

**CARROLL TOWNSHIP
BOARD OF SUPERVISORS
MEETING MINUTES
MARCH 09, 2020
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ROLL CALL	SUPERVISORS – Bruce Trostle, Kelley Moyer-Schwille, Brian Schmick, Kelly Wall, and Tim Kelly
ATTENDEES	Faye Romberger, Phillip Brath, P.E., Duane Stone, Esquire, Chief Thomas Wargo, Gary Reihart, John Mowchan, Drew Siverling, Garry Orner, Doris Orner, Frank Snyder, Andrew Reese, Andy Ritter, Christina Heisey, Mike White and Ray Napoli
CALL TO ORDER	Chairman Trostle called the regularly scheduled meeting of the Carroll Township Board of Supervisors to order at 6:35 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 of Supervisors held an Executive Session Monday, March 02, 2020 after the Board of Supervisors Work Session to discuss litigation issues.
PER CAPITAL COLLECTION TABLED UNTIL APRIL 06, 2020	<p>Christina Heisey, Carroll Township Tax Collector, was here tonight to discuss the future billing and collection of the Per Capita Tax. York Adams Tax Bureau will no longer be handling the Per Capita Tax Master File after December 31, 2020. Northern York County School District will not maintain the Master file either. They will be doing their own but will not maintain the Municipalities. Which means Mrs. Heisey will have to maintain the files. In 2019 the Township collected \$21,232.90 and in 2018 collected \$21,680.90. The Township will have to decide if they want to continue to collect the Per Capita Tax after 2020.</p> <p>The Board asked that this matter be placed on the April 06, 2020 Agenda to be discuss further. They also asked if a total cost be calculated for the printing of bills, mailing, postage and collection of the tax.</p>

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**APPROVAL OF THE
TREASURER'S
REPORT**

It was moved by Supervisor Schmick, seconded by Supervisor Wall, and unanimously carried to approve the Treasurer's Report dated March 09, 2020 as submitted, which includes the Open Bill List up to and including March 05, 2020 in the amount of \$48,649.01, Cash Flow Reports for February 2020, Compared to Budget Reports for February 2020, and Check Register Report for February 2020 to ratify the February 2020 Bill List.

**APPROVAL OF THE
FEBRUARY 03, 2020
WORK SESSION
MINUTES**

It was moved by Supervisor Schmick, seconded by Chairman Trostle, and unanimously carried to approve the February 03, 2020 Board of Supervisors Work Session Minutes as submitted.

**APPROVAL OF THE
FEBRUARY 10, 2020
MINUTES**

It was moved by Supervisor Wall, seconded by Supervisor Kelly, and unanimously carried to approve the February 10, 2020 Board of Supervisors Meeting Minutes contingent upon amending Page 2 of 7 subject Hiring of Part-Time Police Officer Matthew Shapley to correct the per hour rate and set his compensation at \$22.66 per hour instead of \$22.00 per hour effective February 10, 2020.

FIRE REPORTS

Chairman Trostle stated that the Board has received Fire Reports from Monaghan Township Volunteer Fire Company and Northern York County Fire Rescue. He asked that if anyone has any questions to let him know and he will try to get the answers for them.

PUBLIC COMMENT

Chairman Trostle asked for public comment.

Frank Snyder, Elected Township Auditor, is questioning the vacant Auditor seats. He was told that the vacant seats were advertised. He doesn't recall seeing the advertisement and also questioned where was it advertised and in what newspapers. He doesn't feel putting a husband and wife team in the vacant seats is a very good idea. He is ready to do his auditing duties. The Board asked that this matter be placed on the April 06, 2020 Board of Supervisors Work Session for further discussions.

