

**CARROLL TOWNSHIP
BOARD OF SUPERVISORS
MEETING MINUTES
FEBRUARY 12, 2018
Page 1 of 11**

ROLL CALL	SUPERVISORS – Bruce Trostle, Andy Ritter, Kelley Moyer-Schwille, Richard Rocco, and Brian Schmick
ATTENDEES	Faye Romberger, Mark Bruening, Duane Stone, Chief Thomas Wargo, Shirley McKnight, Paul Christophel, Raphael LaRocca, Traci Cook, Cody Zeger, Caleb Zeger, Craig Zeger, and Tina Zeger
CALL TO ORDER	Chairman Ritter called the regularly scheduled meeting of the Carroll Township Board of Supervisors to order at 6:41 p.m. The location of the meeting is the Carroll Township Municipal Building, 555 Chestnut Grove Road, Dillsburg, Pennsylvania.
EXECUTIVE SESSION	Chairman Ritter announced that the Board of Supervisors held an Executive Session at 5:30 p.m. tonight before the meeting to discuss litigation and contract issues.
APPROVAL OF THE TREASURER’S REPORT	<p>It was moved by Supervisor Schmick, seconded by Supervisor Moyer-Schwille, and unanimously carried to approve the Treasurer’s Report dated February 12, 2018 as submitted, which includes the Open Bill List up to and including February 08, 2018 in the amount of \$47,322.71, Cash Flow Reports for January 2018, Compared to Budget Reports for January 2018, and Check Register Report for January 2018 to ratify the January 2018 Bill List.</p> <p>Supervisor Schmick questioned if the Logan Park Authority’s donation is on the bill list to pay them early.</p>
APPROVAL OF THE DECEMBER 04, 2017 WORK SESSION MINUTES	It was moved by Supervisor Trostle, seconded by Supervisor Moyer-Schwille, and unanimously carried to approve the December 04, 2017 Board of Supervisors Work Session Minutes as submitted.
APPROVAL OF THE DECEMBER 11, 2017 MINUTES	It was moved by Supervisor Moyer-Schwille, seconded by Supervisor Trostle, and unanimously carried to approve the December 11, 2017 Board of Supervisors Meeting Minutes as submitted.

**CARROLL TOWNSHIP
BOARD OF SUPERVISORS
MEETING MINUTES
FEBRUARY 12, 2018
Page 2 of 11**

APPROVAL OF THE
JANUARY 02, 2018
RE-
ORGANIZATIONAL
MINUTES

It was moved by Supervisor Schmick, seconded by Supervisor Trostle, and unanimously carried to approve the January 02, 2018 Board of Supervisors Re-Organizational Meeting Minutes as submitted.

APPROVAL OF THE
JANUARY 08, 2018
MINUTES

It was moved by Supervisor Schmick, seconded by Supervisor Trostle, and carried to approve the January 08, 2018 Board of Supervisors Meeting Minutes as submitted.

Supervisors Moyer-Schwille and Rocco abstained from the vote because they were not present.

HOLY SPIRIT EMS
REPORT

Paul Christophel gave the Holy Spirit EMS Report for December 2017 and January 2018. There were 40 calls in December and 44 calls in January with a total of 115 calls Year to Date from start date November 12, 2017. He stated that Holy Spirit EMS will decide for the March Work Session on how they will handle the Memberships for Carroll Township since the decision was made not to enter into an Agreement for Service or not making a donation. The options would be:

1. If Carroll Township would enter into an Agreement or make a donation with Holy Spirit EMS the Memberships will be the normal Membership Fee as the other Municipalities.
2. No Agreement or no donation – Holy Spirit would either offer no Memberships to Carroll Township Residents or a Membership Fee at a higher rate with a Surcharge.

Chairman Ritter requested that the Holy Spirit EMS Membership Fees be placed on March 05, 2018 Board of Supervisors Work Session Agenda.

