

**CARROLL TOWNSHIP
BOARD OF SUPERVISORS
MEETING MINUTES
JANUARY 09, 2023
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ROLL CALL SUPERVISORS – Kelley Moyer-Schwille, Tim Kelly, Kelly Wall, Dave Bush, and Brent Sailhamer

ATTENDEES Faye Romberger, Phillip Brath, P.E., Thomas Wargo, Chief, Brandon Slatt, Mike Pykosh, Esquire, Ken Farner, Hector Morales, Sara Westhafer, David Hazen, Denise Bleiler, Tom Carl, Harry Fox, Jr., Brian Linsenbach, Pat McKonly, Joan Gavula, Gary Reihart, Kristen Stagg, Marie Chomicki, Kelley Briones, Ben Mikesell, Elisha Riggins, J Barley, and Jeremiah Jones

ZOOM ATTENDEES: James Hess

Carroll Township’s Municipal Building was opened to the public. The meeting was televised on Carroll Township’s Comcast Cable TV Channel 95 and via the Zoom platform.

CALL TO ORDER Chairman Kelly called the regularly scheduled meeting of the Carroll Township Board of Supervisors Meeting to order at 6:39 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 It was moved by Supervisor Wall, seconded by Supervisor Moyer-Schwille, and unanimously carried to approve the Treasurer’s Report dated January 09, 2023 as submitted, which includes the Open Bill List up to and including January 06, 2023 in the amount of \$17,388.79, Cash Flow Reports for December 2022, Compared to Budget Reports for December 2022, and Check Register Report for December 2022 to ratify the December 2022 Bill List.

PUBLIC COMMENT Chairman Kelly asked for public comment. There were no public comments.

DECEMBER 05, 2022 WORK SESSION MINUTES TABLED It was moved by Supervisor Sailhamer, seconded by Supervisor Moyer-Schwille, and unanimously carried table the December 05, 2022 Board of Supervisors Work Session Minutes until the February 13, 2023 Board of Supervisors Meeting.

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DECEMBER 12, 2022
MINUTES
TABLED

It was moved by Supervisor Sailhamer, seconded by Supervisor Moyer-Schwille, and unanimously carried to table the December 12, 2022 Board of Supervisors Meeting Minutes until the February 13, 2023 Board of Supervisors Meeting.

ANNUAL REVIEW
OF SURETY FOR
CHADWICK
MEADOWS
PHASE 2

It was moved by Supervisor Wall, seconded by Supervisor Moyer-Schwille, and unanimously carried to table the annual review of the surety for the Chadwick Meadows, Phase 2 Development (Northside Court) until the February 06, 2023 Board of Supervisors Work Session Meeting.

The Board is looking at raising the surety for Northside Court by 110% from \$11,851.90 to \$157,245.00 for the reconstruction of Northside Court and curb repair. This will be a required increase of \$145, 393.10.

Brian Linsench, Esquire, is here representing Harry Fox, Jr. He stated that Mr. Fox is willing to fix this road in the spring if the Township will accept the street dedication after the road is brought up to Township specifications.

Mike Pykosh, Esquire, Township Solicitor, there should be some type of Agreement between the Developer and the Township as far as when this construction will begin like May 15 or the sometime in the middle of May.

FINAL PLANS FOR
THE ESTATE OF
BONNIE B
SHEAFFER

It was moved by Supervisor Sailhamer, seconded by Supervisor Wall, and unanimously carried to grant the following waiver requests for the Final Subdivision Plan of Plan Book HH, Page 404, Lot No. 1 for the Estate of Bonnie B Sheaffer as per Phillip Brath's Comment Letter dated January 03, 2023:

IV. Waivers

1. Provide Context Map (435-27. J); The Planning Commission recommended granting the waiver.
2. Provide preliminary resource impact and conservation plan (435-27. L); The Planning Commission recommended granting the waiver.
3. Provide existing resources and site analysis plan (435-27. K); The Planning Commission recommended granting the waiver

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FINAL PLANS FOR
THE ESTATE OF
BONNIE B
SHEAFFER
CONTINUES

It was move by Supervisor Sailhamer, seconded by Supervisor Wall, and unanimously carried to contingently approve the Final Subdivision Plan of Plan Book HH, Page 404, Lot No. 1 for the Estate of Bonnie B Sheaffer contingent upon addressing all of following comments in Phillip Brath's Comment Letter dated January 03, 2023:

