



**BOROUGH COUNCIL AGENDA**  
**TUESDAY, FEBRUARY 9, 2021 – 7:00 P.M.**

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

**REGULAR MEETING – via on-line platform ZOOM**

- 1. Approval of Minutes: January 12, 2021 Regular Meeting**
- 2. Open to the Public – See Document “Telemeeting (Zoom) Procedures – February 2021”**
  - a. Citizens may comment by using the Raise Hand button at the bottom of the screen.
  - b. Citizens may use the Question & Answer (Q&A) feature
  - c. Citizens may submit Written Comments to be read aloud.
- 3. Ordinances and Resolutions**
  - a. Resolution #1-2021: 2021 Fee Schedule
  - b. Resolution #2-2021: Authorizing the Disposal of Records
- 4. Mayor’s Report – R. Harris**
  - c. Police Report
    - Expenditure Request
  - d. Around Town
  - e. Upcoming Events & Meetings of Interest
  - f. In Requiem
- 5. Fire/EMS/EMA Report**
- 6. Committee Reports**
- 7. Administrative Business – Borough Manager**
  - a. Treasurer’s Report – January 2021
  - b. 2021 Appointments
- 8. Unfinished Business**
  - a. Grant Funding Updates
  - b. Property Maintenance 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**

# **Borough of Carroll Valley**

## **Zoom (TeleMeeting) Procedures**

### **Council, Mayor, and Staff**

1. You will be visible, and your microphones will be live.
2. Please raise your hand to speak and wait for the Council President to acknowledge you.
3. Any Council member calling in can say 'Mr. President' and then wait to be acknowledged.

### **Public Comment**

#### **Speaking Live On-Line**

1. To comment click on the "Raise Hand" button at the bottom of the screen.
2. When the Council President directs, the Chief will unmute the citizen's microphone.
3. Citizens are asked to give their name, address, and the organization they represent (if applicable). Comments are limited to five minutes per citizen. After making their comment, the citizens line will again be muted.

#### **Q&A app**

1. Click the "Q&A" button at the bottom of the Zoom screen. (If you do not see the Q&A button, float your mouse to the bottom of the zoom window and the button will become visible.)
2. Type your question or comment. Include your name, address, and the organization you represent (if applicable).
3. Hit return when finished.
4. Questions will be read by the Chief.
5. The Council President will answer questions or direct them to the appropriate staff member.

#### **Telephone**

1. Citizens joining by telephone can email their question or comment to Borough Secretary Gayle Marthers [gayle@carrollvalley.org](mailto:gayle@carrollvalley.org). Include your name, address, and the organization you represent (if applicable).
2. The Borough Secretary will raise her hand to inform the Council President that she has received questions or comments.
3. The Borough Secretary will read the questions or comments when directed by the Council President.
4. The Council President will answer questions or direct them to the appropriate staff member.

#### **Written Comments**

Written Comments can be submitted to [gayle@carrollvalley.org](mailto:gayle@carrollvalley.org) by the advertised deadline of 10:00 AM Tuesday, February 9, 2021.

Comments, that include a name, address and organization they represent (if applicable), will be read aloud during the Tuesday, February 9, 2021, 7:00 p.m., Council meeting.

# ORDINANCES and RESOLUTIONS

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BOROUGH OF CARROLL VALLEY  
ADAMS COUNTY, PENNSYLVANIA  
Resolution # 1-2021

**A RESOLUTION OF THE BOROUGH OF CARROLL VALLEY, ADAMS COUNTY, PENNSYLVANIA, AMENDING THE FEES FOR SERVICES AND FACILITIES.**

WHEREAS, the Borough Council of the Borough of Carroll Valley has adopted a codification, consolidation and revision of the ordinances of the Borough of Carroll Valley; and,

WHEREAS, it is the desire of the Borough Council of the Borough of Carroll Valley to eliminate all filing fees, permit fees and license fees from the Code of Ordinances and enact them instead by resolution; and,

NOW, THEREFORE BE IT RESOLVED THAT and it is hereby resolved by the Borough Council of the Borough of Carroll Valley that all fees are hereby fixed as follows, to be effective February 10, 2021:

Subject	Fees
ACT 13 - Pennsylvania Uniform Construction Code Surcharge:	\$4.50
AMUSEMENT RIDES/CARNIVALS (13, Part 1)	\$50
ATTORNEY FEES	\$200/hour (to be added to claims collected pursuant to Municipal Claims and Tax Liens Act, 53 P.S. §7101 <i>et seq.</i> )

**BUILDING PERMIT FEE SCHEDULE**

The Permit Fee for the construction of all buildings is determined using the "Building Gross Area" the square foot construction cost from the "Square Foot Construction Cost Table" and the "Carroll Valley Borough Permit Fee Multiplier". Use the following formula:

Permit Fee = Building Gross Area x Square Foot Construction Cost x Permit Fee Multiplier

Building Gross Area = the full footprint of proposed construction.

**Carroll Valley Borough Permit Fee Multipliers:**

New Homes	0.022
Additions	0.013
Commercial	0.006

**Minor Construction Projects Not Addressed on the Square Foot Construction Cost Table:**

The construction of minor projects such as Decks, Pools, Solar Panels and Hot Tubs that require Inspection Services are a Standard Flat Fee:	\$225.00
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**Square Foot Construction Cost Table**

<b>Group (2009 International Building Code)</b>	<b>IA</b>	<b>IB</b>	<b>IIA</b>	<b>IIB</b>	<b>IIIA</b>	<b>IIIB</b>	<b>IV</b>	<b>VA</b>	<b>VB</b>
A-1 Assembly, theaters, with stage	211.15	203.98	198.73	190.05	178.25	173.30	183.31	162.97	156.05
A-1 Assembly, theaters, without stage	193.16	185.99	180.74	172.06	160.31	155.36	165.32	145.04	138.12
A-2 Assembly, nightclubs	163.22	158.56	154.17	148.00	138.96	135.24	142.52	126.06	121.36
A-2 Assembly, restaurants, bars, banquet halls	162.22	157.56	152.17	147.00	136.96	134.24	141.52	124.06	120.36
A-3 Assembly, churches	195.10	187.93	182.68	174.00	162.21	157.26	167.26	146.94	140.02
A-3 Assembly, general, community halls, libraries, museums	163.81	156.64	150.39	142.71	129.91	125.96	135.97	114.63	108.71
A-4 Assembly, arenas	192.16	184.99	178.74	171.06	158.31	154.36	164.32	143.04	137.12
B Business	164.76	158.78	153.49	145.97	132.45	127.63	139.92	116.43	110.93
E Educational	176.97	170.85	165.64	158.05	146.37	138.98	152.61	127.91	123.09
F-1 Factory and industrial, moderate hazard	97.87	93.28	87.66	84.46	75.44	72.26	80.79	62.17	58.48
F-2 Factory and industrial, low hazard	96.87	92.28	87.66	83.46	75.44	71.26	79.79	62.17	57.48
H-1 High Hazard, explosives	91.74	87.15	82.53	78.33	70.49	66.31	74.66	57.22	N.P.
H234 High Hazard	91.74	87.15	82.53	78.33	70.49	66.31	74.66	57.22	52.53
H-5 HPM	164.76	158.78	153.49	145.97	132.45	127.63	139.92	116.43	110.93
I-1 Institutional, supervised environment	164.82	159.04	154.60	147.90	135.84	132.25	144.15	121.88	117.55
I-2 Institutional, hospitals	277.07	271.09	265.80	258.28	243.90	N.P.	252.23	227.88	N.P.
I-2 Institutional, nursing homes	193.00	187.02	181.74	174.22	160.98	N.P.	168.16	144.96	N.P.
I-3 Institutional, restrained	187.72	181.73	176.45	168.93	156.64	150.82	162.87	140.63	133.13
I-4 Institutional, day care facilities	164.82	159.04	154.60	147.90	135.84	132.25	144.15	121.88	117.55
M Mercantile	121.57	116.92	111.53	106.36	96.96	94.25	100.88	84.07	80.36
R-1 Residential, hotels	166.21	160.43	155.99	149.29	137.39	133.80	145.70	123.43	119.10
R-2 Residential, multiple family	139.39	133.61	129.17	122.47	111.23	107.64	119.54	97.27	92.94
R-3 Residential, one- and two-family	131.18	127.60	124.36	121.27	116.43	113.53	117.42	108.79	101.90
R-4 Residential, care/assisted living facilities	164.82	159.04	154.60	147.90	135.84	132.25	144.15	121.88	117.55
S-1 Storage, moderate hazard	90.74	86.15	80.53	77.33	68.49	65.31	73.66	55.22	51.53
S-2 Storage, low hazard	89.74	85.15	80.53	76.33	68.49	64.31	72.66	55.22	50.53
U Utility, miscellaneous	71.03	67.02	62.71	59.30	52.86	49.43	56.33	41.00	39.06

