

**CARROLL TOWNSHIP
BOARD OF SUPERVISORS
MEETING MINUTES
MAY 14, 2018
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ROLL CALL	SUPERVISORS – Bruce Trostle, Andy Ritter, Kelley Moyer-Schwille (arrived at 7:10 p.m.), Brian Schmick, and Richard Rocco
ATTENDEES	Faye Romberger, Mark Bruening, Duane Stone, Chief Thomas Wargo, Phillip Brath, Peggie Williams, and Vicky Church
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 Trostle, seconded by Supervisor Schmick, and unanimously carried to approve the Treasurer’s Report dated May 14, 2018 as submitted, which includes the Open Bill List up to and including May 11, 2018 in the amount of \$65,009.20, Cash Flow Reports for April 2018, Compared to Budget Reports for April 2018, and Check Register Report for April 2018 to ratify the April 2018 Bill List.
APPROVAL OF THE APRIL 02, 2018 WORK SESSION MINUTES	It was moved by Supervisor Schmick, seconded by Supervisor Rocco, and unanimously carried to approve the April 02, 2018 Board of Supervisors Work Session Minutes as submitted.
APPROVAL OF THE APRIL 09, 2018 MINUTES	It was moved by Supervisor Trostle, seconded by Supervisor Rocco, and carried to approve the April 09, 2018 Board of Supervisors Meeting Minutes as submitted.
FIRE REPORTS	Chairman Ritter stated that the Northern York County Fire Rescue Report for the month of April 2018 is included in the Board’s packet.
PUBLIC COMMENTS	Chairman Ritter asked for public comments. There were no public comments.

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MS4 COORDINATOR APPOINTMENT It was moved by Supervisor Schmick, seconded by Supervisor Rocco, and unanimously carried to appoint Phillip Brath from Barton & Loguidice as Carroll Township's MS4 Coordinator and set the compensation at Barton & Loguidice 2018 Fee Schedule not to exceed \$25,000.00. When the \$25,000.00 is spent the Board of Supervisors will review the program.

FINAL PLANS FOR RUTTER'S #14 PROPOSED EXPANSION TIME EXTENSION It was moved by Supervisor Trostle, seconded by Chairman Ritter, and unanimously carried to table and accept the time extension for the review of the Final Land Development Plan for Rutter's #14 Proposed Expansion until July 17, 2018.

Duane Stone, Esquire, stated that Rutter's just hired a new Engineering Firm and they want to meet with Mark Bruening and himself to discuss the plan.

Supervisor Moyer-Schwille arrived at 7:10 p.m. after the voting on the Final Plans for Rutter's #14 proposed Expansion Time Extension.

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 activates, the Township Engineer provides an overview of the MS4 (Municipal Separate Storm Sewer System) activities that have occurred during the year. This will constitutes the Engineer's Public Report for the year, ending June 30, 2018. Carroll Township received an NPDES (National Pollutant Discharge Elimination System) Permit in 2003 and renewal permits in 2015 and pending for 2018. The current permit expires at midnight on March 31, 2020. 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)

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MS4 ANNUAL
PUBLIC MEETING
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– Fishers Run (Siltation) – Conewago Creek (Siltation) – North Branch Bermudian Creek (Nutrients, Siltation). Most of Carroll Township is within the Yellow Breeches Creek Watershed.

MS4 – The Basics – MS4 – TMDL Plan – If not MEP, prepare and implement as MS4 TMDL plan that is consistent with requirements for waste load allocations – Currently no TMDL in Carroll Township so TMDL Planning not needed. Chesapeake Bay TMDL – Chesapeake Bay Pollutant Reduction Plan – Carroll Township falls under this requirement – We are working with York County on the “York County Regional Chesapeake Bay Pollutant Reduction Plan”.

Carroll Township Program Status – The Township continues to improve these programs. There are stormwater brochures available in the lobby, newspaper advertisement was placed with CAPCOG, education was provided by CAPCOG and a newsletter with MS4 information was sent out to residents and businesses. This year we also worked with the Yellow Breeches Watershed Association which also provides Public Education and Public Participation opportunities.

Illicit Discharge Detection and Elimination (IDD&E) (MCM3) is currently being implemented by the Township Zoning Officer. B&L developed new storm sewer maps this past year by using a GIS based system. We will continue to upgrade and modify the latest MS4 maps to improve legibility and accuracy. The maps were necessary this year for the NOI submittal and to maintain compliance. We have and will continue to review questionable outfall locations as shown on the GIS map. We will add, remove or re-designate outfalls and outlets as needed. Mapping stormwater management BMP’s will also be a priority.

