

**CARROLL TOWNSHIP
BOARD OF SUPERVISORS
MEETING MINUTES
JANUARY 12, 2026
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ROLL CALL	SUPERVISORS –Brent Sailhamer, Dave Bush, Libby Loudenslager, Frank Setlak, and Sheila Covert
ATTENDEES	<p>Faye Romberger, Jessica Baim, Phillip Brath, P.E., Township Engineer, Brandon Slatt, Township Manager, John Baranski, Jr, Esquire, Thomas Wargo, Police Chief, Brian Pinamonti, Kristen Stagg, Elizabeth Zeisloft, Veronica Tustin, Tom Tustin, Paul Olinick, Mike Faus, Larry Cutright, Vicky Church, Ken Baker, and Chelsie Markel</p> <p>Zoom Attendees – Borkenhagen, Jim Hess, Ken, Kelly Wall, and zoom user</p> <p>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.</p>
CALL TO ORDER	Chairman Sailhamer called the regularly scheduled meeting of the Carroll Township Board of Supervisors Meeting to order at 6:30 p.m. The location of the meeting is the Carroll Township Municipal Building, 555 Chestnut Grove Road, Dillsburg, Pennsylvania.
EXECUTIVE SESSION	Chairman Sailhamer announced that the Board of Supervisors held an executive session on Monday, January 12, 2026 prior to the Board of Supervisor Meeting to discuss an employment matter, as per Title 65, Section 708.A1 of PA State Statute.
FIRE REPORTS	No report was available for the Northern York County Fire Rescue Fire for the Month of December 2025.
PUBLIC COMMENT	Chairman Sailhamer asked for public comment. There were no public comments.
POLICE REPORT	Chief Thomas Wargo presented the Police Report for the Month of December 2025.
PERMISSION TO DEPOSIT \$5,000.00 INTO THE UTV FUND	It was moved by Supervisor Loudenslager, seconded by Supervisor Bush, and unanimously carried to authorize Chief Wargo to deposit the \$5,000.00 that was received from the selling of Old Car 5 into the UTV Fund.

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**UPDATE ON
HIRING NEW
POLICE OFFICERS**

Chief Wargo stated that six applicants were interviewed for the hiring of two new Police Officers. Background checks will be started on the two highest scoring applicants.

**PERMISSION TO
DEPOSIT \$200.00
INTO THE LPR
FUND**

It was moved by Supervisor Loudenslager, seconded by Supervisor Bush, and unanimously carried to authorize Chief Wargo to deposit the \$200.00 donation that was received from a resident into the pole mounted LPR Fund.

**APPROVAL OF THE
TREASURER'S
REPORT**

It was moved by Chairman Sailhamer, seconded by Supervisor Bush, and unanimously carried to approve the Treasurer's Report dated January 12, 2026, as submitted, which includes the Open Bill List up to and including January 08 2026, in the amount of \$114,574.17, Cash Flow Reports for December 2025, compared to Budget Reports for December 2025, and Check Register Report for December 2025 to ratify the December 2025 Bill List.

**DECEMBER 01, 2025
WORK SESSION
MINUTES
APPROVED**

It was moved by Supervisor Loudenslager seconded by Supervisor Bush, and unanimously carried to approve the December 01, 2025, Board of Supervisors Work Session Minutes as submitted.

**DECEMBER 08, 2025
MEETING
MINUTES
APPROVED**

It was moved by Supervisor Loudenslager, seconded by Supervisor Bush, and unanimously carried to approve the December 08, 2025, Board of Supervisors Meeting Minutes as submitted.

**SURETY
ESTABLISHMENT
SET FOR THE
ORE BANK ROAD
IMPROVEMENTS**

It was moved by Chairman Sailhamer, seconded by Supervisor Loudenslager, and unanimously carried to set the surety establishment for the Ore Bank Road Improvements for Dillsburg Land LLC and 15 Ore Road Owner, LLC as per the Transportation Improvements Agreement as follows:

The estimate identifies the probable costs of construction of the required site improvements to be \$1,538,166.00. Therefore, the amount of financial security to be posted for the required site improvements should be established at 110% of the probable cost of construction, or \$1,691,982.60.

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**45 GOLF COURSE
ROAD YORK
HESS SOLAR
FINAL LAND
DEVELOPMENT**

It was moved by Supervisor Setlak, seconded by Supervisor Bush, and unanimously carried to set the surety establishments for 45 Golf Course Road York Hess Solar Final Land Development project as follows:

The cost Estimate for Bonding for site improvements for the above-referenced project, as prepared by Pennoni Associates, Inc. and dated December 18, 2025, the estimate identifies the probable costs of construction of the required site improvements to be \$596,245.91. Therefore, the amount of financial security to be posted for the required site improvements should be established at 110% of the probable cost of construction, or \$655,870.50.