- a. Private Garages use Utility, miscellaneous
- b. Unfinished basements (all use group) = \$ 15.00 per sq. ft.
- c. For shell only buildings deduct 20 percent
- d. N.P. = not permitted

\*\*\* All Residential Building use column VB

Re-inspection (each visit) \$75

**ELECTRIC SERVICE INSPECTION** \$75

**DRIVEWAY PERMIT**

New (temp construction/permanent location) \$50

**TEMPORARY USE AND OCCUPANCY PERMIT** \$500

**TEMPORARY USE AND OCCUPANCY PERMIT** \$500 +

**WITH UNFINISHED DRIVEWAY APRON** \$600 escrow

**MOVING PERMIT:** See Borough Ordinance Chapter 5, §204.3C and D

**DEMOLITION PERMIT:** For each 1,000 cubic feet: \$5, (not less than \$50 or more than \$200)

**MOTOR VEHICLES AND TRAFFIC**

Reclamation costs: \$15-506

Towing charge as prescribed by towing agent Varied

Impound Administrative Fee \$45

Impound Storage Fee \$35/day

Special Police Service:

State Accident Report \$15

Other Police Report \$25

Employment Printing:

Resident of Police Service Area No Charge

Non-resident of Police Service Area \$15

**LIMITED RESIDENTIAL CHICKEN PERMIT**

5-Year Permit \$50

<b>MUNICIPAL BUILDING, PARK, AND PAVILIONS:</b>							
<b>Facilities Rental Fee Schedule</b>							
All non-Borough affiliated users of Borough facilities, within Class I or II, shall be required to pay a base rental fee of \$50 per event. In addition to the base rental fee, additional rental fees may apply as follows:							
	<b>Classes of Organizations</b>						
		<b>Class I</b>	<b>Class II</b>	<b>Class III</b>	<b>Class IV</b>	<b>Weekday Rate</b>	
						<b>Class III</b>	<b>Class IV</b>
Cortner Pavilion Full Facility	/day	No Charge	No Charge	\$250	\$375	\$100	\$200
Veterans' Pavilion @ Carroll Commons	/day	No Charge	No Charge	\$35	\$50	\$20	\$30
Large Ranch Trail Pavilion	/day	No Charge	No Charge	\$50	\$75	\$30	\$50
Small Ranch Trail Pavilion	/day	No Charge	No Charge	\$30	\$50	\$20	\$30
Borough Athletic Fields	/day	No Charge	No Charge	\$50	\$75		
Carroll Commons Park	/Season**	No Charge	\$250	n/a	n/a	n/a	n/a
Ranch Trail Park	/Season**	No Charge	\$250	n/a	n/a	n/a	n/a
Ranch Park Baseball Field	/Season**	No Charge	\$250	n/a	n/a	n/a	n/a
<b>Municipal Building</b>							
Front Conference Room	/day	No Charge	No Charge	Resident/Personal - \$50 Resident/Business - \$100	\$400	n/a	n/a
Audio-Visual Equipment Fee			\$100	\$100	\$100	n/a	n/a
Meeting Room	/day	No Charge	No Charge	Resident/Personal - \$100 Resident/Business - \$200	\$500	n/a	n/a
Audio-Visual Equipment Fee			\$100	\$100	\$100	n/a	n/a
<b>PLEASE NOTE:</b> Additional charges for employee services will be charged to the responsible party for extraordinary cleanup. Further, the responsible party will pay actual costs for any repair/replacement costs due to damage of Borough owned property, regardless of user classification.							
<b>** Available only to Class I and Class II organizations, or with prior approval of the Borough Manager.</b>							
<b>Classes:</b> The following classes of use groups shall be established for determining rental fees to be charged and/or priorities for use of facilities in the event of scheduling conflicts.							
<b>Class I:</b> Carroll Valley Borough sponsored programs, or other local, State, or Federal agencies.							
<b>Class II:</b> Incorporated Nonprofit Organizations located within the boundaries of Carroll Valley Borough or nonprofit volunteer service organizations outside Borough boundaries that provide emergency or other services to the Borough or its citizens, Support Groups, or Organizations.							
<b>Class III:</b> Resident, or business, located in Carroll Valley Borough.							
<b>Class IV:</b> Non-resident of Carroll Valley Borough and Nonprofit Organizations located outside the Borough's boundaries which do not meet the qualifications of a Class I or II group, and all other nonprofit organizations.							



**SEWER RENTS AND CHARGES**

§18-132

**Residential: (Public Sanitary Sewer)**

Private Dwelling Unit, Flat Rate, Quarterly Billing Periods

\$576/annum; payable at  
\$144/quarterly**Non-residential: (Commercial, Industrial and Institutional Establishments)**

Quantity of Sanitary Sewage and/or Industrial Wastes Discharged

Monthly Rates and/or Charges

First 3,000 Gallons Per Month

\$75 (minimum charge)

For flow in excess of 3,000 gallons per month

\$0.025 cents per gallon

**Residential: (Holding Tank)**

Quantity of Sanitary Sewage and/or Industrial Wastes Discharged

Monthly Rates and/or Charges

First 1,000 Gallons Pumped Per Pumping (mandatory twice per month)

\$40.25(minimum charge)

Amount Pumped in excess of 1,000 gallons per pumping

\$.04025 cents per gallon

**Miscellaneous Charges**

Duplicate Bill

\$10

Returned Check Fee

\$30

Late Fees (Assessed on any account having an Unpaid Balance at time of Billing)

10% of past due amount

**SEWER SYSTEMS****Borough Sanitary Sewers:**

Permit to Connect to Existing Public Sewer Line:

\$125

(Plus tapping fees as established from time to time by the Sewer & Water  
Authority)**Holding Tanks:**

Permit for Installation of Holding Tank:

\$125

(Plus tapping fees as established from time to time by the Sewer & Water  
Authority)**On-Site Sewage Disposal Permit Application Fees:****I. Application Fee for all new systems (excluding subdivisions):**

\$275

**A.** This fee entitles the applicant to a site investigation, test pit analysis (maximum 4 per lot) and the  
preparation of the forms associated with the examination of the test pit(s)**B.** Any evaluation requiring additional field investigation beyond the initial visits to the site stipulated above will  
require the following fees:

1. For each additional visit to the site:

~~\$75~~\$125

2. For each test pit over four:

~~\$20~~\$25**C.** Lack of Preparation: If the test pit is not dug or the backhoe and operator are not on site when the Sewage  
Enforcement Officer arrives for the scheduled appointment, the applicant will be charged an additional fee.



**NOTE: All cost and liability associated with the excavation and backfill of the test pit(s) will be the responsibility of the Applicant.**

II. Percolation Test (excluding subdivisions): **\$300\$350**

A. The fee associated with this portion of the application covers the cost of performing the percolation test, which shall be limited to one complete test on six (6) holes, and completing the appropriate test report forms stipulated by PA DER. If additional percolation tests are required, this fee will repeat for each additional test.

1. The applicant will be responsible for digging the percolation test holes to the depth and size required by the Sewage Enforcement Officer and presoaking of the percolation holes to conduct the test.

2. The applicant will be responsible for supplying sufficient water at the site to perform the tests.

3. If the applicant does not properly prepare the test holes or the holes are not ready when the Sewage Enforcement Officer arrives for the scheduled appointment, the applicant will be charged an additional fee.

**NOTE: All cost and liability associated with the excavation and backfill of the test pit(s) will be the responsibility of the Applicant.**

III. Permit Fee for single-family dwelling. (Includes 1- design review & 1- final inspection (two trips)): **\$300\$325**

**NOTE: There will be an additional charge for additional design reviews and inspections. The representative of the property will be responsible for these fees prior to a permit being issued.**

IV. Permit Fee for multi-family, commercial, institutional or other applications will be based on the size of the on-site disposal system.

1. 150 sq. ft. to 1,000 sq. ft.	<b>\$300\$325</b>
2. 1,001 sq. ft. to 2,500 sq. ft.	\$400
3. 2,501 sq. ft. to 5,000 sq. ft.	\$500
4. 5,001 sq. ft. to 10,000 sq. ft.	\$600

V. INSPECTION FEES: The cost of final inspection is included in the permit fee. If the system is not ready for inspection when notified, or corrections are required, additional fees will be required prior to the issuance of the Use and Occupancy Permit.

VI. TRANSFER OF APPLICATIONS and/or PERMITS: \$150

VII. REPAIRS: Fee for investigating any on-site sewerage system malfunction will require fees commensurate with the work performed. If, upon the investigation of the malfunction, the SEO determines that a new on-site sewerage system required, the necessary tests will need to be performed and appropriate fees must be paid in accordance with the fee schedule (Part 4, § I, II, III & V).