- We continue to implement Carroll Township Stormwater Management Ordinance – 2011 to control stormwater infrastructure and Illicit Discharge Ordinance No. 2017-238 which prohibits the discharge of non-stormwater into the Township storm sewer system.
- There were a couple illicit discharge incidents this past year and the Zoning Officer followed procedures for identification and follow-up to close the incidents. We

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MS4 ANNUAL
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would like a report of incidents from the Police and Fire if those are available.

- The Township has IDD&E education information available in its lobby for residents and contractors. Pollution Prevention/Good Housekeeping for Municipal Operations (MCM6) is updated as necessary. 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. Training attendance is mandatory and must be recorded.

Carroll Township Program Management Status –

- IDDE & Mapping – Municipal Asset Inventory – New map started and largely complete, Need remaining BMPs mapped. Private property Inventory – Private system mapping needs attention
- 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 2017 will be June 30, 2018, Annual Report is Due in September 2018, 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 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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MS4 ANNUAL
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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.

- Monitor storm water inlets near your property. No one should dump anything into the storm sewer system. If you see someone dumping please call the Township. Sediment leaving a construction site in storm water, Spills (Chemical, Gas, Oil), Illegal dumping activity into streams or storm sewers (Please call 911 first), and dry weather flows from outfall pipes into streams (72 hours after a rain storm).
- Residents may be the first to recognize "illicit" discharges such as dumping into storm sewers or coming out of from storm sewer outfalls. If you see an "illicit" discharge please report that to the Township.

Township Personnel – What can I do? – Three elements of our MS4 program you can concentrate on now to help avoid fines from EPA when they visit our Municipality.

- Washing of equipment and vehicles – Washing of vehicles should not result in wash water going to any storm drain. Police, fire facilities and equipment maintenance in UA are included in the program Be able to prove your drain in any municipal facility shop goes to sanitary sewer and make sure staff knows where it goes.
- Involve our Police and Fire Chiefs in the IDDE process and reporting – Police and Fire personnel are often the only ones that see illicit discharges from accidents and are responsible to ensure clean up. Know their processes for ensuring clean up, know their processes for recording events, and know when Public Works needs to be involved.
- Develop information on all post construction stormwater management facilities in our urbanized area. Have a list of all private and public facilities installed in the municipality since 2003, have a set of design drawings and O&M procedures for every facility in the list, and have O&M and design information on all municipality owned facilities regardless of when built (including prior to 2003) (1800)

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MS4 ANNUAL
PUBLIC MEETING
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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.
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.

Supervisor Trostle questioned when do we know when your effects are working?

BLAIR HOLLOW
ROAD PAVING
PROJECT

It was moved by Supervisor Trostle, seconded by Supervisor Rocco, and carried to do the maintenance on Blair Hollow Road which includes the replacement of three drainage tile and leave the road as is.

Supervisor Schmick and Chairman Ritter voted no.

Supervisors Trostle, Moyer-Schwille, and Rocco voted yes.

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CAPCOG 2018 - 2019
IN-PLACE PROJECTS
BID

It was moved by Supervisor Schmick, seconded by Chairman Ritter to award the CapCOG 2018 – 2019 In-Place Projects Kinsley Construction, Inc. in the amount of \$235,458.80, which includes Nursery Road, Blair Hollow Road, and Meadowview Road. Motion did not carry.

Supervisor Schmick and Chairman Ritter voted yes.
Supervisors Rocco, Trostle and Moyer-Schwille voted no.

It was moved by Supervisor Moyer-Schwille, seconded by Supervisor Rocco to award the CapCOG 2018 – 2019 In-Place projects to Kinsley Construction, Inc. and remove Blair Hollow Road Repaving Project from the scope of work. Motion did not carry.

Supervisors Schmick, Trostle, and Chairman Ritter voted no.
Supervisors Rocco and Moyer-Schwille voted yes.

It was moved by Supervisor Schmick to award the CapCOG 2018 – 2019 In-Place Projects to Kinsley Construction, Inc. which includes Blair Hollow Road, Nursery Road and Meadowview Road and amend the scope of work for Blair Hollow Road to a 3” base course and seal coat with an additional cost of \$11, 170.00. Motion died for lack of a second.

