

**CARROLL TOWNSHIP  
BOARD OF SUPERVISORS  
MEETING MINUTES  
MARCH 11, 2019  
Page 1 of 9**

ROLL CALL                    SUPERVISORS – Bruce Trostle, Andy Ritter, Brian Schmick, Richard Rocco (arrived at 6:45 p.m.), and Kelley Moyer-Schwille

ATTENDEES                    Faye Romberger, Phillip Brath, P.E., Duane Stone, Esquire, Thomas Wargo, Peggie Williams, Scott McClintock, and Bob Ingham

CALL TO ORDER              Chairman Ritter 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.

APPROVAL OF THE  
TREASURER’S  
REPORT                        It was moved by Supervisor Schmick, seconded by Supervisor Moyer-Schwille, and unanimously carried to approve the Treasurer’s Report dated March 11, 2019 as submitted, which includes the Open Bill List up to and including March 07, 2019 in the amount of \$46,460.32, Cash Flow Reports for February 2019, Compared to Budget Reports for February 2019, and Check Register Report for February 2019 to ratify the February 2019 Bill List.

APPROVAL OF THE  
FEBRUARY 04, 2019  
WORK SESSION  
MINUTES                      It was moved by Supervisor Trostle, seconded by Supervisor Moyer-Schwille, and unanimously carried to approve the February 04, 2019 Board of Supervisors Work Session Minutes as submitted.

APPROVAL OF THE  
FEBRUARY 18, 2019  
MINUTES                      It was moved by Supervisor Trostle, seconded by Supervisor Moyer-Schwille, and unanimously carried to approve the February 18, 2019 Board of Supervisors Meeting Minutes as submitted.

Supervisor Rocco arrived at 6:45 p.m.

**CARROLL TOWNSHIP  
BOARD OF SUPERVISORS  
MEETING MINUTES  
MARCH 11, 2019  
Page 2 of 9**

**FIRE REPORTS**

Chief Scott McClintock presented the Northern York County Fire Rescue Report for February 2019.

Chief McClintock showed the Board the new thermal imaging camera that the Department purchased. They purchased a total of four thermal imaging cameras. He also stated the Department received a 50/50 Grant. The grant total is \$6,304.00.

Supervisor Schmick questioned how things are going as far as getting volunteers.

Supervisor Moyer-Schwille questioned when the upcoming fundraisers are scheduled.

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

It was moved by Supervisor Schmick, seconded by Chairman Ritter, and unanimously carried to adoption Resolution Number 2019-10 – A Resolution by the governing body of Carroll Township that the York County 2018 Hazard Mitigation Plan is adopted as its Official Hazard Mitigation Plan and is to be implemented by the agencies identified within the Plan to extent/time frame determined feasible by the governing body of Carroll Township and the identified cooperating agencies.

**PUBLIC COMMENT**

Chairman Ritter asked for public comment.

Bob Ingham – Logan Park Authority – is here tonight to give the Board an update on the Park's projects for 2019. The Authority is one member short of a full board. Dillsburg Borough is short by one member. Dillsburg is in the process to fill this position. May 4, 2019 is the scheduled spring cleanup for the park. They are planning to install a Bio Swale Program in the park. Twelve tons of River Rock is needed for this project. Range End Country Club donated six tons of River Rock and Logan Park Authority purchased the other six tons. The bathrooms at Logan Park will be opened on March 30<sup>th</sup>. Logan Park is planning on building a storage unit by the barn to house the National Night Out equipment (grills, tents, & etc.) This will cost approximately \$3,500.00. They are looking at extended electric to the lower part of the park to service the shed and lights for this area. Logan Park received

**CARROLL TOWNSHIP  
BOARD OF SUPERVISORS  
MEETING MINUTES  
MARCH 11, 2019  
Page 3 of 9**

**PUBLIC COMMENT  
CONTINUES**

the old playground equipment from Dillsburg Elementary. They are planning to install this equipment where the volleyball court is located.

**MS4 ANNUAL  
PUBLIC MEETING  
PRESENTATION**

Phillip Brath, P.E. 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, 2019. 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 2019. The current permit expires at midnight on March 15, 2018. Carroll Township submitted a General Permit Application or NOI for renewal this past year 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 – Based on pollutant loading of approximately 25 Million lbs. /year, YCSWC Chesapeake Bay PRP TSS Load Reduction goal was 2,443,984 lbs. /year. There is no Carroll Township specific loading data in the Regional

**CARROLL TOWNSHIP  
BOARD OF SUPERVISORS  
MEETING MINUTES  
MARCH 11, 2019  
Page 4 of 9**

MS4 ANNUAL  
PUBLIC MEETING  
PRESENTATION  
CONTINUES

CBPRP, but it appears Carroll Township Load Reduction requirement is about 80,000 lbs. /yr. based on approximately 1/5<sup>th</sup> of the 4M lbs. /year loading in Yellow Breeches watershed, plus some from Conewago Creek.

Carroll Township is going to repair the Chestnut Hollow Basin. The existing Basin Design condition is a flat bottom grass surface basin.