VIII. Application Fee for new system (subdivisions): \$275

A. This fee entitles the applicant to a site visit investigation, test pit analysis (max. 4 /lot) and the preparation of the forms associated with the examination of the test pit(s).

B. Any evaluation requiring additional field investigation beyond the initial visits to the site stipulated above will require the following fees:

1. Each additional visit to the site will require fees commensurate w/time.

2. For each test pit over four: \$20

C. Lack of Preparation: If the test pit is not dug or the backhoe and operator are not on site when the Sewage Enforcement Officer arrives for the scheduled appointment, the applicant will be charged an additional fee.

**NOTE:** All cost and liability associated with the excavation and backfill of the test pit(s) will be the responsibility of the Applicant.

IX. Percolation Test (subdivisions):

~~\$300~~**\$350**

- A. The fee associated with this portion of the application covers the cost of performing the percolation test, which shall be limited to one complete test on six holes, and completing the appropriate test report forms stipulated by DEP. If additional percolation tests are required, this fee will repeat for each additional test.
1. The applicant will be responsible for digging the percolation test holes to the depth and size required by the Sewage Enforcement Officer and presoaking of the percolation holes to conduct the test.
  2. The applicant will be responsible for supplying sufficient water at the site to perform the tests.
  3. If the applicant does not properly prepare the test holes or the holes are not ready when the Sewage Enforcement Officer arrives for the scheduled appointment, the applicant will be charged an additional fee.

X. Application Fee for new IRSIS, AB, or other new DEP approved systems.

~~\$275~~**\$325**

- A. This fee entitles the applicant to a site investigation, test pit analysis (maximum 6 per lot) and the preparation of the forms associated with the examination of the test pit(s).
- B. Any evaluation requiring additional field investigation beyond the initial visits to the site stipulated above will require the following fees:

1. For each additional visit to the site: \$50
2. For each test pit over six: \$20

- C. If the test pit is not dug or the backhoe with operator is not at the site when the Sewage Enforcement Officer visits the site, the applicant will be charged a fee commensurate for time spent as determined by the municipality.

XI. REVIEW FEES: of Act 537 planning modules, for residential, commercial, institutional and other facilities will require fees commensurate with work performed.

XII. RESEARCHING FEES: This fee will be charged to the person requesting the research of files. There will be an additional cost for copying of any and all reports consisting in the file (per lot) \$20/lot

XIII. Fee for review of Act 537, Form B: \$75

XIV. Permit Fee for repair of on-site sewerage system if application does not involve any of the investigation and design review expenses associated with and implied by Steps I through IV:

~~\$150~~**\$200**

**+\$125 for site visit**

XV. Permit Fee for hooking into existing septic system, when required: \$100

XVI. Permit Fee for single family residence utilizing IRSIS, AB, or other new DEP approved systems. This includes 1-design review and final inspection of the system (3-trips): \$350

**NOTE:** There will be an additional charge for additional design reviews and inspections. The representative of the property will be responsible for these fees prior to a permit being issued.

**SEWAGE MANAGEMENT PROGRAM** (on-site systems except CVWWTS) Inspection Fee \$25

**SOLID WASTE COLLECTOR (20, Part 1) Annual License Fee:** \$25

## **STORMWATER MANAGEMENT PLAN**

The following "tiers" have been established to regulate the fees that will be collected by the Borough to offset engineering review of the various degrees of submitted Stormwater Management Plans (or exemptions thereof). Where the term "cumulative new impervious coverage" is used, it shall mean the area of impervious coverage created (cumulatively) after January 27, 2012, which is the date DEP approved the adopted Adams County Act 167 Stormwater Management Plan. Each project will be required to provide an accounting of both the total impervious coverage since that date and the project specific amount being proposed individually at the time of permit application. The following tiers and fees are hereby established:

### **Tier 1**

Tier 1 shall include all projects that are appropriately deemed "exempt" due to the project being less than 1,000 sq.ft. of cumulative new impervious area. The review will be completed by the Borough Zoning Officer. No Fee Required.

### **Tier 2**

This fee shall include all projects that cannot show a cumulative new impervious coverage of less than 1,000 square feet, however are able to adequately demonstrate that the area is properly "disconnected". The initial review will be processed by the Borough Zoning Officer, with a subsequent review (and report) conducted by the Borough Engineer. A non-refundable fee of \$150 is required.

### **Tier 3**

This fee shall include all projects that cannot show a cumulative new impervious coverage of less than 1,000 square feet and are unable to adequately demonstrate that the area is "disconnected". The initial review will be processed by the Borough Zoning Officer, with a subsequent review (and report) conducted by the Borough Engineer. A non-refundable fee of \$250 is required.

### **Tier 4**

Projects that propose impervious coverage and require a Land Development Plan and/ or a Stormwater Management Plan to be prepared, reviewed and approved, will be responsible for actual costs incurred by the Borough for the review by the Borough's Engineer.

## **EROSION & SEDIMENT POLLUTION CONTROL PLAN**

### **Tier 1**

Projects disturbing less than 5,000 square feet shall not be required to submit a fee for review by either the Borough or the Adams County Conservation District, unless said review is an integral part of some other permitting process. No Fee Required.

### **Tier 2**

Projects disturbing between 5,000 square feet, but less than 1.0 acre (43,560 square feet), which are also submitting a fee per the Tier 2 Stormwater Program. A non-refundable fee of \$150 is required.

### **Tier 3**

Projects disturbing between 5,000 square feet, but less than 1.0 acre (43,560 square feet), which are also submitting a fee per the Tier 3 Stormwater Program. This tier shall also include all projects within this range that are disturbing the existing ground, but not constructing new impervious coverage such general grading activities. Agricultural operations and/ or gardening will be reviewed on a case-by-case basis. A non-refundable fee of \$250 is required.

### **Tier 4**

Projects that disturb 1.0 acre or more shall not be required to submit a fee to the Borough due to the regulations requiring such a review to be conducted by the Adams County Conservation District using their current fee schedule as approved annually by the Conservation District Board of Directors and/ or PA DEP (per Chapter 102 of the Pennsylvania Code).

**STREET EXCAVATIONS (21, Part 1) Excavation Permit Fee: (fee plus bond)****\$10 per lineal foot****SUBDIVISION AND LAND DEVELOPMENT**

The filing fee for consideration of a subdivision or a land development plan shall be broken into categories based upon the type of subdivision or land development presented. The accompanying fees under each category shall include the sketch plan, preliminary plan and final plan. The categories, together with the accompanying fees, are as follows:

<b><u>Category I: Residential Subdivisions or Land Developments:</u></b>			
<u>Number of lots or dwelling units</u>	<u>General Fee</u>	<u>Fee for each lot or dwelling unit</u>	<u>Deposit for Consultant* and legal review fees</u>
0-2	\$ 50.00	\$ 50.00	\$ 170.00
3-5	\$ 150.00	\$ 45.00	\$ 500.00
6+	\$ 250.00	\$ 40.00	\$ 800.00
<b><u>Category II: Non-Residential Subdivision:</u></b>			
<u>Number of Lots</u>	<u>General Fee</u>	<u>Fee for Each Lot</u>	<u>Deposit for Consultant* and legal review fees</u>
0-5	\$ 300.00	\$ 50.00	\$ 600.00
6+	\$ 300.00	\$ 50.00	\$ 800.00
<b><u>Category III: Non-Residential Land Developments:</u></b>			
<u>Number of acres</u>	<u>General Fee</u>	<u>Fee for each acre</u>	<u>Deposit for Consultant* and legal review fees</u>
0-5	\$ 300.00	\$ 50.00	\$ 800.00
6+	\$ 400.00	\$ 50.00	\$ 1,000.00

\* Any unused portions of the deposit for consultant's review fees shall be returned to the applicant within three months following signature or disapproval of the Final Plan. In the event that the actual amount for engineering and legal review fees exceeds the amount of the deposit, the applicant shall reimburse the Borough an amount equal to the increased fee upon receipt of the invoice.

The developer or subdivider shall pay the ordinary and customary hourly rate charged to the Borough for review and comment on the plan(s) by any consultant the Borough deems necessary to review said plan(s). Said charge shall be for time devoted by said consultant on the requested review. The rate charged shall not exceed the rate charged by the consultant to the Borough for other work performed at the Borough's request for which there is no outside reimbursement. Such costs shall include, but not be limited to:

- A. Reviewing the plan for conformance to the provisions of the codes and ordinances of the Borough.
- B. Site inspection for conformance to topographic survey.
- C. Reviewing cost estimates of required improvements.
- D. Such other fees which shall be sufficient to cover the cost of all necessary reviews by the Borough's consultants.

