carry out the intent and purpose of this Ordinance and the undertakings of this Borough as it relates to the Project or the issuance of the Note.

SECTION 13. Reference in this Ordinance to specified officers of this Borough shall include and shall be construed to include, if and as applicable, their respective successors in office.

SECTION 14. This Ordinance shall become effective in accordance with provisions of the Act.

SECTION 15. In the event any provision, section, sentence, clause or part of this Ordinance shall be held to be invalid, such invalidity shall not affect or impair any remaining provision, section, sentence, clause or part of this Ordinance, it being the intent of this Municipality that such remainder shall be and shall remain in full force and effect.

SECTION 16. All ordinances or parts of ordinances that are inconsistent herewith shall be and the same expressly are repealed.

BOROUGH OF CARROLL VALLEY,
Adams County, Pennsylvania

Richard Mathews,
President of Borough Council

ATTEST:

Gayle R. Marthers, Secretary

(SEAL)

Ronald J. Harris,
Mayor of the Borough of Carroll Valley

MAYOR'S REPORT



August 2023 Police Report

by
Chief Clifford J. Weikert
Carroll Valley Borough Police



Up Coming Events :



On October 28th between 10 AM and 2 PM, Carroll Valley Police Department and Liberty Twp PD, in cooperation with the US Drug Enforcement Agency and Collaborating for Youth, will give the public its 21th opportunity in 9 years to prevent pill abuse and theft by removing from their homes potentially dangerous, expired, unused, and unwanted prescription drugs. Bring your pills for disposal.



Just a reminder to everyone that Pippinfest is coming on September 23 and 24, so except travel time to be a little longer if you need to travel through Fairfield on these dates. Also come out and join the festivities.

Monthly Activities:

Taser shock ends in arrest

Times Staff Report

A Fairfield man allegedly ran from police and resisted arrest until he was shocked repeatedly with a Taser, according to an affidavit of probable cause.

Kyle Griffith, 33, was charged with a felony count of flight to avoid apprehension and one misdemeanor count each of resisting arrest and evading arrest or detention on foot, according to a magisterial docket docket.

About 7:20 p.m. Aug. 30, Carroll Valley Police Department Patrolman Seth Reed

went to the Lake Mac parking lot off Fairfield Road after Constable Steven Beans phoned him, saying "there were suspicious people at that location," according to the affidavit.

When Reed arrived, Beans pointed to a man standing by a vehicle, according to an affidavit Reed filed last Wednesday. The man was allegedly later identified as Griffith and who was wanted on a warrant accusing him of fleeing or attempting to flee from police, according to the affidavit.

Reed allegedly told Griffith he was under arrest and grabbed his arm in order to

put him in handcuffs, but Griffith allegedly "pulled away and immediately ran" toward Fairfield Road and westward into woods, according to the affidavit.

Griffith allegedly continued to run after Reed told him to stop several times, and that "he would be Tased if he did not comply," according to the affidavit.

Reed deployed his Taser, but Griffith allegedly "got back up and continued running" in the 6400 block of Fairfield, where he "was Tased again," accord-

Taser

(Continued from Page A1)

ing to the affidavit.

Griffith allegedly "would not show his hands or place his hand on his back when given commands to do so and was dry stunned" with the Taser, after which he "was able to be placed in handcuffs" by Beans, according to the affidavit.

Griffith was taken to Well-Span Gettysburg Hospital before being transported to Adams County Prison, according to the affidavit.

Griffith was held at Adams County Prison unable to post cash bail of \$25,000, according to a magisterial docket.

Crime Data:

Key to reading the following page:

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



Offense and Arrest Summary Report

Printed On: 09/07/2023

Beginning Date: 08/01/2023

Ending Date: 08/31/2023

Page 1 of 1

Agency: CARROLL VALLEY BOROUGH

Municipality: Carroll Valley Borough

Total Offenses 3 **Clearance Rate** 33.33%
 % change from last year -40% Last years rate 40%

Total Arrests 1 **Hate Crime Offenses** 0
 % change from last year -66.67% **Law Officers Assaulted** 0

Group A Crime Rate per 100,000 Population : 0.00 **Summary based reporting Crime Rate per 100,000 Population :** 0.00

Arrest Rate per 100,000 Population : 0.00

Offense Reporting

Group "A"	Offenses Reported	Offenses Cleared	Offenses Reported Last Year
Murder			
Negligent Manslaughter			
Justifiable Homicide			
Rape			
Robbery			
Aggravated Assault			
Burglary			1
Larceny	2		2
Motor Vehicle Theft			
Arson			
Simple Assault	1	1	1
Intimidation			
Bribery			
Counterfeiting/Forgery			
Vandalism			
Drug/Narcotic Violations			
Drug Equipment Violations			
Embezzlement			
Extortion/Blackmail			
Fraud			
Gambling			
Kidnapping			
Pornography			
Prostitution			
Sodomy			
Sexual Assault w/Object			
Fondling			
Incest			
Statutory Rape			1
Stolen Property			
Weapons Law Violations			
Human Trafficking, Commercial Sex Acts			
Human Trafficking, Involuntary Servitude			
Animal Cruelty			
Total Group "A"	3	1	5

Population : 1

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

Crime Against Person

- 1 - This year
- 2 - Last year
- 50% - Percent Change

Crime Against Property

- 2 - This year
- 3 - Last year
- 33.33% - Percent Change

Crime Against Society

- This year
- Last year
- 0 - Percent Change

Arrest Reporting

Group "A"	Adult	Juvenile	Unknown	Total Arrests	Arrests Reported Last Year
Murder	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Justifiable Homicide	0	0	0	0	0
Rape	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	1
Larceny	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0
Simple Assault	0	0	0	0	1
Intimidation	0	0	0	0	0
Bribery	0	0	0	0	0
Counterfeiting/Forgery	0	0	0	0	0
Vandalism	0	0	0	0	0
Drug/Narcotic Violations	0	0	0	0	0
Drug Equipment Violations	0	0	0	0	0
Embezzlement	0	0	0	0	0
Extortion/Blackmail	0	0	0	0	0
Fraud	0	0	0	0	0
Gambling	0	0	0	0	0
Kidnapping	0	0	0	0	0
Pornography	0	0	0	0	0
Prostitution	0	0	0	0	0
Sodomy	0	0	0	0	0
Sexual Assault w/Object	0	0	0	0	0
Fondling	0	0	0	0	0
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0
Stolen Property	0	0	0	0	0
Weapons Law Violations	0	0	0	0	0
Human Trafficking, Commercial Sex Acts	0	0	0	0	0
Human Trafficking, Involuntary Servitude	0	0	0	0	0
Animal Cruelty	0	0	0	0	0
Total Group A Arrests	0	0	0	0	2
Group "B" Arrests					
Bad Checks	0	0	0	0	0
Curfew/Vagrancy	0	0	0	0	0
Disorderly Conduct	1	0	0	1	0
DUI	0	0	0	0	1
Drunkenness	0	0	0	0	0
Family Offenses-nonviolent	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0
Peeping Tom	0	0	0	0	0
Runaways	0	0	0	0	0
Trespass	0	0	0	0	0
All Other Offenses	0	0	0	0	0
Total Group B Arrests	1	0	0	1	1
Total Arrests	1	0	0	1	3

Calls for Service:

Carroll Valley Calls for Service Month	Total	Carroll Valley Calls for Service YTD	Total
ANIMAL COMPLAINT	5	ALARM	18
ASSIST - FIRE/EMS	10	ANIMAL COMPLAINT	39
ASSIST - OTHER POLICE	8	ASSAULT	2
DOMESTIC DISTURBANCE	3	ASSIST - FIRE/EMS	88
MENTAL HEALTH / WELFARE	6	ASSIST - OTHER POLICE	38
MISC CALL FOR SERVICE	17	BURGLARY	1
TRAFFIC COMPLAINT	10	CHILD WELFARE	1
VEHICLE STOP	12	CRIMINAL MISCHIEF	7
Z FOLLOW-UP	30	DISTURBANCE/NOISE	20
SUSPICIOUS ACTIVITY	2	DOMESTIC DISTURBANCE	27
VEHICLE CRASH	3	DRIVING UNDER THE INFLUENCE	1
DISTURBANCE/NOISE	3	DRUG ACTIVITY	1
THREATS / HARRASSMENT / STALKING	2	FRAUD	15
THEFT	2	MENTAL HEALTH / WELFARE	36
ALARM	2	MISC CALL FOR SERVICE	77
PTFTNA - PTHEFT NOT ACTV	1	MISSING/LOST PERSON	4
ASSAULT	2	SEX OFFENSE	1
Grand Total	118	SUSPICIOUS ACTIVITY	37
		THEFT	16
		THREATS / HARRASSMENT / STALKING	16
		TRAFFIC COMPLAINT	68
		TRESPASS	10
		VEHICLE CRASH	20
		VEHICLE STOP	152
		Z COURT / JUSTICE	6
		Z FOLLOW-UP	154
		Grand Total	855

Traffic Enforcement:

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



Citation, Faulty Equipment, Warning	Count:
1301 (Title 75) - Registration and certificate of title required	3
3323 (Title 75) - Stop signs and yield signs	1
3362 (Title 75) - Maximum speed limits	8
4303 (Title 75) - General lighting requirements	1
Grand Total	13

Miscellaneous:

Calls for Service		August 2022	August 2023	YTD 2022	YTD 2023
	Calls from Public	82	101	568	704
	Officer initiated	30	17	101	186
	Total CV Calls	112	118	669	890

Vehicle Mileage					
			Starting	Ending	Total
20		2017 Dodge Charger Unmarked	23,001	23,083	82
22		2017 Dodge Charger Marked	83,921	85,302	1,381
21		2014 Dodge Charger Unmarked	106,015	107,124	1,109
24		2014 Dodge Charger Marked	94,200	94,200	0
				Total	2,572



