



BOROUGH COUNCIL AGENDA
TUESDAY, NOVEMBER 10, 2020 – 7:00 P.M.

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

REGULAR MEETING

1. **Approval of Minutes: October 13, 2020 Regular Meeting**
2. **Approval of Minutes: October 20, 2020 Joint Meeting of Council and Finance Committee**
3. **Open to the public**
 - a. Citizens wishing to comment will be recognized in the Order of their listing on the Appearance Sheet and are asked to stand up and give their name, address, and organization they represent (if applicable). Impromptu comments are limited to five minutes per individual.
4. **Ordinances and Resolutions**
5. **Mayor's Report – R. Harris**
 - a. Police Report
 - b. Around Town
 - c. Upcoming Events & Meetings of Interest
 - d. In Requiem
6. **Fire/EMS/EMA Report**
7. **Committee Reports**
8. **Administrative Business – Borough Manager**
 - a. Treasurer's Report – October 2020
 - b. 2021 Proposed Budget – For Advertisement
 - c. Lake Carroll
 - d. Employee Benefit Search
9. **Unfinished Business**
 - a. Grant Funding Updates
 - b. Property Maintenance Update
10. **New Business**
11. **Open to the public**
 - a. Citizens wishing to comment will be asked to stand up and give their name, address, and organization they represent (if applicable). Impromptu comments are limited to five minutes per individual.
12. **Adjournment**

MAYOR'S REPORT



October 2020 Police Report

by
Chief Richard L Hileman II
Carroll Valley Borough Police



Special News / Achievements:

- After an officer was called to check on an elderly resident, he found her family couldn't reach her because her phone was out of service. Police administrative assistant Jo Ann Myers found out and made calls to the phone company to get that service restored. She followed up with the elderly resident, who lives alone and has medical issues, until she knew the phone was working again.



- CPL Weikert received his Controlled F.O.R.C.E. instructor certification and Field Training Officer Certification and will be training our officers.
- Halloween activities occurred both at Trunk or Treat in Carroll Valley and in large numbers in Fairfield. Officers were able to enjoy time interacting with children and parents and providing that all important candy.
- October 24th the Department collected 153 pounds of expired or unused prescription medication for safe disposal as part of the US Drug Enforcement Administration's National Prescription Drug Take Back Day. This was our 16th Take Back event.



Monthly Activities:

- We were notified of an attempted murder suspect from Hanover in the Carroll Valley area. On October 16, officers became involved in the capture of the suspect and his accomplice. CPL Weikert was on the team that took the original suspect into custody.
- Investigated a reported rape.
- We continue to have a few incidents of damage or theft of political signs.
- We investigated three incidents of target shooting in violation of the Borough Ordinance.
- Two child abuse investigation were opened.



- 9 calls occurred outside coverage hours, including two welfare checks, harassment, and three report of suspicious activity.

Traffic Enforcement:

- Officers conducted 42 vehicle stops resulting in 37 citations, faulty equipment notices, and warnings, 18 of which were for maximum speed limits.
- 3 vehicle crashes, including 2 hit and run crashes that were investigated, and the suspect vehicle identified.

Upcoming Events:

- The Department is expecting a drug collection box to be delivered soon. This will allow us to collect unused and expired medications year-round for our residents.



Neighbors by Ring

- We are excited to be joining Ring Neighbors in our efforts to connect with residents and improve the safety of our communities. Neighbors allows you, the user, to share photos, videos and information related to local crime and safety incidents so fellow residents can stay informed. You can learn more about it at: <https://ring.com/neighbors> A ring device is not required.
- Patrol Officer Peiffer will be attending a patrol rifle class in November.



Statistical Measures:

(Calculated from September 2020 only)

	Oct 2019	Oct 2020	YTD 2019	YTD 2020
Criminal / Mental Health Arrests				
Criminal		-		
Mental Health		-		
Burglaries, Robberies, Thefts				
Residential Burglaries		1		
Commercial Burglaries		-		
Armed Robberies		-		
Strong-Arm Robbery		-		
Thefts		1		
Criminal Mischief				
Criminal Mischief (damage to property)		2		
Assault and Domestic Disputes				
Domestic disputes		1		
Non-domestic assaults		-		
Rape / Sexual Assaults		1		
Traffic Related				
Citations / Faulty Equip / Warnings		37		
Driving under the Influence		-		
MV Crashes		3		
Miscellaneous Activities				
Calls from Public		96		
Officer initiated		51		
Total CV Calls		148		

Vehicle Mileage

	Starting	Ending	Total
2017 Dodge Charger Unmarked	12,728	13,191	463
2017 Dodge Charger Marked	51,878	52,776	898
2014 Dodge Charger Unmarked	61,203	62,773	1,570
2014 Dodge Charger Marked	81,942	82,105	163
2010 Ford Exp Marked	82,942	82,965	23

FIRE/EMS/EMA REPORT

FAIRFIELD FIRE & EMS

Fire Report – OCTOBER, 2020

Calls for the Month –	16
Year to Date Total -	159

Nature of Call(s)

Fire Police -	4
Structure Fire -	1
Vehicle Fire -	1
Medical Assist	6
Motor Vehicle Accident	2
Transfer	1
CO Alarm	1

Location of Call(s)

Carroll Valley Borough	1
Fairfield Borough	4
Franklin Township	3
Freedom Township	2
Hamiltonban Township	2
Highland Township	1
Liberty Township	3

FOUNTAINDALE VOLUNTEER FIRE DEPARTMENT

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



MONTHLY FIRE REPORT FOR OCTOBER 2020

Breakdown of calls by type:

Medical Assist.....	1
Auto accident.....	1
Automatic Fire Alarm.....	1
<u>Good Intent.....</u>	<u>4</u>
TOTAL	7

Notes: Held a joint fundraiser with Fairfield. Very successful drive thru dinner of wings and steamed shrimp.