The definition of "consultant" shall include the services of the Borough Solicitor, Engineer or other professional or specialist whose services the Borough deems necessary to the review of any land development or subdivision plan.

2. In the case where the developer/subdivider desires the Borough to sign a Final Plan, all fees shall be paid prior to the release of signed plan by the Borough to Developer/subdivider. This shall be applicable to Preliminary and Final Plan stages.
3. The developer/subdivider shall be obligated to pay any fees incurred by the Borough, including services of the Borough Solicitor, Borough Engineer or authorized inspector, regarding the dedication of public improvements, for inspecting and approving final construction pursuant to the Borough of Carroll Valley Subdivision and Land Development Ordinance and the Pennsylvania Municipalities Planning Code. **A deposit of \$500 shall be submitted to the Borough to be applied to the cost of inspection fees. The deposit shall be submitted at such time that the signed Final Plan is released to the Developer.** If inspection fees are anticipated to significantly exceed the \$500 deposit, the developer/subdivider shall establish an escrow account. The amount of the escrow account shall be as estimated by the Borough Engineer. Any remaining deposit monies for engineering and legal review fees may be used towards the inspection fee deposit. Any unused portion of the deposit for inspection fees shall be returned to the applicant at such time that construction of improvements is completed and/or accepted for dedication by the Borough. In the event that the actual amount of inspection fees exceeds the amount of the escrow, the applicant shall reimburse the Borough an amount equal to the increased fee.

**DEVELOPMENT PERMIT VERIFICATION UNDER THE PERMIT EXTENSION ACT (ACT 46 of 2010)**

- |   |       |
|---|-------|
| I. Residential Development Permit Approval Verification | \$100 |
| II. Commercial Development Permit Approval Verification | \$500 |

**TAX COLLECTOR TO IMPOSE AND RETAIN COSTS AND FEES**

- |   |   |
|---|---|
| I. Individual Earned Income Tax                                     |   |
| A. Non-filing individual taxpayer delinquency notices:              |   |
| 1. First delinquent notice (each notice)                            | \$5   |
| 2. Second delinquent notice (each notice)                           | \$10  |
| 3. Preparation of Criminal Complaint                                | \$20  |
| 4. Preparation of re-filing Criminal Complaint due to noncompliance | \$40  |
| B. Unpaid individual earned income tax:                             |   |
| 1. First nonpayment notice (each notice)                            | \$5   |
| 2. Second nonpayment notice (each notice)                           | \$10  |
| 3. Payment schedule fee:  |   |
| a. 0-6 months   | \$20  |
| b. 6-12 months  | \$30  |
| c. 12 -18 months  | \$40  |
| d. 18 months or more  | \$50  |
| 4. Wage attachment  | \$40  |
| 5. Suit in assumpsit or other appropriate remedy                    | Actual costs incurred plus \$20 preparation fee |
| C. Noncompliance with required quarterly individual Tax payments.   | \$5/quarter or \$20/year                        |



D. Cost to provide copies of filed tax returns or W-2s to taxpayers (current and next prior year)	\$5
(2 <sup>nd</sup> prior year and older)	\$10

## **II. Employer Accounts**

A. Non-filing tax return or support documentation: (Applicable for each quarter)	
1. First delinquent notice (each notice)	\$5
2. Second delinquent notice (each notice)	\$10
3. Preparation of re-filing Criminal Compliant due to noncompliance	\$40
B. Unpaid Employer's Remittance of Employee's Tax: (Applicable for each quarter)	
1. First nonpayment notice (each notice)	\$5
2. Second nonpayment notice (each notice)	\$10
3. Payment schedule fee:	
a. 0-6 months	\$20
b. 6-12 months	\$30
c. 12-18 months	\$40
d. 18 months or more	\$50
4. Preparation of Criminal Compliant	\$20
5. Preparation of re-filing Criminal Compliant due to noncompliance	\$40

## **III. Municipal Property Tax.**

A. Certification Fee	\$10
B. Duplicate Bill Fee	\$5
C. Returned Check Fee	\$40
D. <u>Tax Certification</u>	<u>\$15</u>

## **IV. Other Tax Collection Services. (Mercantile/Business Privilege; Emergency and Municipal Services Tax; Delinquent Per Capita Tax). (As applicable for year or designated tax period).**

A. Non-filing of return or support documentation delinquency notice:	
1. First delinquent notice (each notice)	\$5
2. Second delinquent notice (each notice)	\$10
3. Preparation of Criminal Compliant	\$20
4. Preparation or re-filing Criminal Compliant due to noncompliance	\$40
B. Unpaid Taxes.	
1. First nonpayment notice (each notice)	\$5
2. Second nonpayment notice (each notice)	\$10

- |  |   |
|--|---|
| 3. Payment schedule fee:                         |   |
| a. 0-6 months                                    | \$20  |
| b. 6-12 months                                   | \$30  |
| c. 12-18 months                                  | \$40  |
| d. 18 months or more                             | \$50  |
| 4. Wage attachment                               | \$40  |
| 5. Suit in assumpsit or other appropriate remedy | Actual costs incurred plus \$20 preparation fee |

**TRANSIENT RETAIL BUSINESSES (13, Part 2)**

- |                          |       |
|--------------------------|-------|
| Semi-Annual License Fee: | \$50  |
| Annual License Fee:      | \$100 |

**WELL DRILLING AND GEOTHERMAL PERMIT FEE (26, Part 1)** \$150

**ZONING HEARING APPLICATION FEE (27, Part 13)** ~~\$1000~~ \$500

(Any hearing cost that exceed the application fee will be the responsibility of the petitioner)

**APPLICATION FOR HEARING BEFORE BOROUGH COUNCIL** ~~\$750~~ \$300

**ZONING PERMIT FEE**

MINIMUM REVIEW FEE (for new construction and additions greater than 1,000 square feet) \$250

NEW IMPERVIOUS AREA (for living area additions of less than 1,000 square feet) \$50

SHEDS, DECKS, POOLS, ACCESSORY BUILDINGS less than 1,000 square feet (27, Part 13) \$25

ZONING CERTIFICATION \$30

**HOME OCCUPATION PERMIT FEE (2-year permit) (27, Part 4)** \$50

**FIREWORKS PERMIT FEE** ~~\$125~~ \$150

**SCHEDULE OF COSTS FOR MATERIALS AND SERVICES**

Purchase of materials:

Codes:

Borough Code (complete) ~~\$75~~ \$169.50

Land Subdivision Ordinance: ~~\$11~~ \$17.25

Zoning Ordinance: ~~\$19~~ \$34.75

Administrative Services:

Copier Costs: 8 - ½ x 11 (letter size) \$.25/page

8 - ½ x 14 (legal size) \$.35/page

11 x 17 (ledger size) \$.50/page

Facsimile Machine Costs:



Within USA

\$1.75 first page

\$1 each additional page

Outside USA

\$2.75 first page

\$1.50 each additional page

APPROVED AND ADOPTED this 9th day of February, 2021.

ATTEST:

CARROLL VALLEY BOROUGH COUNCIL

\_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

PRINT: \_\_\_\_\_

DATE: \_\_\_\_\_

CERTIFICATION OF ADOPTION

I hereby certify that the foregoing resolution was duly approved as set forth at a regular meeting of the Borough Council of the Borough of Carroll Valley on the \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_.

\_\_\_\_\_  
Borough Secretary

BOROUGH OF CARROLL VALLEY  
ADAMS COUNTY, PENNSYLVANIA  
RESOLUTION #2-2021

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

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

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

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

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

GENERAL ADMINISTRATION AND LEGAL

Certificates of Election	11 months	2019
Ethics Commission Statements of Financial Interest	5 years	2015
Expired Insurance Policies	6 years	2014
Wage and Tax Statements	4 years	2016
Social Security Quarterly Reports	4 years	2016
Quarterly Returns of Withholding of Federal Income	4 years	2016
Quarterly Statements of State and Local Taxes Withheld	4 years	2016
Unemployment Compensation Records	4 years	2016
Time Cards/General Pay Records and Attendance Sheets	3 years	2017
W-4 Forms	4 years	2016
Cancelled Payroll Checks	7 years	2013
Municipal Lien Files (Following Satisfaction of Lien)	1 year	2019
Oaths of Municipal Officials	6 years	2014
Right to Know Requests	2 years	2018
Audit Work-papers (excludes Audit Report)	4 years	2016

TAXATION AND FINANCE

Bank Statements and Deposit Slips	3 years	2017
Daily Cash Records	3 years	2017
Vouchers, Bills, Invoices, Cancelled Checks, Purchase Orders	7 years	2013
Utility and Service Paid Receipts	7 years	2013

PUBLIC HEALTH RECORDS

Food Establishment Records Licenses and Inspections	4 years	2016
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SANITARY SEWERS AND SEWAGE DISPOSAL

Sewer Billing Records	7 years	2013
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APPROVED AND ADOPTED this 9th day of February, 2021.