August 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	Fairfield Calls for Service YTD	Total
ANIMAL COMPLAINT	1	ANIMAL COMPLAINT	5
ASSIST - FIRE/EMS	1	ASSIST - FIRE/EMS	18
MENTAL HEALTH / WELFARE	1	ASSIST - OTHER POLICE	1
MISC CALL FOR SERVICE	1	CRIMINAL MISCHIEF	1
MISSING/LOST PERSON	1	DOMESTIC DISTURBANCE	8
TRAFFIC COMPLAINT	3	FRAUD	1
TRESPASS	1	MENTAL HEALTH / WELFARE	9
VEHICLE STOP	8	MISC CALL FOR SERVICE	15
Grand Total	17	MISSING/LOST PERSON	2
		SEX OFFENSE	1
		SUSPICIOUS ACTIVITY	4
		THEFT	4
		THREATS / HARRASSMENT / STALKING	2
		TRAFFIC COMPLAINT	18
		TRESPASS	2
		VEHICLE CRASH	5
		VEHICLE STOP	88
		Z FOLLOW-UP	10
		Grand Total	194

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	5
1511 (Title 75) - Carrying and exhibiting driver's license on demand	1
1786 (Title 75) - Required financial responsibility	1
3323 (Title 75) - Stop signs and yield signs	1
Grand Total	8



Offense and Arrest Summary Report

Printed On: 09/07/2023

Beginning Date: 08/01/2023

Ending Date: 08/31/2023

Page 1 of 1

Agency: CARROLL VALLEY BOROUGH

Municipality: Fairfield Borough

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

Arrest Reporting

Group "A"	Adult	Juvenile	Unknown	Total Arrests	Arrests Reported Last Year
Murder	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Justifiable Homicide	0	0	0	0	0
Rape	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Larceny	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0
Simple Assault	0	0	0	0	0
Intimidation	0	0	0	0	0
Bribery	0	0	0	0	0
Counterfeiting/Forgery	0	0	0	0	0
Vandalism	0	0	0	0	0
Drug/Narcotic Violations	0	0	0	0	0
Drug Equipment Violations	0	0	0	0	0
Embezzlement	0	0	0	0	0
Extortion/Blackmail	0	0	0	0	0
Fraud	0	0	0	0	0
Gambling	0	0	0	0	0
Kidnapping	0	0	0	0	0
Pornography	0	0	0	0	0
Prostitution	0	0	0	0	0
Sodomy	0	0	0	0	0
Sexual Assault w/Object	0	0	0	0	0
Fondling	0	0	0	0	0
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0
Stolen Property	0	0	0	0	0
Weapons Law Violations	0	0	0	0	0
Human Trafficking, Commercial Sex Acts	0	0	0	0	0
Human Trafficking, Involuntary Servitude	0	0	0	0	0
Animal Cruelty	0	0	0	0	0
Total Group A Arrests	0	0	0	0	0
Group "B" Arrests					
Bad Checks	0	0	0	0	0
Curfew/Vagrancy	0	0	0	0	0
Disorderly Conduct	0	0	0	0	0
DUI	0	0	0	0	1
Drunkness	0	0	0	0	0
Family Offenses-nonviolent	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0
Peeping Tom	0	0	0	0	0
Runaways	0	0	0	0	0
Trespass	0	0	0	0	0
All Other Offenses	0	0	0	0	0
Total Group B Arrests	0	0	0	0	1
Total Arrests	0	0	0	0	1

Offense Reporting

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

Crime Against Person

- This year
- Last year
0 - Percent Change

Crime Against Property

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

Crime Against Society

- This year
- Last year
0 - Percent Change

Population : 1

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

FIRE/EMS/EMA REPORT

FAIRFIELD FIRE & EMS

Fire Report – July, 2023

Calls for the Month - 23
Year to Date Total - 155

Nature of Calls

Fire Police	4
Wildland Fire	1
Medical Assist	2
Structure Fire	3
Automatic Fire Alarm	5
Motor Vehicle Accident	2
Inside Investigation, gas leak	
Vehicle Fire	2
Smoke Investigation	2
Wires	2

Location of Calls

Carroll Valley Borough	8
Fairfield Borough	2
Franklin Township	0
Freedom Township	0
Hamiltonban Township	5
Highland Township	2
Liberty Township	3
Cumberland Township	1
Frederick County, MD	
Thurmont	1
Emmitsburg	1

FOUNTAINDALE VOLUNTEER FIRE DEPARTMENT

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



MONTHLY FIRE REPORT FOR AUGUST 2023

Breakdown of calls by type:

Building fire.....	1
Medical Assist.....	3
Vehicle Accident.....	1
<u>Good Intent.....</u>	<u>5</u>
TOTAL	10

Notes: Started some online fundraising. Started small and seems to be working well.

David Martin



Fire Chief

cc: Carroll Valley Borough
Hamiltonban Township
Liberty Township

Fountain Dale Volunteer Fire Department

:x

Fairfield, PA

This report was generated on 9/6/2023 9:47:54 AM

Incident Type and Street Name for Date Range

Incident Status: Reviewed | Start Date: 08/01/2023 | End Date: 08/31/2023

Incident Date	Address	Incident Type
08/01/2023	Anna Trail, Fairfield, PA 17320	Medical assist, assist EMS crew
08/04/2023	Sabillasville Road, Sabillasville, MD 21780	Medical assist, assist EMS crew
08/13/2023	Jacks Mountain Road, Fairfield, PA 17320	Building fire
08/14/2023	Charmian Road, Blue Ridge Summit, PA 17214	Dispatched & cancelled en route
08/15/2023	Waynesboro Pike, Hamiltonban (Township of), PA 17320	Motor vehicle accident with injuries
08/19/2023	East North Street, Waynesboro, PA 17268	Dispatched & cancelled en route
08/23/2023	Old Route 16, Blue Ridge Summit, PA 17214	Dispatched & cancelled en route
08/24/2023	Gum Springs Road, Fairfield, PA 17320	Medical assist, assist EMS crew
08/29/2023	Orchard Road, Fairfield, PA 17320	Dispatched & cancelled en route
08/30/2023	Buchanan Trail East, Blue Ridge Summit, PA 17214	Dispatched & cancelled en route

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



emergencyreporting.com

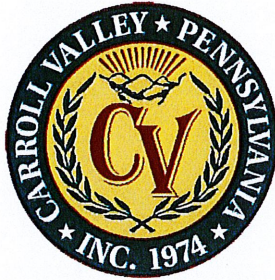
COMMITTEE REPORTS

Planning Meeting 9/5/2023

- Approved August minutes
- Open to the public - One resident commenting on Short Term Rentals
- New Business -
 - Vail/Ski Liberty development plan - tabled till next month requested by Vail
 - Zoning ordinance recommended changes from resident -
 - lots of discussion, no action being recommended at this time.
 - Review of Ordinance #1-2012 - chickens
 - Dave will draft language that will allow more flexibility into location of coops & chickens.
- Old Business -
 - Review of Zoning ordinance Chapter 27 regarding Vacation Rentals
 - Reviewed the responses from the Borough Solicitor
 - Dave to edit proposed ordinance to remove unnecessary paragraphs.
 - ie. The Borough cannot be held liable, so all requirements there can be removed...
 - Nothing to present to Council at this time.
- Adjourned

Respectfully Submitted,
Michael Wight, Chair

MEMORANDUM



TO: BOROUGH COUNCIL; MAYOR
FROM: DAVID HAZLETT, BOROUGH MANAGER
SUBJECT: REQUESTED ZONING AMENDMENTS BY CITIZEN
DATE: 9/8/2023
CC: GAYLE MARTHERS

We received the attached document in response to the conversation the author had with the council at the August meeting regarding concerns about Borough regulations for accessory structure size and whether the Borough properly regulates auto repair/vehicle servicing as a commercial use.

I gave this document to the planning commission for their consideration and recommendation. The planning commission felt that the language in the current code is sufficient to regulate non-personal vehicle servicing as not permitted. They also felt that the proposed accessory structure sizes were overly restrictive considering the Borough's recent regulations regarding the keeping of certain items in plain sight.

For these reasons, the Planning Commission decided not to recommend any of these changes to the Borough Council.

PROPOSED CHANGES TO
CARROLL VALLEY BOROUGH
ZONING ORDINANCES

1). Section 201: Definitions

Add...Vehicle Services – A business or commercial activity to service, maintain, and/or repair automobiles, trucks, vans, motorcycles, boats, and/or similar vehicles. This does not apply to personal servicing of private vehicles.

2). Section 502: Dimensional Requirements

Add J. Maximum Detached Accessory Structure Floor Area

1. Lot Area less than or equal to (½) acre: Five Hundred (500) square feet.
2. Lot Area greater than ½ acre: Seven Hundred Fifty (750) square feet.

3). Section 602: Dimensional Requirements

Add J. Maximum Detached Accessory Structure Floor Area

1. Lot Area less than or equal to (½) acre: Five Hundred (500) square feet.
2. Lot Area greater than ½ acre: Seven Hundred Fifty (750) square feet.

4). Section 702: Dimensional Requirements

Add J. Maximum Detached Accessory Structure Floor Area:

1. Lot Area less than or equal to (½) acre: Five Hundred (500) square feet.
2. Lot Area greater than ½ acre: Seven Hundred Fifty (750) square feet.

5). Section 1501: Requirements for Specific Uses

Add to paragraph P. Home Occupation, a new subparagraph 2.

2. Vehicle Servicing IAW the definition (Section 201) is considered a Commercial (Zoning District C) activity and not to be considered a home occupation.

Renumber the subsequent subparagraphs 3, 4, 5, 6.

6). Section 1501: Requirements for Specific Uses

Add to paragraph U. No-Impact Home-Based Business, subparagraph 1.