David M. Martin

Fire Chief

cc: Carroll Valley Borough
Hamiltonban Township
Liberty Township

FOUNTAIN DALE VOLUNTEER FIRE DEPT
OCTOBER 2020
CALLS PER MUNICIPALITY

TOWNSHIP	NUMBER OF CALLS FOR MONTH
HAMILTONBAN TOWNSHIP	1
LIBERTY TOWNSHIP	3
MONT ALTO BORO	0
WASHINGTON TOWNSHIP	2
CARROLL VALLEY BOROUGH	0
BOROUGH OF WAYNESBORO	0
FREDERICK COUNTY	0
WASHINGTON COUNTY	0
QUINCY TOWNSHIP	0
CUMBERLAND TOWNSHIP	0
GUILFORD TOWNSHIP	1
FAIRFIELD BOROUGH	0
FREEDOM TOWNSHIP	0
ANTRIM TOWNSHIP	0
TOTAL	7

Fountain Dale Volunteer Fire Department



Fairfield, PA

This report was generated on 11/4/2020 11:30:56 AM

Incident Type and Street Name for Date Range

Incident Status: Reviewed | Start Date: 10/01/2020 | End Date: 10/31/2020

Incident Date	Address	Incident Type
10/04/2020	Old Waynesboro Road, Fairfield, PA 17320	Medical assist, assist EMS crew
10/05/2020	Spruce Road, Fayetteville, PA 17222	Dispatched & cancelled en route
10/12/2020	Waynesboro Pike, Fairfield, PA 17320	Smoke detector activation, no fire - unintentional
10/15/2020	Orchard Road, Fairfield, PA 17320	Dispatched & cancelled en route
10/17/2020	Buchanan Trail East, Blue Ridge Summit, PA 17214	Dispatched & cancelled en route
10/20/2020	Buchanan Trail East, Blue Ridge Summit, PA 17214	Dispatched & cancelled en route
10/23/2020	Gladhill Road, Fairfield, PA 17320	Motor vehicle accident with no injuries.

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

COMMITTEE REPORTS

ADMINISTRATIVE BUSINESS

BOROUGH OF CARROLL VALLEY SUMMARY FINANCIAL REPORT: 1 thru 31 OCTOBER 2020

ACCOUNT	GENERAL FUND	SPECIAL EVENT	SANITARY SEWER	SINKING FUND	CAPITAL RESERVE	HIGHWAY AID (LF)	TOTAL FUNDS	SEWER AUTHORITY
START OF PERIOD								
CHECKING ACCOUNT	\$29,522.94	\$0.00	\$0.00	\$3,223.68	\$27,452.51	\$0.00	\$60,199.13	\$3,376.57
INVESTMENTS	\$2,587,230.36	\$0.00	\$0.00	\$0.00	\$0.00	\$501,779.92	\$3,089,010.28	\$377,335.80
PETTY CASH	\$425.00	\$0.00	\$25.00	\$0.00	\$0.00	\$0.00	\$450.00	\$50.00
DUE FROM OTHER FUNDS	\$30,118.61	\$8,818.18	\$559,707.22	\$0.00	\$841,366.87	\$0.00	\$1,440,010.88	\$0.00
DUE TO OTHER FUNDS	\$1,342,684.67	\$21.20	\$29,882.02	\$0.00	\$14,829.39	\$0.00	\$1,387,417.28	\$52,076.73
LIABILITIES	\$17,507.12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,507.12	\$0.00
NET BALANCE	\$1,287,105.12	\$8,796.98	\$529,850.20	\$3,223.68	\$853,989.99	\$501,779.92	\$3,184,745.89	\$328,685.64

TRANSACTIONS FOR PERIOD								
ADJUSTMENTS (SEE NOTE)								
ACTUAL REVENUES (+)	\$90,365.44	\$0.00	\$46,650.51	\$12,802.80	\$1,066.48	\$4.41	\$150,889.64	\$996.68
ACTUAL EXPENDITURES (-)	\$113,032.82	\$5,526.20	\$16,858.75	\$154,803.08	\$155,260.58	\$125,048.79	\$570,530.22	\$12,684.33
ENCUMBERED FUNDS (-)	\$16,290.22	\$325.00	\$4,625.73	\$0.00	\$0.00	\$4,887.68	\$26,128.63	\$0.00
NET TRANSACTION BALANCE	(\$38,957.60)	(\$5,851.20)	\$25,166.03	(\$142,000.28)	(\$154,194.10)	(\$129,932.06)	(\$445,769.21)	(\$11,687.65)

END OF PERIOD								
CHECKING ACCOUNT	\$33,538.61	\$0.00	\$0.00	\$3,223.68	\$27,463.83	\$0.00	\$64,226.12	\$3,376.57
INVESTMENTS	\$2,424,331.04	\$0.00	\$0.00	\$0.00	\$0.00	\$376,735.54	\$2,801,066.58	\$365,648.15
PETTY CASH	\$425.00	\$0.00	\$25.00	\$0.00	\$0.00	\$0.00	\$450.00	\$50.00
DUE FROM OTHER FUNDS	\$175,814.72	\$8,796.98	\$591,089.71	\$0.00	\$842,422.03	\$0.00	\$1,618,123.44	\$0.00
DUE TO OTHER FUNDS	\$1,362,808.95	\$5,526.20	\$29,641.94	\$0.00	\$170,089.97	\$0.00	\$1,568,067.06	\$52,076.73
LIABILITIES	\$11,231.37	\$0.00	\$0.00	\$142,000.28	\$0.00	\$0.00	\$153,231.65	\$0.00
NET BALANCE	\$1,260,069.05	\$3,270.78	\$561,472.77	(\$138,776.60)	\$699,795.89	\$376,735.54	\$2,762,567.43	\$316,997.99

Check Register with Invoices

Borough of Carroll Valley

06-Nov-20

From: 01-Oct-20 To: 31-Oct-20

Check No	Check Date	VendorNo	Vendor	Invoice	Check Amount	Status
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Bank Account: 3 GENERAL FUND PLGIT CHECKING

1076	10/27/2020	14505	F&M TRUST		\$142,000.28	O
			102720 Loan # 410681-09001 Payoff		\$142,000.28	
1077	10/28/2020	14510	BCV F&M Sinking Fund		\$12,802.80	O
			102820 Transfer for payment of 11/1/20 for Loan #410681-0		\$12,802.80	
Bank Total:					\$154,803.08	

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

06-Nov-20

From: 01-Oct-20 To: 31-Oct-20

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

1049	10/28/2020	14505	F&M TRUST		\$12,802.80	0
			102820 New Bldg payment of: 11/1/20		\$12,802.80	