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FINAL PLAN FOR
GARRY & DORIS
ORNER

It was moved by Supervisor Wall, seconded by Supervisor Schmick, and unanimously carried to grant the following waiver requests for the Final Subdivision Plan for Garry and Doris Orner – 2 Lots contingent upon paying a fee-in-lieu-of for the sidewalk, curbing and street widening along Logan Road as per Phillip Brath’s Comment Letter dated February 27, 2020:

III. Waivers

1. Provide a Preliminary Plan prior to submission of Final Plan. (Section 435-13) **Applicant requesting waiver from Ordinance Requirement. The Planning Commission recommended granting waiver.**
2. Show all existing public and private water/sewer/stormwater/natural features within 200’ of site. (Section 435-25.D.2) **Applicant requesting waiver from Ordinance Requirement. The Planning Commission recommended granting waiver.**
3. Provide a wetland study. (Section 435-27.G) **Applicant requesting waiver from Ordinance Requirement. The Planning Commission recommended granting waiver.**
4. Provide a stormwater management plan. (Section 435-27.I) **Applicant requesting modification from Ordinance Requirement to defer until building permit is submitted. The Planning Commission recommended granting modification.**
5. Provide an Existing Resources and Site Analysis Plan. (Section 435-27.K) **Applicant requesting waiver from Ordinance Requirement. The Planning Commission recommended granting waiver.**
6. Provide a Preliminary Resource Impact and Conservation Plan. (Section 435-27.L) **Applicant requesting waiver from Ordinance Requirement. The Planning Commission recommended granting waiver.**
7. Provide a sidewalk along the Logan Road street frontage. (Section 435-45.B) The Township should consider the existing facilities and requirements for sidewalks in this area. **Applicant requesting waiver from Ordinance Requirement. The Planning Commission recommended granting waiver for Hillcrest Drive, but not for Logan Road.**

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8. Provide curbing along the Logan Road street frontage. (Section 435-45.C) The Township should consider the existing facilities and requirements for curbing in this area. **The Planning Commission recommended granting waiver for Hillcrest Drive, but not for Logan Road.**
9. Where a subdivision or land development application abuts or contains an existing street of inadequate right-of-way, width, pavement, said street shall be reconstructed to meet current Ordinance requirements. (Section 435-39.D.1) Applicant shall fix reference on plan if approved. **The Planning Commission recommended granting waiver for Hillcrest Drive, but not for Logan Road.**

It was moved by Chairman Trostle, seconded by Supervisor Schmick, and unanimously carried that the Final Subdivision Plan for Garry R. and Doris L. Orner – 2 Lots pay a fee-in-lieu-of for the following items as per Philip Brath’s Comment Letter dated February 27, 2020 totaling \$7,324.00:

1. Widening of Logan Road in the amount of \$3,627.00
2. Curbing along Logan Road in the amount of \$1,364.00
3. Sidewalk along Logan Road in the amount of \$2,333.00

It was moved by Supervisor Schmick, seconded by Chairman Trostle, and unanimously carried to conditionally approve the Final Subdivision Plan for Garry R. Doris L. Orner – 2 Lots contingent upon addressing all of the following comments in Phillip Brath’s Comment Letter dated February 27, 2020:

II. Subdivision (Ordinance No. 2018-242)

1. All certificates must be signed, sealed by the individual responsible for the plan and dated after last submission revision date. (Section 435-28.B)
2. The Owners must sign the plan and date after last plan revision. (Section 435-28.C/36.A)
3. If any, a statement on the plan indicating any proposed waivers, special exceptions, conditional uses or variances and date of action by Board. (Section 435-26.O/435-34)
4. All outstanding fees, including recreation fees, must be paid prior to recording Plan. (Section 435-36.M)

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5. Unless improvements are waived, provide a statement on the Plan that all public improvements will comply with the Township's construction specifications. (Section 435-36.I)
6. Unless improvements are waived, an improvement guarantee in accordance with Article 13 and construction inspection escrow must be established with Township prior to plan's recording. (Section 435-71.C)

RESOLUTION
2020-10
AMEND TRAFFIC
SIGNAL PERMIT
WITH PENNDOT
TO INSTALL LEFT
HAND TURN
ARROWS AT
MOUNTAIN ROAD
AND HARRISBURG
STREET
INTERSECTION

It was moved by Supervisor Schmick, seconded by Supervisor Moyer-Schwille, and unanimously carried to adopt Resolution Number 2020-10 – A resolution of Carroll Township, York County, and it is hereby resolved by authority of the same, that Bruce R. Trostle of said Municipality is authorized and directed to submit the attached Application for Traffic Signal Approval to the Pennsylvania Department of Transportation and to sign this Application on behalf of the Municipality to install left hand turn arrows at the intersection of U.S. Rt. 15/Mountain Road and Harrisburg Street.

