

**CARROLL TOWNSHIP
BOARD OF SUPERVISORS
WORK SESSION MINUTES
AUGUST 01, 2016
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ROLL CALL

SUPERVISORS – Andy Ritter, Bruce Trostle, Pete Picciurro, Kelley Moyer-Schwille, and Brian Schmick

ATTENDEES – Faye Romberger, Chief Thomas Wargo, Peggie Williams, James Hess, Alex Langan, and Officer Solomon

CALL TO ORDER

Chairman Ritter called the regularly scheduled work session of the Carroll Township Board of Supervisors to order at 6:36 p.m. The location of the meeting is the Carroll Township Municipal Building, 555 Chestnut Grove Road, Dillsburg, Pennsylvania.

PUBLIC
COMMENT

Chairman Ritter called for public comment.

James Hess – Golf Course Road – thanked the Board for the great job that was done on the Golf Course Road Paving.

ITEMS TO BE
PLACED ON THE
AUGUST 08, 2016
AGENDA

The following items were discussed and are to be placed on the August 08, 2016 Board of Supervisors Meeting Agenda.

1. Update on the Carroll Township MS4 Activity Report. – Mark Bruening introduced Erik Schroeder who works with Mark at Barton & Loguidice. Mr. Schroeder is working on our MS4 Activity Report. He presented the Board with a MS4 Permit Activities binder for use by Carroll Township staff to follow, understand and help organize related materials through the current MS4 permit period of April 1, 2016 to March 31, 2017. The binder includes: an outline of the six (6) Minimum Control Measures (MCM), the PA DEP MS4 PAG-13 General Permit, the Carroll Township Stormwater Management Ordinance, a section for an Illicit Discharge Ordinance (not yet available), various forms for documentation and finally the Carroll Township MS4 Coverage Map. Each item has a unique color-coded tab for easy navigation. Based on the MS4 Review Checklist for the 2015 – 2016 Annual Report prepared by DEP's Scott M. Arwood, P.E., dated 06/16/16, there are several areas the Township will need to improve during the current period. A summary of deficiencies and recommendations are as follows:

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MCM #1 – Public Education and Outreach on Stormwater Issues

- BMP#3: The Township website needs to be revised to not direct citizens to complete a PennDOT based illicit discharge form. Township personnel record the information and use their own form for documentation.
- BMP #4: The reviewer stated that a “public meeting does not necessarily constitute the distribution of educational materials.” B&L recommends implementing one additional distribution method for educational materials, such as storm drain stenciling, posting signs, creating fact sheets, etc.

MCM #2 – Public Involvement/Participation

- BMP #1: The date of the written Public Involvement and Participation Program (PIPP) needs to be provided on the MS4 Annual Report. B & L recommends increased involvement with local environmental groups or committees.
- BMP #3: At least once per year, a MS4 specific presentation will need to be conducted to solicit public involvement and participation from the target audience. Documentation of the presentation must be kept on file.

MCM #3 – Illicit Discharge Detection and Elimination (IDD&E)

- BMP #2: Update MS4 Coverage Area Map:
The current MS4 Coverage Area Map (prepared by Pennoni Associates, Inc.) was based on the 2000 US Census data. The Map needs to be updated to reflect the 2010 US Census data to show the revised “urbanized area” within the township. This “urbanized area” is the MS4 Coverage Area.

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The Map needs to include all outfalls, inlets, storm sewer pipes, conveyance swales, headwalls, surface waters, lands uses and points of connection to another entity's MS4. NPDES permitted sites will need to be added to the map. The current map is lacking much of this information.

- BMP#4: An Illicit Discharge Ordinance is recommended:
B & L recommends that the Township adopt an Illicit Discharge Ordinance to assist in prohibiting non-stormwater discharges from entering the storm sewer system
- BMP # 6: The Township needs to distribute educational information concerning illicit discharges to the target audiences by methods such as the Township website, newsletters, brochures, signs, newspapers, etc.

MCM # 4 – Construction Site Stormwater Runoff Controls

- N/A – The Township has been relying on PA's statewide program for stormwater associated with construction activities (York County Conservation District).