1. The business activity...surrounding residential uses. Vehicle Servicing IAW the definition (Section 201) is considered a Commercial (Zoning District C) activity and not to be considered a No-Impact Home-Based Business.

MEMORANDUM



TO: BOROUGH COUNCIL; MAYOR
FROM: DAVID HAZLETT, BOROUGH MANAGER
SUBJECT: RES CHICKENS/PLANNING COMMISSION
DATE: 9/8/2023
CC: GAYLE MARTHERS

The Planning Commission discussed the issue raised to the council regarding residential chickens and that some properties do not have a “backyard” suitable to meet the ordinance.

The planning commission's recommendation is to continue to prohibit chickens in the front yard but to modify the language of the code to permit other internal yards to allow chickens within. PC’s recommended ordinance revision would look like this:

- g. A person shall not keep Chickens in any location on the property other than in the backyard. For purposes of this section, "backyard" means that portion of a lot enclosed by the property's rear lot line and the side lot lines to the points where the side lot lines intersect with an imaginary line established by the rear of the single-family structure and extending to the side lot lines. **The chicken coop may also be located behind a permanently affixed accessory structure. The area behind the accessory structure will be considered to be the area behind an imaginary line established by the rear of the accessory structure, extending from the driveway to the side lot line on the side of the property where the accessory structure exists.**

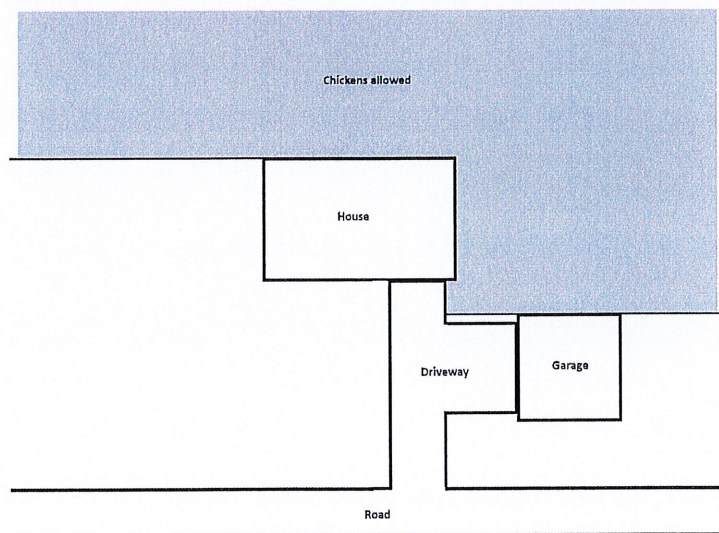


Figure 1 - Illustration of where citizens are permitted to keep residential chickens.

- ✓ **For clarity, this would require the citizens at 8 Fawn Trail to relocate their chickens to another yard but would provide additional yards to choose from, such as between the house and the garage.**

ADMINISTRATIVE BUSINESS

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

ACCOUNT	GENERAL FUND	SPECIAL EVENT	SANITARY SEWER	SINKING FUND	CAPITAL RESERVE	HIGHWAY AID (LF)	TOTAL FUNDS
START OF PERIOD							
CHECKING ACCOUNT	\$93,180.92	\$0.00	\$0.00	\$145.50	\$75,829.41	\$0.00	\$169,155.83
INVESTMENTS	\$2,333,935.68	\$0.00	\$215,229.68	\$0.00	\$0.00	\$867,665.35	\$3,416,830.71
PETTY CASH	\$425.00	\$0.00	\$25.00	\$0.00	\$0.00	\$0.00	\$450.00
DUE FROM OTHER FUNDS	\$159,216.13	\$4,412.75	\$933,490.08	\$0.00	\$798,259.47	\$0.00	\$1,895,378.43
DUE TO OTHER FUNDS	\$1,290,594.23	\$26,817.48	\$365,452.99	\$0.00	\$218,738.82	\$0.00	\$1,901,603.52
LIABILITIES	\$15,010.84	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,010.84
NET BALANCE	\$1,281,152.66	(\$22,404.73)	\$783,291.77	\$145.50	\$655,350.06	\$867,665.35	\$3,565,200.61

TRANSACTIONS FOR PERIOD							
ADJUSTMENTS (SEE NOTE)							
ACTUAL REVENUES (+)	\$113,701.75	\$35,000.00	\$46,467.79	\$0.00	\$1,000.00	\$0.00	\$196,169.54
ACTUAL EXPENDITURES (-)	(\$831,163.92)	\$47.70	\$31,286.19	\$0.00	\$71,670.54	\$12,306.67	(\$715,852.82)
ENCUMBERED FUNDS (-)							\$0.00
NET TRANSACTION BALANCE	\$944,865.67	\$34,952.30	\$15,181.60	\$0.00	(\$70,670.54)	(\$12,306.67)	\$912,022.36

END OF PERIOD							
CHECKING ACCOUNT	\$59,565.35	\$0.00	\$0.00	\$145.50	\$75,829.41	\$0.00	\$135,540.26
INVESTMENTS	\$2,250,867.63	\$0.00	\$214,550.99	\$0.00	\$0.00	\$855,358.68	\$3,320,777.30
PETTY CASH	\$425.00	\$0.00	\$25.00	\$0.00	\$0.00	\$0.00	\$450.00
DUE FROM OTHER FUNDS	\$265,369.37	\$39,412.75	\$980,737.19	\$0.00	\$866,259.47	\$0.00	\$2,151,778.78
DUE TO OTHER FUNDS	\$1,369,824.05	\$26,865.18	\$463,839.81	\$0.00	\$290,409.36	\$0.00	\$2,150,938.40
LIABILITIES	\$22,396.05	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,396.05
NET BALANCE	\$1,184,007.25	\$12,547.57	\$731,473.37	\$145.50	\$651,679.52	\$855,358.68	\$3,435,211.89

Range of Checking Accts: First to Last Range of Check Dates: 08/01/23 to 08/31/23
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					
570	08/14/23	RUSSE005 RUSSELL STANDARD CORPORATION					25
V3-00441	1	Resurfacing: Brenda & Woodland	10,896.00	35-438-245	Expenditure		1 1
				HIGHWAY SUP/MAT: SURFACE TREAT			
571	08/14/23	SPECI005 SPECIALTY GRANULES INC.					25
V3-00440	1	Resurfacing	1,410.67	35-438-245	Expenditure		2 1
				HIGHWAY SUP/MAT: SURFACE TREAT			

Checking Account Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	2	0	12,306.67	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	2	0	12,306.67	0.00

GENERAL FUND	GENERAL FUND						
40330	08/09/23	ADAMS020 ADAMS ELECTRIC COOPERATIVE, IN					23
V3-00421	1	STP: Sanders Rd. Pump Station	2,004.26	08-429-361	Expenditure		32 1
				UTILITY SERVICE-ELECTRICITY			
V3-00422	1	STP: Country Club Trl. Pump	158.35	08-429-361	Expenditure		33 1
				UTILITY SERVICE-ELECTRICITY			
V3-00423	1	Boro Office: July 2023	958.45	01-409-361	Expenditure		34 1
				ELECTRICITY/HEAT			
			<u>3,121.06</u>				
40331	08/09/23	ANDRE005 ANDREA FERNANDEZ					23
V3-00414	1	Pavilion Refund	235.00	01-454-301	Expenditure		18 1
				PAVILION FEE REFUND			
40332	08/09/23	AQUAT005 AQUATIC ENVIRONMENT CONSULTANT					23
V3-00411	1	Lake Mae: Payment D	1,014.00	01-454-258	Expenditure		15 1
				LAKE/DAM PREVENTATIVE MAINT			
40333	08/09/23	ATTM005 AT&T MOBILITY					23
V3-00403	1	wireless Svc: 6/19/23-7/18/23	48.11	01-401-321	Expenditure		3 1
				TELEPHONE SER & INSTALN			
V3-00404	1	wireless Svc: 6/19/23-7/18/23	43.07	01-430-321	Expenditure		4 1
				COMMUNICATIONS			
V3-00405	1	GeoTabs: 6/19/23-7/18/23	96.25	01-410-331	Expenditure		5 1
				Travel GPS			
V3-00405	2	GeoTabs: 6/19/23-7/18/23	19.25	01-413-331	Expenditure		6 1
				Travel GPS			
V3-00405	3	GeoTabs: 6/19/23-7/18/23	19.25	08-429-331	Expenditure		7 1
				Travel GPS			
V3-00405	4	GeoTabs: 6/19/23-7/18/23	231.00	01-430-331	Expenditure		8 1
				Travel GPS			
			<u>456.93</u>				
40334	08/09/23	GOVER005 GOVERNMENT MANAGEMENT SERVICES					23
V3-00418	1	Retainer for July 2023	3,000.00	01-404-131	Expenditure		29 1
				Professional Services - Grants			