FOOD PROCESSING
RESIDUALS (FPRs)
CONCERNS

It was moved by Supervisor Schmick, seconded by Supervisor Moyer-Schwille, and unanimously carried to authorize the Township Staff to finalize the draft letter created by Phillip Brath, Township Engineer, on the Food Processing Residuals (FPRs) and mail to the listed recipients.

MS4 ANNUAL
PUBLIC MEETING
PRESENTATION

Phillip Brath, P.E. and Andrew Reese, Environmental Scientist, from Barton & Loguidice gave an Annual Public Meeting Presentation on MS4 (Municipal Separate Storm Sewer System).

MS4 – Public Education – Annual Reporting – As part of the compliance activities, the Township Engineer provides an overview of the MS4 (Municipal Separate Storm Sewer System) activities that have occurred during the year. This will constitute the Engineer's Public Report for the year, ending June 30, 2020. Carroll Township received an NPDES (National Pollutant Discharge Elimination System) Permit in 2003 and renewal permits in 2015 and pending for 2018 and still pending 2020. The current permit expired at midnight on

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MS4 ANNUAL
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March 15, 2018. Carroll Township submitted a General Permit Application or NOI for renewal on September 15, 2017. The actual paper permit has not been received from DEP.

MS4 – Why Are We Doing It? – Impaired Streams in Carroll Township – PA DEP 2014 Integrated 303(d) List Impairments: Chesapeake Bay (Nutrients/Sediment) – Yellow Breeches (Attaining Standard), Unnamed Tributaries to the Yellow Breeches (Siltation) – Dogwood Run & Stoney Run (Siltation) – Fishers Run (Siltation) – Conewago Creek (Siltation) – North Branch Bermudian Creek (Nutrients, Siltation). Most of Carroll Township is within the Yellow Breeches Creek Watershed.

Pollutant Reduction – Chesapeake Bay TMDL – Chesapeake Bay Pollutant Reduction Plan – Carroll Township falls under this requirement – The Township is working with York County Stormwater Consortium (YCSWC) on the “York County Regional Chesapeake Bay Pollutant Reduction Plan”

Pollutant Reduction Planning – York County Stormwater Consortium Pollutant Reduction Planning – YCSWC Chesapeake Bay PRP was submitted 09-15-2017 and again with a Revision 10/10/2017. DEP approval is still pending some additional review and the Consortium is answering specific questions and addressing some changes in the program as they move towards approval. The York County Stormwater Consortium is in the process of addressing DEP’s comments on the York County Regional Chesapeake Bay PRP. A schedule for a multi-phase submission process was developed in conjunction with DEP. Based on the schedule the “Final” Revised Plan will be submitted in the spring of 2020.

Progress made by the YCSWC from 07/01/2018 through 06/30/2019 included completion of 4 projects (1 stream restoration floodplain reconnection/buffer, 1 stream restoration, 1 bioretention/bioswale, & 1 basin retrofit). An additional 5 projects are under construction: 3 stream restoration, 1 basin retrofit, & 1 tree planting/conservation area. Designs were completed on 6 projects, which are now seeking a permit and/or construction funding. Design is underway on 4 more projects. The 5 projects that are currently under construction

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will be completed. One of the 5 projects includes Chestnut Hollow Basin located in Carroll Township.

Carroll Township Program Status – Education and Public Participation (MCM1 and MCM2): The Township will continue to improve these programs to educate businesses. There are stormwater brochures available in the lobby, Newspaper advertisement was placed with CAPCOG, education was provided by CAPCOG. Newsletter with MS4 information was sent out to residents and businesses. Continued to work with Yellow Breeches Watershed Association which also provides Public Education and Public Participation opportunities.

Illicit Discharge Detection and Elimination (IDD&E) (MCM3) – New GIS based storm sewer map and Municipal Asset Inventory – Continue to upgrade and update map – Continue to review questionable outfall locations as shown on the GIS map and add, remove or re-designate outfalls and outlets as needed. – Private system & BMP mapping is good, but continues to need attention – Complete 2020 Outfall Inspections.

Construction Site Stormwater Runoff Control (MCM4) - Plans are reviewed by the Township Engineer's office for compliance with the Stormwater Management Ordinance – The Township's memo of understanding (MOU) with the County outlines the Conservation District responsibilities with respect to MCM4. Most MCM4 compliance activities are delegated to the Conservation District, however the Township is still ultimately responsible for compliance.