MCM # 5 – Post Construction Stormwater Management (PCSM) in New and Re-Development Activities

- BMP # 5: The Township should consider enacting or updating ordinances to encourage and expand the use of Low Impact Development (LID)

MCM #6 – Pollution Prevention/Good Housekeeping for Municipal Operations

- BMP # 2: An Operations and Maintenance (O&M) program will need to be prepared for all municipal operations and facilities.

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- BMP # 3: Employee training will need to be expanded to a wider range of employees and the training topics will need to be broader-based.

Other items to consider:

- B & L recommends continued membership with the York County Consortium to prepare and file the Chesapeake Bay Pollutant Reduction Plan (CBPRP) Annual Progress Report.

The Board asked Mr. Bruening to draft up a cost to update the MS4 Map to the 2010 US Census and to map the outfalls, inlets, and points of connection to another entity's MS4.

2. Golfview Heights Street Dedication
3. Crack Seal the Township Roads
4. Request for Proposal for Third Party Administration Services for the Non-Uniformed Pension Plan
5. Planning Commission appointment to fill the unexpired term of Ed Coble
6. Policy and Procedures for Letter of Credits and/or Bonding for all required bonding on projects
7. Set Trick or Treat Night
8. Proposed Burn Ban
9. July 05, 2016 Board of Supervisors Work Session Minutes
10. July 11, 2016 Board of Supervisors Meeting Minutes

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ITEMS TO BE
PLACED ON THE
AGENDA
AFTER AN UPDATE
HAS BEEN RECEIVED

1. Update on the on-lot disposal systems for the Colony - Gary Morrow, Township Sewage Enforcement Officer, informed the Board that the Perc and Probes are completed. He has reviewed the results and forward that report to Mr. Smith. Mr. Smith now needs to have his system designed. After the system is designed, Gary Morrow will issue the permit and then the system can be installed. Mr. Morrow asked the Board if he would be able to contact the pumping haulers to get some information from them on the past pumpings for this area.
2. Update on the letter to PennDOT requesting a Speed study on Old York Road – Mark Bruening stated that he has not received the official letter from PennDOT, but he has been informed that PennDOT has denied the request.
3. Update on Mountain Crest Development Detention Pond Conversion – Mark Bruening stated that he has received reports on this matter. There were some issues and they were forwarded to the Developer’s Engineer. Revised reports were resubmitted, but not reviewed yet.
4. Letter from York County Board of Commissioners dated March 22, 2016 concerning turning over the billing, maintenance and administration of the per capita tax rolls to the municipalities and school districts that still levy the tax. This change should be made after the tax rolls are provided to the school districts in June/July 2016. This letter is an attempt to provide us with adequate notice to determine how or if we will continue to levy the per capita tax going forward. The County intends to work with each municipality and school district and provide us with the electronic data files for each of our taxing districts.

Supervisor Schmick stated that he received an email from Jason Young, Business Manager from Northern York County School District, on this matter. Mr. Young informed Supervisor Schmick that York Adams Tax Bureau (YATB) has approved for them to work with the County to take over as the enumerator for the Per Capita Tax. There will be

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some agreements that need to be signed between the two parties and this should all be done by mid-August. Once this is done, YATB will be in contact with each taxing authority (Municipality) to sign an agreement with YATB. Once everything is signed, the transfer will be complete and YATB will be doing the job.

12. Pavilion with water and bathrooms at Chestnut Park.
13. Logan Park Authority – roof repair on barn – snow damage around \$2,500.00.

ITEMS TO BE
PLACED ON THE
SEPTEMBER 06, 2016
AGENDA

The following item should be placed on the September 06, 2016 Board of Supervisors Work Session Agenda:

1. Cell Phones, Computer Use and Email, and Social Media Policy and Procedures

OTHER ITEMS
DISCUSSED

Supervisor Schmick asked for an update on the on-lot Management District letters.

Chairman Ritter reminded everyone that National Night Out is tomorrow night from 5:00 p.m. to 9:00 p.m. at Logan Park. Everyone is invited.

ADJOURNMENT

It was moved by Chairman Ritter, seconded by Supervisor Picciurro, and unanimously carried to adjourn the meeting at 8:05 p.m.

Respectfully submitted,

Faye L. Romberger, Secretary