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 needs attention – Complete 2019 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

**CARROLL TOWNSHIP  
BOARD OF SUPERVISORS  
MEETING MINUTES  
MARCH 11, 2019  
Page 5 of 9**

MS4 ANNUAL  
PUBLIC MEETING  
PRESENTATION  
CONTINUES

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 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. Grant for leaf collection equipment.

Third Party Reliance – County Conservation District, Partner Municipalities, Watershed Associations – Legal Structure/Agreements – complete in place.

Recordkeeping – Data Management and Documentation – Complete set of files and documents relating to all MCMs – always in process. Consider third Party Software – MS4Web or other.

Annual Reporting – Reporting period end date for 2019 will be June 30, 2019, Annual Report is Due in September 2019, and Opportunity to Amend Management Plan.

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

**CARROLL TOWNSHIP  
BOARD OF SUPERVISORS  
MEETING MINUTES  
MARCH 11, 2019  
Page 6 of 9**

MS4 ANNUAL  
PUBLIC MEETING  
PRESENTATION  
CONTINUES

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:

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

**CARROLL TOWNSHIP  
BOARD OF SUPERVISORS  
MEETING MINUTES  
MARCH 11, 2019  
Page 7 of 9**

MS4 ANNUAL  
PUBLIC MEETING  
PRESENTATION  
CONTINUES

- discharges do not contain detectable concentrations of Total Residual Chlorine.
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.

SOLICITOR  
COMMENTS

Solicitor Stone stated that he has given the Board a copy of the new Non Union Employee Manual.

CARROLL TWP.  
ZONING MAP  
COMMITTEE  
UPDATE

Supervisor Moyer-Schwille stated the Carroll Township Zoning Map Committee will hold their start up meeting Tuesday, March 12<sup>th</sup> at 6:30 p.m. here at the Township Building. This meeting is not a public meeting.

APPOINTMENT TO  
THE CARROLL  
TOWNSHIP  
PLANNING  
COMMISSION

It was moved by Supervisor Schmick, seconded by Supervisor Rocco, and unanimously carried to re-appoint Ronald Colvin to the Carroll Township Planning Commission for a four year term to expire March 2023.

ADVERTISE  
VACANT SEAT ON  
PLANNING  
COMMISSION

It was moved by Supervisor Moyer-Schwille, seconded by Chairman Ritter, and unanimously carried to authorize the Township Staff to advertise for Letter of Interests for the vacant seat on the Carroll Township Planning Commission.

HIRE APPRAISAL  
COMPANY FOR  
RECREATION  
LAND

It was moved by Supervisor Trostle, seconded by Supervisor Moyer-Schwille, and unanimously carried to hire Remace LTD to do the Appraisals on some properties in Carroll Township as far as purchasing for recreation land in the amount of \$1,400.00.

**CARROLL TOWNSHIP  
BOARD OF SUPERVISORS  
MEETING MINUTES  
MARCH 11, 2019  
Page 8 of 9**

OFFICE CLOSED  
DATES FROM  
MAY 2019 TO  
THE END OF  
THE YEAR

It was moved by Supervisor Schmick, seconded by Supervisor Moyer-Schwille, and unanimously carried to set the Municipal Office Closed dates from May 2019 and to the end of the year as follows. The Township Municipal Office will be closed on the following days from May 2019 to the end of the year: Memorial Day – May 27, Independence Day – July 4, Labor Day – September 02, Veteran’s Day – November 11, Thanksgiving Day – November 28, Friday after Thanksgiving – November 29, Christmas Eve – December 24, Christmas Day – December 25, and New Year’s Eve – December 31.

MOVE MONEY  
TO CDS

It was moved by Supervisor Moyer-Schwille, seconded by Supervisor Trostle, and unanimously carried to authorize Faye Romberger, Township Secretary/Treasurer to move Capital Reserve Fund, DAR Fund, Recreation Fund, State Fund, Traffic Improvement Fund, Stormwater Fund, Nation Night Out Fund, Street Lighting Fund, General Fund, Brixmor Escrow, Premier Boar & RV Escrow, Grantham Crossing Escrow, Northside Court Escrow, and Engineer & Inspection Escrow into CDs listed in the Secretary/Treasurer report dated March 04, 2019.

CHANGE  
PROPANE GAS  
COMPANIES  
TABLED

It was moved by Supervisor Schmick, seconded by Supervisor Trostle, and unanimously carried to table the discussion concerning changing propane gas companies until the April 1, 2019 Board of Supervisors Work Session.

Supervisor Schmick questioned if the Township should be looking into purchasing a tank instead of renting one.

POLICE REPORT

Chief Thomas Wargo presented the Police Report for the month of February 2019.

Supervisor Schmick questioned if we have received any applications for the Part-Time Police Officer Position.

COMMITTEE  
REPORTS

Supervisor Trostle stated that he had contacted the Police Departments back in April 2018 concerning a new police contract and here we are today and we have no contract.



**CARROLL TOWNSHIP  
BOARD OF SUPERVISORS  
MEETING MINUTES  
MARCH 11, 2019  
Page 9 of 9**

ADJOURNMENT

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

Respectfully submitted,

---

Faye L. Romberger, Secretary