**CARROLL TOWNSHIP
BOARD OF SUPERVISORS
MEETING MINUTES
FEBRUARY 12, 2018
Page 3 of 11**

FIRE REPORT

Chairman Ritter stated that Carroll Township did receive a Fire Report from Northern York County Fire Rescue for the month of January 2018.

Supervisor Schmick stated that he liked the information sheet showing the activities that was attached to the report. He would like to see this information sheet attached to the report every month.

**RESIGNATION OF
AARON M. HARNER
EMERGENCY
MANAGEMENT
COORDINATOR FOR
CARROLL TWP.**

It was moved by Supervisor Trostle, seconded by Supervisor Schmick, and unanimously carried to accept the resignation of Aaron M. Harner as Carroll Township's Emergency Management Coordinator effective immediately.

**APPOINTMENT
EMERGENCY
MANAGEMENT
COORDINATOR**

It was moved by Supervisor Schmick, seconded by Supervisor Moyer-Schwille, and unanimously carried to appoint Raphael LaRocca as Carroll Township's Emergency Management Coordinator effective immediately.

Supervisors Schmick and Moyer-Schwille thanked Mr. LaRocca for stepping up to fill this position.

**APPOINTMENT TO
NEMA BOARD OF
DIRECTORS**

It was moved by Supervisor Schmick, seconded by Supervisor Trostle, and unanimously carried to re-appoint Dave Hile, Beth Hile, Herb Bomberger and Melba Bomberger as Representatives to the Northern York Unified Emergency Management Agency (NEMA) Board of Directors.

PUBLIC COMMENT

Chairman Ritter called for public comments.

Traci Cook, 520 Mumper Lane, questioned if the Minutes that are listed on the Carroll Township Website are available to download on cell phones.

**CARROLL TOWNSHIP
BOARD OF SUPERVISORS
MEETING MINUTES
FEBRUARY 12, 2018
Page 4 of 11**

**ON-LOT
MANAGEMENT
DISTRICTS
PUMPING'S**

The On-Lot Management Districts pumping's are required by Ordinance Number 46-1984. This Ordinance states that when the systems are pumped they are to be inspected by the Township or its authorized agency every three (3) years to determine whether or not the system is operating properly. To be in compliance with our Ordinance we should have the Townships SEO present at all pumping's. Gary Morrow, Township SEO, is present tonight to answer any questions that the Board may have concerning this issue.

Gary Morrow stated that the Township SEO should be present for these pumping's to inspect the tank for any malfunctions in the tank and to inspect the property around the septic system. He gave the Board some issues where the hauler gave the resident wrong information concerning his tank. Also with him being there if the system needs repairs they can be done right then.

Chairman Ritter questioned Gary Morrow if he would go out for pumping's, what would his inspection procedures be and what would be done different from what is being done today.

Supervisor Schmick questioned Gary Morrow if he would be willing to work with the Township on the inspection fees.

Mr. Morrow stated the best he could do would be \$50.00 per home.

Chairman Ritter requested that this issue be placed on the March 5, 2018 Board of Supervisors Work Session Agenda to be discussed more.

**RE-APPOINTMENT
ALTERNATE
SEO**

It was moved by Supervisor Schmick, seconded by Chairman Ritter to re-appoint Hoover Engineering Services, Inc. – Tim Wargo as the Alternate Sewage Enforcement Office for Carroll Township and set the compensation at the same rate as Gary Morrow's 2018 Fee Schedule.

**CARROLL TOWNSHIP
BOARD OF SUPERVISORS
MEETING MINUTES
FEBRUARY 12, 2018
Page 5 of 11**

UPDATE ON THE
KETTERER & BYTOF
SWALE REPAIR

Mark Bruening, Township Engineer, stated the contractor has begun construction on the swale. The contractor did not work last week because of the weather and will not be working this week because of a home and garden show at the Farm Show. He will start working next week again. Mr. Bruening stated that his firm has done three inspections so far and the inspection reports have been delivered to the Township.