Bank Total:**\$12,802.80**

Check Register with Invoices

Borough of Carroll Valley

06-Nov-20

From: 01-Oct-20 To: 31-Oct-20

Check No Check Date VendorNo Vendor Invoice Check Amount Status

Bank Account: 35 HIGHWAY AID FUND

538	10/13/2020	151	RUSSELL STANDARD CORPORATION		\$124,946.19	O
			1012845 Road Oil		\$75,639.19	
			1012846 Equipment Trucks & Roller Rental		\$49,307.00	
539	10/13/2020	363	U.S. MUNICIPAL SUPPLY, INC.		\$102.60	O
			6171938-3 Sign & Stands Freight		\$102.60	

Bank Total: \$125,048.79

Check Register with Invoices

Borough of Carroll Valley

06-Nov-20

From: 01-Oct-20 To: 31-Oct-20

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

33570	10/13/2020	10	ADAMS COUNTY AUTO SUPPLY, INC.		\$225.49	O
			164843 MS6: Power Steering Filter		\$15.33	
			169806 AGM Battery		\$197.38	
			169619 Coolant Filter		\$12.78	
33571	10/13/2020	27	ALEXANDERS PLUMBING & PUMPS, I		\$8.95	O
			3876 PVC Glue		\$8.95	
33572	10/13/2020	1165	██████████		\$366.71	O
			101320 2020 Medical Deductible Reimbursement		\$366.71	
33573	10/13/2020	14661	COMBINED INSURANCE		\$79.28	O
			80001 Payroll Deduction: 8/21/20-9/21/20		\$79.28	
33574	10/13/2020	1191	COMCAST CABLE		\$667.00	O
			91921-3 14 Ranch Trl: Svc 10/1/20-10/31/20		\$110.01	
			91921-2 STP: 119A Sanders Rd: Svc 10/1/20-10/31/20		\$57.52	
			91921 PL: Svc 10/1/20-10/31/20		\$282.00	
			91921-4 Boro Office: Svc 10/1/20-10/31/20		\$170.47	
			91921-1 Zoning: Svc 10/1/20-10/31/20		\$47.00	
33575	10/13/2020	14219	COMMUNITY MEDIA OF SOUTH CENT		\$200.00	O
			1210 CVB Council Meeting: September 2020		\$200.00	
33576	10/13/2020	110	EXCALIBUR TOWING		\$450.00	O
			101320 PL: Impound Inv # 12807		\$150.00	
			101320-1 PL: Impound Inv#s 11709 & 11710		\$300.00	
33577	10/13/2020	852	FAIRFIELD MUNICIPAL AUTHORITY		\$25.00	O
			101320 3rd Qtr 2020: Hydrant Fee		\$25.00	
33578	10/13/2020	884	FLOHR LUMBER CO.		\$77.99	O
			229044 Grass Seed		\$77.99	
33579	10/13/2020	14626	FREDERICK, SEIBERT & ASSOC, IN		\$457.50	O
			42852 CV Path System: Phase 1		\$457.50	
33580	10/13/2020	356	GETTYSBURG TIMES		\$869.36	O
			38613 Legal Ad: Ordinance 2-20		\$429.44	
			38614 Legal Ad: Ordinance 3-20		\$439.92	

Check Register with Invoices

Borough of Carroll Valley

06-Nov-20

From: 01-Oct-20 To: 31-Oct-20

Check No	Check Date	VendorNo	Vendor	Invoice	Check Amount	Status
33581	10/13/2020	14412	GOVERNMENT MANAGEMENT SERVICE		\$3,000.00	O
			2280 Retainer for the month of September 2020		\$3,000.00	
33582	10/13/2020	171	J & M PRINTING		\$212.00	O
			75850 Septic System Inspection Report (pg 1)		\$212.00	
33583	10/13/2020	196	LABORATORY, ANALYTICAL & BIOLO		\$264.00	O
			92368 STP: Testing September 2020		\$264.00	
33584	10/13/2020	418	LOWES IN-STORE ACCOUNT		\$41.14	O
			101320 Balusters for Bridge Railings		\$41.14	
33585	10/13/2020	14624	MARCO		\$334.17	O
			27947587 November 2020: Copier Lease		\$334.17	
33586	10/13/2020	715	MARKL SUPPLY COMPANY		\$413.95	O
			00130363 Uniform Accessories: Peiffer		\$413.95	
33587	10/13/2020	975	PA MUNICIPAL HEALTH INSURANCE		\$30,227.25	O
			101320 November 2020: Major Medical, Dental, Vision		\$30,227.25	
33588	10/13/2020	241	PA MUNICIPAL RETIREMENT SYSTEM		\$6,097.37	O
			101320 3rd Qtr 2020: Pension Contribution		\$4,503.40	
			101320-1 3rd Qtr 2020: Police Pension Contribution		\$1,593.97	
33589	10/13/2020	17705	PENN STATE JUSTICE AND SAFETY		\$499.00	O
			167378 Field Training Officer Course - Cpl. Weikert		\$499.00	
33590	10/13/2020	874	PENNSYLVANIA ONE CALL SYSTEM,		\$2.06	O
			876103 September 2020: Activity Fee		\$2.06	
33591	10/13/2020	14584	READYREFRESH BY NESTLE		\$12.30	O
			101320 STP: Water: September 2020		\$6.30	
			40191-1020 MS: Water: September 2020		\$6.00	
33592	10/13/2020	14585	SAGE Technology Solutions		\$950.00	O
			129870 Security Cameras Issue		\$950.00	
33593	10/13/2020	14145	SALZMANN HUGHES, P.C.		\$2,979.50	O
			56082-1 Representation as Borough Solicitor		\$2,654.50	
			56082 Municipal Claims		\$325.00	

