

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

**MEETING DATE AND TIME: February 12, 2018 7:00 p.m.**

Kent Heffner opened the Chanceford Township Board of Supervisors meeting at 7:00 p.m. in the Community Building, 51 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, Secretary Tonya L. Jackson, and Solicitor Timothy Bupp.

**APPROVAL OF MINUTES:**

David Warner made a motion to approve the minutes of January 2, 2018 as written. Seconded by Bradley Smith, motion carried unanimously.

**NEW BRIDGEVILLE FIRE CO:**

Chief Ron Witmer stated there were 26 calls in the Township. He stated the department received a grant in the amount of \$11,727. He submitted the fire department budget and noted memorial donations would be specifically recognize the deceased. David Warner asked about the loan balance for the ambulance. Chief Ron Witmer stated he thinks it is down to \$100,000 but he could provide an exact dollar amount.

**FELTON FIRE CO:**

Chad Arnold will attend the board meetings for the rest of the year. Chad stated there were 29 calls in January and 6 were in the Township. There was a discussion regarding the workers compensation coverage for the bill from Felton Borough in the amount of \$2,267.00. David Warner asked Tim Bupp to contact the Felton Borough's attorney to discuss this matter. Tim Bupp stated if the Township desires his assistance he would contact their lawyer but this could be solved with and answer to a few questions to the Borough. The Board agreed. Chad Arnold stated he would provide us with any information if needed.

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

Laura Taylor of York County Southern EMS, Inc. stated there were 141 calls and 43 were in Chanceford Township. She stated training is scheduled on March 8 and the state implemented a new EMS response system and the change has been difficult. She stated the state approved a law that EMT's can leave Narran with a patient if needed.

**SUBMISSION/LAND DEVELOPMENT PLANS:**

No plans to review.

## **PUBLIC COMMENT:**

No public comment.

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

Jeff Koons stated there were 5 permits which he read the report to the board. He stated Lloyd Groff submitted a ZHB request is scheduled on February 22, 2018 at 7:00 pm to add a third chicken houses to for to his current chicken farm. Kent Heffner asked Grant if the he had adequate stormwater for the additional chicken house. Grant answered the applicant would have to submit new stormwater plans to Team Ag.

Jeff Koons stated he will be presenting proposed changes to the Zoning Ordinance to the Planning Commission at the next meeting. David Warner asked if the proposed changes could be sent to the board. Jeff Koons answered he would email them to the board.

## **ROADMASTER'S REPORT:**

Kent Heffner reported:

1. Painting and plumbing are still being completed inside the school.
2. We received 220 tons of salt and 400 tons of anit-skid and used half of the supply.
3. We have been boom mowing and stoning dirt roads.
4. Equipment update: All equipment is holding up well and there are no major repairs.

## **ENGINEER'S REPORT:**

Grant Anderson stated the Township received approval of the MS4 waiver from the Department of Environmental Protection (DEP). Grant Anderson stated he is assisting a Countywide Stormwater Authority in which was created to find out how to fund the stormwater program mandated by the state. Tim Bupp thanked Grant Anderson for his work in getting the Township this wavier.

Grant Anderson reviewed a copy of a grant application for Manor Furnace Road/T665 culvert. The total cost is for this project is \$109,085.00.

## **SOLICITOR'S REPORT:**

No report.

## **CORRESPONDENCE/COMMUNICATIONS/BUSINESS:**

### **A. PAY INCREASE**

David Warner made a motion to increase road crew members, Brian Olewiler, Scott McDermott and Ronald Miller, a 3% pay increase from \$19.19 to \$19.77 per hour which was calculated into the budget, seconded by Bradley Smith, the vote carried unanimously.

David Warner made a motion to increase Kent Heffner, Roadmaster a 3% pay increase from \$22.65 to \$23.33 per hour, seconded by Bradley Smith, Kent Heffner abstaining from the vote, the vote carried. (Note: At the auditors meeting a motion was made and approved for the roadmaster a 3% pay increase if the road crew received a pay increase.)