UPDATE ON CREEK
ROAD PEDESTRIAN
BRIDGE

Mark Bruening, Township Engineer, stated that the Norfolk Southern Agreement was revised and sent back to them. Norfolk Southern does not have any problem with the revisions to Section 1. But Section 10, the indemnity provision, will take more time for them to review. Norfolk Southern advised Mr. Bruening if the Township is amenable to taking this Section out, they are willing to approve the revised Agreement.

The Board of Supervisors stated they are not willing to remove Section 10 from the Agreement.

It was moved by Supervisor Schmick, seconded by Supervisor Trostle, and unanimously carried to table the Norfolk Southern Agreement until the March 05, 2018 Board of Supervisors Work Session.

FINAL PLANS FOR
RUTTER'S #14
PROPOSED
EXPANSION
TIME EXTENSION

It was moved by Supervisor Schmick, seconded by Supervisor Moyer-Schwille, and unanimously carried to table and accept the time extension for the review of the Final Land Development Plan for Rutter's #14 Proposed Expansion until April 10, 2018.

NEW
EMPLOYEE
MANUAL

Solicitor Stone stated that he is done reviewing the new Employee Manual for the Non-Police Personnel and would like to meet with the Personnel Committee to start the review of the Manual with them.

**CARROLL TOWNSHIP
BOARD OF SUPERVISORS
MEETING MINUTES
FEBRUARY 12, 2018
Page 6 of 11**

DILLSBURG BORO
ANNEX OF 4.871
ACRES FROM
CARROLL TWP.
TO DILLSBURG
BORO

Solicitor Duane stated the Dillsburg Borough annex is ready for action tonight. Dillsburg Borough is asking that the following question be forwarded to York County Board of Elections as a Referendum to be placed on the May 15, 2018 Ballot “Shall the Borough of Dillsburg annex from the Township of Carroll approximately 4.871 acres of land adjacent to the Borough’s existing tract of land where the playground and dog park are located on South Chestnut Street and beginning of Old York Road (SR 4026), just south of Dillsburg Elementary School. The subject land is currently owned by Dillsburg Borough but located in Carroll Township (Parcel B on the Final Plat of a Minor Subdivision Plan recorded in the York County Recorder of Deeds, in Book 2370 Page 3803, and Deed dated December 15, 2015, Recorded in Deed Book 2376 Page 3097). The purpose of the annexation of the land is to expand the playground and to construct a community building under the jurisdiction of the Dillsburg Borough?”

It was moved by Supervisor Schmick, seconded by Supervisor Moyer-Schwille, and unanimously carried to forward the following question to York County Board of Elections as a Referendum to be placed on the May 15, 2018 Ballot the question is: “Shall the Borough of Dillsburg annex from the Township of Carroll approximately 4.871 acres of land adjacent to the Borough’s existing tract of land where the playground and dog park are located on South Chestnut Street and beginning of Old York Road (SR 4026), just south of Dillsburg Elementary School. The subject land is currently owned by Dillsburg Borough but located in Carroll Township (Parcel B on the Final Plat of a Minor Subdivision Plan recorded in the York County Recorder of Deeds, in Book 2370 Page 3803, and Deed dated December 15, 2015, Recorded in Deed Book 2376 Page 3097). The purpose of the annexation of the land is to expand the playground and to construct a community building under the jurisdiction of the Dillsburg Borough?”

Supervisor Moyer-Schwille questioned if the Referendum is on the May 15, 2018 Ballot and the residents of Carroll Township vote No, what happens then.