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Borough of Carroll Valley

06-Nov-20

From: 01-Oct-20 To: 31-Oct-20

Check No	Check Date	VendorNo	Vendor	Invoice	Check Amount	Status
33594	10/13/2020	1072	SCHAEFER PYROTECHNICS, INC.		\$5,505.00	O
			101320 2021 July 4th Celebration Fireworks: Down-Payment		\$5,505.00	
33595	10/13/2020	1005	SECURITY BENEFIT GROUP		\$2,070.61	O
			101320 Deferred Comp: Payroll dated 10/14/20		\$2,070.61	
33596	10/13/2020	310	SHEALERS SEPTIC SERVICE		\$4,774.00	O
			101320-1 STP: Sludge haul to Hsbg: September 2020		\$900.00	
			101320 HT: September 2020		\$3,874.00	
33597	10/13/2020	14232	TALLEY PETROLEUM ENTERPR		\$1,023.37	O
			101320 Fuel & Diesel Fuel: September 2020		\$1,023.37	
33598	10/13/2020	14493	THE YORK WATER COMPANY		\$72.24	O
			101320 Water: Svc 8/25/20-9/22/20		\$72.24	
33599	10/13/2020	363	U.S. MUNICIPAL SUPPLY, INC.		\$67.78	O
			6173811 MS10: Hydraulic Filters		\$67.78	
33600	10/13/2020	14207	WEST PENN POWER		\$2,243.72	O
			822-1020 Green Trl: Svc 8/31/20-9/30/20		\$10.83	
			872-1020 14 Ranch Trl: Svc 8/31/20-9/30/20		\$151.69	
			218-1020 Street Lights		\$1,995.60	
			594-1020 Ranch Trl: Svc 8/31/20-9/30/20		\$17.47	
			294-1020 14 Ranch Trl: Barn: Svc 8/31/20-9/30/20		\$68.13	
33601	10/13/2020	1042	YORK/ADAMS TAX BUREAU		\$3,206.26	O
			101320 3rd Qtr 2020: Local Tax Withheld		\$3,206.26	
33602	10/27/2020	4	A.P.M., INC.		\$389.45	O
			913207 Veterns Pavilion Repairs		\$389.45	
33603	10/27/2020	22	ADAMS ELECTRIC COOPERATIVE, IN		\$4,599.74	O
			4704-1020 STP: Sanders Rd. Pump Station: Svc 8/31/20-9/30/20		\$1,663.12	
			3000-1020 STP: Country Club Trl: Pump Station: Svc 8/31/20-9		\$127.73	
			1500-1020 Street Lights		\$1,681.25	
			4200-1020 Ski Run Trl: Svc 8/31/20-9/30/20		\$77.84	
			4800-1020 MS Bldg: Svc 8/31/20-9/30/20		\$45.00	
			4700-1020 Boro Office: Svc 8/31/20-9/30/20		\$780.54	
			8400-1020 Jacks Mtn Rd: Svc 8/31/20-9/30/20		\$41.39	
			4500-1020 Trout Run Trl: Svc 8/31/20-9/30/20		\$123.01	
			1701-1020 Pavilion: Svc 8/31/20-9/30/20		\$59.86	

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Borough of Carroll Valley

06-Nov-20

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Check No	Check Date	VendorNo	Vendor	Invoice	Check Amount	Status
33604	10/27/2020	14184	AFLAC		\$28.92	O
			094182 Payroll Deduction: October 2020		\$28.92	
33605	10/27/2020	14579	AMERICHEM		\$1,302.95	O
			217243 Disposable Face Masks		\$63.30	
			216863 Office Supplies		\$1,239.65	
33606	10/27/2020	1191	COMCAST CABLE		\$467.32	O
			19274-1020 99 Country Club Trl: Emergency Dialer		\$93.23	
			2005-1020 Internet Fees		\$322.86	
			2989-1020 STP: 119A Sanders Rd: Svc 10/13/20-11/12/20		\$51.23	
33607	10/27/2020	83	COMMONWEALTH OF PENNSYLVANIA		\$35.00	O
			102320 Pesticide License: 1/1/21-12/31/21		\$35.00	
33608	10/27/2020	356	GETTYSBURG TIMES		\$33.82	O
			38835 Legal Ad: Notice of Audit		\$33.82	
33609	10/27/2020	825	KPI TECHNOLOGY		\$5,138.87	O
			8246 SEO Services		\$5,138.87	
33610	10/27/2020	254	PENNSYLVANIA PERCS INC.		\$430.93	O
			34613 Jacks Mtn Bridge Light Maintenance		\$430.93	
33611	10/27/2020	14297	S&S WILDLIFE CONTROL SERVICES		\$1,000.00	O
			102320 Beaver Removal from Sewer Right-of-Way		\$1,000.00	
33612	10/27/2020	1005	SECURITY BENEFIT GROUP		\$2,077.83	O
			102720 Deferred Comp: Payroll dated 10/27/20		\$2,077.83	
33613	10/27/2020	172	SHIPLEY ENERGY		\$108.54	O
			7146844 MS: Propane: October 2020		\$108.54	
Bank Total:					\$83,036.37	

MEMORANDUM



TO: BOROUGH COUNCIL; MAYOR
FROM: DAVID HAZLETT, BOROUGH MANAGER
SUBJECT: BUDGET REVISIONS SINCE 10/13/20
DATE: 11/5/2020
CC: GAYLE MARTHERS

The following is a list of modification made to the Budget document since the Budget workshop:

- Added 4 new projects to the **Capital Reserve Fund**, including:
 - New Pavilion in Carroll Commons (\$40,000) as per the discussion with council regarding the Cortner Pavilion Remodel. This project would be added to the 2021 project list, concurrent with the Cortner Pavilion Remodel.
 - Lake Carroll Dam Tree Removal (\$25,000) Added to the project list for 2021, pending council's approval of the project.
 - Lake Carroll Inlet/Outlet Repairs (\$125,000) Added to the project list for 2022.
 - Lake May Emergency Outlet Valve Replacement (\$75,000) Added to the project list with an undefined year of expenditure. We will need to do this, but still unsure if it will be done in 2021 or 2022.

BUDGET NOTICE

The 2021 proposed budget for the Borough of Carroll Valley has been tentatively adopted with the intent to set the following tax rates: Real Estate - 2.45 mils.; Dedicated Fire/EMS - .25 percent; Earned Income - .50 percent; Realty Transfer - .50 percent; and Admissions – 5.0 percent or as permitted by law. Final adoption of the 2021 proposed budget and tax resolutions is scheduled for the regular Borough Council meeting on December 15, 2020 beginning at 7:00 PM at the Borough Office, 5685 Fairfield Road, Carroll Valley, Pennsylvania.

The 2021 proposed budget is available for inspection at the Borough Office weekdays from 8:30 AM to 4:00 PM, between November 16, 2020 and December 15, 2020.

