

**CARROLL TOWNSHIP
BOARD OF SUPERVISORS
MEETING MINUTES
FEBRUARY 18, 2019
Page 1 of 7**

ROLL CALL	SUPERVISORS – Bruce Trostle, Andy Ritter, Brian Schmick, Richard Rocco, and Kelley Moyer-Schwille
ATTENDEES	Faye Romberger, Phillip Brath, P.E., Duane Stone, Esquire, Thomas Wargo, Peggie Williams, Marc DeSouza, and Tom Kerstetter
CALL TO ORDER	Chairman Ritter 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.
APPROVAL OF THE TREASURER’S REPORT	<p>It was moved by Supervisor Moyer-Schwille, seconded by Supervisor Trostle, and unanimously carried to approve the Treasurer’s Report dated February 18, 2019 as submitted, which includes the Open Bill List up to and including February 15, 2019 in the amount of \$107,839.01, Cash Flow Reports for January 2019, Compared to Budget Reports for January 2019, and Check Register Report for January 2019 to ratify the January 2019 Bill List.</p> <p>Supervisor Schmick questioned the Lowe’s bills in the amount of \$3,132.02 and the PA DUI Association bill in the amount of \$660.00.</p>
APPROVAL OF THE DECEMBER 03, 2018 WORK SESSION MINUTES	It was moved by Supervisor Trostle, seconded by Chairman Ritter, and unanimously carried to approve the December 03, 2018 Board of Supervisors Work Session Minutes as submitted.
APPROVAL OF THE DECEMBER 10, 2018 MINUTES	It was moved by Chairman Ritter, seconded by Supervisor Moyer-Schwille, and unanimously carried to approve the December 10, 2018 Board of Supervisors Meeting Minutes as submitted.
APPROVAL OF THE JANUARY 07, 2019 RE-ORGANIZATIONAL MINUTES	It was moved by Supervisor Moyer-Schwille, seconded by Chairman Ritter, and unanimously carried to approve the January 07, 2019 Board of Supervisors Re-Organizational Meeting Minutes as submitted.

**CARROLL TOWNSHIP
BOARD OF SUPERVISORS
MEETING MINUTES
FEBRUARY 18, 2019
Page 2 of 7**

APPROVAL OF THE JANUARY 07, 2019 WORK SESSION MINUTES

It was moved by Supervisor Schmick, seconded by Supervisor Moyer-Schwille, and unanimously carried to approve the January 07, 2019 Board of Supervisors Work Session Minutes as submitted.

APPROVAL OF THE JANUARY 14, 2019 MINUTES

It was moved by Supervisor Rocco, seconded by Supervisor Trostle, and unanimously carried to approve the January 14, 2019 Board of Supervisors Meeting Minutes as submitted.

FIRE REPORTS

Chairman Ritter presented the Northern York County Fire Rescue Report for January 2019.

RESOLUTION NUMBER 2019-10 YORK COUNTY 2018 HAZARD MITIGATION PLAN TABLED

It was moved by Supervisor Schmick, seconded by Supervisor Trostle, and unanimously carried to table the adoption of Resolution Number 2019-10 – A Resolution of the Board of Supervisors of Carroll Township, York County, Pennsylvania pertaining to the York County 2018 Hazard Mitigation Plan until the March 04, 2019 Board of Supervisors Work Session.

PUBLIC COMMENT

Chairman Ritter asked for public comment.

Tom Kerstetter, 52 Spring Lane Road, wanted to let the Board of Supervisors know how bad Spring Lane Road is. The road is starting to break up from the snow and ice. There are several potholes on both sides of the road. He was just wondering what the Township’s plans are for road maintenance on this road. Is there any road maintenance scheduled for Spring Lane Road for 2019.

FINAL PLANS FOR WINDY HEIGHTS PHASE III

It was moved by Supervisor Schmick, seconded by Supervisor Rocco, and unanimously carried to conditionally approve the Final Subdivision Plan for Project Entitled “The New Windy Heights (Phase III) on Property owned by Old York Homes One Limited and Situated in Carroll Township, York County, contingent upon addressing all of the following comments in Phillip Brath’s Comment Letter dated January 30, 2019:

- II. Subdivision (Ordinance Number 84-1989 as amended)
 - 1. All certificates must be signed, sealed, and dated after last submission revision date. (Section 501.b.(6))

**CARROLL TOWNSHIP
BOARD OF SUPERVISORS
MEETING MINUTES
FEBRUARY 18, 2019
Page 3 of 7**

FINAL
PLANS FOR
WINDY HEIGHTS
PHASE III
CONINUTES

2. The Owners must sign the plan (Section 501.b. (8)) and dated after last plan revision.
3. A Homeowner’s Association (HOA) document must be provided for review by Solicitor. (Section 502.j.1). The notes on the plan, related to the HOA, shall be approved prior to recording the plan.
4. Pay recreation fees in lieu of dedication of recreation land. (Section 706.e)
5. Provide York County Conservation District Approval and proof of current NPDES Permit Approval for Phase, prior to recording plan. (Section502.b)
6. Provide financial surety in accordance with Section 1301. e.f.g and h, prior to recording plan.
7. Provide proof of establishment of financial surety with utility providers prior to recording plan. (Section 1301.k)

III. General Recommendations

1. Plan must address all outstanding comments from approval of Preliminary Plan.
2. All fees must be paid prior to plans recording.

FINANCIAL SURETY
SET FOR WINDY
HEIGHTS PHASE III

It was moved by Supervisor Schmick, seconded by Supervisor Moyer-Schwille, and unanimously carried to set the financial surety to be posted for the required improvements at 110% of the probable cost of construction or \$2,734,449.74 for the Final Subdivision Plan for Project Entitled “The New Windy Heights (Phase III)” on Property Owned by Old York Homes One Limited and situated in Carroll township, York County as set in Phillip Brath’s Comment Letter dated February 01, 2019.

