

WINDSOR TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATIONAL & REGULAR MEETING
January 4, 2010

1. The reorganizational meeting of the Windsor Township Board of Supervisors was called to order by Paul Smith at 7:00 p.m.

Those present: Paul Smith, Jan Smith, Dean Heffner, Jennifer Gunnet and Teresa Miller. See the attached list of citizens present.

2. The Pledge of Allegiance was recited.
3. On the motion of Jan Smith seconded by Dean Heffner, the minutes of the December 21, 2009 meeting were approved. Motion carried. Three votes yes.
4. Appointments:
 - A. **Chairman** – On the motion of Dean Heffner seconded by Jan Smith, Paul Smith was appointed. Motion carried. Three votes yes.
 - B. **Vice Chairman** – On the motion of Dean Heffner seconded by Paul Smith, Jan Smith was appointed. Motion carried. Three votes yes.
 - C. **Secretary/Treasurer** – On the motion of Dean Heffner seconded by Jan Smith, Jennifer Gunnet was appointed and the Treasurer's Bond Limit was set at \$1,000,000. Motion carried. Three votes yes.
 - D. **Zoning Officer** – On the motion of Dean Heffner seconded by Jan Smith, Kipp Allison was appointed. Motion carried. Three votes yes.
 - E. **Assistant Secretary/Treasurer** – On the motion of Jan Smith seconded by Paul Smith, Dean Heffner was appointed. Motion carried. Three votes yes.
 - F. **Assistant Zoning Officer** – On the motion of Dean Heffner seconded by Jan Smith, Deanna Coble was appointed. Motion carried. Three votes yes.
 - G. **Solicitor for Board of Supervisors** – On the motion of Dean Heffner seconded by Jan Smith, Charles Rausch of Blakey, Yost, Bupp & Rausch was appointed. Motion carried. Three votes yes.
 - H. **Engineer** – There was a discussion to hold off the appointment of an Engineer until interviews were held for the position and a decision was made. Interviews are scheduled for January 11, 2010.
 - I. **Sewage Enforcement Officer** – On the motion of Jan Smith seconded by Dean Heffner, Ethan Poe was appointed with Dave Brown as the alternate. Motion carried. Three votes yes.

- J. **Depositories** – On the motion of Dean Heffner seconded by Jan Smith, M & T Bank, Drovers Bank, Peoples Bank, Susquehanna Bank, PNC Bank, Fulton Bank, Metro Bank, Integrity Bank and Janney Montgomery Scott were approved as depositories. Motion carried. Three votes yes.
5. The following appointments were made to the various boards:
 - A. **Zoning Hearing Board** – 5 Year Term – **Resolution #10R-01-02** – On the motion of Jan Smith seconded by Dean Heffner, Resolution #10R-01-02 was approved appointing Edward Heindel. Motion carried. Three votes yes.
 - B. **Vacancy Board Chairman** – Joe Seitz is willing to serve as Vacancy Board Chairman for 2010. On the motion of Jan Smith seconded by Dean Heffner, the appointment was made. Motion carried. Three votes yes.
 - C. **York Area Regional Police Department** – 2 Year Term & 2 Year Term for Alternate – On the motion of Dean Heffner seconded by Jan Smith, the Board appointed Paul Smith to a 2 year term and Jan Smith to a 2 year term as alternate. Motion carried. Three votes yes.
6. On the motion of Jan Smith seconded by Dean Heffner, the following Supervisor assignments were made:
 - A. Zoning Hearing Board – Jan Smith.
 - B. Planning Commission – Dean Heffner.
 - C. York Adams Tax Bureau – Henry Sprenkle.
 - D. Agricultural Area Advisory Committee – Paul Smith.
 - E. Local Government Advisory Committee – Dean Heffner.
 - F. Windsor Area Recreation Commission – Paul Smith.Motion carried. Three votes yes.
7. On the motion of Jan Smith seconded by Dean Heffner, the Board agreed to continue to hold the Board of Supervisors meetings on the first and third Mondays changing the start time to 6:00 p.m. for all future meetings. The meetings scheduled for April 19th, July 5th, August 2nd and September 6th will be cancelled. Motion carried. Three votes yes.
8. Other Reorganizational Business:
 - A. The Board of Supervisors, Auditors, Township Manager and Tax Collector were approved to attend the County Convention with expenses paid. Motion by Jan Smith, seconded by Dean Heffner. Motion carried. Three votes yes.