ATTEST:

CARROLL VALLEY BOROUGH COUNCIL

\_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

PRINT: \_\_\_\_\_

DATE: \_\_\_\_\_

CERTIFICATION OF ADOPTION

I hereby certify that the foregoing resolution was duly approved as set forth at a regular meeting of the Borough Council of the Borough of Carroll Valley on the \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_.

\_\_\_\_\_  
Borough Secretary

# MAYOR'S REPORT

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# January 2021 Police Report

by  
Chief Richard L Hileman II  
Carroll Valley Borough Police

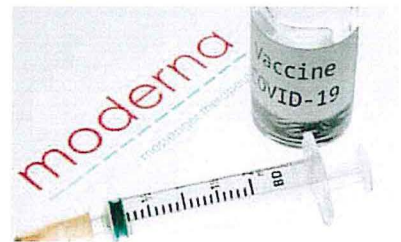


## Special News / Achievements:

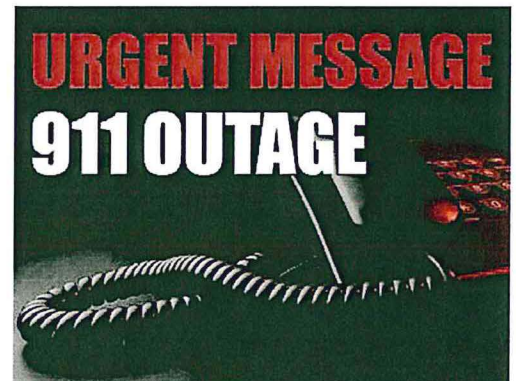
- Full time officers and police staff received their first Moderna vaccine in mid-January thanks to WellSpan Herra Ridge. This is none too soon as another Adams County Police officer was hospitalized in January.



- Patrol Officer Peiffer completed his patrol rifle qualifications.



- January 20<sup>th</sup> damage to a fiber optic cable put our Adams County 911 out of service. Police and fire stations were directed to man their phones as Century Link lines to all county offices were affected. Our remote working staff, Joann Myers, Gayle Marthers and Amanda Bell were alerted and continued to monitor the phones overnight for emergency calls and JoAnn actually received and dispatched calls for service. Special thanks to all of them for agreeing to help in the emergency.



## Monthly Activities:

- The theft of a handgun has been cleared and charges filed. Theft of a firearm is a felony.
- On January 23, an individual is alleged to have crashed his truck into the creek next to Lake Carroll and Lakeside Trail and crawled through the park to the Carroll Valley



Municipal Building where he damaged two windows on the library. He then reported to police that he was a robbery victim who was assaulted and had his truck stolen. He is



currently facing a litany of charges include DUI, False Reports, and Institutional Vandalism.

- A trailer impounded by police on Crossland Trail without tags or a VIN number was determined to have been stolen from Carroll County MD.
- A child abuse investigation resulted in forensic interviews in the Adams County Child Advocacy Center.
- 5 calls occurred outside coverage hours, including a 911 hang up, a suspicious activity, and a house fire.

### **Traffic Enforcement:**

- Officers conducted 51 vehicle stops and were called to 6 vehicle crashes resulting in 41 citations, faulty equipment notices, and warnings, 15 of which were for stop signs.



- 3 Arrests for Driving under the Influence involving drugs and alcohol.

### **Upcoming Events:**

- The Department will be receiving their second shots in February. The virus continues to be active in the responder community in Adams County and nationally 15 law enforcement officers died of COVID in 2021.
- 2 officers will complete rifle qualifications.



## Statistical Measures:

	Jan 2020	Jan 2021	YTD 2020	YTD 2021
<b>Criminal / Mental Health Arrests</b>				
Criminal		3		3
Mental Health		2		2
Runaways		1		1
<b>Burglaries, Robberies, Thefts</b>		-		-
Residential Burglaries		1		1
Commercial Burglaries		-		-
Armed Robberies		-		-
Strong-Arm Robbery		1		-
Thefts		4		4
<b>Criminal Mischief</b>				
Criminal Mischief (damage to property)		1		1
<b>Assault and Domestic Disputes</b>				
Domestic disputes		3		3
Non-domestic assaults		2		2
Rape / Sexual Assaults		-	-	
Drugs				
Disorderly / Drunkenness		4		4
<b>Traffic Related</b>				
Citations / Faulty Equip / Warnings		41		41
Driving under the Influence		3		3
MV Crashes		6		6
<b>Miscellaneous Activities</b>				
Calls from Public		126		126
Officer initiated		52		52
Total CV Calls		178		178

## Vehicle Mileage

	Starting	Ending	Total
2017 Dodge Charger Unmarked	13,850	14,318	468
2017 Dodge Charger Marked	55,492	56,473	981
2014 Dodge Charger Unmarked	65,264	66,800	1,536
2014 Dodge Charger Marked	82,239	82,834	595
2010 Ford Exp Marked	82,965	82,965	0
		<b>Total</b>	<b>3,580</b>



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**INTEROFFICE MEMORANDUM**

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**TO:** BOROUGH MANAGER  
**FROM:** RICHARD L HILEMAN II, CHIEF OF POLICE  
**VIA:** MAYOR RON HARRIS  
**SUBJECT:** 2021 BUDGET ADJUSTMENT REQUEST  
**DATE:** 02/4/2021

With the decision to move forward using part time officers, we need to equip them with bullet resistant vests as we do for our full-time officers. As I said previously, in 2020 we were borrowing equipment as a temporary measure and now that the decision was made to have part-time officers; we need to provide them with our equipment.

As such I am requesting to expend from capital reserve, \$2,342 for the purchase of two (2) bullet resistant vests and outer carriers, the same as we are currently using, from state contract. We will receive \$371 in reimbursement from unused grant funds awarded in prior years but still eligible for disbursement. It is possible that 2021 grant funding, when announced, may allow us to recoup an additional amount of up to 50% of the cost for these vests under the unanticipated officer turn over funding clause.

Additionally, I did not notice that \$2,845 had been cut from the "Contracted Services" budget line item which represented our contract with Digital Ally for our body-worn cameras and in-car video service. Without this funding, I will have to discontinue the use of our body cameras and will lose access to the cloud-based video storage. I am asking that this funding be restored as well.

I would propose funding these expenses using the Adams County COVID-19 grant funds set aside for Police Departments that was received by the Borough on February 3, 2021. This Adams County Grant reimbursed expended part time police hours in the amount of \$4,780.74. With the minimum of \$371 coming from the vest grant, we will have unanticipated revenues of \$5,151.74.

Unanticipated Revenues:

Police COVID-19 Grant	\$4,780.74
Unused Vest Grant	<u>\$ 371.00</u>
Total Revenues:	\$5,151.74

Additional Expenditures:

Purchase Vests	\$2,342.00
Restore Car/Body Cam	<u>\$2,845.00</u>
Total Expenditures:	\$5,187.00

Revenues:	\$5,151.74
Expenditures:	<u>\$5,187.00</u>
Net additional cost	\$ 35.26

So, in the end, the net increase in police funding is about \$35 if we do not receive the future additional vest grant funds.

**Action Requested: Motion to Approve the purchase of two (2) Bullet Resistant Vests with outer carriers for the part-time officers at a cost of \$2,342 and the renewal of contracted services with Digital Ally for Body-worn Cameras and In-car Video Service.**

# FIRE/EMS/EMA REPORT

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## FAIRFIELD FIRE & EMS

### Fire Report – JANUARY, 2021

**Calls for the Month – 22**

**Year to Date Total - 22**

#### Nature of Call(s)

Fire Police -	
Automatic Fire Alarm	3
Structure Fire -	6
Chimney Fire -	1
Medical Assist	5
Motor Vehicle Accident	3
Wildland Fire	1
Transfer	1
Landing Zone	1
CO Alarm	1

#### Location of Call(s)

Carroll Valley Borough	5
Fairfield Borough	6
Franklin Township	0
Freedom Township	0
Hamiltonban Township	3
Highland Township	0
Liberty Township	4
 Cumberland Township	 2
Franklin County –	
Blue Ridge	1
Frederick County, MD –	
Emmitsburg	1

## COMMITTEE REPORTS

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# ADMINISTRATIVE BUSINESS

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**BOROUGH OF CARROLL VALLEY SUMMARY FINANCIAL REPORT: 1 thru 31 JANUARY 2021**