Gayle R. Marthers

Borough Secretary

MEMORANDUM



TO: BOROUGH COUNCIL; MAYOR
FROM: DAVID HAZLETT, BOROUGH MANAGER
SUBJECT: LAKE CARROLL ISSUE
DATE: 11/5/2020
CC: GAYLE MARTHERS

In your packet you have several pieces of information regarding ongoing concerns expressed by Lake Carroll Property Owners.

I have included both the formal report given by our Dam Engineer, Andy Kulik, as well as his email transmitting the report, which included other information. I spoke with Andy on Wednesday regarding the concern of rotting roots if trees were removed as he recommends. He stated that the preference would be to remove the roots and stumps and backfill with suitable dam embankment material. We have gotten a couple quotes to have the trees removed which indicate the cost to be around \$25,000, but that did not include the removal of roots or stumps or placement of fill.

I followed up with Engineer Kulik to get further clarification on the tree removal, requesting he rank 3 options, 1) do nothing 2) cut down trees and 3) cut trees and remove stumps and roots. He stated that option 2 was preferred to option 1, but that option 3 was the ideal solution. At this time I have not explored getting cost estimates for option 3.

Ultimately, the Borough needs to weigh the liability of each of the 3 options and proceed as comfortable.

David A. Hazlett

From: Kulik, Andrzej <akulik@GFNET.com>
Sent: Wednesday, September 9, 2020 4:57 PM
To: David A. Hazlett
Cc: Thornton, Virginia J.; Mehaffey, Michael J.
Subject: Lake Carroll Memorandum
Attachments: 2020 Lake Carroll Memo GF_FINAL.pdf

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

Hi Dave –

Our memorandum that verifies the observations made by Toth Brothers Clearing & Dredging Inc. is attached. Based on our site inspection on August 26, 2020, below are additional recommendations. We feel the top 2 recommendations are most important. The remaining ones, they are NOT listed in order of preference or importance.

1. Given the height and water storage volume of Lake Carroll, it may be regulated under the act and section 302 of the [Flood Plain Management Act \(32 P.S. § 679.302\)](#). Presently the dam that impounds the water of Lake Carroll is not regulated by PADEP. **Recommend** investigating if Lake Carroll Dam meets the above referenced criteria and should be regulated by PADEP.
2. Trees observed on dam embankment and within 25-feet of downstream toe and abutment contacts. **Recommend** removing trees, woody vegetation, and tall vegetation from dam embankment and 25 feet beyond downstream toe and abutment contacts that meet natural high ground.
 - Concrete at intake is deteriorated and wooden stop logs are leaking. **Recommend** repairing deteriorated concrete and repairing/replacing wooden stop logs.
 - Bare spots noted along the dam crest and upstream slope. **Recommend** establishing grass cover to prevent further erosion.
 - Sparse riprap cover on upstream embankment near north side of dam embankment. **Recommend** supplementing upstream embankment with riprap where warranted.
 - Concrete deterioration along principal spillway weir and spillway channel. **Recommend** repairing deteriorated concrete.
 - Debris in principal spillway channel. **Recommend** removing debris from spillway channel.

Thanks,

Andrzej (Andy) Kulik, PE, CDT | Project Manager
Gannett Fleming, Inc. | 207 Senate Avenue, Camp Hill, PA 17011
o 717.763.7211 | d 717.886.5446 | akulik@gfnet.com

Excellence Delivered As Promised

Gannett Fleming is ISO 9001:20015 Certified.

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PRINTING SUSTAINABILITY STATEMENT: Gannett Fleming is committed to conserving natural resources and minimizing adverse environmental impacts in projects. Accordingly, project documentation will be provided in electronic format only unless clients specifically request hard copies. Visit our [website](#) to read more about our sustainability commitment.

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Excellence Delivered As Promised

September 9, 2020

Mr. David Hazlett
Borough Manager
Borough of Carroll Valley
5685 Fairfield Road
Carroll Valley, PA 17320

RE: Inspection of Lake Carroll

Dear Mr. Hazlett,

We are submitting this letter to you to provide our evaluation of the observations performed by Toth Brothers Clearing & Dredging Inc. that were provided to Dr. Robert H. Reid, MD in a letter dated July 16, 2019. This letter was provided to the Carroll Valley Borough Council via letter dated August 12, 2020 from Hartman & Yannetti, Attorneys at Law. The letter from Hartman & Yannetti suggests the conditions identified by Toth Brothers Clearing & Dredging are a dam safety concern.

Mr. Andrzej Kulik, PE, MEM, CDT of Gannett Fleming, Inc. (GF) performed a site inspection of Lake Carroll, also known as Lake Charnita, on August 26, 2020. The observations made by Toth Brothers Clearing & Dredging were verified. Our professional assessment of the identified conditions is that they are not hazardous to the safety to the dam embankment that impounds Lake Carroll and its appurtenances (i.e. intake, spillway, and outlet works).

Observations made by Toth Brothers Clearing & Dredging are provided below, accompanied by our response. Photos accompanying each GF response are appended herein.

1. Charnita Lake does not need dredging.

GF Response: Concur. Very little sediment was observed at the outfall. See **Photo 1**.

2. Re-charge is from steel 10/12-inch diameter pipe behind the existing dam (in channel flash boards). This concrete dam and appurtenant structure are in need of repair soon.

GF Response: This is not a danger to the dam embankment. However, intake structure is deteriorated and in need of repair. See **Photo 2**.

Gannett Fleming, Inc.

207 Senate Avenue • Camp Hill, PA 17011-2316
www.gannettfleming.com

Gannett Fleming

3. Pond inlet area is approximately 10,800 square feet and has approximately 1-1/2 feet of sediment (approximately 600 cubic yards), should be dredged simultaneously with the pond level down 2 feet for inlet repair.

GF Response: Sediment was observed in the intake area. Aside from leaves in the intake pipe screen, the intake pipe was not obstructed by sediment. See **Photo 3**.

4. Owner should consider a 90 degree elbow on the inlet pipe to reverse feed, this would help eliminate sediment loads dispersing into pond during storm events.

GF Response: The invert of the intake pipe is elevated approximately 2 feet above the stream bottom. Very little sediment was observed at the outfall with current configuration. See also response to first observation. A reverse feed configuration does not appear to be warranted. See **Photo 3**.

