

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

**MEETING DATE AND TIME: May 14, 7:00 p.m.**

Kent Heffner opened the Chanceford Township Board of Supervisors meeting at 7:00 p.m. in the Chanceford Township Building, 33 Muddy Creek Forks Rd., Brogue, PA. He led those in attendance to the pledge to the flag.

Members present: Chairman Kent Heffner, Vice-Chairman Bradley Smith and Member David Warner.

Others present: Engineer Grant Anderson, Zoning Officer, Jeffrey Koons, Solicitor Timothy Bupp, Secretary Tonya Jackson, Chad Arnold Felton Fire Company, Ron Witmer Chief 39, Lloyd Groff, Heracles Groff, Carmine Pantano, Clifton Baldwin and Eric Urons.

David Warner stated the board held an executive session on April 13, 2018 for personnel matters.

**APPROVAL OF MINUTES:**

Bradley Smith made a motion to approve the minutes of April 9, 2018 as written, seconded by David Warner, motion carried unanimously.

**NEW BRIDGEVILLE FIRE CO:**

Chief Ron Witmer stated there were 16 calls in April. He stated there are drills scheduled in Peachbottom Township.

**FELTON FIRE CO:**

Chad Arnold stated there were a total of 14 calls with 5 in the township. There was a discussion regarding the workers compensation bill. It was determined the Board does not want to pay the bill of \$2,267.00 until it is explained by our portion of the bill has significantly increased. Chad Arnold stated he would let Felton Borough know the board's position on the topic.

**YORK COUNTY SOUTHERN EMS, INC. REPORT:**

Alex Christ, of York County Southern EMS, Inc. stated there were a total of 121 calls and 34 were in the township.

**SUBMISSION/LAND DEVELOPMENT PLANS:**

**A. Carmine Pantano Final Subdivision Plan –1185 Pomraning Rd**

Carmine Pantano stated he wants to acquire a small portion of property owned by his neighbor known as the Ritters so he can add that piece of the property to his and add the whole property into the clean and green program. Grant Anderson stated he is

requesting a waiver from Section 601.d which would not require him to have an accurate survey. Tim Bupp stated this would be adding on to his current lot and once the property he was adding was surveyed he could add that piece to what he currently owns and he could enter the property into clean and green program.

#### **B. J&L Groff chicken farm stormwater**

Grant Anderson stated he is concerned with the driveway on Dettinger Road and the pavement structure of the road is not sufficient for the proposed truck traffic. He stated the board should consider requesting the applicant to post surety for any damage to the road. Lloyd Groff stated it was not fair for his business to be responsible for the repair of the road. Grant Anderson asked Jeffrey Koons if he issued a driveway permit for this location. Jeffrey Koons answered he never issued a driveway permit for this driveway because it was an existing driveway after the special exception was approved. It was determined that Lloyd Groff would not create a new entrance and use the existing driveway for the truck traffic.

#### **PUBLIC COMMENT:**

Robert Burchett asked when the building at 51 Muddy Creek Forks Rd will be advertised for auction. The Board answered it would be in the next 6 to 7 weeks. There was a discussion regarding York County Southern Emergency Management System (YCSEMS) contract with the township to house the YCSEMS in the building. It was determined with the sale of the building the lease will commence until January 1, 2020 and the property will be sold with the YCSEMS staying in the building until the contract is expired with the township. After January 1, 2020 the township would negotiate with YCSEMS to house them at 33 Muddy Creek Forks Road. It was discussed that the YCSES pays 40% of the electric bill as rent for housing the building. The Board also needed to research if the grant money given to the township for the baseball field on the property would need to be returned. Kent Heffner stated he has a call into DCED to verify if this is an issue. Bradley Smith reviewed the auction proposal from Hess Auction Group. He stated John Hess will charge a commission of 2% of the gross purchase price. Timothy Bupp stated his office would prepare the advertisement. The board requested Grant Anderson to obtain two bids for a constructional engineer to review the front of the building to be renovating for housing for EMS.

David Warner made a motion to hire Hess Auction Group for the auction of 51 Muddy Creek Forks Road, seconded by Bradley Smith, the motion carried unanimously.