Post-construction Stormwater Management in New Development and Re-development (MCM5) is implemented during and after construction – As-built Plans are required for all completed projects, which are reviewed by the Township Engineer for compliance with the Ordinance. – The Construction phase items of MCM5 are delegated in the MOU to the Conservation District. Continue the process of creating an inventory data list for all projects which are completed to follow-up the Operations and Maintenance (O&M) responsibilities. The permit requires a legal framework for enforcing and recording proper operation and maintenance of

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post construction stormwater management facilities (both private and municipally owned). Update and detail stormwater management BMP's on the GIS map.

Pollution Prevention/Good Housekeeping for Municipal Operations (MCM6) – For the Township, most Municipal Operations are performed outside of the permit area, so the requirements for Carroll Township are minimal and mostly include cleaning inlets and maintenance (sweeping) of streets. Public Works Employees attend training at CAPCOG and other opportunities. MS4 Coordinator will also provide training where appropriate. Training attendance is mandatory and must be recorded. Leaf collection equipment is operational and was used this past year.

Third Party Reliance – County Conservation District, Partner Municipalities, Watershed Associations – York County Storm Water Consortium for CBPRP. Legal Structure/Agreements – complete in place with County and YCSWC.

Recordkeeping – Data Management and Documentation – Complete set of files and documents relating to all MCMs – always in process

Annual Reporting – Reporting period end date for 2019-2020 is July 1, 2019 to June 30, 2020. Annual Report for 2018-2019 was submitted on time, prior to September 30, 2019 required filing date. Annual Report for 2019-2020 to be submitted prior to September 30, 2020.

Residents – What can I do? – The goals of all MS4 program and the Township are to reduce the discharge of pollutants from the Township, to protect water quality and to satisfy requirements of the Clean Water Act. – What can you do? Get involved.

Storm water from your home and from the public streets goes into a storm sewer, which goes directly into streams. This water is not cleaned in any way and does not go to the waste water treatment plant. The Township needs all of its residents to assist us in keeping our storm water and storm water sewer system clean by doing the following:

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Dispose of water properly, clean up after your pets, use fertilizers properly and efficiently to prevent excess runoff, store materials, that could pollute stormwater, indoors, and wash your cars at a carwash or in the grass – don't let soapy water get to storm drains, don't blow grass clippings, dirt or leaves into the street.

If you are a part of a Home Owners Association or have a stormwater facility on your property, please remember that it is a facility, like equipment, like a house, you need to maintain it. Get drawings and instructions for maintenance. Keep it clean of debris, keep it clear of invasive plants and brush, Mow it appropriately weekly (or as appropriate) at 3 – 6" for embankments, Monthly or twice a year for bottom, dependent upon features, make sure any structures, pipes or concrete are maintained, and remove sediment build up.

Don't be afraid of your BMP. You have a responsibility to maintain your BMP in the design condition as a minimum, but that doesn't mean you can't make it better. Treat it like a feature of your property instead of a wilderness where no one is allowed to enter. Remember that typically, it was built by a Contractor for lowest cost at minimum requirements to meet the Ordinance. Research what you can do to make it better, more appealing, better for the environment. Talk to the Township to make sure planned changes are consistent with the design intent and if it requires any permitting.

What Discharges are authorized by MS4 permit? – The following non-stormwater discharges are authorized by the General Permit: (as long as such discharges do not cause or contribute to pollution as defined in Pennsylvania's Clean Streams Law)

1. Discharges or flows from firefighting activities. (Life Safety)
2. Discharges from portable water sources including water line flushing and fire hydrant flushing, if such discharges do not contain detectable concentrations of Total Residual Chlorine.

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3. Non-contaminated irrigation water, water from lawn maintenance, landscape drainage and flows from riparian habitats and wetlands.
4. Diverted stream flows and springs.
5. Non-contaminated pumped ground water and water from foundation and footing drains and crawl space pumps.
6. Non-contaminated HVAC condensation and water from geothermal systems.
7. Residential (i.e., not commercial) vehicle wash water where cleaning agents are not utilized.
8. Non-contaminated hydrostatic test water discharges, if such discharges do not contain detectable concentrations of chlorine.

WATERS OF THE
U.S.