**CARROLL TOWNSHIP
BOARD OF SUPERVISORS
MEETING MINUTES
FEBRUARY 12, 2018
Page 7 of 11**

- | | |
|--|--|
| MS4 COORDINATOR
JOB DESCRIPTION | It was moved by Supervisor Trostle, seconded by Supervisor Schmick, and unanimously carried to approve the MS4 Coordinator Job Description as submitted. |
| PERMISSION TO
PURCHASE
NEW PLOW FOR
2018 F350 FORD
PICKUP | It was moved by Supervisor Schmick, seconded by Chairman Ritter, and unanimously carried to authorize the Township Staff to purchase a Western 9' Proplus plow for the 2018 F350 Ford Pickup from A.J.'s Truck and Trailer Center, Inc. in Harrisburg under COSTARS Approved ID # 025-129 in the amount of \$4,520.00, which will be paid out of the Capital Reserve Fund line item number 30-430-374. |
| PERMISSION TO
PURCHASE
NEW UTILITY
BODY FOR
2018 F350 FORD
PICKUP | It was moved by Chairman Ritter, seconded by Supervisor Trostle, and unanimously carried to authorize the Township Staff to purchase a Knapheide 700 series utility body for the 2018 F350 Ford Pickup from The New Harrisburg Truck Body Co. in Mechanicsburg, PA under COSTARS Approved ID# 025-0257 in the amount of \$17,495.00, which will be paid out of the Capital Reserve Fund line item number 30-430-374. |
| APPOINTMENT OF
FLOODPLAIN
ADMINISTRATOR | It was moved by Supervisor Rocco, seconded by Supervisor Moyer-Schwille, and unanimously carried to appoint Brandon Slatt as Carroll Township's Floodplain Administrator. |
| PERMISSION TO
ATTEND TRAINING
BRANDON SLATT | It was moved by Supervisor Schmick, seconded by Supervisor Trostle, and unanimously carried to authorize Brandon Slatt to attend the Floodplain Management Courses held at Malvern, PA on February 26 – March 1, 2018 at the registration fee of \$200.00 plus hotel fees and Camp Hill, PA June 25-28, 2018 at the registration fee of \$200.00. |
| APPOINTMENT OF
TOWNSHIP
AUDITORS
TABLED | It was moved by Supervisor Schmick, seconded by Chairman Ritter, and unanimously carried to table and authorize the Office Staff to re-advertise for letters of interest to fill the vacancies for the Township Auditors for a six-year term, and four-year term. |

**CARROLL TOWNSHIP
BOARD OF SUPERVISORS
MEETING MINUTES
FEBRUARY 12, 2018
Page 8 of 11**

APPOINTMENT TO
CARROLL TWP.
LOGAN PARK
AUTHORITY
TABLED

It was moved by Supervisor Schmick, seconded by Chairman Ritter, and unanimously carried to table and authorize the Office Staff to re-advertise for letters of interest for the five-year term on the Logan Park Authority.

RESOLUTION
NUMBER
2018-08
DISPOSITION OF
PUBLIC RECORDS

It was moved by Supervisor Trostle, seconded by Supervisor Schmick, and unanimously carried to adopt Resolution 2018-08 - A Resolution of the Board of Supervisors of Carroll Township, York County, Pennsylvania in accordance with the Municipal Records Manual approved on December 16, 2008 hereby authorizing the disposition of the public records attached:

Municipal Office Records

2007

904 Recycling Grant

2010

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

**CARROLL TOWNSHIP
BOARD OF SUPERVISORS
MEETING MINUTES
FEBRUARY 12, 2018
Page 9 of 11**

RESOLUTION
NUMBER
2018-08
DISPOSITION OF
RECORDS
CONTINUES

Real Estate Taxes collected by the Tax Collector
Open Invoice Report
Police Fine Money
Police Reports
York Adams Tax Bureau Distribution
Bank Statements
Liability Insurance Policies
Road Materials & Services-West Shore COG
Receipt Book
Vendor List

Police Department Records

UCR Worksheets – 2015
Abandoned Vehicle Records – 2015
Accident Reports – 2012
Log Sheets – 2014
Citations – 2014
Criminal History Records – 2011 through 2015
Disposition Reports – 2016
Megan Fliers – 2008 – 2016
Expungement Records – 2006 through 2016