ACCOUNT	GENERAL FUND	SPECIAL EVENT	SANITARY SEWER	SINKING FUND	CAPITAL RESERVE	HIGHWAY AID (LF)	TOTAL FUNDS	SEWER AUTHORITY
START OF PERIOD								
CHECKING ACCOUNT	\$40,590.64	\$0.00	\$0.00	\$3,223.68	\$27,500.83	\$0.00	\$71,315.15	\$3,376.57
INVESTMENTS	\$2,505,176.24	\$0.00	\$0.00	\$0.00	\$0.00	\$368,738.37	\$2,873,914.61	\$364,873.10
PETTY CASH	\$425.00	\$0.00	\$25.00	\$0.00	\$0.00	\$0.00	\$450.00	\$50.00
DUE FROM OTHER FUNDS	\$205,028.43	\$4,013.77	\$589,374.39	\$0.00	\$1,178,998.18	\$0.00	\$1,977,414.77	\$0.00
DUE TO OTHER FUNDS	\$1,537,625.99	\$481.69	\$191,405.96	\$0.00	\$197,844.75	\$0.00	\$1,927,358.39	\$52,076.73
LIABILITIES	\$8,560.23	\$0.00	\$0.00	\$142,000.28	\$0.00	\$0.00	\$150,560.51	\$0.00
NET BALANCE	\$1,205,034.09	\$3,532.08	\$397,993.43	(\$138,776.60)	\$1,008,654.26	\$368,738.37	\$2,845,175.63	\$316,222.94
TRANSACTIONS FOR PERIOD								
ADJUSTMENTS (SEE NOTE)								
ACTUAL REVENUES (+)	\$65,279.77	\$100.00	\$59,564.46	\$0.00	\$1,010.51	\$4.02	\$125,958.76	\$626.90
ACTUAL EXPENDITURES (-)	\$202,975.35	\$595.92	\$16,968.41	\$0.00	\$0.00	\$0.00	\$220,539.68	\$0.00
ENCUMBERED FUNDS (-)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NET TRANSACTION BALANCE	(\$137,695.58)	(\$495.92)	\$42,596.05	\$0.00	\$1,010.51	\$4.02	(\$94,580.92)	\$626.90
END OF PERIOD								
CHECKING ACCOUNT	\$41,964.93	\$0.00	\$0.00	\$3,223.68	\$27,511.34	\$0.00	\$72,699.95	\$3,376.57
INVESTMENTS	\$2,424,061.26	\$0.00	\$0.00	\$0.00	\$0.00	\$368,742.41	\$2,792,803.67	\$366,230.93
PETTY CASH	\$425.00	\$0.00	\$25.00	\$0.00	\$0.00	\$0.00	\$450.00	\$50.00
DUE FROM OTHER FUNDS	\$17,410.29	\$3,632.08	\$471,985.89	\$0.00	\$1,152,243.40	\$0.00	\$1,645,271.66	\$0.00
DUE TO OTHER FUNDS	\$1,393,101.02	\$595.92	\$31,582.41	\$0.00	\$170,089.97	\$0.00	\$1,595,369.32	\$52,076.73
LIABILITIES	\$23,421.95	\$0.00	\$0.00	\$142,000.28	\$0.00	\$0.00	\$165,422.23	\$730.93
NET BALANCE	\$1,067,338.51	\$3,036.16	\$440,428.48	(\$138,776.60)	\$1,009,664.77	\$368,742.41	\$2,750,433.73	\$316,849.84

# Check Register with Invoices

Borough of Carroll Valley

04-Feb-21

From: 01-Jan-21 To: 31-Jan-21

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

33717	1/6/2021	10	ADAMS COUNTY AUTO SUPPLY, INC.		\$72.24	O
			183068 Shift Tube & Heater Motor Door		\$72.24	
33718	1/6/2021	14374	AMERICAN UNITED LIFE INS		\$316.14	O
			1621 Life & Disability Premium: January 2021		\$316.14	
33719	1/6/2021	40	ASSOC. OF MAYORS OF BOROUGH O		\$60.00	O
			1621 2021 Membership		\$60.00	
33720	1/6/2021	14211	AT&T MOBILITY		\$26.54	O
			12262020 Phone Upgrades		\$26.54	
33721	1/6/2021	58	BOROUGH OF FAIRFIELD		\$3,233.46	O
			2020-20 2020 FREMA Expense		\$376.67	
			1621 2021 Shared WC Expense		\$2,856.79	
33722	1/6/2021	14391	CAPITAL REGION WATER		\$1,125.00	O
			1621 STP: Sludge testing November 2020		\$1,125.00	
33723	1/6/2021	14660	CIVIC PLUS		\$5,000.00	O
			205270 Standard Annual Fee & Implementation		\$5,000.00	
33724	1/6/2021	14661	COMBINED INSURANCE		\$79.28	O
			82723 Payroll Deduction: 11/21/20-12/21/20		\$79.28	
33725	1/6/2021	1191	COMCAST CABLE		\$93.23	O
			9274-121 99 Country Club Trl: Emergency Dialer		\$93.23	
33726	1/6/2021	83	COMMONWEALTH OF PENNSYLVANIA		\$500.00	O
			1621 NPDES Permit		\$500.00	
33727	1/6/2021	521	FREEDOM SYSTEMS		\$2,462.00	O
			1013725 Financial MGMT/5-CALS		\$2,462.00	
33728	1/6/2021	14202	GENE LATTA FORD		\$54.23	O
			1621 MS11: Air Filter		\$54.23	
33729	1/6/2021	1210	KEYSTONE MUNICIPAL INSURANCE		\$5,840.75	O
			41247 1 of 4 KMIT WC 2021		\$5,715.75	
			41247-1 1 of 4 KMIT WC 2021		\$125.00	



# Check Register with Invoices

Borough of Carroll Valley

04-Feb-21

From: 01-Jan-21 To: 31-Jan-21

Check No	Check Date	VendorNo	Vendor	Invoice	Check Amount	Status
33730	1/6/2021	825	KPI TECHNOLOGY		\$4,387.88	O
			8367 SEO Services		\$4,387.88	
33731	1/6/2021	137	MET-ED		\$72.49	O
			628-121 Jacks Mtn & Skylark Trl: Street Lighting		\$72.49	
33732	1/6/2021	975	PA MUNICIPAL HEALTH INSURANCE		\$32,514.30	O
			1621 January 2021: Major Medical, Dental, Vision		\$32,514.30	
33733	1/6/2021	242	PA STATE ASSOC. OF BOROUGHES		\$968.00	O
			1621-3 CDL Renewal: 1/1/21-12/31/21		\$75.00	
			1621-4 2021 PSAB Plus Training Subscription		\$225.00	
			1621-2 2021 Borough Membership Dues		\$548.00	
			1621 2021 Borough News Subscription		\$80.00	
			1621-1 Extended Listing in Membership Dictionary		\$40.00	
33734	1/6/2021	1163	PA STATE MAYORS ASSOCIATION		\$60.00	O
			1621 2021 Dues		\$60.00	
33735	1/6/2021	14584	READYREFRESH BY NESTLE		\$6.00	O
			40191-121 MS: Water: December 2020		\$6.00	
33736	1/6/2021	1005	SECURITY BENEFIT GROUP		\$2,180.01	O
			1621 Deferred Comp: Payroll dated 1/5/21		\$2,180.01	
33737	1/6/2021	310	SHEALERS SEPTIC SERVICE		\$4,186.00	O
			1621 HT: December 2020		\$4,186.00	
33738	1/6/2021	14548	Stacy L. Krietz		\$663.50	O
			1621 December 2020: Office Cleaning		\$663.50	
33739	1/6/2021	14232	TALLEY PETROLEUM ENTERPR		\$1,751.47	O
			1621 Fuel & Diesel Fuel: December 2020		\$1,751.47	
33740	1/6/2021	14493	THE YORK WATER COMPANY		\$58.17	O
			1621 Water: Svc 11/20/20-12/21/20		\$58.17	
33741	1/20/2021	22	ADAMS ELECTRIC COOPERATIVE, IN		\$3,127.01	O
			4700-121 Boro Office: Svc 11/30/20-12/31/20		\$1,226.13	
			4704-121 STP: Sanders Rd. Pump Station: Svc 11/30/20-12/31/		\$1,766.92	
			3000-121 STP: Country Club Trl: Pump Station: Svc 11/30/20-		\$133.96	