David Warner made a motion to advertise the auction of 51 Muddy Creek Forks Rd for Thursday, July 12, 2018 at 6:00 pm, seconded by Kent Heffner the motion, the motion carried unanimously.

Chairman Heffner asked if there was any additional public comment.

Bradley Smith asked for a resident who owns property at 40 Shank Rd if a lot could be subdivided off of this 40 acre parcel. Tim Bupp answered the resident will need to be determined if there was a second building right for the lot. Grant Anderson

stated the lot is now non conforming lot and a hydrogeology test would need done and the lot would need the required road frontage for a public road for a new parcel. Kent Heffner stated part of this road is not a township it is in Felton Borough and it is a private road.

### **ZONING OFFICER'S REPORT:**

Bradley Smith asked Jeff Koons if he answered Stan Hake's question if the property on Stamper Road would allow a business. Jeffrey Koons answered he did return Stan's call to discuss in detail what he intentions were for the property.

Jeffrey Koons read the list of building permits for April. Jeffrey Koons stated he sent a violation notice to Chanceford Crossings for the clean-up of the detention pond. He stated at the next Planning Commission they would review the accessory dwelling duplex regulations to possibly incorporate them in the Zoning Ordinance. He also reviewed changes discussed with the Planning Commission. Jeffrey Koons stated the Planning Commission agreed to the change of Section 304. 2.b.1 for the distance of the accessory building from the side property line to be changed from 500 feet to 125 feet. Jeffrey Koons stated there are stand alone ordinances that need incorporated into the Zoning Ordinance and he is working with the Planning Commission to make these updates the ordinance. Timothy Bupp stated when all the changes are completed his office would advise the township how to move forward with the changes to the Zoning Ordinance.

### **ROADMASTER'S REPORT:**

Kent Heffner gave the following report:

- All baseball and softball fields have received diamondtex and have been graded and rolled.
- We hauled 3,10 wheeler loads of playground mulch and installed them under playground equipment at Chanceford Crossing and New Bridgeville rec. areas. We also brought basketball back board back to shop and rebuilt and installed new back board.
- Finished pot hole patching
- We are currently cutting shoulders on our blacktop roads. Have cut approximately 12 lane miles of shoulders so far.
- We are also currently rebuilding the road shoulder along Green Branch road that was taken away by the ice.
- Two end walls are being built at Monarch products right now. These walls have not been completed as of today.
- The pipe failure on Pond Road. We cleared all trees at end pipe and chopped them. We dug out below the pipes as far as I could reach with backhoe. Going to have to rent a track
- We have to replace the augers in the spreaders of two plow trucks. One auger for the Ford 550. The other auger for the 2003 Mack is on 6 week back order. The will be replaced before they are put away for the summer.

- Two end walls are being built at Monarch products right now. They will be used to do the culvert pipe projects on Manor Furnace and Glen Allen schools roads. All pipe for these projects we have in stock.
- The pipe failure on Pond Road is getting worse and there was a PA One call on it. We dug out below the pipes as far as I could reach with backhoe. Going to have a rent a track hoe to reach lower area and bail dirt up over bank.
- All dump trucks have been gone over and were state inspected last week. The 1989 Ford F800 has a power issue. We have changed fuel filters and tried other things; He feels it is an injection pump issue. Young's repair is checking is out this week.
- Grant Anderson and Kent spent Friday reviewing the roads for the Dirt and Gravel projects with four employees from York County Conservation.
- He checked the pipe on Bacon Rd and the pipe is crushed and the township will meet with Grant Anderson for repair suggestions.

## **ENGINEER'S REPORT:**

### **Conservation Dirt and Gravel Funds:**

Grant Anderson stated he and Kent met with Gary Peacock of Conservation District along with his staff and they did a sight visits for the list of dirt roads which were recommended for improvements. He stated the district has a total budget of \$540,000 and they are requesting \$450,000 for the township match 16% to resurface a road and the labor will be done by the township road crew and the Conservation District has some favorable comments. Grant Anderson stated he calculated the estimates for the seven roads. Grant Anderson stated Gary Peacock recommended the township apply for grant funds for seven roads in which they will put down 6 inches of DSA which turns into concrete put it down with a paver. Brad Smith stated he supports resurfacing for all the dirt roads. Grant Anderson stated he would submit the applications for seven of roads and he should hear something by June 1<sup>st</sup> if any were awarded.