5. We did not attempt to operate the gate valve/this is not a regulated dam so it's operation is not a requirement by dam safety.

GF Response: Concur. Gate valve was not operated during GF's site inspection. See **Photo 4**.

6. Finally, the outlet structure is need of repair. This repair should be taken seriously as water is following the wing walls around/under and below the existing dam.

GF Response: This is not a danger to the dam structure at this time. We do concur the training walls downstream of the principal spillway need to be repaired. If left unattended, overtime flow around/under the downstream left training wall and spillway channel slabs could lead to dam embankment erosion. See **Photos 5 thru 10**.

Sincerely,

GANNETT FLEMING, INC.



ANDRZEJ KULIK, P.E., MEM, CDT

Project Manager

Dams and Hydraulics Section

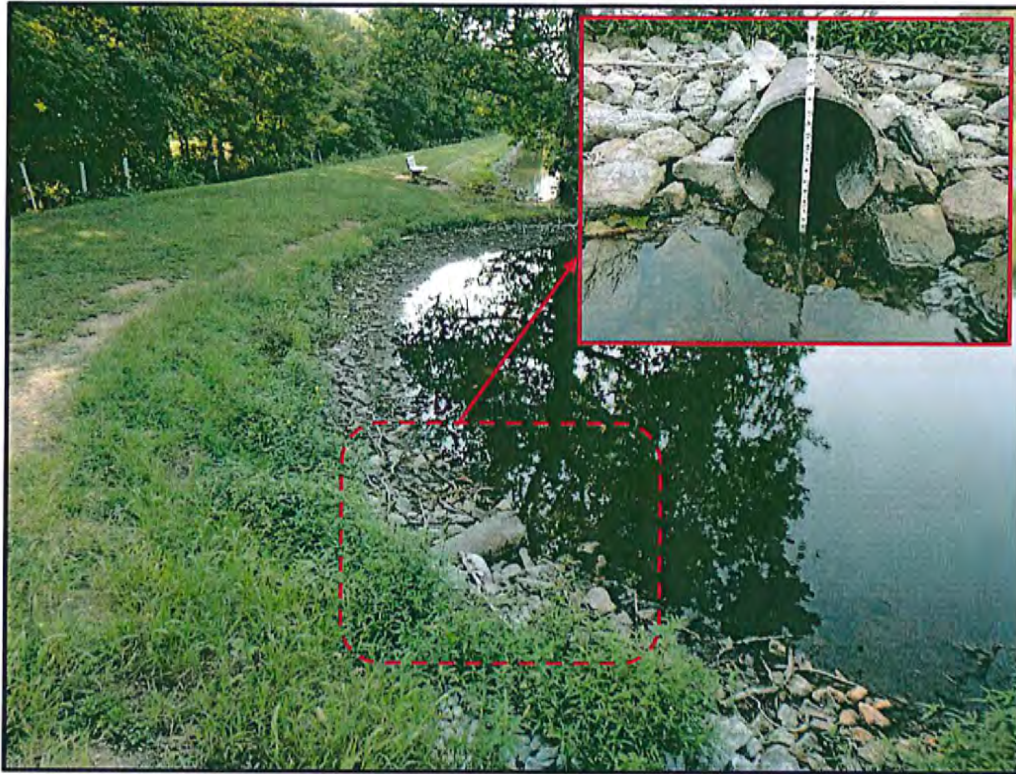


Photo 1: Intake Discharge into Lake Carroll – Very Little Sediment Observed



Photo 2: Intake Structure – Note Concrete Deterioration and Leakage Past Wooden Stoplogs



Photo 3: Intake Structure – Note Sediment Accumulation and Leaf Debris in Intake Pipe Screen



Photo 4: Gate Valve Platform for Outlet Works



Photo 5: Principal Spillway Weir – Note Void in Concrete (See Inset)



Photo 6: Principal Spillway Weir – Note Debris in Spillway Channel



Photo 7: Principal Spillway Weir at Right Abutment – Looking Left



Photo 8: Principal Spillway Channel – Looking Upstream;
Note Debris and Concrete Deterioration



Photo 9: Principal Spillway Channel – Note Undermining of Left Training Wall



Photo 10: Principal Spillway Channel – Note Undermining of Spillway Slab

HARTMAN & YANNETTI

ATTORNEYS AT LAW

126 BALTIMORE STREET

GETTYSBURG, PENNSYLVANIA

17325

GARY E. HARTMAN
geh@hartman-yannetti.com

TELEPHONE (717) 334-3105
FACSIMILE (717) 334-5866

BERNARD A. YANNETTI, JR.
bay@hartman-yannetti.com

October 26, 2020

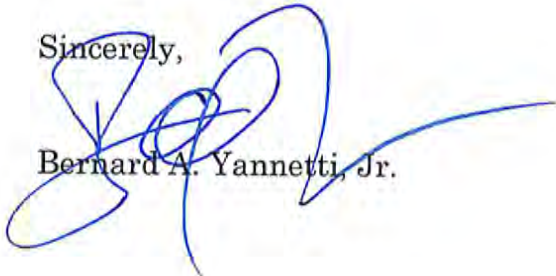
Zachary M. Rice, Esq.
SALZMANN HUGHES, P.C.
79 St. Paul Drive
Chambersburg, PA 17201

Carroll Valley Borough Council
5685 Fairfield Road
Fairfield, PA 17320

Dear Attorney Rice and Council:

Please find enclosed our response letter regarding the Borough of Carroll Valley and Lake Carroll. We are requesting that it be addressed at your upcoming counsel meeting in November.

Sincerely,


Bernard A. Yannetti, Jr.

BAY/snd
Enclosure



HARTMAN & YANNETTI

ATTORNEYS AT LAW

126 BALTIMORE STREET

GETTYSBURG, PENNSYLVANIA

17325

GARY E. HARTMAN
geh@hartman-yannetti.com

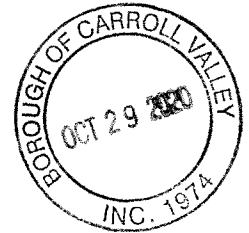
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BERNARD A. YANNETTI, JR.
bay@hartman-yannetti.com

October 26, 2020

Zachary M. Rice, Esq.
SALZMANN HUGHES, P.C.
79 St. Paul Drive
Chambersburg, PA 17201

Carroll Valley Borough Council
5685 Fairfield Road
Fairfield, PA 17320



Dear Attorney Rice and Council:

This letter is in response to your letter of October 8, 2020, with the enclosure of Inspection of Lake Carroll by Mr. Andrzej Kulic of Gannett Fleming, Inc. on September 9, 2020.