II. Zoning

1. Verify that the proposed 1-acre lot size is adequate for on-lot sewage disposal as determined by PA DEP. (450-202.G).

III. Subdivision Ordinance (Chapter 435)

1. Land development submittals must comply with the Zoning Ordinance prior to Land Development plan approval. (435.11.C)
2. Sanitary sewer planning must be approved. (435-27. B)
3. A one-hundred-foot setback from on-lot disposal systems must remain on the subject property and must not extend onto any adjacent property, without the owner's approval via a recorded easement. (435-46. G) Easement shall be clearly delineated.
4. Provide right-of-way agreement to Township Solicitor for review for Bleiler property indicating that it allows for additional residential lot with respect to access and maintenance responsibilities. (435-27. N (2))
5. New legal descriptions for proposed Lot 5 and Residual Lot 1 shall be provided at the time of plan recording, so that the county tax map is updated.
6. All certificates must be executed and dated after the last revision of the plan. (435-28. B)
7. The owners must sign the plan and date after the latest revision on the plan. (435-28.C)
8. All outstanding fees must be paid prior to plans recording. (435-36.M)
9. After approval of the final plan, the applicant shall present to the Township, six paper copies of the final plan set and two digital copies in a digital physical storage of the plan

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FINAL PLANS FOR
THE ESTATE OF
BONNIE B
SHEAFFER
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set to be recorded (in PDF and AutoCAD format or approved alternative). (435- 14.K)

Supervisor Moyer-Schwille questioned the shared driveway. Could the Township be looking at being sued in the future.

Supervisor Sailhamer questioned DEP approval on the Planning Module.

FINAL PLANS FOR
HAROLD C WILLIS
TIME EXTENSION

It was moved by Supervisor Wall, seconded by Supervisor Sailhamer, and unanimously carried to table and accept the time extension for the review of the Final Subdivision Plan for Harold C. Willis – 3 Lots until March 31, 2023.

FINAL PLANS FOR
HARRY FOX, JR.
WITHDRAWAL
OF PLANS

Brian Linsenbach, Esquire, representing Harry H. Fox, Jr on the Re-Configuration Final Subdivision Plan for Harry H. Fox, Jr – 4 Lots. Mr. Linsenbach stated that Mr. Fox will be withdrawing this plan and will send the letter tomorrow.

LOGAN MEADOWS
PHASE I
18 MONTH
MAINTENANCE
BOND PARTIAL
RELEASE #5

It was moved by Supervisor Sailhamer, seconded by Supervisor Wall, and unanimously carried to release \$170,710.00 (Bond Reduction Evaluation #5) from the financial surety being held for improvements completed in the Logan Meadows Phase I development. This will reduce the surety for this project from \$220,710.00 to \$50,000.00. The \$50,000.00 is for conversion of the Sediment Basin to Stormwater Basin, which shall remain until either Phase 3 takes responsibility for and provides a bond for completion of the basin or some other legal framework is developed for completion of the basin for a value of \$50,000.00.

Supervisor Moyer-Schwille questioned the ownership of the pond.

POLICY FOR
COMMITTEE
MEETINGS

It was moved by Chairman Kelly, seconded by Supervisor Moyer-Schwille, and unanimously carried to table any further discussion on the proposed Policy for when Committee Members hold meetings with individuals.

Supervisor Sailhamer proposed that these meetings be posted on the website three days before arranged meeting.

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SET CONDITIONAL
USE APPLICATION
HEARING DATE FOR
NBP PHASE I LOT 4
AND NBP PHASE 2
LOT 2

It was moved by Supervisor Wall, seconded by Supervisor Moyer-Schwille, and unanimously carried to set the Conditional Use Hearing for Tuesday, February 07, 2023 at 6:00 P.M. to hear Condition Use Application 2023-001 Crossroads Commercial Development, LLC, Northern Business Park (NBP) Phase I – Lot #4 and Conditional Use Application 2023-002 Crossroads Commercial Development, LLC, Northern Business Park (NBP) Phase 2 – Lot 2 – Warehouse/Distribution Centers and grant the time extension by the Developer to hold the hearing on or before February 22, 2023.

SOUTH MOUNTAIN
TROLLEY
GREENWAY
UPDATE

Ben Mikesell from Bucharth Horn Engineering is here tonight to bring the Board up to speed on the South Mountain Trolley Greenway. The committee is ready to apply for some grants from DCNR. They would need the Township to pass a Resolution to apply for this grant. The deadline date to apply for the grant is April 5, 2023.

The Board asked that this matter be put on February 06, 2023 Board of Supervisors Work Session.

Supervisor Moyer-Schwille questioned if they accept private donations. She would like to see the written permission forms from the property owners in Carroll Township so that this trail can come across their property.