- B. The Board of Supervisors and Township Manager were approved to attend the State Convention with expenses paid and lost wages reimbursed provided that sufficient documentation is presented. Motion by Jan Smith seconded by Dean Heffner. Motion carried. Three votes yes.
 - C. The Board of Supervisors and Township Manager were approved to attend the National Convention with expenses paid. Motion by Jan Smith seconded by Dean Heffner. Motion carried. Three votes yes.
 - D. Set the mileage rate at the Federal limit. Motion by Jan Smith seconded by Dean Heffner. Motion carried. Three votes yes.
9. The following items of correspondence were discussed:
- A. Mrs. Gunnet advised that any Form U applications that had been received from Modern Landfill would be on the counter in the rear of the room.
 - B. Jack Wagner – Auditor General – January 1, 2006 to December 31, 2008 audit for Yorkana Volunteer Firefighters’ Relief Association – Mrs. Gunnet stated that the Yorkana Volunteer Firefighters’ Relief Association complied with the previous audit findings. However, on this audit they could not produce an insurance premium invoice and will be required to reimburse the Relief Association approximately \$4,000.00 from their General Fund.
 - C. Jill Heindel – Windsor Township Tax Collector – Clarification of Fire Hydrant Tax Assessments was requested by Jill Heindel in regards to those eligible for exemption. Mrs. Heindel stated she wanted the Board of Supervisors to be aware of who will be charged fees based on the motion made at their last meeting. Mrs. Heindel has a list of those being removed from exemption and if the Board agrees with the list she will begin billing accordingly. Red Lion School District is being removed from the exemption list and Mrs. Heindel has requested a letter from Windsor Township for Red Lion School District advising them of this change. Mrs. Heindel advised that Windsor Township will also be billed for the Fire Hydrant Tax. Mr. P. Smith advised that a letter would be provided and that per their original motion the Red Lion School District should not be exempt from the tax and neither should the Township.
10. Windsor Township Fire & Emergency Rescue Association – No representatives were present.
11. York Area Regional Police Department – Officer James Hess was present and had no questions or comments for the Board of Supervisors at this time.
- A. Mr. P. Smith advised that the Monthly Report for December is available for review.
 - B. Mr. J. Smith asked Officer Hess for an update on the radio problems. Mr. Hess stated that they are still experiencing intermittent problems with both portables and in car radios. They are currently reporting and logging all problems. Officer Hess stated he felt the problems seemed a little worse over the last three to four weeks.

12. Solicitor: No representative was present

13. Other Business:

- A. **Resolution #10R-01-01 – Appoint Kochenour, Earnest, Smyser & Burg to audit 2009 financial records** – A certified public accountant firm needs to be appointed to audit the 2009 records. On the motion of Jan Smith seconded by Dean Heffner, the Board approved the Resolution appointing Kochenour, Earnest, Smyser & Burg. Motion carried. Three votes yes.
- B. Mr. P. Smith stated that Christmas Tree Collection is scheduled for the week of January 4, 2010, the same day as regular trash collections and that all decorations must be removed and the trees should not be placed in plastic bags.

14. Unfinished Business

- A. Panorama Hills Pump Station update – There was no update.
- B. Joint Stormwater Drainage Study – There was no update. Mrs. Gunnet advised we are still waiting for the contract from the state.
- C. Proposed Open & Confined Burning Ordinance – Draft #5 – Mrs. Gunnet advised there was no update.
- D. Herre Bros. – Trench drains – There was no update. Per Mrs. Gunnet, Attorney Raush is still pursuing.
- E. Starview Drive detention pond – Mrs. Gunnet advised paperwork was sent to the Sheriff's office but she has not heard back from them with any dates.
- F. Possible rental of acreage – Mrs. Gunnet advised she has not heard from Mr. Dehoff.
- G. Regulations on Storage of Recreational Vehicles, Boats, Campers, Trailers and Trucks – Mr. P. Smith advised they would discuss this at a workshop to be held on January 11, 2010 along with the Personnel Policy.
- H. Change Order – eci – G-16 – Modification to stone release channel - \$6,565.05 – There was no update. Mr. P. Smith stated they are waiting until spring to see what happens.
- I. Request for Proposal – Township Engineer – The Board will hold interviews on Monday, January 11, 2010.
- J. Kendale force main – Mrs. Gunnet advised digging would begin this week on the force main to determine its actual depth. Mr. Heffner advised he would like to be notified when they dig.
- K. Revision of Personnel Policy – Mr. P. Smith advised that as previously stated this would be discussed at the workshop scheduled for Monday, January 11, 2010.

- L. Possible update of Fee Schedule – Mrs. Gunnet stated she felt that by using Stephanie Knaper as stenographer for the Zoning Hearing Board meetings we would be able to remain within our budget for the coming year. On the motion of Jan Smith seconded by Dean Heffner, it was decided that based on the fees provided the Zoning Hearing Board would begin using Stephanie Knaper as the assigned stenographer for their hearings. Motion carried. Three votes yes.
- M. Amendment to Building Permit Ordinance – There is no update.
15. Public Comment – There were no comments.
16. Supervisors Comment – Mr. Heffner requested that Windsor Township staff members provide ten questions that would cover their concerns that could be asked during the Engineer interviews. Neither Mr. P. Smith or Mr. J. Smith had any comments.
17. On the motion of Jan Smith seconded by Dean Heffner, the bills were approved. Motion carried. Three votes yes.
18. The meeting of the Windsor Township Board of Supervisors recessed at 7:30 p.m. until Monday, January 11, 2010 at 8:00 a.m. at which time Township Engineer interviews will be held. There will also be a workshop where the Personnel policy, the recreational vehicle storage issues as well as any other business will be discussed.

Respectfully submitted,

Jennifer L. Gunnet
Secretary

CITIZENS PRESENT

January 4, 2010

Vera Miller
Yvonne Emenheiser
Allen Emenheiser
Jill C. Heindel
Jim Wilson
Charles Silar
James Hess – YARPD

830 Marvell Drive York PA
1027 Hastings Boulevard York PA
1027 Hastings Boulevard York PA
1440 Bahns Mill Road Red Lion, PA
309 Larkin Drive Red Lion, PA 17356
1500 Windsor Road Red Lion, PA
33 Oak Street York, PA 17402