It was moved by Supervisor Moyer-Schwille, seconded by Supervisor Rocco, and carried to award the CapCOG 2018 – 2019 In-Place projects to Kinsley Construction, Inc. and removing Blair Hollow Road Paving Project from the scope of work and only doing Nursery Road and Meadowview Road.

Supervisors Rocco, Moyer-Schwille, and Chairman Ritter voted yes.

Supervisors Trostle and Schmick voted no.

APPOINTMENT TO
THE CARROLL
TOWNSHIP
PLANNING
COMMISSION

It was moved by Chairman Ritter, seconded by Supervisor Rocco, and unanimously carried to re-appoint Alexis Isenberg to the Carroll Township Planning Commission for a four year term to expire March 2022.

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**AWARD WEED
CONTROL BID**

It was moved by Supervisor Trostle, seconded by Supervisor Rocco, and unanimously carried to award the weed control treatment for the Carroll Fields (Township Building Facility) and Chestnut Park to Creative Exteriors in the amount of \$2,082.00 per application in the spring and fall to be paid out of the Recreation Fund – Maintenance line item 04-451-500.

**AWARD BID FOR
THE JOINT
GREEN LIGHT
GO GRANT WITH
DILLSBURG BORO.**

It was moved by Chairman Ritter, seconded by Supervisor Moyer-Schwille, and unanimously carried to award the bid to PERCS Traffic Signals, Inc. in the amount of \$59,879.43 for the Joint Green Light Go Grant with Dillsburg Borough and Carroll Township for maintenance of traffic signals located in Dillsburg Borough and Carroll Township subject to bonding and insurance review and authorize Andy Ritter, Chairman of the Board and Faye Romberger, Secretary/Treasurer, to sign any necessary paperwork on behalf of the Township.

Chairman Ritter stated that Carroll Township's portion is for the LED Replacement Bulbs and two Battery Back Up systems at Rt. 74/High School and Rt. 74/Middle School totaling \$29,651.59. Carroll Township's portion of 20% for this grant is \$5,930.32.

**TRANSFER MONEY
GENERAL FUND TO
CAPTIAL RESERVE
FUND**

It was moved by Supervisor Moyer-Schwille, seconded by Supervisor Rocco, and unanimously carried to authorize the Secretary/Treasurer to transfer \$600,000.00 from the General Fund to the Capital Reserve Fund.

Supervisor Schmick stated that the Board needs to set up a wise way to spend the Capital Reserve Fund.

POLICE REPORT

Chief Thomas Wargo presented the Police Report for the month of April 2018.

Supervisor Rocco questioned where we are as far as calls and hours served for Franklintown Borough. Are we over or under since this was a concern from the beginning?

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PERMISSION
TO PURCHASE
TWO
WATCHGUARD
CAMERAS

It was moved by Supervisor Moyer-Schwille, seconded by Supervisor Rocco, and unanimously carried to authorize Chief Wargo to purchase two WatchGuard in car cameras in the amount of \$10,340.00 to be paid out of the Capital Reserve Fund – Line Item Number 30-410-260.

PERMISSION TO
SELL CAR 10
2011 FORD CROWN
VICTORIA

It was moved by Supervisor Moyer-Schwille, seconded by Supervisor Rocco, and unanimously carried to authorize Chief Wargo to advertise for sealed bids to sell Car 10 (2011 Ford Victoria) when the new Ford Explorer is completed.

ADDITIONAL
INFORMATION

Supervisor Schmick questioned an update on the following projects:

1. The paving and sidewalk installation for Spend-A-Buck Drive. He would like an update on this matter.
2. He questioned Chief Wargo if the Towing issue that was discussed last Monday will be ready for the June 4, 2018 Board of Supervisors Work Session.

Solicitor Stone stated there will be a meeting tomorrow (Tuesday, May 15, 2018) to discuss the Police Contract. He also stated if there is a newsletter going out this spring, there should be an article on the Carroll Township Weed and Vegetation Control Ordinance (Ordinance Number 2003-150) and the Carroll Township Nuisance Ordinance (Ordinance Number 2003-149). He briefly discussed the Petition for the Annexation for Dillsburg Borough. Carroll Township still needs approximately 70 signatures. He is asking residents to stop at his office or the Township Building to sign the Petition.

ADJOURNMENT

It was moved by Chairman Ritter, seconded by Supervisor Moyer-Schwille, and unanimously carried to adjourn the meeting at 7:50 p.m.

Respectfully submitted,

Faye L. Romberger, Secretary