# Check Register with Invoices

Borough of Carroll Valley

04-Feb-21

From: 01-Jan-21 To: 31-Jan-21

Check No	Check Date	VendorNo	Vendor	Invoice	Check Amount	Status
33742	1/20/2021	1191	COMCAST CABLE		\$1,111.24	O
			11867 STP: 119A Sanders Rd: Svc 1/1/21-1/31/21		\$63.01	
			11867-4 Boro Office: Svc 1/1/21-1/31/21		\$223.52	
			2005-121 Internet Fees		\$323.48	
			2989-121 STP: 119A Sanders Rd.: Svc 1/13/21-2/12/21		\$51.33	
			11867-1 14 Ranch Trl: Svc 1/1/21-1/31/21		\$120.90	
			11867-2 Zoning: Svc 1/1/21-1/31/21		\$47.00	
			11867-3 PL: Svc 1/1/21-1/31/21		\$282.00	
33743	1/20/2021	14219	COMMUNITY MEDIA OF SOUTH CENT		\$200.00	O
			1239 CVB Council Meeting: December 2020		\$200.00	
33744	1/20/2021	521	FREEDOM SYSTEMS		\$3,240.00	O
			1013859 Cloud Hosting: 4/1/21-3/31/22		\$3,240.00	
33745	1/20/2021	14517	GANNETT FLEMING		\$6,992.53	O
			11821 Stormwater Plan Reviews		\$3,889.25	
			11821-1 Section F Dam		\$3,103.28	
33746	1/20/2021	356	GETTYSBURG TIMES		\$169.88	O
			39252 Legal Ad: 2021 Meeting Schedule		\$125.52	
			39365 Legal Ad: Borough Council Meeting		\$44.36	
33747	1/20/2021	14412	GOVERNMENT MANAGEMENT SERVICE		\$3,000.00	O
			2406 Retainer for the month of December 2020		\$3,000.00	
33748	1/20/2021	1204	KILMER INSURANCE AGENCY		\$24,205.00	O
			41390 2021 Cpkg 1 of 2		\$9,309.00	
			41390-3 2021 Umbrella		\$4,100.00	
			41390-2 2021 POL/PPL 1 of 2		\$3,406.00	
			41390-1 2021 CAuto 1 of 2		\$7,390.00	
33749	1/20/2021	196	LABORATORY, ANALYTICAL & BIOLO		\$280.00	O
			94008 STP: Testing December 2020		\$280.00	
33750	1/20/2021	14624	MARCO		\$334.17	O
			28518900 February 2021: Copier Lease		\$334.17	
33751	1/20/2021	975	PA MUNICIPAL HEALTH INSURANCE		\$32,514.30	O
			11821 February 2021: Major Medical, Dental, Vision		\$32,514.30	
33752	1/20/2021	244	PA UC FUND		\$111.84	O

# Check Register with Invoices

Borough of Carroll Valley

04-Feb-21

From: 01-Jan-21 To: 31-Jan-21

Check No	Check Date	VendorNo	Vendor	Invoice	Check Amount	Status
			12021 2020 4th Qtr UC Pmt		\$111.84	
33753	1/20/2021	874	PENNSYLVANIA ONE CALL SYSTEM,		\$4.82	O
			90670 December 2020: Activity Fee		\$4.82	
33754	1/20/2021	270	PSAB U/C PLAN		\$257.18	O
			12021 4th Qtr 2020 payment		\$257.18	
33755	1/20/2021	14584	READYREFRESH BY NESTLE		\$23.99	O
			00781-121 STP: Water: January 2021		\$23.99	
33756	1/20/2021	1005	SECURITY BENEFIT GROUP		\$2,122.07	O
			11921 Deferred Comp: Payroll dated 1/18/21		\$2,122.07	
33757	1/20/2021	172	SHIPLEY ENERGY		\$517.79	O
			7306984 MS: Propane: December 2020		\$517.79	
33758	1/20/2021	14207	WEST PENN POWER		\$2,610.70	O
			822-121 Green Trl: Svc 12/2/20-1/3/21		\$10.85	
			594-121 Ranch Trl: Svc 12/2/20-1/3/21		\$120.58	
			872-121 14 Ranch Trl: Svc 12/2/20-1/3/21		\$341.66	
			294-121 14 Ranch Trl: Barn: Svc 12/2/20-1/3/21		\$135.44	
			218-121 Street Lights		\$2,002.17	
33759	1/20/2021	14622	WILLIAMS SCOTSMAN, INC.		\$426.00	O
			8381750 STP: Janaury 2021 Office Trailer		\$426.00	
Bank Total:					\$146,959.21	

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**INTEROFFICE MEMORANDUM**

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**TO:** BOROUGH COUNCIL  
**FROM:** DAVID A. HAZLETT, BOROUGH MANAGER  
**SUBJECT:** 2021 APPOINTMENTS  
**DATE:** 02/09/2021  
**CC:** FILE

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Committee Appointments for terms that expired on December 31, 2020 are highlighted on the attached document and named below for your consideration of reappointment:

<b>Finance Committee</b>	<b>(5-year term)</b>
Beth Cool	
<b>Public Safety</b>	<b>(4-year term)</b>
Brian Wheeler	
<b>Sewer &amp; Water Authority</b>	<b>(5-year term)</b>
David Lillard	
Bruce Carbaugh	
Bruce Carr	
<b>Tree Board</b>	<b>(3-year term)</b>
Bret Robinson	
Emily Faalasli	
<b>Vacancy Board</b>	<b>(1-year term)</b>
Frank Buhrman	
<b>Zoning Hearing Board</b>	<b>(3-year term)</b>
Anthony Golden	

**Current Vacancies:**

<b>Parks, Recreation &amp; Environmental Advisory Council</b>	<b>(5-year term)</b>
Vacancy	Term Expiration: 12/31/2024
<b>Zoning Hearing Board</b>	<b>(3-year term)</b>
Vacancy	Term Expiration: 12/31/2021
Vacancy	Term Expiration: 12/31/2022
Vacancy (alternate)	Term Expiration: 12/31/2022

The Borough maintains agreements with the following Professional Consultants and County and Regional Committees. I ask that you review the list and consider the Re-Appointment of those listed:

**Borough Professional Consultants:**

Solicitor:	Salzmann Hughes, PC	Auditor:	Boyer & Ritter, LLC
Sewage Enforcement Officer:	KPI Technology	Engineer:	KPI Technology

**Borough Delegates to County Committees:**

Adams County Tax Collection Committee (ACTCC)	York Adams Tax Bureau (YATB)
Adams County Council of Government (ACCOG)	Fairfield Regional EMA (FREMA)
Delegate:	Ron Harris, Mayor
Alternate:	Gayle Marthers, Asst. Borough Manager

## BOROUGH OF CARROLL VALLEY

### Elected Officials, Appointed Authorities, Boards, Commissions & Committees

#### Term Expires:

#### BOROUGH COUNCIL (4yr)

Ron Harris, Mayor	12/31/2021
David Lillard	12/31/2021
Richard Mathews, President	12/31/2021
Robert Verderaime, Vice President	12/31/2021
Bruce Carr	12/31/2023
Jessica Kraft	12/31/2023
John Schubring	12/31/2023
Michael Wight	12/31/2023

#### PARKS, RECREATION & ENVIRONMENTAL ADVISORY COUNCIL (5 yr)

Crystal Durbin	12/31/2021
Jennifer Jarrell	12/31/2022
Jessica Kraft	12/31/2022
Tim Skoczen, Chair	12/31/2023
Vacancy	12/31/2024

#### FINANCE COMMITTEE (5 yr):

Beth Cool	12/31/2020
Ronald Harris, Chair	12/31/2021
Frank Buhrman	12/31/2021
Sarah Skoczen	12/31/2021
Jason Shay	12/31/2023

#### PLANNING COMMISSION (4 yr)

John Schubring	12/31/2021
Bernard Garland	12/31/2021
Frank Henry	12/31/2021
David Lillard	12/31/2022
Michael Wight, Chair	12/31/2022
Sara Laird	12/31/2022
Sarah Skoczen	12/31/2023
Steven Sites	12/31/2023
Owen Phelan	12/31/2023

#### SEWER & WATER AUTHORITY (5yr)

#### Term Expires

David Lillard	12/31/2020
Bruce A. Carbaugh	12/31/2020
Bruce Carr	12/31/2020
Richard Mathews	12/31/2021
Ron Harris	12/31/2021
N. Kenneth Lundberg, Chair	12/31/2023
Vacant	12/31/2023

ZONING HEARING BOARD (3yr)

Anthony Golden	12/31/2020
Vacant	12/31/2021
Vacant	12/31/2022
Vacant (alternate)	12/31/2022

Attorney Harold Eastman, Solicitor

VACANCY BOARD (1yr)

Frank Buhrman	12/31/2020
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CIVIL SERVICE COMMISSION (6yr)

Kevin Koons	02/07/2022
John Davis	02/04/2024
N. Kenneth Lundberg	02/02/2026

PUBLIC SAFETY COMMITTEE (4yr)