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
Continued									
40335	08/09/23	GENERAL FUND KPITE005 KPI TECHNOLOGY							23
V3-00424	1	SEO Services	2,205.30	01-413-440 CONTRACTED SERVICES-SEO	Expenditure		35	1	
40336	08/09/23	LABOR005 LABORATORY, ANALYTICAL & BIOLO							23
V3-00412	1	STP: Testing July 2023	276.00	08-429-316 CONTRACT.SERVCS-LABORATORY	Expenditure		16	1	
40337	08/09/23	METED005 MET-ED							23
V3-00408	1	Street Light: July 2023	83.35	01-434-361 ELECTRICITY	Expenditure		12	1	
40338	08/09/23	PAMUN010 PA MUNICIPAL HEALTH INSURANCE							23
V3-00415	1	September 2023: Major Medical,	8,722.51	01-401-196 MAJOR MEDICAL INSURANCE	Expenditure		19	1	
V3-00415	2	September 2023: Major Medical,	247.16	01-401-198 DENTAL/VISION INSURANCE	Expenditure		20	1	
V3-00415	3	September 2023: Major Medical,	5,088.69	01-410-196 MAJOR MEDICAL INSURANCE	Expenditure		21	1	
V3-00415	4	September 2023: Major Medical,	140.97	01-410-198 DENTAL/VISION INSURANCE	Expenditure		22	1	
V3-00415	5	September 2023: Major Medical,	12,356.33	01-430-196 MAJOR MEDICAL INSURANCE	Expenditure		23	1	
V3-00415	6	September 2023: Major Medical,	353.35	01-430-198 DENTAL/VISION INSURANCE	Expenditure		24	1	
V3-00415	7	September 2023: Major Medical,	1,454.87	08-429-196 MAJOR MEDICAL INSURANCE	Expenditure		25	1	
V3-00415	8	September 2023: Major Medical,	106.19	08-429-198 DENTAL/VISION INSURANCE	Expenditure		26	1	
			28,470.07						
40339	08/09/23	PENNS015 PENNSYLVANIA ONE CALL SYSTEM,							23
V3-00413	1	July 2023: Activity Fee	14.56	08-429-300 OTHER SERVICES AND CHARGES	Expenditure		17	1	
40340	08/09/23	SALZM005 SALZMANN HUGHES, P.C.							23
V3-00419	1	Representation as Borough Soli	3,294.80	01-404-130 SOLICITOR FEES	Expenditure		30	1	
V3-00420	1	Municipal Claims	92.30	08-429-314 LEGAL SERVICES-SEWER	Expenditure		31	1	
			3,387.10						
40341	08/09/23	SHEAL005 SHEALERS SEPTIC SERVICE							23
V3-00416	1	HT: July 2023	3,946.00	08-464-450 HT CONTRACTOR-CUR YR	Expenditure		27	1	
40342	08/09/23	SNAVE005 SNAVELY'S GARDEN CORNER, INC							23
V3-00401	1	Plants for Pavilion Area	208.86	01-454-236 BUILDING/GROUNDS SUPPLIES	Expenditure		1	1	

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
Continued									
40343	08/09/23	STACY005 STACY L. KRIETZ							23
V3-00425	1	Office Cleaning: 7/16/23-7/29	316.00	01-409-450	Expenditure		36	1	
				CONTRACTED SERS-CUSTODIAN					
V3-00426	1	Office Cleaning: 7/30/23-8/12	316.00	01-409-450	Expenditure		37	1	
				CONTRACTED SERS-CUSTODIAN					
			<u>632.00</u>						
40344	08/09/23	THEY0005 THE YORK WATER COMPANY							23
V3-00417	1	Water: Svc 6/21/23-7/24/23	135.04	01-409-365	Expenditure		28	1	
				WATER					
40345	08/09/23	TMOBI005 T-MOBILE							23
V3-00406	1	Wireless Svc: 6/22/23-7/21/23	69.48	01-401-321	Expenditure		9	1	
				TELEPHONE SER & INSTALN					
V3-00406	2	Wireless Svc: 6/22/23-7/21/23	69.48	08-429-321	Expenditure		10	1	
				TELEPHONE SRVCS & INSTALLATN					
V3-00407	1	PL: Connection Card Data Plan	144.64	01-410-321	Expenditure		11	1	
				COMMUNICATIONS					
			<u>283.60</u>						
40346	08/09/23	WESTP005 WEST PENN POWER							23
V3-00427	1	14 Ranch Trl: Barn: Svc 6/29/2	48.02	01-430-361	Expenditure		38	1	
				ELECTRICITY					
V3-00428	1	14 Ranch Trl: Svc 6/29/23-7/31	203.89	01-430-361	Expenditure		39	1	
				ELECTRICITY					
			<u>251.91</u>						
40347	08/09/23	WILLI005 WILLIAMS SCOTSMAN, INC.							23
V3-00402	1	August 2023: Office Trailer	832.04	08-429-236	Expenditure		2	1	
				BUILDING MAINTENANCE SUPPLIES					
40348	08/09/23	WINTE005 WINTER ENGINE-GENERATOR SERVIC							23
V3-00409	1	Annual STP Generator Service	525.00	08-429-253	Expenditure		13	1	
				EQUIP - PREVENTATIVE MAINT					
V3-00410	1	Annual Borough Office Generato	680.00	01-409-374	Expenditure		14	1	
				MAINT SERVICES-EQUIPMENT					
			<u>1,205.00</u>						
40349	08/14/23	ACTC0005 AC&T CO, INC.							24
V3-00430	1	Fuel & Diesel Fuel: July 2023	33.50	01-413-231	Expenditure		10	1	
				FUEL					
V3-00430	2	Fuel & Diesel Fuel: July 2023	840.55	01-410-231	Expenditure		11	1	
				FUEL					
			<u>874.05</u>						
40350	08/14/23	ADAMS005 ADAMS COUNTY AUTO SUPPLY, INC.							24
23-00082	1	Window Regulator MS2	131.40	01-430-252	Expenditure		2	1	
				VEHICLE PARTS-PERIODIC REPLACE					
23-00084	1	Grease	106.60	01-430-256	Expenditure		3	1	
				SHOP SUPPLIES					
			<u>238.00</u>						

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Num Acct
PO #	Item	Description							
GENERAL FUND			Continued						
40351	08/14/23	ATLAN010 ATLANTIC SECURITY SYSTEMS							24
V3-00432	1	Installation of CCTV System	7,930.00	30-430-740 CAPITAL PURCHASES	Expenditure		13		1
40352	08/14/23	BEVER005 BEVERLY BOYD, PROTHONOTARY							24
V3-00438	1	Filing of Lien: Wenschhof	36.00	01-404-130 SOLICITOR FEES	Expenditure		18		1
40353	08/14/23	COMMU005 COMMUNITY MEDIA OF SOUTH CENT							24
V3-00434	1	CVB Council Meeting: July 2023	220.00	01-400-330 Community Media Contract	Expenditure		15		1
40354	08/14/23	EXCAL005 EXCALIBUR TOWING							24
23-00094	1	State Insp. MS3,4,10,11	252.00	01-437-374 OUT-SOURCE REPAIR - VEHICLE	Expenditure		6		1
23-00096	1	vehicle maintenance compressor	1,240.97	01-410-365 VEHICLE REPAIR	Expenditure		8		1
			<u>1,492.97</u>						
40355	08/14/23	FAIRF020 FAIRFIELD AUTO SERVICE LLC							24
23-00095	1	State Inspection CE1	58.73	01-413-254 VEHICLE - PREVENTATIVE MAINT	Expenditure		7		1
40356	08/14/23	LOWES005 LOWES IN-STORE ACCOUNT							24
23-00079	1	Push Mower	255.55	08-429-261 POWER TOOLS	Expenditure		1		1
40357	08/14/23	NULLS005 NULLS LIQUID CHLORINE							24
23-00091	1	sodium hypochlorite	1,004.00	08-429-222 OPERATING SUPPLIES-CHEMICALS	Expenditure		5		1
40358	08/14/23	PASTA005 PA STATE ASSOC. OF BOROUGHS							24
V3-00429	1	Random Drug Testing: 7/19/23	53.18	01-430-302 COMMERCIAL LICENSES	Expenditure		9		1
40359	08/14/23	PENNS005 PENNSYLVANIA CHIEFS OF POLICE							24
V3-00433	1	Entry-Level Police Exams	170.00	01-410-303 TESTING SERVICES	Expenditure		14		1
40360	08/14/23	RUSSE005 RUSSELL STANDARD CORPORATION							24
V3-00431	1	Pavilion Parking Lot	5,225.54	30-454-651 CAPITAL CONSTRUCTION	Expenditure		12		1
40361	08/14/23	SSELE005 S&S ELECTRIC MOTORS, INC.							24
23-00088	1	A/C Capacitor MS Building	26.54	01-409-374 MAINT SERVICES-EQUIPMENT	Expenditure		4		1
40362	08/14/23	TOSHI005 TOSHIBA FINANCIAL SERVICES							24
V3-00439	1	August 2023: Copier Lease	374.25	01-401-375 EQUIPMENT LEASE	Expenditure		19		1