Grant Anderson stated the township was awarded \$86,686.00 emergency grant money for the pipe replacement at Manor Furnace Road.

### **Dollar Store:**

Grant Anderson stated the detention basin area has not been stabilized and he is working with the Dollar Store for its repair.

## **SOLICITOR'S REPORT:**

Timothy Bupp stated he emailed draft documents to the board regarding the sale of 51 Muddy Creek Forks Road. He stated his office would write the legal notice and submit it to the newspaper. Bradley Smith asked if there has been an appeal by Mr. Sutton. Timothy Bupp stated Terry Sutton submitted an appeal and the insurance attorney will handle it.

## SECRETARY REPORT:

Tonya Jackson reviewed a report:

- Attended the PSATS conference
- Contacted Voter registers to let them know we moved. The May 15, 2018 primary will be at the old location and November 6, 2018 General Election will be at the new location and the voter registration office will advertise and send notice to voters.
- Record retention – estimated for shredders on site and off site- created a list of what can be destroyed.
- Trailer ad – no bids on the trailer
- Materials contract – advertised May 24 and 31 bid opening June 11, 2018 at noon
- Created an Income Statement vs. Budget report in Peachtree with the help from Linda Zimmerman at Lower Windsor.
- To help with the list of permits I enter them in the list while the applicant is here to verify if they are in the Township and it keeps the list up to date. This list gets sent to Jeff, Brad and Deb at assessment office. This also helps when I need to look up a permit application for a seepage pit inspection.
- Sent out violation letter for Jeff for the Chanceford Crossings
- Addresses for: Gideon Riehl's new home-2481 Delta Rd, Scott Taylor Cramer Rd, 3440 Brownton Rd, Felton, PA-( verify the addresses with Kent)
- PA one calls
- Looked for diesel fuel permit for an audit stored at the maintenance building- Found we no longer needed a permit.
- Made a worker's comp claim for Keith Neff
- Received a recommendation letter from our CPA Mark who recommended all paid invoices are stamped and we have two signatures on all checks.

The Board agreed for the secretary to order a "paid" stamp and order new checks with two signature lines, in addition the new address the checks would be updated.

Lloyd Groff stated he is interested in the trailer the township had for a sale. Timothy Bupp stated since the bid date is past he would be welcome to make an offer on the trailer.

David Warner made a motion to approve Resolution No. 2018-01 A Resolution to Establish Parameters for the Retention for Township Records and Procedures Regarding Electronic mail, seconded by Bradley Smith, the motion carried unanimously.

David Warner made a motion to approve Resolution No. 2018-02 A Resolution for Disposition for Records, seconded by Bradley Smith, motion carried unanimously.

Bradley Smith requested Tonya Jackson to check the rates with Peoples Bank to see if the CD's could be increased.

**OTHER COMMUNICATIONS:**

**PUBLIC COMMENT:**

Robert Burchett stated he wanted to make a complaint about the County 911 because he waited 10 minutes for them to respond to call, he also heard the fire company getting calls to get to the wrong places. He requested a complaint go to Stan Saylor's office or a call be made to 911 dispatches.

Alex Christ of YCSEMS stated the County 911 policy is not to send an ambulance to a call until it is verified it is needed.

Kent Heffner stated he would make some calls to see if the response time could be sooner.

Robert Burchett stated across the bridge on Duff Hollow is creating run off from Brown Rd onto his property. He said Penn Dot will do not do anything about it. Kent Heffner stated the road crew would cut the shoulders.

**APPROVAL OF BILLS:**

Bradley Smith made motion to approve the payment of all bills in the manner approved by law, seconded by David Warner, motion carried unanimously.

**ADJOURNMENT:**

Bradley Smith made the motion to adjourn the meeting; seconded by Kent Heffner, the meeting adjourned at 9:40 pm.

Respectfully submitted,

Tonya L. Jackson, Secretary-Treasurer