Gary Reihart – 150 Ore Bank Road – asked the Board if they were aware of a group named Heart & Soul? The Board needs to stay away from this group, and they are a private donor to this group.

RESOLUTION
2023-05
APPOINT CERTIFIED
PUBLIC
ACCOUNTANT
TO AUDIT THE
BOOKS

It was moved by Supervisor Moyer-Schwille, seconded by Supervisor Wall, and unanimously carried to adopt Resolution Number 2023-05 – A Resolution of the Board of Supervisors of Carroll Township, York County, Pennsylvania, Appointing a Certified Public Accountant to make an examination of all the accounts of the Township for the Fiscal year 2022.

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APPOINTMENT OF
PUBLIC
ACCOUNTANT
HAMILTON &
MUSER, P.C.

It was moved by Supervisor Sailhamer, seconded by Chairman Kelly, and unanimously carried to appoint Hamilton & Musser, P.C. as the Certified Public Accountant firm to audit the entire Township's Accounts for the Fiscal Year 2022 and set the rate of pay at \$6,725.00.

RESOLUTION
NUMBER 2023-07
DISPOSITION OF
PUBLIC RECORDS

It was moved by Supervisor Sailhamer, seconded by Supervisor Moyer-Schwille, and unanimously carried to adopt Resolution Number 2023-07 – 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, as amended March 28, 2019, hereby authorizing the disposition of the public records as attached:

Municipal Office Records

2012

904 Recycling Grant

2015

Expenditures – All funds

Receipts – All funds

Payroll Time Sheets

Time Entry Reports

W2's, 1099's, Payroll Taxes

Year End Reports

Check Register Accounting Report

Accounts Payable Reports

Voucher List Adjustments

Payroll Register Report

Deduction List

Direct Deposit Register

Bank Statements

Police Fine Money

Police Reports

Per capita Log

Per capita tax pages

Realty Transfer Tax

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RESOLUTION	Real Property Assessment
NUMBER 2023-07	Real Estate tax pages
DISPOSITION OF	Real Estate Taxes collected by the Tax Collector
PUBLIC RECORDS	York Adams Tax Bureau Distribution
CONTINUES	Liability Insurance Policies
	Medical Insurance Booklets & Changes
	Right To Knows
	Election Results
	Budget Prep Materials
	Open Invoices by Bank
	Receipt Book

Police Department Records

2017 ACCIDENT REPORTS
2020 UCR REPORTS
2019 PATROL LOGS
2019 PAID TRAFFIC CITATIONS
2020 VALIDATION REPORTS
2020 ABANDONED VEHICLE REPORTS
2020 CRIMINAL HISTORY
2020 PARKING TICKETS

RESOLUTION	It was moved by Supervisor Sailhamer, seconded by Chairman
2023-08	Kelly, and unanimously carried to adopt Resolution Number
REVISING	2023-08 – A Resolution of the Board of Supervisors of Carroll
ZONING HEARING	Township, York County, Pennsylvania amending and revising
BOARD FEES	Zoning Hearing Board Fees for 2023.
FOR 2023	

RESOLUTION	It was moved by Supervisor Sailhamer, seconded by Supervisor
2023-09	Moyer-Schwille, and unanimously carried to adopt Resolution
REVISING	Number 2023-09 – A Resolution of the Board of Supervisors of
CONDITIONAL USE	Carroll Township, York County, Pennsylvania amending and
AND REZONING	revising Conditional Use and Rezoning Request Fees for 2023.
FEES FOR 2023	

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REPAIR THE DIESEL TANK No motion was make but the Board authorized Brandon Slatt to repair the Diesel Tank by draining the diesel fuel out of the tank and have the tank treated for the contamination in the tank. There is a one year warranty and amount to treat the tank is \$5,280.00.

POLICE REPORT Chief Thomas Wargo presented the Police Report for the Month of December 2022.

MOBILE DATA
COMPUTER
SERVICE
AGREEMENT It was moved by Supervisor Wall, seconded by Supervisor Bush, and unanimously carried to enter into the York County 911 Communications Mobile Data Computer Service Agreement from April 01, 2023 to March 31, 2028

FIRE REPORT Hector Morales, Chief, presented the Fire Report for the month of December 2022.

Chief Morales stated that the Steering Committee Meetings will start up again in January.

Monaghan Township Volunteer Fire Company Fire Report from September 01, 2022 through November 30, 2022 was available.

ADJOURNMENT It was moved by Supervisor Wall, seconded by Supervisor Moyer-Schwille, and unanimously carried to adjourn the meeting at 7:43 p.m.

Respectfully submitted,

Faye L. Romberger, Secretary