

**Chanceford Township, York County
Board of Supervisors Special Meeting**

MEETING DAY AND TIME: December 19, 2011

Eric Bacon opened the meeting of the Chanceford Township Board of Supervisors at 7:00 p.m. in the Community Bldg., 51 Muddy Creek Forks Rd., Brogue, PA. He led those in attendance in the pledge to the flag.

Members present: Chairman Eric Bacon, Vice-chairman Bradley Smith and Member Kent Heffner.

Lower Chanceford Township Members present: Chairman David Glenn, Vice-chairman James Parlett, Jr., Member Alan Taylor and Secretary-Treasurer Susan Wiley.

Brogue Ambulance Inc. Members present: Chairman Barry Kauffman, Vice-chairman Kraig Herman, Ambulance Captain Scott Kauffman, Secretary Joni Kauffman, Treasurer Amie Kauffman, Todd Kauffman and James Parsons.

Others Present: Solicitor Timothy Bupp and Secretary-Treasurer Brenda Gohn.

BUDGET HEARING:

The budget hearing was opened. There being no comments, Eric Bacon made the motion to adopt the 2012 budget as advertised. Seconded by Bradley Smith, motion carried unanimously.

BROGUE AMBULANCE SERVICES AGREEMENT:

Lower Chanceford Township, Chanceford Township and Brogue Ambulance Inc. met to discuss the proposed Brogue Ambulance Services Agreement.

According to the proposed agreement, Chanceford Township's allotment will be \$105,300.00 for the year 2012 and Lower Chanceford's allotment will be \$34,000.00.

Both townships agreed that this agreement needs to be reviewed by both township solicitors. Brogue Ambulance would like to have the agreement in place by January 1 so that they can officially take over the operation.

David Glenn, Lower Chanceford Township supervisor, was given the floor to comment or ask questions. Mr. Glenn stated that it has been suggested to him that a supervisor from each township be a member on the Brogue Ambulance Board. Also, he asked if they are considering building a new building in the future. Barry stated that they are in the process of putting out feelers. No money has been set aside for this purpose. However, money has been set aside for a new ambulance. Dr. Glenn asked how much reserve is on hand. He was told \$350,000.00 total.

It was further noted that the auditor's recommendations need to be reviewed. Barry Kauffman stated that they never received a copy of it. Bradley Smith gave him his copy to review.

Mr. Glenn felt that since there are Kauffmans writing checks to Kauffmans, there should be a member from each township setting on the Brogue Ambulance Board.

The Boards of Supervisors feel that since tax payers money is involved, there should be an audit performed.

Brogue Ambulance stated that there are a lot of rumors going around that are not true. Alan Taylor stated that the best way to quiet the rumors is to have a supervisor from each township on the board.

Sue Wiley stated that the Airville Fire Company gives an audit report to Lower Chanceford Township before any money is released to them.

Scott Kauffman stated that they try to get out an informal quarterly report of the receipts, expenditures and number of calls.

The treasurer stated that Brogue Ambulance is bonded and all records go to an accounting firm at the end of the year. A form 990 is prepared and sent to the state. It was further stated that they are operating as an IRS 501(c)(3) business.

Eric Bacon asked how much money is a non-profit allowed to have on hand before it needs to disperse to remain a non-profit. The treasurer was not able to answer the question.

David Glenn made a final comment that there are two municipalities and an ambulance service and we need each other. Mr. Glenn feels an agreement will be reached.

Bradley Smith feels the audit ruffled some feathers but resulted in clearing the air.

Eric Bacon stated that there were bookkeeping problems in the past but that has been rectified.

Bradley asked about the bonuses that are given by Brogue Ambulance to the full-time township EMTs. The treasurer stated that this was done so that Brogue Ambulance could include them on their workmen's compensation. He further asked if everyone gets the same bonus. The treasurer stated that they did.

The Boards were advised that everything is in place for Brogue Ambulance to assume operations as of January 1, 2012.

Eric Bacon made the point that Chanceford Township needs to be notified by the appropriate party so that the township insurance carriers can be notified of the changes.

Bradley Smith made it clear that the township is looking to make the transition easy.

Kent Heffner asked what happens to the assets should the operation fail. Barry Kauffman stated that the law specifies it must be dispersed among other non-profit companies.

Bradley Smith asked if they will be retaining the current employees. The treasurer stated that it is up to them.

Chanceford Township and Brogue Ambulance will need to enter into a lease agreement for the building rental and share of utilities.

Atty. Bupp made the comment that he was a proponent of an audit. He also has a concern about the subscriptions as to whether they can be counted on each year. The treasurer stated that the deficit is the amount to be paid by the municipalities. They have no way of knowing how much income will be received through subscriptions.

The treasurer stated that so much money must come from donations and public giving in order to fall under the category of the IRS 501(c)(3) classification. She was asked what percentage of the total gross income needs to be sourced from donations. She

did not know and was directed to find out along with the definition of a 501(c)(3) classification.

PUBLIC COMMENT:

Todd Leach asked if the audit was paid by the tax payers. He was told that it was. Mr. Leach feels that the township should get the word out to the residents to pay their ambulance subscriptions. Eric Bacon felt this is a good idea.

Brogue Ambulance has three full-time employees and eight PRN/volunteers at the moment with medical, dental, vision, short term disability and life insurance.

John McDonald asked for the total 2012 budget. He was told the income total is \$340,200.00 and the expenditures total is \$339,615.00.

Floor was closed at 8:20 p.m.

The Brogue Ambulance Board meets the first Wednesday of every other month at 7:00 p.m. at the ambulance building. They are working on new bylaws that will now include two supervisors.

Brogue Ambulance requested that Chanceford Township terminate the three full-time EMTs. It was suggested by the Board that they resign their positions. A compromise was reached –the employees will simply not turn in time cards after December 31, 2011.

There will be discussion in the near future regarding the agreement.

ADJOURNMENT:

There being no further business, Eric Bacon made the motion to adjourn the meeting. Seconded by Bradley Smith, the meeting was adjourned at 9:03 p.m.

Respectfully submitted,

Brenda C. Gohn
Secretary-Treasurer

