

**CARROLL TOWNSHIP
BOARD OF SUPERVISORS
MEETING MINUTES
MARCH 13, 2017
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ROLL CALL	SUPERVISORS – Andy Ritter, Bruce Trostle, Brian Schmick, Pete Picciurro, and Kelley Moyer-Schwille
ATTENDEES	Faye Romberger, Mark Bruening, Duane Stone, Chief Thomas Wargo, Chief Mike Whitzel, Keith Heckert, Robert Kauffman, Shirley A. Knight, Bob Smutsky, Dave Maher, Katie Hess, Phillip Brath, Cathy Humpert, Charlie Humpert, Bent Humpert, and Todd Lyons
CALL TO ORDER	Chairman Trostle called the regularly scheduled meeting of the Carroll Township Board of Supervisors to order at 6:31 p.m. The location of the meeting is the Carroll Township Municipal Building, 555 Chestnut Grove Road, Dillsburg, Pennsylvania.
EXECUTIVE SESSIONS	Chairman Trostle announced that the Board held Executive Sessions on Monday, February 13, 2017 after the Board of Supervisors Meeting and March 3, 2017 prior to the Board of Supervisors Work Session to discuss litigations and personnel matters. No decisions were made or actions taken at these Executive Sessions.
APPROVAL OF THE TREASURER'S REPORT	It was moved by Supervisor Ritter, seconded by Chairman Trostle, and unanimously carried to approve the Treasurer's Report dated March 13, 2017 as submitted, which includes the Open Bill List up to and including March 08, 2017 in the amount of \$23,351.41, Cash Flow Report for February 2017, Compared to Budget Reports for February 2017, and Check Register Report for February 2017 to ratify the February 2017 Bill List.
APPROVAL OF THE FEBRUARY 06, 2017 WORK SESSION MINUTES	It was moved by Supervisor Moyer-Schwille, seconded by Supervisor Ritter, and unanimously carried to approve the February 06, 2017 Board of Supervisors Work Session Minutes as submitted.
APPROVAL OF THE FEBRUARY 13, 2017 MINUTES	It was moved by Supervisor Ritter, seconded by Supervisor Picciurro, and unanimously carried to approve the February 13, 2017 Board of Supervisors Meeting Minutes as submitted.

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**EMERGENCY
REPORTS**

Mike Whitzel, Chief, presented the Northern York County Fire Rescue EMS Report for February 2017.

Keith Heckert, EMS Operations Manager, presented the Citizens' Hose Company No. 1 EMS Report for February 2017.

PUBLIC COMMENT

Chairman Trostle called for public comments. There were no public comments.

**FINAL PLANS FOR
THE REVISED
NORTH POINTE
LOBAR PROPERTIES
AND WILLIAM
AND VIRGINIA
WESSELS**

It was moved by Supervisor Ritter, seconded by Supervisor Schmick, and unanimously carried to grant the following waiver requests for the Revised North Pointe Subdivision Plans for Lobar Properties, LLC and William H. and Virginia M Wessels as per Mark Bruening's comment letter dated March 9, 2017 for III. Waivers Requested numbers 1 through 9:

III. WAIVERS

1. Provide Stormwater Management Plan per Sections 502.e and 602.j. **Applicant requesting waiver from this Ordinance requirement.**
2. Provide Wetland Delineation Study per Sections 502.h and 602. **Applicant requesting waiver from this Ordinance requirement.**
3. Provide Hydrogeologic Study per Sections 502.g and 602. **Applicant requesting waiver from this Ordinance requirement.**
4. Provide Erosion and Sedimentation Control Plan per Sections 502.b and 602. **Applicant requesting waiver from this Ordinance requirement.**
5. Groundwater Study to determine adequacy for proposed private wells per Sections 503 and 602. **Applicant requesting waiver from this Ordinance requirement.**
6. Provide Traffic Study per Sections 502.c and 602.k. **Applicant requesting waiver from this Ordinance requirement.**
7. Provide Homeowners' Association and/or Private Road Maintenance Agreement per Sections 502.j and 602. **Applicant requesting waiver from this Ordinance requirement.**

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AND VIRGINIA
WESSELS
CONTINUES