The cost Estimate of Bonding for decommissioning the solar equipment and restoration of the site for the above-referenced project as prepared by SolAmerica and reviewed by Pennoni Associates, Inc. and dated June 12, 2025, the estimate details the work, costs and salvage value related to the decommissioning of the solar equipment and restoration of the site to be \$332,834.66. Therefore, the amount of financial security to be posted for the decommissioning should be established at 110% of the probable cost of decommissioning, or \$366,118.13.

Supervisor Covert is not satisfied with the 1.5% inflation rate used in the Cost Estimate for decommissioning site. She questioned in five years how do we ask to increase the bond and force them to increase the bond. She also questioned whether we need to make the five-year bond increase part of the conditions.

**ALDI'S FOOD
MARKET SURETY
RELEASE NO. 1**

It was moved by Supervisor Loudenslager, seconded by Supervisor Bush, and unanimously carried based on the observed work completed, to release \$1,702,644.08 from the financial surety being held for the Final Land Development and Subdivision Plan for Aldi's Food Market. This will reduce the Liberty Mutual Insurance Company Bond Number 285073639 for this project from \$1,821,893.70 to \$119,249.63.

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**PHEASANT RIDGE
TRUCK ISSUE**

Chelsie Markel – 151 Quail Drive – questioned the number of Ordinances needed to restrict trucks on Pheasant Ridge. One ordinance just for Dillsburg Borough or two ordinances one for Dillsburg Borough and one for Carroll Township so the trucks in Carroll Township can be cited. She stated that Dillsburg Borough is willing to move forward if Carroll Township is willing to share the cost of the Traffic Study and the signage.

Brandon Slatt, Township Manager, stated that Dillsburg Borough's Engineer has not made his recommendation yet. He is recommending that a sign be installed at S. Baltimore Street (Dillsburg Borough) and one at Old York Road (Carroll Township). The trucks in Carroll Township could not be cited, until they enter into Dillsburg Borough. Mr. Slatt is concerned if we restrict trucks on Grouse Road and Pheasant Ridge, the trucks will use the other roads in the development to get around the restriction. We should be looking at the other roads in Windy Heights as far as putting restrictions on them also.

Solicitor Baranski recommended that Dillsburg Borough direct a letter to Carroll Township on what their plans are for the truck restrictions on Pheasant Ridge.

Supervisor Setlak questioned the enforcement in Carroll Township what has to be done.

Brian Pinamonti – 1110 Grouse Road – stated Dillsburg Borough was going to look into LTAP program. Questioned what are the next steps for them.

Supervisor Bush stated we need a real truck route for the trucks to use.

**SOLICITOR'S
COMMENTS**

Solicitor Baranski updated the Board on the land use appeal for BLG Construction (Stony Run Village). BLG filed their first brief in November. Carroll Township filed their first brief in December. BLG filed their second brief today January 12, 2026. He made copies of all the briefs, and he will make the copies available at the Township Office.

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Solicitor Baranski addressed the questions that were discussed at the January 05, 2026 Board of Supervisors Work Session concerning the Police Collective Bargaining Agreement 2026 to 2031.

1. The new agreement overlaps the old agreement. With two agreements in effect, concerning same material matter, the second, newest, agreement has the control. He feels the attempt was for the new agreement to supersede the old agreement.
2. How the motion properly sets this whole thing up. In October there was a motion to reopen the current Police Collective Bargaining Agreement to address the Comp Time issue. He feels that this motion was not made to just address the Comp Time issue, but to create a whole new Collective Bargaining Agreement. He feels the motion was proper. The question is the requirement for contract negotiation must start no later than six months before next fiscal year. Which would mean the negotiations had to be started May or June 2025 to meet the requirements. He feels that requirements were met.
3. Supervisor Setlak asked what should we do about the signature page that shows the wrong year (2026 instead of 2025). The signature page should have the names and titles for all signers. Mr. Setlak also stated this might be the time to amend the language for the overtime for Longevity that was discuss with Chief Wargo.
4. Solicitor Baranski feels that there is some clean up needed in this agreement. There should be a one paragraph amendment added to the agreement to terminate the old agreement. Another one paragraph amendment to clean up some dates in the new agreement. Mr. Baranski is asking the Board's permission to draft up those two simple paragraphs to address date issues in the new agreement, terminate the old agreement, and clean up the signature page to show names and titles.

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It was moved by Chairman Sailhamer, seconded by Supervisor Loudenslager and unanimously carried to authorize the Township Solicitor John Baranski, Jr. to draft a clarification amendment to the Carroll Township Police Department concerning the Collective Bargaining Agreement 2026 – 2031 to clarify the dates on miscellaneous clerical issues.