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				
40363	08/14/23	WESTP005 WEST PENN POWER					24
V3-00436	1	Street Lights	2,386.54	01-434-361	Expenditure		16 1
				ELECTRICITY			
V3-00437	1	Ranch Trl: July 2023	16.34	01-430-361	Expenditure		17 1
				ELECTRICITY			
			<u>2,402.88</u>				
40364	08/30/23	ADAMS020 ADAMS ELECTRIC COOPERATIVE, IN					26
V3-00451	1	Pavilion: July 2023	169.79	01-454-361	Expenditure		26 1
				UTILITY SERVICE-ELECTRICITY			
V3-00452	1	Ski Run Trl: July 2023	96.99	01-454-361	Expenditure		27 1
				UTILITY SERVICE-ELECTRICITY			
V3-00453	1	MS Bldg: July 2023	50.68	01-430-361	Expenditure		28 1
				ELECTRICITY			
V3-00454	1	Trout Run Trl: July 2023	149.19	01-454-361	Expenditure		29 1
				UTILITY SERVICE-ELECTRICITY			
V3-00455	1	Jacks Mtn Bridge: July 2023	46.29	01-433-374	Expenditure		30 1
				HIGHWAY SERVICES/SIGNALS			
V3-00456	1	Street Lights	1,682.50	01-434-361	Expenditure		31 1
				ELECTRICITY			
			<u>2,195.44</u>				
40365	08/30/23	AMAND005 AMANDA BELL					26
V3-00444	1	Mileage: Training in Carlisle	91.70	01-401-331	Expenditure		16 1
				TRAVEL REIMBURSEMENT			
40366	08/30/23	AMERI005 AMERICAN UNITED LIFE INS					26
V3-00449	1	Life & Disability Premium: Sep	249.59	01-401-197	Expenditure		21 1
				LIFE/DISABILITY INSURANCE			
V3-00449	2	Life & Disability Premium: Sep	120.74	01-410-197	Expenditure		22 1
				LIFE/DISABILITY INSURANCE			
V3-00449	3	Life & Disability Premium: Sep	303.55	01-430-197	Expenditure		23 1
				LIFE/DISABILITY INSURANCE			
V3-00449	4	Life & Disability Premium: Sep	59.03	08-429-197	Expenditure		24 1
				LIFE/DISABILITY INSURANCE			
			<u>732.91</u>				
40367	08/30/23	AQUAT005 AQUATIC ENVIRONMENT CONSULTANT					26
V3-00446	1	Lake Carroll: Payment E	657.00	01-454-258	Expenditure		18 1
				LAKE/DAM PREVENTATIVE MAINT			
V3-00447	1	Lake Kay: Payment E	1,127.00	01-454-258	Expenditure		19 1
				LAKE/DAM PREVENTATIVE MAINT			
			<u>1,784.00</u>				
40368	08/30/23	ATTM005 AT&T MOBILITY					26
V3-00461	1	wireless Svc: 7/19/23-8/18/23	43.07	01-430-321	Expenditure		36 1
				COMMUNICATIONS			
V3-00461	2	wireless Svc: 7/19/23-8/18/23	48.11	01-401-321	Expenditure		37 1
				TELEPHONE SER & INSTALN			
V3-00462	1	GeoTabs: 7/19/23-8/18/23	96.25	01-410-331	Expenditure		38 1
				Travel GPS			

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
GENERAL FUND	GENERAL FUND			Continued					
40368	AT&T MOBILITY	Continued							
V3-00462	2	GeoTabs: 7/19/23-8/18/23	19.25	01-413-331 Travel GPS	Expenditure		39	1	
V3-00462	3	GeoTabs: 7/19/23-8/18/23	19.25	08-429-331 Travel GPS	Expenditure		40	1	
V3-00462	4	GeoTabs: 7/19/23-8/18/23	231.00	01-430-331 Travel GPS	Expenditure		41	1	
			<u>456.93</u>						
40369	08/30/23	CHEMU005 CHEMUNG SUPPLY CORP. Plow and tire chain supplies	978.73	01-432-374 SNOW REMOVAL	Expenditure		26 8	1	
40370	08/30/23	DOGWA005 DOGWASTEDEPOT.COM Dog Waste Bags	432.94	01-454-220 OPERATING SUPPLIES-GENERAL	Expenditure		26 5	1	
40371	08/30/23	EDMUN005 EDMUNDS GOVTECH, INC. Software Subscription, Cloud	58,515.00	30-401-740 CAP PURCHASES-MAJOR EQUIP	Expenditure		26 17	1	
40372	08/30/23	EHRLI005 EHRLICH Pest Control Service	219.53	01-409-374 MAINT SERVICES-EQUIPMENT	Expenditure		26 14	1	
40373	08/30/23	FAIRF020 FAIRFIELD AUTO SERVICE LLC PA State Inspection	70.62	08-429-374 Out-Source Repair/Service-Veh	Expenditure		26 1	1	
40374	08/30/23	HARRI010 HARRINGTON EQUIPMENT Hydraulic Hose EQMS 5	98.50	01-430-251 EQUIP PARTS - PERIODIC REPLAC	Expenditure		26 2	1	
40375	08/30/23	KAREN005 KAREN HEFLIN, RECORDER Strm. Wtr: 2 Maxine Trail	30.50	01-414-314 SPECIAL LEGAL SERVICES	Expenditure		26 34	1	
V3-00460	1	Strm. Wtr: 16 Diane Trail	22.50	01-414-314 SPECIAL LEGAL SERVICES	Expenditure		35	1	
			<u>53.00</u>						
40376	08/30/23	KELLE005 KELLER ENGINEERS, INC. WWTP Expansion	10,945.70	08-429-602 CAPITAL CONST: Project #2	Expenditure		26 20	1	
40377	08/30/23	LOWES005 LOWES IN-STORE ACCOUNT Downspout Pipe	91.68	01-454-236 BUILDING/GROUNDS SUPPLIES	Expenditure		26 9	1	
40378	08/30/23	MCCAR005 MCCARTHY TIRE SERVICE Tires- EQMS 10	1,541.64	01-430-255 TIRES & TUBES	Expenditure		26 4	1	

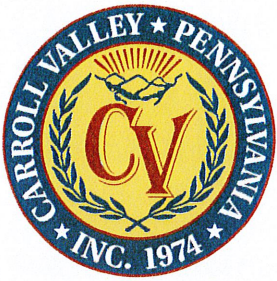
Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Num Acct
GENERAL FUND GENERAL FUND Continued									
40379	08/30/23	MONTA005 MONTAGE ENTERPRISES INC.							26
23-00102	1	Blades,Belts and Hardware	1,521.26	01-430-251	Expenditure		3		1
				EQUIP PARTS - PERIODIC REPLAC					
23-00121	1	EQMS 5 Rear Flail Blades	408.32	01-430-251	Expenditure		12		1
				EQUIP PARTS - PERIODIC REPLAC					
			<u>1,929.58</u>						
40380	08/30/23	MORTO005 MORTON							26
v3-00450	1	Salt	12,706.56	01-432-245	Expenditure		25		1
				HIGHWAY SUPPLIES & MATERIALS					
40381	08/30/23	PENNS005 PENNSYLVANIA CHIEFS OF POLICE							26
23-00120	1	Advertising of Police Officer	200.00	01-401-341	Expenditure		11		1
				ADVERTISING-GENERAL					
40382	08/30/23	PHYLL005 PHYLLIS SMITH							26
v3-00458	1	Parcel # 43002-0071---000	969.93	01-409-310	Expenditure		33		1
				PROPERTY TAXES					
v3-00464	1	Parcel #43005-0001---000	119.11	01-409-310	Expenditure		43		1
				PROPERTY TAXES					
v3-00465	1	Parcel #43018-0016---000	85.08	01-409-310	Expenditure		44		1
				PROPERTY TAXES					
v3-00466	1	Parcel #43045-0055---000	867.83	01-409-310	Expenditure		45		1
				PROPERTY TAXES					
v3-00468	1	Parcel #43047-0082---000	166.76	01-409-310	Expenditure		46		1
				PROPERTY TAXES					
v3-00469	1	Parcel #43039-0001---000	99.83	01-409-310	Expenditure		47		1
				PROPERTY TAXES					
v3-00470	1	Parcel #43002-0123-000	1,026.65	01-409-310	Expenditure		48		1
				PROPERTY TAXES					
			<u>3,335.19</u>						
40383	08/30/23	STACY005 STACY L. KRIETZ							26
v3-00443	1	Office Cleaning: 8/13/23-8/26/	316.00	01-409-450	Expenditure		15		1
				CONTRACTED SERS-CUSTODIAN					
40384	08/30/23	STEPH005 STEPHENSON EQUIPMENT							26
23-00112	1	JCB Backhoe filters	776.16	01-430-253	Expenditure		7		1
				EQUIP - PREVENTATIVE MAINT					
23-00118	1	EQMS5 Rear Ground Roller shaft	379.11	01-430-251	Expenditure		10		1
				EQUIP PARTS - PERIODIC REPLAC					
23-00122	1	MS4 Bucket truck Certification	695.00	01-437-374	Expenditure		13		1
				OUT-SOURCE REPAIR - VEHICLE					
			<u>1,850.27</u>						
40385	08/30/23	STERL005 STERLING SHUYLER, JR.							26
v3-00463	1	2023 Clothing Allowance	100.00	01-430-238	Expenditure		42		1
				CLOTHING ALLOWANCE					
40386	08/30/23	TREYS005 TREYSTA TECHNOLOGY MANAGEMENT							26
v3-00457	1	IT Support: September 2023	1,279.20	01-407-321	Expenditure		32		1
				INTERNET/WEB SITE CHARGES					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Seq	Ref Num Acct
PO #	Item	Description						
GENERAL FUND GENERAL FUND			Continued					
40387	08/31/23	METED005 MET-ED						27
v3-00471	1	Street Light: August 2023	83.35	01-434-361 ELECTRICITY	Expenditure		2	1
40388	08/31/23	TMOBI005 T-MOBILE						27
v3-00472	1	Wireless Svc: 7/22/23-8/21/23	69.85	01-401-321 TELEPHONE SER & INSTALN	Expenditure		3	1
v3-00472	2	Wireless Svc: 7/22/23-8/21/23	69.85	08-429-321 TELEPHONE SRVCS & INSTALLATN	Expenditure		4	1
v3-00473	1	PL: Connection Card Data Plan	145.60	01-410-321 COMMUNICATIONS	Expenditure		5	1
			285.30					
40389	08/31/23	WILLI005 WILLIAMS SCOTSMAN, INC.						27
v3-00474	1	September 2023: Office Trailer	832.04	08-429-236 BUILDING MAINTENANCE SUPPLIES	Expenditure		6	1
Checking Account Totals			<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>		
		Checks:	60	0	171,245.32	0.00		
		Direct Deposit:	0	0	0.00	0.00		
		Total:	60	0	171,245.32	0.00		
Report Totals			<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>		
		Checks:	62	0	183,551.99	0.00		
		Direct Deposit:	0	0	0.00	0.00		
		Total:	62	0	183,551.99	0.00		