8. Provide Street Trees per section 715.f. **Applicant requesting waiver from this Ordinance requirement.**
9. Provide dedication of recreational land (or fee in lieu of dedication) per Section 706.c.1. **Applicant requesting waiver from this Ordinance requirement.**

It was moved by Supervisor Schmick, seconded by Supervisor Picciurro, and unanimously carried to conditionally approve the Final Revised North Pointe Subdivision Plans for Lobar Properties, LLC and William H. and Virginia M. Wessels contingent upon addressing all of the following comments in Mark Bruening's comment letter dated March 9, 2017 for II. Subdivision and IV. General Recommendations:

II. SUBDIVISION (Ordinance No. 84-1989 as amended)

1. Provide a Sewer Planning Module, Module Exemption or Non-Building Waiver per Section 502.a.1 (602). Non-building waiver was submitted to DEP on 01/27/2017.
2. Provide one signed, sealed and notarized (18" X 24") reproducible copy of the Final Plan for recording per Section 602.h.

IV. General Recommendations

1. All fees must be paid prior to plan recording.
2. Indicate on the plan the action taken by the Board (and the date the action was taken) on the waiver request(s).
3. Certificates of Ownerships must be provided for each owner/equitable owner and must be executed and dated after last plan revision prior to recording. Is Douglas Speck an owner?
4. Deed of consolidation must be recorded for Parcels 20-OC-124A and 20-PC-66D.
5. All signatures for certifications must be dated after last revision date of plan.
6. Overall view on sheet 1 and 2 of 2 must show Tax Parcel 20-OC-130 as part of plan subdivision.

Todd Lyons, Lyons Surveying, stated that he agrees with all of the comments in Mark Bruening's letter dated March 9, 2017 and will revise the plan to address these issues.

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MS4 PROGRAM
ANNUAL
MEETING
UPDATE

Phillip Brath from Barton & Loguidice did an Annual Public Meeting presentation on the MS4 Program. The slide presentation addressed the MS4 and U, which included Municipal Separate Storm Sewer System, MS4 – Common Acronyms, MS4-Where Did it Come From, MS4- Who Is Impacted, MS4 – Why Are We Doing It (Responsibilities of Local Government & Impaired Streams in York County), MS4- The Basics (Stormwater Management Program (SWMP) Implement 6 minimum control measures (MCM's) to maximum extent practicable), MS4 – Program Management Status, Carroll Township MS4 Mapping, Good Housekeeping For Municipal Operations, Three MS4 Elements For Today, and Residents – What Can I Do. The whole slide presentation is available upon request and is part of the MS4 Binder.

ADOPT
ORDINANCE
NUMBER
2017-238
PROHIBITING
ILLICT
DISCHARGES

It was moved by Supervisor Ritter, seconded by Supervisor Schmick, and unanimously carried to adopt Ordinance Number 2017-238 - An Ordinance of Carroll Township Prohibiting Illicit Connections to and discharges into the Storm Drainage System, Establishing Requirements for Monitoring Discharges into the Storm Drainage System, Providing for Notice of Spills, Prevention and Control of Pollutants in the Storm Drainage Systems, as well as means to Abate Illicit Connections to and discharges into the Storm Drainage System and Prescribing Penalties for Violations of the Ordinance.

CHESTNUT
HOLLOW PHASE I
SURETY
WITHDRAWAL

It was moved by Chairman Trostle, seconded by Supervisor Picciurro, and unanimously carried to authorize Duane Stone, Township Solicitor, to start the procedures to call the Letter of Credit No. D003461 that is with Fulton Bank for the R-2 Development LLC, Chestnut Hollow Phase I Subdivision in the amount of \$34,838.05.

POLICY FOR
LETTER OF
CREDITS AND
SURETY BONDS

It was moved by Supervisor Ritter, seconded by Supervisor Moyer-Schwille, and unanimously carried to adopt the following as Carroll Township, York County Policy Regarding Letter of Credits and Surety Bonds which includes a sample of the Irrevocable Letter of Credit, Subdivision and Land Development Improvement Bond Agreement, and Subdivision and Land Development Restrictive Escrow Agreement as prepared by Solicitor Stone.