It is duly noted that the Borough of Carroll Valley intends to complete the items identified by Mr. Kulic under his supervision.

The Lake Owners would like to be notified of the schedule for completing the items identified by Mr. Kulic. The repair of the outlet structure with leakage around the spillway should have the highest priority and be completed as soon as possible.

It is understood the need to remove all the trees from the top of the dam down to Tom's Creek. This tree removal is critical to maintain the integrity of the dam. Also, trees should be prevented from growing on the dam in the future.

The notification is appreciated that the Lake will be lowered for the Winter months starting December 1, 2020. This will allow the Lake owners to plan to carry out maintenance on their properties, especially their docks. While the Lake level is low, the Lake should be closed to public boating, say December 1st to March 1st. This is a common practice other nearby lakes do that lower the water levels during the Winter months, such as Lake Meade. A control valve on the Lake intake pipe would be very useful to be turned off while the Lake is at a low level. Also, the valve could be turned off when the Lake is full and Tom's Creek is lower to prevent back flow.

HARTMAN & YANNETTI

Zachary M. Rice, Esq.
Carroll Valley Borough Council
October 26, 2020
Page 2

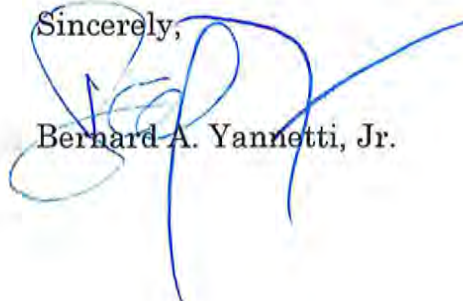
The release of water should be such that it will collect at the intake and flow into Lake May. The amount going into Lake May can then be calculated. This amount along with additional water will be withdrawn by Ski Liberty under a water lease agreement between the Borough and Ski Liberty in which Ski Liberty pays the Borough \$25,000.00 each year. The percentage of water from Lake Carroll should indicate the percentage of the \$25,000.00 that should be set aside for maintenance of Lake Carroll.

The entire Lake sediment was measured and reported in the Toth Summary. Special attention concerned the area of the dry hydrant, which is near the Lake intake. The intake pipe for the dry hydrant was blocked by sediment 1.5 feet high. After the Toth summary, a fire company cleared the intake pipe by reverse blowing.

This intake pipe should be clear at all times so the dry hydrant is available for a fire company to pump water from the Lake to fight fires. Currently the pipe will become blocked again with the amount of sediment covering and surrounding it. There are two ways to maintain the intake pipe clear of sediment. Either a fire company could routinely clear the pipe by reverse blowing or the sediment be removed up to 60 feet from the shoreline as recommended in the Toth summary. Following removal, reoccurring accumulation should not be a problem for at least 10 years.

The Borough has maintained the Lake free of weeds and algae for the past several years by the monthly addition of herbicide chemicals to the Lake during the growing seasons. Previously sterile triploid weed carp were used with excellent results for 15 years. At that time, the carp matured to large size, stopped eating the weeds and began to die off. Consideration should given to again begin using the sterile triploid weed carp. Thirty-six sterile triploid weed carp could be introduced into the Lake for a cost of \$900.00. Not having to use chemicals could save the Borough \$18,000.00 over the next 15 years.

Sincerely,



Bernard A. Yannetti, Jr.

BAY/snd

HARTMAN & YANNETTI

Zachary M. Rice, Esq.
Carroll Valley Borough Council
October 26, 2020
Page 3

cc: Robert H. Reid, MD
Richard and Susan Hileman
Robert and Deborah Davison
John A. and Alexis Packard
John K. and Margaret H. Laramie
Kari S. Buterbaugh
Gregory and Alana McMaster

Gayle R. Marthers

From: vivienrd@aol.com
Sent: Monday, November 2, 2020 2:04 PM
To: Gayle R. Marthers; David A. Hazlett; bay@hartman-yannetti.com; vivienrd@aol.com
Subject: Fwd: Withdrawal of approval for the removal of trees from the Lake Carroll Dam.

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

|
Carroll Valley Borough Council
5685 Fairfield Road
Fairfield, PA 1732

Dear Council:

All the Lake owners agree that approval for the removal of trees from the Lake Carroll Dam as given in Attorney Yannetti's letter of October 26, 2020 be withdrawn at this time.

There are hundreds and hundreds, perhaps more than one thousand, mature trees involved. These trees have been growing on the Dam for more than fifty years. They have provided a screen from the State Highway 116 for thirty-two years for one of the Lake owners.

These trees help stabilize the Dam. A tree should be removed only when it dies from natural causes or disease. Because there are several large trees, a plan is needed to immediately install stability devices such as metal rods in the root area when a dead tree is removed.

Attorney Yannetti will be contacting Attorney Rice seeking a plan, if one exists, from Engineer Kulik for the stabilization of the Dam when a tree is removed.

The Lake owner most impacted by tree removal is planning to participate in the November meeting of the Borough Council.

Sincerely,

Robert H. Reid, M.D.
Lake Owner
48 Lakeside Trail

INTEROFFICE MEMORANDUM



TO: DAVID A HAZLETT, BOROUGH MANAGER
FROM: GAYLE R. MARTHERS, ASST. BOROUGH MGR
SUBJECT: EMPLOYEE BENEFITS SEARCH
DATE: 11/06/2020
CC: FILE

Requests for quotes were sent to seven (8) agencies including our current provider. I was able to speak with five (5) of the company representatives:

- Three companies were unable to provide coverage.
- Two companies have provided package plans for consideration.
- Our current provider has provided additional options.
- One company stated that the underwriter may take up to three weeks to provide the quote and I have not received their benefit options at this time.

A cursory review of the information received thus far is encouraging. Plan pricing and coverage options are favorable and appear on the surface to offer savings for the Borough. Our current provider has requested a meeting to discuss the coverage options and the process involved to leave the consortium. I will be working with our representative to schedule the meeting.