PERMISSION TO
ADVERTISE FOR
SEALED BIDS
FOR THE
CHESTNUT HOLLOW
STORMWATER
IMPROVEMENTS

It was moved by Chairman Ritter, seconded Supervisor Moyer-Schwille, and unanimously carried to authorize Phillip Brath, Township Engineer, to advertise for sealed bids for the Chestnut Hollow stormwater improvements to be opened on Thursday, March 28, 2019 at 2:00 P.M.

**CARROLL TOWNSHIP
BOARD OF SUPERVISORS
MEETING MINUTES
FEBRUARY 18, 2019
Page 4 of 7**

LOCUST HILL
FARMS
SURETY RELEASE

It was moved by Supervisor Schmick, seconded by Supervisor Rocco, and unanimously carried to release \$53,451.70 from the surety being held for improvements completed in the Locust Hill Farms development. This will reduce the surety for this project from \$136,516.90 to \$83,065.20.

FINAL PLANS FOR
PLAN BOOK 2427
PAGE 2691 LOT 1
IRONWOOD TRACT
HERSHEY
COMMAND CENTER
ASSOCIATES

It was moved by Supervisor Trostle, seconded by Supervisor Moyer-Schwille, and unanimously carried to table and accept the time extension for the review of the Final Subdivision Plan of Plan Book 2427, Page 2691, Lot No. 1 (Ironwood Tract) for Hershey Command Center Associates, LLC until April 30, 2019.

SOLICITOR
COMMENTS

Solicitor Stone stated that the attorneys are still working on the Police Contract. He is working on the Non Union Employee Manual, and amendments to the Sign and Adult Use Ordinances.

UPDATE ON
KEY FOB SYSTEM
FOR THE
MUNICIPAL BLDG.

Supervisor Schmick requested that the Key Fob System for the Municipal Building be tabled until the March 04, 2019 Board of Supervisors Work Session.

CREATE A
CARROLL TWP.
ZONING MAP
COMMITTEE

It was moved by Chairman Ritter, seconded by Supervisor Moyer-Schwille, and unanimously carried to create a Carroll Township Zoning Map Committee to review the current Zoning Map and to make recommendations on rezoning the Township. The Committee will consist of two Board of Supervisors (Kelley Moyer-Schwille and Brian Schmick), Zoning Officer (Brandon Slatt), one Planning Commission Member, one Zoning Hearing Board Member, Township Engineer (Phillip Brath), and Township Solicitor (Duane Stone, Esquire).

**CARROLL TOWNSHIP
BOARD OF SUPERVISORS
MEETING MINUTES
FEBRUARY 18, 2019
Page 5 of 7**

RESOLUTION
2019-09
DISPOSITION OF
PUBLIC RECORDS

It was moved by Supervisor Moyer-Schwille, seconded by Chairman Ritter, and carried to adopt Resolution Number 2019-09 – 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

2008

904 Recycling Grant

2007 – 2011

Medical Insurance Booklets & Changes

2011

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

Police Reports

**CARROLL TOWNSHIP
BOARD OF SUPERVISORS
MEETING MINUTES
FEBRUARY 18, 2019
Page 6 of 7**

RESOLUTION 2019-09 DISPOSITION OF PUBLIC RECORDS CONTINUES	West Shore Tax Bureau Distribution Bank Statements Liability Insurance Policies Road Materials & Services-West Shore COG Receipt Book Vendor List
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Police Department Records

2013 AUTO ACCIDENTS
2016 UCR WORKSHEETS
2016 ABANDONED VEHICLE REPORTS
2015 PATROL LOG SHEETS
2015 PAID TRAFFIC CITATIONS
2015 & 2016 VALIDATION REPORTS

AUTHORIZATION TO CONTACT APPRAISAL COMPANIES	It was moved by Supervisor Moyer-Schwille, seconded by Supervisor Rocco, and unanimously carried to authorize the Township Secretary to contact Appraisal Companies for prices to appraise some properties in Carroll Township as far as the purchase of recreation land.
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POLICE REPORT	Chief Thomas Wargo presented the Police Report for the month of January 2019.
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SET PART-TIME POLICE OFFICERS WAGES	It was moved by Supervisor Trostle, seconded by Supervisor Rocco, and carried to set the wages for all Part-time Police Officers at \$22.00 per hour effective immediately.
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Supervisor Schmick voted no.

**CARROLL TOWNSHIP
BOARD OF SUPERVISORS
MEETING MINUTES
FEBRUARY 18, 2019
Page 7 of 7**

ITEMS TO BE
PLACED ON THE
MARCH 04, 2019
WORK SESSION
AGENDA

The following items should be placed on the March 04, 2019
Work Session Agenda:

1. Carroll Township Zoning Map Committee – naming the Planning Commission and Zoning Hearing Board Members and setting dates to meet.
2. New Trash Contract the current contract ends December 31, 2019.
3. Key Fob System for Municipal Building
4. Look at the Office Closed dates for May and the rest of the year.
5. Police Contracts for Dillsburg Borough, Franklinton Borough, and Monaghan Township. The current contracts end December 31, 2019. The Police Committee will reach out to the Municipalities to get dates to start the discussions.

ADJOURNMENT

It was moved by Supervisor Moyer-Schwille, seconded by Supervisor Rocco, and unanimously carried to adjourn the meeting at 7:25 p.m.

Respectfully submitted,

Faye L. Romberger, Secretary