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RESOLUTION
NUMBER
2017-06
DEPOSITION OF
PUBLIC RECORDS

It was moved by Supervisor Schmick, seconded by Supervisor Ritter, and unanimously carried to adopt Resolution Number 2017-06 – A Resolution of Carroll Township, York County, authorizing the Deposition of the following Public Records as set forth in the Municipal Records Manual approved on December 16, 2008:

Municipal Office Records

1996 – 2008

Solicitation Permits

2006

904 Recycling Grant

2009

Realty Transfer Tax

Payroll Time Sheets

Year End Payroll Report

Leave Reports

Time Entry Reports

Payroll Register Report

Expenditures – All funds

W2's, 1099's, Payroll Taxes

Year End Reports

Check Register Accounting Report

Accounts Payable Reports

Voucher List Adjustments

Deduction List

Direct Deposit Register

Receipts – All funds

Per capita Log

Per capita tax pages

Exonerations

Real Property Assessment

Real Estate tax pages

Cross Reference-Real Estate

Real Estate Taxes collected by the Tax Collector

Open Invoice Report

Police Fine Money

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RESOLUTION
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2017-06
DISPOSITION OF
PUBLIC RECORDS
CONTINUES

Police Reports
West Shore Tax Bureau Distribution
West Shore Tax Bureau Budget
Bank Statements
Liability Insurance Policies
Road Materials & Services-West Shore COG
Receipt Book
RTK Requests
Vendor List

Police Department Records

UCR Worksheets 2005 – 2014

Abandoned Veh. Records 2003 – 2014

Accident Reports 2007 – 2011

Log Sheets 2012 – 2013

Citations 2007 – 2013

Validation Reports 2011 – 2014

RESOLUTION
NUMBER
2017-07
SETTING FEES
FOR CALENDAR
YEAR 2017

It was moved by Supervisor Ritter, seconded by Chairman Trostle, and unanimously carried to adopt Resolution Number 2017-07 – A Resolution of Carroll Township, York County Setting Fees, Costs, and Permits for the Calendar Year 2017.

APPOINTMENTS
TO THE CARROLL
TOWNSHIP
PLANNING
COMMISSION

It was moved by Supervisor Schmick, seconded by Supervisor Picciurro, and unanimously carried to re-appoint Terry Adams to the Carroll Township Planning Commission for a four-year term to expire March 2021.

It was moved by Supervisor Schmick, seconded by Supervisor Ritter, and unanimously carried to authorize the Office Staff to advertise for letters of interest to fill the vacant four-year term seat on the Carroll Township Planning Commission.

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TRANSFER MONEY FROM THE GENERAL FUND TO THE CAPITAL RESERVE FUND It was moved by Supervisor Ritter, seconded by Chairman Trostle, and unanimously carried to authorize the Secretary/Treasurer to transfer \$600,000.00 from the General Fund to the Capital Reserve Fund.

RESOLUTION NUMBER 2017-09 SOUTH MOUNTAIN TROLLEY GREEN TRAIL AND DONATE \$1,000.00 IN 2018 FOR A STUDY It was moved by Supervisor Schmick, seconded by Supervisor Picciurro, and carried to adopt Resolution Number 2017-09 – A Resolution that acknowledges there is a corridor meriting study referred to as South Mountain Trolley Green Trail that follows an historic Mechanicsburg to Dillsburg trolley corridor, a portion of which passes through our Municipality and contribute \$1,000.00 towards this effort, which will be funded in part by other sources. This funding would be available in 2018.

Chairman Trostle voted no.

RESOLUTION NUMBER 2017-10 DECLARING AN EMERGENCY FOR WINTER STORM STELLA It was moved by Supervisor Schmick, seconded by Supervisor Picciurro, and unanimously carried to adopt Resolution Number 2017-10- A Resolution Declaration of Disaster Emergency declaring an Emergency from 9:00 p.m. on Monday, March 13, 2017 through 8:00 p.m. on Wednesday, March 15, 2017 for the Winter Storm Stella.

POLICE REPORT Chief Thomas Wargo presented the Police Report for the month of February 2017.

ADJOURNMENT It was moved by Supervisor Schmick, seconded by Supervisor Moyer-Schwille, and unanimously carried to adjourn the meeting at 8:15 p.m.

Respectfully submitted,

Faye L. Romberger, Secretary