Respectfully Submitted,
Gayle R. Marthers
Asst. Borough Manager/Borough Secretary

UNFINISHED BUSINESS



November 4, 2020

Memorandum

To: Carroll Valley Borough Council

From: GMS Funding Solutions (GMS)

PA SMALL WATER AND SEWER PROGRAM UPDATE

Carroll Valley Wastewater Treatment Facility Upgrades Project

Awarded \$425,000

GMS submitted a payment request for \$19,274 of engineering invoices for Wm. F. Hill on November 3, 2020.

Next Steps: Wm. F. Hill invoices and copies of payment should continue to be provided to GMS. GMS will draft payment requests for partial reimbursement by the grant. Once the Project is designed, the Authority should move forward with bidding for the work. The Authority should provide GMS all draft bid documents for compliance review prior to public advertisement and solicitation of bids.

ADAMS COUNTY PARKS, RECREATION AND GREEN SPACE GRANT PROGRAM UPDATE

Carroll Valley Path System – Phase I

Awarded \$25,000

The Borough should decide on alternate routes for the Carroll Valley Path System that can be the focus of this grant. It appears that the property owners adjacent to Eluma will not provide easement, so a new location should be evaluated.

Next Steps: Once the realignment of the trail is defined, the Borough should continue to forward project invoices and cancelled check payments to GMS for reimbursement submissions.

DCNR COMMUNITY CONSERVATION PARTNERSHIP PROGRAM (C2P2) UPDATE

Carroll Valley Path System – Phase I

Awarded \$84,564

GMS drafted a letter officially relinquishing the grant award and provided to the Borough. The Borough should mail the original and provide GMS with an electronic copy of the signed letter. GMS will provide additional outreach to DCNR via email to ensure the letter is received.

Next Steps: None.

CARLISLE

354 Alexander Spring Rd.
Carlisle, PA 17015

www.GMSFundingSolutions.com
(717) 552-2639

HARRISBURG

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

November 4, 2020

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

Wastewater Treatment Plant Upgrades

Awarded: \$700,000

The Authority should begin the design process for the Project.

Next Steps: The Borough should forward all engineer invoices and payments to GMS. Once the Project is designed, the Authority should move forward with the bidding process. The Authority should provide GMS all draft bid documents for compliance review prior to public advertisement and solicitation of bids.





The Borough of Carroll Valley

5685 Fairfield Road, Carroll Valley, PA 17320

(717) 642-8269 tel

(717) 642-6717 fax

www.carrollvalley.org

November 6, 2020

Tyler Semder, Recreation and Conservation Advisor
PA Department of Conservation and Natural Resources
Bureau of Recreation & Conservation
Recreation and Conservation Partnerships Division
400 Market Street
Harrisburg, PA 17105

RE: Carroll Valley Path System- Phase I – Development (Adams)
BRC-PRT-23-247

Dear Mr. Semder:

I am writing on behalf of the Borough of Carroll Valley (Borough) in response to your letter dated May 28, 2020 referencing the Carroll Valley Path System – Phase I project (Project). The Borough greatly appreciates the \$84,564 grant from DCNR's Community Conservation Partnership Program; however, despite extensive outreach on the Borough's behalf, we have been unsuccessful in obtaining the necessary easements and the Project is not able to move forward as originally contemplated.

One of the property owners, who originally provided a letter of intent to provide easement that was included in the grant application, has since retracted that commitment and will not accept the final easement agreement. Without proper site control, the Project is currently stalled until the easement agreement can be finalized or a realignment of the trail is accepted. At this time, due to a lack of site control, the Borough is regretfully relinquishing the grant award of \$84,564. As recommended, the Borough will consider applying for funding in a future round once easements have been established.

If you have any questions about the Project and related relinquishment of grant award, please do not hesitate to contact me.

Sincerely,

Richard Mathews, Council President
Borough of Carroll Valley Council

NEW BUSINESS

FOR YOUR INFORMATION

OCTOBER 2020

ROAD WORK	MAN HOURS
MOW R.O.W	285
REPAINT LINE ON ROADS	
REPAINT CROSSWALKS AT SKI LIBERTY	
FINISH SWEEPING	
DITCH WORK LOLA,CAROL,DEEP HALLOW,WREN,EAGLES	
CLEAN UP DOWN TREE ON TREETOP	
REPAIR DOWN STOP SIGNS BROWN TR AND SWALLOW TR	
REMOVE DOWN TREE FROM DEEP POWER ,SPRING TR,SIDETRACK RIDGE TR	
PAINT CROSSWALKS AND STOP BARS ON SANDERS RD,C CLUB TR	
START TREE TRIMMING	
EQUIPMENT MAINTENANCE AND REPAIRS:	MAN HOURS
REPAIR OIL LEAK ON EQMS2	258.5
REPAIR LIGHTS ON MS10	
ORDERED SUPPIES	
SERVICE MS9	
INSTALL WARNING LIGHTS ON MS4	
PICK UP PARTS FOR MS6	
REPAIR CHIPPER BOX	
WASH MS5,6,8,10,11 EQMS10	
NEW WARNING BEACON ON MS4 & EQMS6	
PARKS/ PROPERTY MAINTENANCE	MAN HOURS
EMPTY TRASH	231
SPRAY DOWN PLAYGROUND EQUIPMENT	
MOW ALL PARKS	
REPAINT LINES AT BORO OFFICE	
REMOVE INSTALL DRAINS AND REGRADE WISH WELL AREA	
PICK UP SUPPLIES FOR VETERANS PAVILION	
REPAIR VETERANS PAVILION	
ORDER SUPPIES AND PICK UP SUPPLIES	
PAINT PARKING SPACES AND H CAP PARKING SPACES	
SEAL WOODEN BEAMS AT OFFICE	
MISCELLANEOUS AND TRAINING	MAN HOURS
PUT TAR &CHIP SIGN AWAY	123
PICK UP AND RETURN BREAKER	
PICK UP FORMS FOR OFFICE	
POLICE DEPT. REPAIRS	MAN HOURS
JUMP START PL22	13
PUT OUT AND PICK UP DRUG TAKE BACK SIGNS	
SERVICE PL2	
MOVE CARS TO OFFIC FOR VASCAR	MAN HOURS
SEWER PLANT	1
BACKHOE WORK	
PAID TIME OFF	MAN HOURS
	164
UPCOMING PROJECTS	