It was moved by Chairman Sailhamer, seconded by Supervisor Bush, and unanimously carried to authorize the Township Solicitor John Baranski, Jr. to draft a termination agreement to the Carroll Township Police Department for the Collective Bargaining Agreement 2022 – 2026.

**TUSTIN’S WAIVER
REQUEST FOR
TREE REMOVAL
APPROVED**

It was moved by Supervisor Loudenslager, seconded by Supervisor Covert, and carried to grant the waiver request to Veronica and Tom Tustin – 215 Eagle Road – to remove three street trees from the curb location and replace them with one tree in the rear yard. Let the record show there were 4 Yes and 1 No votes.

Chairman Sailhamer voted no.

**BERKSHIRE HILL’S
PRIVATE PARK**

It was moved by Chairman Sailhamer, seconded by Supervisor Loudenslager, and carried to authorize Township Staff, and Township Solicitor to initiate the process for Carroll Township to acquire the Berkshire Hill’s private park as a Township park. Let the record show there were 3 Yes and 2 No votes.

Supervisors Setlak and Covert voted no.

Supervisor Covert stated the fence will be placed in the Met-Ed right-of-way and would also cross the Dillsburg Area Authority easement. We cannot put a fence because of Met-Ed right-of-way. This is a neighborhood park. There is no parking available in the park, only on the street.

Lawrence Curtright – 17 Sheffield Drive – questioned location of the fence. He is not sure why the Insurance Company would require a fence along the whole property line.

Supervisor Bush stated we could create a train park, or walking path. He thinks this is good fit for the Township.

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Elizabeth Zeisloft – 64 Creek Road – stated the neighborhood is confused on what the Township’s plans are for the park. She is requesting that some personal items be returned to them if the Township takes over the park. These items were donated to benefit the residents of Berkshire Hill, not the general public.

Ken Baker – 56 Creek Road – it is becoming exceedingly difficult to keep the park going. The residents of Berkshire Hill’s did vote to turn the park back to the Township. He stated the park is not used a lot but could be used more. He is asking the Board to make a decision now on what the Township is going to do. He stated that he and his wife offered \$5,000.00 to be used for the installation of the fence.

Solicitor Baranski asked if the park is on its own lot. How is the land titled and who would sign the deed? A title search would have to be done.

Vicky Church – 17 Ashley Drive – stated that Lot 39 has been removed from the tax maps. There are two rights-of-way that run through this property. The lot size is 4.3 acres and only a small portion of the lot is available for improvements.

Supervisor Setlak stated this is typically a neighborhood park. There is no parking available except for street parking. If you have a little league baseball game where are the people going to park. He feels this park is not a good fit for the Township. He thinks there would be a better fit somewhere else in the Township.

RESOLUTION
NUMBER 2026-09
2025 CARROLL
TOWNSHIP AND
DILLSBURG
BOROUGH
COMP PLAN

It was moved by Supervisor Setlak, seconded by Supervisor Covert, and carried to adopt Resolution Number 2026-09 – A Resolution of Carroll Township, York County, Pennsylvania to adopt the 2025 Carroll Township and Dillsburg Borough Multi- Municipal Comprehensive Plan dated October 2025. Let the record show there were 3 Yes and 2 No votes.

Supervisors Bush and Loudenslager voted no.

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Supervisor Bush stated the Comp Plan needs to be edited. The Committee needs to review the comments. It would be a big mistake to approve the Plan without doing the edits.

SET PUBLIC
HEARING FOR
CABLE FRANCHISE
AGREEMENT WITH
VERIZON
PENNSYLVANIA, LLC

It was moved by Supervisor Loudenslager, seconded by Supervisor Covert, and unanimously carried to set a Public Hearing for Monday, February 09, 2026 at 6:00 p.m. to consider enacting the following: An Ordinance of Carroll Township authorizing execution of a Cable Franchise Agreement between the Township and Verizon Pennsylvania LLC.

ORDINANCE NO.
2026-257
ADVERTISEMENT

It was moved by Chairman Sailhamer, seconded by Supervisor Loudenslager, and unanimously carried to authorize Township Staff to advertise Ordinance Number 2026-257 – An Ordinance of Carroll Township (“Township”) authorizing execution of a Cable Franchise Agreement between the Township and Verizon Pennsylvania LLC (“The Franchisee”) to take action on at the Monday, February 09, 2026 Board of Supervisors Meeting.