Brian R. Wheeler	12/31/2020
Dan Patton	12/31/2021
Anthony Golden	12/31/2023
Ron Harris, Chair	12/31/2023
John Svalina	12/31/2023

Ad-Hoc Member: EMA Coordinator (FREMA)

TREE BOARD (3YRS)

Bret Robinson	12/31/2020
Emily Faalasli	12/31/2020
Daryl Despres	12/31/2021
Lori Kolenda	12/31/2022
Heather Wight, Chair	12/31/2022

Additional Elected Officials:

Tax Collector:	(4 year term)	
Phyllis Doyle-Smith		12/31/2021
Constable:	(6 year term)	
Stephen Beans		12/31/2021

# UNFINISHED BUSINESS

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Update to Council

Funding Solutions

February 4, 2021

## Memorandum

To: Carroll Valley Borough Council

From: GMS Funding Solutions (GMS)

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### PA SMALL WATER AND SEWER PROGRAM UPDATE

#### *Carroll Valley Wastewater Treatment Facility Upgrades Project*

Awarded \$425,000

GMS submitted an extension request to DCED on January 12, 2021. DCED has approved the extension request and provided a grant contract amendment for signature by Ken Lundberg and David Hazlett. The PA SWS grant now expires on June 30, 2022. Bid documents have been finalized and publically advertised. Sealed bids for the Project are due on March 1, 2021.

**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. The Authority should provide GMS with the proof of public advertisement, copies of all proposals, and the bid tabulation. David Hazlett and Ken Lundberg should execute the grant contract amendment and send copy of amendment to GMS.

### ADAMS COUNTY PARKS, RECREATION AND GREEN SPACE GRANT PROGRAM UPDATE

#### *Carroll Valley Path System – Phase I*

Awarded \$25,000

The Borough must decide on alternate routes for the Carroll Valley Path System, which can be the focus of this grant. GMS, on behalf of the Borough, submitted an extension request on January 21, 2021. The request was approved by the County on February 3, 2021 and it has been forwarded to the Borough. The grant has been extended to December 31, 2021.

**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.

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#### CARLISLE

354 Alexander Spring Rd.  
Carlisle, PA 17015

[www.GMSFundingSolutions.com](http://www.GMSFundingSolutions.com)  
(717) 552-2639

#### HARRISBURG

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



*February 4, 2021*

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

### *Wastewater Treatment Plant Upgrades*

Awarded: \$700,000

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

**Next Steps:** The Borough should forward all engineer invoices and evidence of 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.

## NEW BUSINESS

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## FOR YOUR INFORMATION

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# **MUNICIPAL SERVICES REPORT**

## **JANUARY 2021**

### **Road Work:** (286 man hours)

Plowable snow and ice fell on January 25, 26 2021. MS staff plowed roads, Borough parking lots and cleared sidewalks throughout the storm. Additionally, MS staff provided road checks on January 3 and 26, 2021, ensuring Borough roads were safe for residents and other travelers.

Additional weather-related activities during the month included:

- Anti-skid applied to roads on January 3, 25 and 26, 2021
- Tree removal on Mindy Trail, Lakeside Trail, Skylark Trail as a result of the snow/ice
- Checked rights-of-ways and storm grates before storms
- Secured salt stockpile following the storm
- Replenished anti-skid stockpile

**NOTE:** January 31 – February 3, 2021 storm man hours and equipment mileage will be included in February 2021 report.

Other road work during the month included:

- Filled pot holes on Sanders Road, Gingell Road and Skylark Trail
- Applied anti-skid to combat icy roads during fire call at 66 Fruitwood Trail

### **Equipment Maintenance and Repair** (571.5 man hours MS; 0 man hours police department)

Winter weather maintenance during January included:

- Emptied truck beds of anti-skid and washed out beds
- Re-wired work lights on MS11
- Washed MS6
- Installed warning lights on EQMS3
- Replaced auger bearing on cinder box on MS8
- Flipped tire chains on MS6, MS8, MS9

Additional maintenance and repairs included:

- Repaired dump body on MS3 (rust holes) and repainted dump body
- Replaced fuel line in EQMS2

- Installed new batteries in MS7
- Installed new battery in EQMS10 (battery under warranty and was replaced free of charge)
- Built barrel rack for MS2 and replaced tire sensor
- Replaced throttle position sensor on MS2
- Serviced MS5:
  - Replaced tires
  - Replaced rubber seal on intake nozzle
  - Replaced hood latch
  - Replaced water/fuel sending unit
  - Replaced wiper blades
  - Worked on spray bars for dust control system

Additionally, MS foreman had several keys cut and distributed to Chief Hileman for police department staff.

Vehicle and Equipment mileage log for January 1 – 30, 2021 is included with this report.

### **Parks/Property Maintenance:** (98 man hours)

MS staff provided routine service to maintain the parks and property of the Borough including:

- Daily park maintenance continues with emphasis on adhering to COVID-19 protocols. Playground equipment and public restrooms are sanitized daily and trash is checked daily and emptied at least twice per week.
- Drained down Lake Carroll from rainfall.
- Checked Lake Mae inlet pipe and the water level at Lake Carroll.
- Checked rights-of-way at Lake Carroll.
- Repaired salt spreader for the Borough Office.
- Cleaned, sanitized and performed routine maintenance on MS shop/garage

January 25-26 storm resulted in sidewalk shoveling and maintenance at both the Borough Office and on Ski Run at Lake Kay.

And kudos to MS employee Brandon Duvall for his fast, appropriate response after discovering park damage in the early morning hours of Saturday, January 16, 2021. Brandon quickly notified his supervisor of the damages. Although the damages were part of the Carroll Valley police department's ongoing investigation, Brandon's quick thinking assured the safety of the

early morning park patrons from broken glass. MS personnel assisted with park cleanup following the incident and contacted the vendor to replace the broken window glass in the library area of the Borough office.

**Miscellaneous and Training:** (9 man hours)

Miscellaneous tasks performed by MS personnel during the month included:

- Conducted driveway inspections
- Picked up paint supplies for MS3

**Sewer Plant:** (1 man hour)

MS personnel transported fuel for generators during a power outage at the plant, and also attended training for plant back-up operator.

**Paid Tim Off:** (158.5 man hours)

Respectfully submitted,

Jeff Wise  
MS Foreman

MONTH: January 2021

Vehicle/Equipment Number	Description	Beginning Odometer/Hours	Ending Odometer/Hours	Total Miles/Hours
MS 1				
MS 2	2000 FORD F-350 P/U	150165	150242	77
MS 3	2010 FORD F-550/T	41819	42041	222
MS 4	2001 CHEVY B/T	80885	80890	5
MS 5	2007 FREIGHTLINER SWEEPER TRUCK	14360	14360	0
MS 6	2012 INT 7400 D/T	11056	11131	75
MS 7	1999 INT 5000 D/T	115421	115518	97
MS 8	2015 MACK GRANITE	11333	11407	74
MS 9	2006 INT 7400 D/T	17870	17940	70
MS 10	2012 FORD F-550 D/T	69282	69592	310
MS 11	2016 FORD F-550 D/T	26265	26595	330
			<b>TOTAL MILES:</b>	<b>1260</b>
EQMS 2	2006 BOBCAT SKID LOADER	516.6	518	1.4
EQMS 3	2004 CAT IT 14G LOADER	3979	4004	25
EQMS 4	580 JOHN DEERE GRADER	700	701	1
EQMS 5	6310 JOHN DEERE TRACTOR B/M	915.4	916.4	1
EQMS 6	BANDIT BRUSH CHIPPER	283.1	283.1	0
EQMS 10	2019 JCB BACKHOE	407.7	442	34.3
EQPK 1	2015 SCAG MOWER	8425	8425	0
EQPK 3	301A JOHN DEERE TRACTOR	9290	9290	0
EQPK 6	2018 SIMPLICITY MOWER	174.2	174.2	0
			<b>TOTAL HOURS:</b>	<b>62.7</b>

# Carroll Valley

## Activity Summary Report By Account For Product

Date Range From: 1/1/2021 12:00:00 AM To: 1/31/2021 11:59:59 PM

				Number of Transactions		Qty	Amount
Account: 001				Highway dept			
Product 02 Diesel				39	Avg Price: \$1.000	643.700	\$643.70
Account Totals:				39	Avg Price: \$1.000	643.700	\$643.70
Account: 002				Police Dept			
Product 01 Unleaded				31	Avg Price: \$1.000	352.700	\$352.70
Account Totals:				31	Avg Price: \$1.000	352.700	\$352.70
Account: 003				Codes			
Product 01 Unleaded				1	Avg Price: \$1.000	6.500	\$6.50
Account Totals:				1	Avg Price: \$1.000	6.500	\$6.50