Totals by Year-Fund Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND	3-01	76,820.44	0.00	0.00	76,820.44
SANITARY SEWER FUND	3-08	22,754.34	0.00	0.00	22,754.34
CAPITAL RESERVE FUND	3-30	71,670.54	0.00	0.00	71,670.54
HIGHWAY AID FUND	3-35	12,306.67	0.00	0.00	12,306.67
Total of All Funds:		<u>183,551.99</u>	<u>0.00</u>	<u>0.00</u>	<u>183,551.99</u>

Totals by Fund Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND	01	76,820.44	0.00	0.00	76,820.44
SANITARY SEWER FUND	08	22,754.34	0.00	0.00	22,754.34
CAPITAL RESERVE FUND	30	71,670.54	0.00	0.00	71,670.54
HIGHWAY AID FUND	35	12,306.67	0.00	0.00	12,306.67
Total of All Funds:		<u>183,551.99</u>	<u>0.00</u>	<u>0.00</u>	<u>183,551.99</u>

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
GENERAL FUND	3-01	76,820.44	0.00	0.00	0.00	76,820.44
SANITARY SEWER FUND	3-08	22,754.34	0.00	0.00	0.00	22,754.34
CAPITAL RESERVE FUND	3-30	71,670.54	0.00	0.00	0.00	71,670.54
HIGHWAY AID FUND	3-35	12,306.67	0.00	0.00	0.00	12,306.67
Total of All Funds:		<u>183,551.99</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>183,551.99</u>



The Borough of Carroll Valley

5685 Fairfield Road, Carroll Valley, PA 17320

(717) 642-8269 tel

(717) 642-6717 fax

www.carrollvalley.org

Transmittal Memo to Pension Plan's Governing Body Advising of 2024 MMO

Date Presented: September 12, 2023

To: Carroll Valley Borough Council

From: David Hazlett, Borough Manager

Subject: The 2024 Minimum Obligation (MMO) for the pension plans

Act 205 of 1984, as amended, governs the funding requirements for all municipal pension plans. The law requires the "Chief Administrative Officer" of each municipal pension plan to inform the "governing body" of the municipality of the plan's expected financial obligation for the coming year. This must be done by the last business day in September. This memo, provided under the guidance of the Pennsylvania Municipal Retirement System (the plan's administrator), is intended to satisfy the legal requirements of Act 205.

The calculation of the 2024 plan cost, or the MMO, required an estimate of the 2023 W-2 wages of the employees covered by the plan. I have indicated on the attached worksheet my best estimate of the same. Questions on the pension cost calculation may be addressed to either myself or the staff of the Pennsylvania Municipal Retirement System at (800) 622-7968.

Please understand that the MMO is the municipality's 2024 bill for this pension plan. The calculated obligation must be paid by December 31, 2024. The obligation must be met with general fund monies or with any General State Aid to Municipal Pensions to which we may be entitled to under Act 205.

Attachments: 2024 MMO Worksheet for Police
2024 MMO Worksheet for Non-uniformed Employees

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

for Plan Year 2024

CHARGES

Estimated 2023 W-2 Payroll

For Covered Plan Members: (A) 179,968.00

PMRS Determined Normal Cost

Expressed as a Decimal: (B) 0.1706

RESULT: (A) * (B) = (C) 30,703.00

Administrative Charge (PMRS Determined)

of Plan Members times \$20: (D) 100.00

Amortization of Unfunded Liability

(PMRS Determined) (E) 0.00

TOTAL CHARGES: (C) + (D) + (E) = (F) 30,803.00

CREDITS

Repeat Estimated 2023 W-2 Payroll

104,968.00

For Covered Plan Members: (A) 75,000.00

Employee Contribution Rate

.03 3,149.00

Expressed as a Decimal: (G) .05 3,750.00

RESULT: (A) * (G) = (H) 6,899.00

Amortization of the Actuarial Surplus

(PMRS Determined) (I) 1,244.00

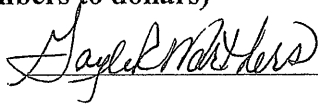
TOTAL CREDITS: (H) + (I) = (J) 8,143.00

MINIMUM MUNICIPAL OBLIGATION

(Based on 1/1/2021 Actuarial Valuation) (MMO) 22,660.00

Equals TOTAL CHARGES Minus

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

Prepared By: Gayle R. Marthers (Name)  (Signature)

Assistant Borough Manager (Title) (717) 642 - 8269 (Telephone #)

Please complete the above worksheet with your best estimates and return only one copy to the Pennsylvania Municipal Retirement System by October 4, 2023. Forms can be submitted electronically to RA-RSCOMPLETEDFORMS@pa.gov. The official copy must be shared with the plan's governing board by the last business day in September.

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

for Plan Year 2024

CHARGES

Estimated 2023 W-2 Payroll

For Covered Plan Members:

(A) 641,458.00

PMRS Determined Normal Cost

Expressed as a Decimal:

(B) 0.1072

RESULT: (A) * (B) =

(C) 68,764.00

Administrative Charge (PMRS Determined)

of Plan Members times \$20:

(D) 420.00

Amortization of Unfunded Liability

(PMRS Determined)

(E) 81,444.00

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

(F) 150,628.00

CREDITS

Repeat Estimated 2023 W-2 Payroll

For Covered Plan Members:

(A) 641,458.00

Employee Contribution Rate

Expressed as a Decimal:

(G) .03

RESULT: (A) * (G) =

(H) 19,244.00

Amortization of the Actuarial Surplus

(PMRS Determined)

(I) 0.00

TOTAL CREDITS: (H) + (I) =

(J) 19,244.00

MINIMUM MUNICIPAL OBLIGATION

(Based on 1/1/2021 Actuarial Valuation)

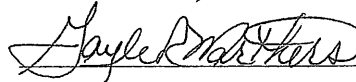
(MMO) 131,384.00

Equals TOTAL CHARGES Minus

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

Prepared By: Gayle R. Marthers

(Name)



(Signature)

Assistant Borough Manager

(Title)

(717) 642 - 8269

(Telephone #)

Please complete the above worksheet with your best estimates and return only one copy to the Pennsylvania Municipal Retirement System by October 4, 2023. Forms can be submitted electronically to RA-RSCOMPLETEDFORMS@pa.gov. The official copy must be shared with the plan's governing board by the last business day in September.

ATTESTATION ENGAGEMENT

Borough of Carroll Valley

Adams County, Pennsylvania

01-413

Liquid Fuels Tax Fund

For the Period

January 1, 2022 to December 31, 2022

September 2023



Commonwealth of Pennsylvania
Department of the Auditor General

Timothy L. DeFoor • Auditor General



Commonwealth of Pennsylvania
Department of the Auditor General
Harrisburg, PA 17120-0018
Facebook: Pennsylvania Auditor General
Twitter: @PAAuditorGen
www.PaAuditor.gov

TIMOTHY L. DEFOOR
AUDITOR GENERAL

Independent Auditor's Report

The Honorable Michael Carroll
Secretary
Department of Transportation
Harrisburg, PA 17120

We examined the accompanying Form MS-965 With Adjustments for the Liquid Fuels Tax Fund of the Borough of Carroll Valley, Adams County, for the period January 1, 2022 to December 31, 2022. The municipality's management is responsible for presenting the Form MS-965 in accordance with the criteria described in the Background section of this report and the Department of Transportation's *Publication 9*. Our responsibility is to express an opinion on the Form MS-965 With Adjustments based on our examination.

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

We are required to be independent and to meet our other ethical responsibilities in accordance with ethical requirements relating to the engagement.

In our opinion, the Form MS-965 With Adjustments presents, in all material respects, the information required by the Pennsylvania Department of Transportation for the Liquid Fuels Tax Fund of the Borough of Carroll Valley, Adams County, for the period January 1, 2022 to December 31, 2022, in accordance with the criteria described in the Background section of this report and the Department of Transportation's *Publication 9*.

Independent Auditor's Report (Continued)

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

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

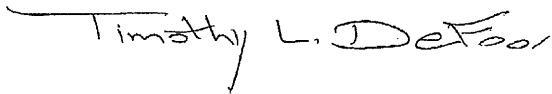
Our consideration of internal control over reporting on the Form MS-965 was for the limited purpose of expressing an opinion on whether the Form MS-965 is presented in accordance with the criteria described above and would not necessarily identify all deficiencies in internal control that might be material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

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

Independent Auditor's Report (Continued)

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

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

A handwritten signature in black ink that reads "Timothy L. DeFoor". The signature is written in a cursive style with a horizontal line above the first name.