Bradley Smith stated he is against the Secretary/Treasurer making more money per hour than the road crew. David Warner stated he agreed and feels the Township is in the range of the neighboring Townships for the secretary position. Kent Heffner stated the secretary cares about the Township and takes her job seriously. Tonya Jackson stated there is a lot of responsibility with the position and it includes constant problem solving, meeting of deadlines and she give 100% to this position. Tonya Jackson stated Brenda Gohn was working in January to help meet the deadline of sending out letters to District 5 residents for the septic tank pump out program. She added in addition all the dates have been entered into a database for all districts. Tonya Jackson stated she has several deadlines to meet for January such as printing the W2 forms, submitting the liquid fuels report to Penn Dot, complete end of the year reports, scheduling a ZHB meeting and filling out the salt contract. Kent Heffner stated in most other Townships payroll is done by an outside source. David Warner asked if the 9% pension contribution was contributed for this position. Kent Heffner answered she did not receive contributions into the plan, which were promised upon hiring, until after a resolution requirement was changed which was four months after she had been hired. Bradley Smith made motion to increase Tonya Jackson, Secretary/Treasurer's pay rate from \$18.00 to \$18.50 seconded by Kent Heffner, David Warner abstained from the voting, and the vote carried 2 to 1.

Bradley Smith made a motion to approve a 3% pay increase to the Zoning Administrator, Jeffrey Koons from \$18.25 to \$18.83, seconded by Kent Heffner, the vote carried unanimously.

Bradley Smith made a motion to approve a \$1.00 pay increase to Allen Eveler who works part time on the road crew, seconded by Kent Heffner, the vote carried unanimously.

### **B. Mt. Zion Baptist Church Appreciation Dinner**

Tonya Jackson stated Mt. Zion Baptist Church is holding an appreciation dinner for the Township staff and EMS. The dinner will be held April 5, 2018 at 5:30 pm.

### **C. Felton Borough Felton Vol. Fire Company Appreciation Banquet**

Tonya Jackson stated the Board of Supervisors is invited to the Felton Volunteer Fire Company appreciation banquet on March 24, 2018 at 5:00 pm.

### **D. Tentative move date February 21, 2018 to the office to 33 Muddy Creek Forks Rd**

Tonya Jackson stated Armstrong is scheduled to move of the office internet and phones to February 21, 2018.

There was a discussion among the Board regarding the new building located at 33 Muddy Creek Forks Rd. The Township needs to determine what to do about the ball diamond located beside the current building in which was constructed from a federal grant, if the EMS will still be housed at this building and the selling of 51 Muddy Creek Rd. The Board agreed to meet in the next few days to discuss any further work that needed done to the building for the Township to move the office to this location. It was noted Son Light Chapel donated a laptop and furniture to the Township for the new building. In order to make the office functional the installation of 4 mini splits for heating were installed, electrical work was done, the water was shut off in part of the building, the plumbing need some repair and the offices, entrance way and meeting room were painted.

The Board discussed if the EMS would stay in the current location or move to the new location which would require extensive renovations to the building. David Warner requested the Secretary to ask Laura Taylor what SYEMS pays to have the space in Airville.

### **E. Attending the April 23-25, 2018 PSATS conference**

Tonya Jackson and Kent Heffner will attend the PSATS meeting on April 23-25. Kent Heffner will attend for one day and Tonya Jackson will attend for two days.

### **PUBLIC COMMENT:**

There was a discussion regarding a complaint from a septic tank hauler who was inadvertently not listed on the septic tank hauler list and he voiced his complaint repeatedly to everyone one on the Board and called the office. David Warner made a motion to remove septic tank pump out hauler list to be sent with the septic tank letters and remove the hauler list from the website, Bradley Smith seconded the motion, the motion carried unanimously.

David Warner asked the secretary why the PLGIT state fund and a CD at People's bank are showing a negative balance sheet. Tonya Jackson answered something is not entered into the system correctly and she would have figure out the reason and get back to him in an email.

**APPROVAL OF BILLS:**

Bradley Smith made the 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 David Warner, the meeting adjourned at 9:15 pm.

Respectfully submitted,

Tonya L. Jackson, Secretary-Treasurer