Phillip Brath, Township Engineer, asked the Board to place Waters of the U.S. on the April 6, 2020 Board of Supervisors Work Session to be discussed further. The Trump Administration has made some changes to this ACT and he would like to discuss these amendments with the Board and how it may affect the Township.

APPOINTMENT
TOWNSHIP
AUDITORS
TABLED

It was moved by Chairman Trostle, seconded by Supervisor Schmick, and unanimously carried to table the appointment of the Township Auditors until the April 06, 2020 Board of Supervisors Work Session.

NEW COPIER
LEASE

It was moved by Supervisor Schmick, seconded by Supervisor Moyer-Schwille, and unanimously carried to award the new copier lease to Higher Information Group for a Toshiba e5015AC and e3015AC for 48 months at a yearly cost of \$3,961.20 (\$330.10 per month which includes 78,000 copies per year for Mono and 27,000 copies per year for color). The overage/underage will be reconciled annually. The overage will be billed at Mono @ \$0.0039 and color @ \$0.035.

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SOUTH MOUNTAIN
TROLLEY
GREENWAY
PHASE II
SUPPORT LETTER

It was moved by Supervisor Schmick, seconded by Supervisor Wall, and unanimously carried to authorize the Township Staff to write a letter to the York County Community Foundation stating that Carroll Township supports the Partnership for Economic Development of York County (PEDYC) for the South Mountain Trolley Greenway Grant Application with the York County Community Foundation Fund for York County to support Phase II of this project.

LOGAN PARK
AUTHORITY
2020 DONATION

It was moved by Supervisor Schmick, seconded by Chairman Trostle, and unanimously carried to authorize the Township Staff to release the Logan Park Authority 2020 Donation in the amount of \$6,000.00 and pay the donation with the March 2020 bills.

POLICE REPORT

Chief Thomas Wargo presented the Police Report for the month of February 2020

Supervisor Schmick questioned the open door and window check that is listed on the report.

SET PART-TIME
CLERICAL RATE
OF PAY

It was moved by Chairman Trostle, seconded by Supervisor Wall, and unanimously carried to set the rate of pay for the Carroll Township's Part-time Police Clerical position at \$15.00 per hour.

Chairman Trostle questioned how many applications have we received for this position.

RESIGNATION OF
PART-TIME
POLICE OFFICER
JAMES FRENCH

It was moved by Supervisor Kelly, seconded by Supervisor Wall, and unanimously carried to accept the resignation of Office James French as a Carroll Township Part-Time Police Officer effective immediately.

Chief Wargo stated that he has scheduled three interviews for the next couple days for the Part-Time Police Officers.

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RESOLUTION
2020-11
S & T BANK
OPEN ACCOUNTS
FOR CDs

It was moved by Supervisor Schmick, seconded by Supervisor Kelly, and unanimously carried to adopt Resolution Number 2020-11 to designate S & T Bank as the depository for the six Certificate of Deposits that mature March 27, 2020 at Member's 1st Federal Credit Union for a one year term at 1.28 percent interest rate.

SUPERVISOR
SCHMICK WILL
BE RESIGNING

Supervisor Schmick announced that if everything goes okay he will be settling on his new home April 17, 2020. He will no longer be a resident of Carroll Township. He will be submitting his resignation letter for the April 13, 2020 Board of Supervisors Meeting for action.

EXECUTIVE
SESSION

The Board of Supervisors went into Executive Session at 8:05 p.m. to discuss a personnel matter.

The Board of Supervisors reconvened at 8:10 p.m.

HIRING OF FULL
TIME POLICE
OFFICER

It was moved by Supervisor Schmick, seconded by Supervisor Wall, and unanimously carried to authorized Chief Wargo to hire a full time Police Officer.

Supervisor Wall stated that they had met with the other full time officers and this was one of their concerns, that we are down an officer.

COMMITTEE
REPORTS

Supervisors Moyer-Schwille and Wall met with Northern York County Fire Rescue last month. The Fire Company is looking into building a new fire station. They would need between 3 to 3 ½ acres to build this facility.

ADJOURNMENT

It was moved by Supervisor Schmick, seconded by Supervisor Wall, and unanimously carried to adjourn the meeting at 8:10 p.m.

Respectfully submitted,

Faye L. Romberger, Secretary