Timothy L. DeFoor
Auditor General
August 11, 2023

CONTENTS

	<u>Page</u>
Background.....	1
Financial Section:	
2022 Form MS-965 With Adjustments	5
Summary Of Onsite Closeout Meeting.....	8
Report Distribution	9

BOROUGH OF CARROLL VALLEY
ADAMS COUNTY
LIQUID FUELS TAX FUND
BACKGROUND
FOR THE PERIOD
JANUARY 1, 2022 TO DECEMBER 31, 2022

Background

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

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

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

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

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

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

BOROUGH OF CARROLL VALLEY
 ADAMS COUNTY
 LIQUID FUELS TAX FUND
 BACKGROUND
 FOR THE PERIOD
 JANUARY 1, 2022 TO DECEMBER 31, 2022

Background (Continued)

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

Criteria

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

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

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

2019	2020	2021	2022
\$11,100.00	\$11,300.00	\$11,500.00	\$11,800.00

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

2019	2020	2021	2022
\$11,100.00	\$11,300.00	\$11,500.00	\$11,800.00

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

BOROUGH OF CARROLL VALLEY
ADAMS COUNTY
LIQUID FUELS TAX FUND
BACKGROUND
FOR THE PERIOD
JANUARY 1, 2022 TO DECEMBER 31, 2022

Background (Continued)

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

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

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

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

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

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

BOROUGH OF CARROLL VALLEY
ADAMS COUNTY
LIQUID FUELS TAX FUND
BACKGROUND
FOR THE PERIOD
JANUARY 1, 2022 TO DECEMBER 31, 2022

Background (Continued)

Basis of Presentation

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

Basis Of Accounting

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

General Fixed Assets

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

BOROUGH OF CARROLL VALLEY
ADAMS COUNTY
LIQUID FUELS TAX FUND
2022 FORM MS-965 – SECTION 1
WITH ADJUSTMENTS

<u>Expenditure Summary</u>	<u>Reported</u>	<u>Adjustments</u>	<u>Adjusted Amount</u>
Minor equipment purchases	\$ -	\$ -	\$ -
Computer/Computer related training	-	-	-
Major equipment purchases	-	-	-
Agility projects	-	-	-
Cleaning streets and gutters	-	-	-
Winter maintenance services	-	-	-
Traffic control devices	-	-	-
Street lighting	-	-	-
Storm sewers and drains	-	-	-
Repairs of tools and machinery	-	-	-
Maintenance and repair of roads and bridges	114,733.44	-	114,733.44
Highway construction and rebuilding projects	7,872.72	-	7,872.72
Miscellaneous	-	-	-
 Total (To Section 2, Line 5)	 <u>\$ 122,606.16</u>	 <u>\$ -</u>	 <u>\$ 122,606.16</u>

BOROUGH OF CARROLL VALLEY
ADAMS COUNTY
LIQUID FUELS TAX FUND
2022 FORM MS-965 – SECTION 2
WITH ADJUSTMENTS

<u>Fund Balance</u>	<u>Reported</u>	<u>Adjustments</u>	<u>Adjusted Amount</u>
1. Balance, January 1, 2022	\$ 565,203.46	\$ -	\$ 565,203.46
Receipts:			
2. State allocation	232,747.06	-	232,747.06
2a. Turnback allocation	-	-	-
2b. Interest on investments	10,117.07	-	10,117.07
2c. Miscellaneous	-	-	-
3. Total receipts	<u>242,864.13</u>	<u>-</u>	<u>242,864.13</u>
4. Total funds available	<u>808,067.59</u>	<u>-</u>	<u>808,067.59</u>
5. Expenditures (Section 1)	<u>122,606.16</u>	<u>-</u>	<u>122,606.16</u>
6. Balance, December 31, 2022	<u>\$ 685,461.43</u>	<u>\$ -</u>	<u>\$ 685,461.43</u>

BOROUGH OF CARROLL VALLEY
ADAMS COUNTY
LIQUID FUELS TAX FUND
2022 FORM MS-965 – SECTION 3
WITH ADJUSTMENTS

<u>Equipment Balance</u>	<u>Reported</u>	<u>Adjustments</u>	<u>Adjusted Amount</u>
1. Prior year equipment balance	\$ 342,241.90	\$ -	\$ 342,241.90
2. Add: Current year equipment allocation (20% of Lines 2 + 2a, Section 2)	46,549.41	-	46,549.41
3. PENNDOT approved adjustments	-	-	-
4. Total funds available for equipment acquisition	388,791.31	-	388,791.31
5. Less: Major equipment expenditures	-	-	-
6. Remainder	<u>388,791.31</u>	<u>-</u>	<u>388,791.31</u>
7. Equipment balance available for subsequent year (Lesser of Line 6 or Section 2 balance, but not less than zero)	<u>\$ 388,791.31</u>	<u>\$ -</u>	<u>\$ 388,791.31</u>

BOROUGH OF CARROLL VALLEY
ADAMS COUNTY
LIQUID FUELS TAX FUND
SUMMARY OF ONSITE CLOSEOUT MEETING
FOR THE PERIOD
JANUARY 1, 2022 TO DECEMBER 31, 2022

An onsite closeout meeting was held June 1, 2023. Those participating were:

BOROUGH OF CARROLL VALLEY

Ms. Amanda Bell, Assistant Secretary

DEPARTMENT OF THE AUDITOR GENERAL

Mr. Ryan W. Shrauder, Audit Supervisor

Mr. Joshua Sherdel, Audit Intern

BOROUGH OF CARROLL VALLEY
ADAMS COUNTY
LIQUID FUELS TAX FUND
REPORT DISTRIBUTION
FOR THE PERIOD
JANUARY 1, 2022 TO DECEMBER 31, 2022

This report was initially distributed to:

The Honorable Michael Carroll
Secretary
Department of Transportation

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

The Honorable Richard Mathews
President of Council

Ms. Gayle Marthers
Assistant Borough Manager/Secretary

Ms. Amanda Bell
Assistant Secretary

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

UNFINISHED BUSINESS



September 9, 2023

Memorandum

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

DCED – GREENWAYS, TRAILS AND RECREATION PROGRAM (GTRP)

Carroll Valley Borough Trail Project

Request: \$212,000

Support letters were received from Sen. Mastriano and Rep. Moul. Rep Moul confirmed additional outreach was completed to show support of the project.

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

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

Wastewater Treatment Plant Upgrades

Award: \$700,000

The H2O grant expires on June 30, 2024. Project should not be bid until the PENNVEST loan has closed. As a note, the PENNVEST funds can be used as match for the H2O's 50 percent match requirement. 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 proofs 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. 8, 2023. GMS has begun filling out the closing documents that can be addressed at this time.

Next Steps: All closing documents must be uploaded to the PENNVEST portal by Oct. 18, 2023. Loan is anticipated to be closed on Nov. 8, 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 continues to assist the Borough in its desire to install electric vehicle charging stations at the Borough's municipal building with the expectation of offsetting costs by utilizing DEP's Level 2 Electric Vehicle Charging Rebate Program. At this time, it appears the Borough does not wish to go after the rebate program, but is interested if an opportunity to fully fund an EV charging station becomes available.

Next Steps: GMS to continue to monitor potential programs.

STATEWIDE LOCAL SHARE ACCOUNT (LSA)

GMS is meeting with the Borough on Sept. 11, 2023 to discuss priority projects and the scope of work for the Statewide LSA grant application. Eligible projects are projects that improve the quality of life in a community. Projects must be owned and maintained by an eligible applicant or a nonprofit organization, with a maximum grant request of \$1 million. Each application must include a cohesive project scope based on a singular project.

Next Steps: Confirm the scope of work and provide GMS with a cost estimate. GMS to provide the Borough with a draft resolution for the October meeting.

PROJECTS/PROGRAMS TO MONITOR

- Broadband Initiative
- Intersection of Routes 16 and 116 Traffic Light





Lot Sale Guidelines

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

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

Annual Sales Guidelines

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

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

Individual Lot Evaluation(s)

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

- Does the lot have Public Sewer or an Approved Perc?
- Was tax money previously invested in property? (Did the Borough buy the lot?)
- Average Slope < 25%?
- Existing Road Frontage?
- Floodplain?
- Determinable public use?

Sale Procedures

1. Perc/sewer status for each lot will be determined first. To complete this determination –
 - a. Does the lot have acceptable isolation distances from adjoining wells and septic?
 - b. Does the lot have a slope of less than 25%?
 - c. If "yes" to both questions, the Borough must complete a perc test unless prior results exist from the previous 24 months.
 - d. If "no" to either question, the Perc test will fail, and the lot should be noted as "perc failed."
2. All lots to be considered for sale must have an appraisal completed prior to advertisement.
3. All lots will be sold via a sealed bid process (except as provided for in number 6 of this part)

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

NEW BUSINESS

FOR YOUR INFORMATION

**Municipal Services Report
August 2023**

Road Work and Right of Way: 274 Man-Hours

- Road work performed included:
 - Roadside mowing
 - Cleaned culvert pipes.
 - Cut roadway where base repairs will be performed.
 - Removed fallen trees from Ranch Trail, Country Club Trail, and Skylark Trail
 - Cleaned storm grates.
 - Trimmed weeds from all guide rails
 - Excavated side ditches on the following: Eagles Trail, Bluebird Trail, Meadowlark Trail, Wren Trail, Shirley Trail, and Diane Trail
 - Graded roadway edges on Fruitwood Trail
 - Swept intersections and washout areas on roads.

Equipment Maintenance and Repair: 81 Man-Hours

- Municipal Services/Parks/Zoning/STP Departments:
 - Mounted Brush cutter mower to John Deere 301 tractor and lubricated.
 - Installed new bearing, blades, and skid shoes on EQMS 5 (John Deere Boom Mower)
 - Replaced damaged tire on EQPK 6 (Simplicity zero turn mower)
 - Cleaned and maintenance EQMS 9 (FMC Sprayer)

- **Police Department: 7 Man-hours**
 - Serviced PL 22 (2017 charger marked)
 - Moved electronic speed signs.

Parks and Property Maintenance: 541 Man-Hours

- Borough office building
 - Weeded flower beds
 - Installed downspout extensions.
 - Installed soaker hoses in front beds.
 - Cleaned exterior of office building.

- Ranch Park
 - Weeded playground areas
 - Weekly mowing and trimming
 - Trash removal

- Carroll Commons Park

- Trash removal.
- Weekly mowing and trimming
- Installed soaker hoses in planting beds.
- Installed downspout extensions around entire pavilion.

- Lake Kay Mini Park
 - Routine Maintenance consisted of trash collection and removal.
 - Mowing of park
 - Cut several dead limbs from trees and hauled away.
- Lake Mae/" New" property
 - Weekly mowing and trimming.
 - Started removing underbrush and down trees from the recently purchased property.

- Municipal services facility
 - Cleaned shop floors.
 - Cleaned breakroom and office area.

Admin, Events and Training: 77 Man-Hours

- Staff Meetings
- Completed 2024 budget for review.
- Ordered maintenance items for all equipment.

Sewer Treatment Plant: 2 Man-Hours

- Assisted operator with moving items to prepare for operational changes.

