

**FRANKLIN TOWNSHIP YORK COUNTY PA
BOARD OF SUPERVISORS (BOS)
FEE SCHEDULE MEETING MINUTES
November 20, 2024**

Call to Order:

The November 20, 2024, Franklin Township Board of Supervisors (BOS) Fee Schedule Meeting was called to order at 6:00pm by Mark W. The meeting was held in person at 150 Century Lane, Dillsburg, PA. Visitors in attendance are listed on the meeting sign-in sheet.

Roll Call:

Present: (X) Chair Mark Wenrich (X) Vice Chair Dave Buckwash (X) Supvr. Paula Kostic (X) Supvr. Tom Keefer (X) Secretary Traci Kauffman (X) Treasurer/Asst. Sec. Pam Williams (X) Office Assistant Marie Wilcox
Absent: Duane Anothy

Pledge of Allegiance and Prayer: Pledge of Allegiance and Prayer were led by Mark W.

Approval of Minutes:

A motion was made by Dave B. to approve the October 23, 2024 Fee Schedule Meeting Minutes as written. Second by Mark W. There was no discussion. The motion carried.

There was no public comment.

Current Business:

Phil B. was present to review several items in the fee schedule and make recommendations for amendments on Exhibit C page 15. There were a few amendments to Exhibit E on page 21. Exhibit D. page 17 will be amended to include a late fee upon payment not being made within 30 days. We should be charging a \$4.50 Building Fund fee for any demolition permit issued. Our Conditional Use Hearing fees are within normal limits. Discussion was held as to how we would place the Fee Schedule on the website for availability. The state fees for Right-to-Know requests were placed in our fee schedule. A late charge will be added for the \$10.00 pumping fee slip. A 10% fee will be charged for every 30 days when the fee is not paid. Discussion ensued. A motion was made by Dave B. to charge a 10% late fee for every 30 days that the bill is not paid by the pumping company for the \$10.00 pumpers fee that they are to charge the Township residents. Second by Mark W. There was no discussion. The motion carried.

There was an Executive Session at 6:27pm to discuss a personnel matter. No decisions were made. The Executive Session ended at 6:32pm.

Candidates for SEO position were discussed. Keith Hunnings was chosen to be the SEO, with Gary Morrow being the Alternate for 2025. A motion was made by Dave B. to choose Keith Hunnings as the SEO with Gary Morrow as the Alternate for 2025. Second by Paula K. There was no discussion. The motion carried.

The Per Capita Tax Form was reviewed. The

A motion was made by Mark W. to approve with four corrections of changing "completed in every detail" to "completed in full", The word "DATE" on the bottom should not be in all capital letters, a colon needs placed after "Signature of Applicant:" and take the "www" off of the Township website. mentioned. Second by Tom K. There was no discussion.

Other Business:

Discussion was held regarding reapplying for the LSA grant for 2025 for funds for the renovations to the building. It needs to be submitted by November 30, 2024. It will be resubmitted with some amendments to the narrative. Discussion ensued.

A motion was made by Mark W. to re-apply for the LSA and the RACP grant to reword and resubmit as soon as possible for the same amount of money. Second by Dave B. There was no discussion. The motion carried.

An employee who is not eligible for a raise due to being part-time and on Social Security requested two (2) additional days with pay. Discussion ensued. The BOS is agreeable to this.

There was an Executive Session at 6:49pm to discuss a personnel matter. No decisions were made. The Executive Session ended at 6:54pm.

A motion was made by Mark W. to adjourn the meeting at 6:54pm. Second by Tom K. There was no discussion. The motion carried.

Respectfully submitted,

Traci Kauffman

Traci Kauffman, Secretary
Franklin Township