AWARD
FIELD MOWING
APRIL 2018
THROUGH
MARCH 2021
TO “A TOUCH
OF GRASS”

It was moved by Supervisor Schmick, seconded by Chairman Ritter, and unanimously carried to award the April 2018 through March 2021 Mowing Contract for the Carroll Township Municipal Building and fields and Chestnut Park fields to “A Touch of Grass” located in Etters, PA for Carroll Fields at \$130.00 per mowing and Chestnut Park at \$230.00 per mowing contingent upon the Contractor entering into Carroll Township’s Independent Contractor Agreement.

PERMISSION
TO REPLACE
MEETING ROOM
CEILING TILES

It was moved by Chairman Ritter, seconded by Supervisor Moyer-Schwille, and unanimously carried to authorize the Township Staff to replace the ceiling tiles in the meeting room from Lowe’s at the cost of \$860.50 which will be paid out of the General Fund line item 01-409-250.

**CARROLL TOWNSHIP
BOARD OF SUPERVISORS
MEETING MINUTES
FEBRUARY 12, 2018
Page 10 of 11**

CARROLL TWP.
BUSINESS
ECONOMIC AND
DEVELOPMENT
COMMITTEE

It was moved by Chairman Ritter, seconded by Supervisor Trostle, and unanimously carried to create a Carroll Township Business Economic and Development Committee and appoint Supervisors Kelley Moyer-Schwille and Brian Schmick to this committee.

POLICE REPORT

Chief Thomas Wargo presented the Police Report for the month of January 2018.

COUNTY OF YORK
YORK COUNTY
9-1-1 MOBILE
DATA COMPUTER
SERVICE
AGREEMENT
TABLED

It was moved by Supervisor Schmick, seconded by Supervisor Trostle, and unanimously carried to table the County of York York County 9-1-1 Communications Mobile Data Computer Service Agreement for the Carroll Township Police Department from April 1, 2018 through March 31, 2023 until the March 5, 2018 Board of Supervisors Work Session.

Chief Wargo stated that the old Agreement with York County was \$9,400.00 the new Agreement is \$11,600.00. Chief Wargo stated that he did budget for the increase. He was not sure how much the increase would be so he budgeted high at \$14,000.00.

Chairman Schmick asked if there were any other changes to the Agreement. He asked the Township Secretary to locate the existing Agreement and scan it and email it to the Board Members.

POLICE
COMMITTEE
REPORT

Supervisor Trostle stated that he and Supervisor Rocco met with the Police Bargaining Committee about three weeks ago to just touch base and to move forward with the negotiations. Supervisors Trostle and Rocco will be meeting with the Police Bargaining Committee again in the next couple of weeks.

**CARROLL TOWNSHIP
BOARD OF SUPERVISORS
MEETING MINUTES
FEBRUARY 12, 2018
Page 11 of 11**

REMOVAL
OF SNOW FROM
CHESTNUT PARK
WALKING PATH

Supervisor Schmick asked if it was checked into as far as clearing the snow from the Chestnut Park Walking Path.

Secretary Faye Romberger stated that she checked with Brandon Slatt and we don't have any equipment to remove the snow from the path.

Supervisor Schmick asked the Secretary to check with Brandon Slatt to see what the cost would be for the equipment to remove the snow from the path.

JUNIOR BOARD
MEMBER

Supervisor Moyer-Schwille questioned about appointing a Junior Board Member to serve on the Board of Supervisors. This individual would be a Northern High School Student. Supervisor Moyer-Schwille will check with Karen Deibler at Dillsburg Borough to see how they handled a Junior Board Member.

ADJOURNMENT

It was moved by Supervisor Trostle, seconded by Supervisor Moyer-Schwille, and unanimously carried to adjourn the meeting at 8:00 p.m.

Respectfully submitted,

Faye L. Romberger, Secretary