Paid Time Off: 122 Man-Hours

- 122 hours- Sick, Comp and Vacation leave

Respectfully Submitted,

Brad A. Sanders

Brad A. Sanders

MS Supervisor

Hours/Mileage August 2023						
Vehicle ID/ Equipment ID	Description	Beginning Miles/ Hours	Ending Miles/Hours	Total Miles/Hours		
MS2	2010 Ford Expedition	85262	85636	374		
MS3	2010 Ford F550 D/T	50843	51035	192		
MS4	2001 Chevy B/T	82682	82725	43		
MS5	2007 Freightliner Sweeper Truck	16038	16097	59		
MS6	2012 INT 7400 D/T	13664	13664	0		
MS7	1999 Int 5000 D/T	120930	120930	0		
MS8	2015 Mack Granite	13767	13767	0		
MS10	2012 Ford F550 D/T	77836	77945	109		
MS 11	2016 Ford F550 D/t	38808	38921	113		
MS12	2021 Mack Granite	1988	1988	0		
Total Mileage				516		
EQMS2	2006 Bobcat Skid loader	894	Inoperable 06/2023			
EQMS3	2021 Volvo loader	154	155	1		
EQMS4	580 John Deere 570B Grader	770	771	1		
EQMS5	6110 John Deere Boom Mower	1603	1667	64		
EQMS6	Bandit Brush Chipper	352	352	0		
EQMS10	2019 JCB Backhoe	1348	1386	38		
EQPK3	301A John Deere tractor	Hour meter inoperable		#VALUE!		
EQPK7	John Deere Gator	60	67	7		
EQPK8	2023 Scag Mower	30	39	9		
EQPK 6	2018 Simplicity mower	449	482	33		
Total Equipment hours				#VALUE!		



BOROUGH OF CARROLL VALLEY WWTP MONTHLY REPORT

Month Aug 2023

Total Monthly Flow- 2.778 MGD

Average Monthly Flow- .09 MGD

Sludge Hauled- 0 Gal

Chlorine Usage- 160 Gal

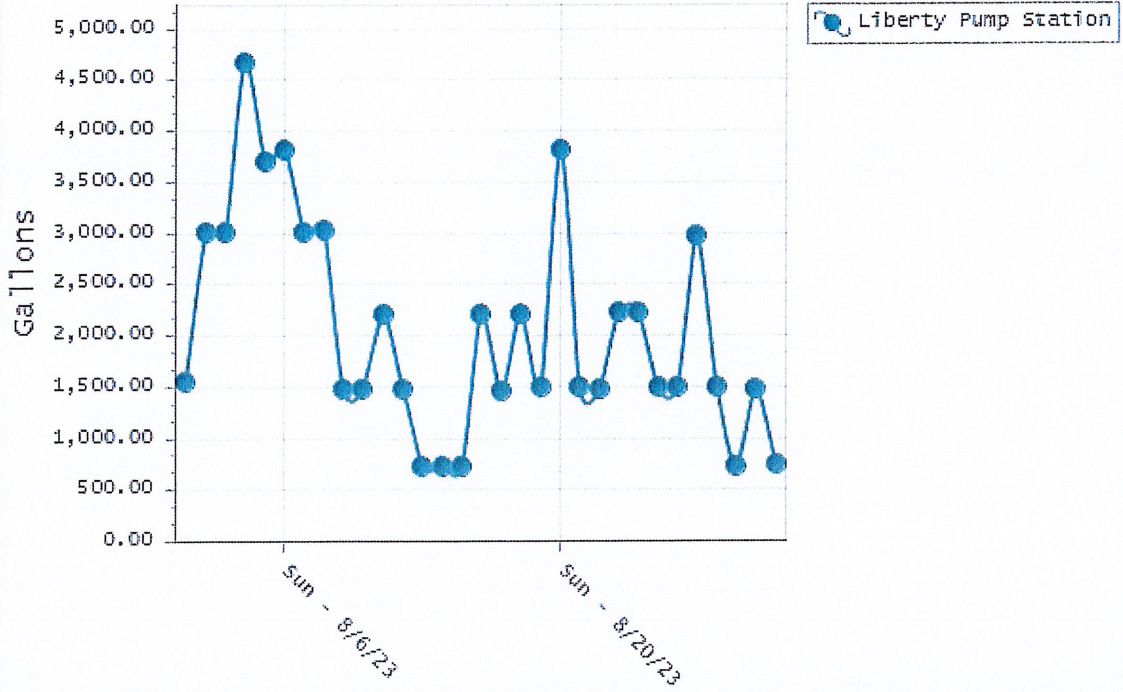
Total Precipitation- 3.18"

Work Conducted and Comments

- Jetted out a driveway pipe for Municipal Services on Cypress Trail
- Treated the return activated sludge with chlorine. There was the beginning stages of unwanted foaming in the plant. Microscopic examination showed some advanced life microorganism. The chlorine was used to kill them off.
- Cleaned out work shed and office trailer. Moved my office to main office to prepare for construction at the plant.
- Permit applications for the project were submitted for Land use, county and building. The building permit and land use were issued and picked up and are displayed at the plant.
- Cleaned out debris from the aeration basins.
- Cleaned the outfall

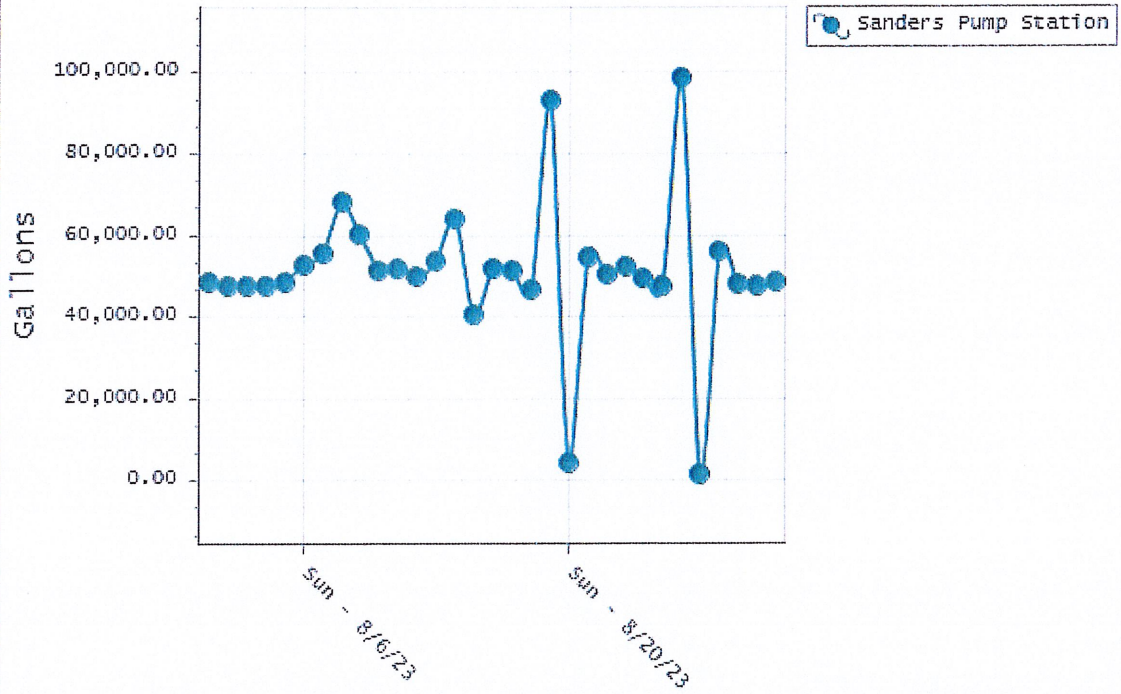
Station Effluent (outflow)

Tue. 8/1/23 to Thu. 8/31/23



Station Effluent (Outflow)

Tue. 8/1/23 to Thu. 8/31/23



- Pump Calculations for Carroll Valley Borough -
Liberty Pump Station
Tuesday, August 1, 2023 to Thursday, August 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	42	00:05:10	00:07:01	03:37:36	136	1,014	31,457
2	1	43	00:05:01	00:06:57	03:35:56	134	1,039	32,217
3	0	0	00:00:00	00:00:00	00:00:00	0	0	0
						Station:	2,053	63,674

- Pump Calculations for Carroll Valley Borough -
Sanders Pump Station
Tuesday, August 1, 2023 to Thursday, August 31, 2023

- Date Range Statistics -								
Pump	AVG Cycles	Total Cycles	AVG Draw Down	AVG Runtime	Total Runtime	AVG GPM	AVG Effluent	Total Effluent
1	33	1,024	00:01:10	00:38:58	20:08:08	439	17,127	530,952
2	32	1,022	00:01:10	00:38:59	20:08:39	438	17,078	529,448
3	32	1,022	00:01:10	00:38:51	20:04:37	439	17,087	529,698
						Station:	51,292	1,590,098



SUPPLEMENTAL REPORT
DAILY EFFLUENT MONITORING

3800-FM-BCW0435 3/2012

Facility Name: Carroll Valley STP
Municipality: Borough of Carroll Valley
Watershed: 13-D
Laboratories: LABS Inc.
Month: 8
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

Main data table with columns for Week, Day, Date, Flow, pH, Dissolved Oxygen, TRC, CBOD5, TSS, Fecal Coliform, NH3-N, BOD5, TSS, and Rainfall (in). Rows include dates from 7/30/23 to 9/2/23.

Statistical Summary table with rows for Daily Minimum (Conc.), Daily Maximum (Conc.), Max Avg Weekly (Conc.), Avg Monthly (Conc.), Geometric Mean (Conc.), Max Avg Weekly (Load), Avg Monthly (Load), Total Monthly (Load), Daily Minimum (Load), and Daily Maximum (Load).

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 Feller
Title: Chief Operator
License No.: S17793
Date: 8/31/2023