RESOLUTION
NUMBER 2026-07
DISPOSITION
OF PUBLIC
RECORDS

It was moved by Supervisor Loudenslager, seconded by Supervisor Covert, and unanimously carried to adopt Resolution Number 2026-07 – 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 listed below:

Municipal Office Records

2015

904 Recycling Grant

2018

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

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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
Real Property Assessment
Real Estate tax pages
Real Estate Taxes collected by the Tax Collector
York Adams Tax Bureau Distribution
Liability Insurance Policies
Medical Insurance Booklets & Changes
Right To Knows
Election Results
Budget Prep Materials
Open Invoices by Bank
Receipt Book

Police Department Records

2020 ACCIDENT REPORTS
2023 UCR REPORTS
2022 PATROL LOGS
2022 PAID TRAFFIC CITATIONS
2023 VALIDATION REPORTS
2023 ABANDONED VEHICLE REPORTS
2023 CRIMINAL HISTORY
2023 PARKING TICKETS

RESOLUTION
NUMBER 2026-08
PLANNING MODULE
FOR PETRONE AND
MYERS
SUBDIVISION

It was moved by Supervisor Loudenslager, seconded by Supervisor Setlak, and unanimously carried to adopt Resolution Number 2026-08 – A Resolution of Carroll Township, of York County Pennsylvania hereby adopt and submit to DEP for its approval as a revision to the “Official Sewage Facilities Plan” of the Municipality for the Final Subdivision Plans for Roger and Mary Petrone and Frederick and Annette Myers Sewage Facilities planning Module.

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**APPOINTMENT TO
YORK ADAMS
TAX BUREAU AND
TAX COLLECTION
COMMITTEE**

It was moved by Chairman Sailhamer, seconded by Supervisor Loudenslager, and unanimously carried to appoint Frank Setlak as Carroll Township's Representative to the York Adams Tax Bureau and Tax Collection Committee.

It was moved by Chairman Sailhamer, seconded by Supervisor Loudenslager, and unanimously carried to appoint Sheila Covert as Carroll Township's Alternate Representative to the York Adams Tax Bureau and Tax Collection Committee.

**APPOINTMENT TO
CAPITAL REGION
COG BOARD OF
DELEGATES**

It was moved by Supervisor Setlak, seconded by Supervisor Loudenslager, and unanimously carried to appoint Sheila Covert as the Delegate and Frank Setlak as the Alternate to the Capital Region COG Board as Carroll Township's Delegates.

**APPOINTMENT TO
YORK COUNTY
PLANNING
COMMISSION
LOCAL
GOVERNMENT
ADVISORY
COMMITTEE**

It was moved by Supervisor Loudenslager, seconded by Supervisor Setlak, and unanimously carried to appoint Frank Setlak to the 2026 Local Government Advisory Committee of York County as Carroll Township's Representative and Dave Bush as the Alternate.

**MODIFICATION
Of THE PUBLIC
COMMENT POLICY**

It was moved by Supervisor Loudenslager, seconded by Supervisor Setlak, and unanimously carried to amend the Carroll Township Board of Supervisors public comment policy to extend the length of time for public comment from 3 minutes to 5 minutes.

**TOWNSHIP
ENGINEER RFP**

It was moved by Supervisor Loudenslager, seconded by Supervisor Bush, and unanimously carried to authorize township staff to develop and advertise for Request for Proposals (RFP) for township engineering services.

**ADDITIONAL
COMMENTS**

Chelsie Market questioned the Board about using YouTube to broadcast the meeting in the future.

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Chairman Sailhamer asked Ms. Markel to come to the February 02, 2026 Board of Supervisors Meeting to do a presentation.

**COMMITTEE
APPOINTMENTS**

Chairman Sailhamer announced the Committee Appointments

1. Recreation – Supervisors Covert and Loudenslager
2. Personnel – Chairman Sailhamer and Supervisor Loudenslager
3. Roads (Transportation) and Building – Chairman Sailhamer and Supervisor Bush
4. Planning – Chairman Sailhamer and Supervisor Covert
5. Police – Chairman Sailhamer and Supervisor Loudenslager
6. Financial – Supervisors Loudenslager and Covert
7. Emergency Services – Supervisors Bush and Covert
8. Dillsburg Area Authority – Supervisors Bush and Setlak
9. Capital Region COG – Supervisors Covert and Setlak
10. York Adams Tax Bureau – Supervisors Covert and Setlak
11. Carroll Township Business Economic and Development – Chairman Sailhamer and Supervisor Loudenslager
12. Carroll Township Comprehensive Plan – Supervisors Bush and Setlak

ADJOURNMENT

It was moved by Supervisor Setlak, seconded by Supervisor Loudenslager, and unanimously carried to adjourn the meeting at 8:40 p.m.

Respectfully submitted,

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Faye L. Romberger, Secretary