

WINDSOR TOWNSHIP BOARD OF SUPERVISORS

August 18, 2014

1. The meeting of the Windsor Township Board of Supervisors was called to order by Chairman Dean Heffner at 6:00 p.m.

Those present: Dean Heffner, Jo Anna Shovlin, Rodney Sechrist, Attorney Charles Rausch, John Klinedinst, Jennifer Gunnet, Jeremy Trout, Kipp Allison and Deanna Coble. See the attached list of citizens present.

2. The Pledge of Allegiance was recited.
3. Mr. Heffner informed that York Area Regional Police Officer, Corporal Michael S. Georgiou, had recently passed away unexpectedly. A moment of silence was held in his memory.
4. On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, the minutes from the July 21, 2014 meeting were approved. Motion carried. Three votes yes.
5. The following items of correspondence were presented:
 - 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. Mrs. Gunnet advised that she has received a letter from the York Health Foundation (VNA) thanking the Township for their donation.
 - C. Mrs. Gunnet advised that she has received a letter from the Red Lion Area Senior Center thanking the Township for their donation.
 - D. Mrs. Gunnet advised that she has received a letter from Kaltreider-Benfer Library thanking the Township for their donation.
 - E. Mrs. Gunnet advised that she has received a letter from the Red Lion Recreation Commission thanking the Township for their donation toward the fireworks.
 - F. Mrs. Gunnet advised that she has received a letter of response from Representative Stanley Saylor regarding HB 1708 which is a proposed amendment to the Municipal Pension Plan Funding Standard & Recovery Act. He noted that it still being reviewed and there is no date set for a vote yet.
 - G. Mrs. Gunnet advised that she has received the Audit Report for the Windsor Township Non-Uniformed Pension Plan for the period of January 1, 2011 to December 31, 2013 from Auditor General Eugene DePasquale. There were no findings.
 - H. Mrs. Gunnet advised that she has received notification from Comcast that they will be making multiple changes and additions to the basic and family tier plans effective September 9th.

6. Windsor Township Fire & Rescue Association - Chad Arnold and Rod Weitkamp were present. Mr. Arnold advised that the roofing has been put on the roof simulator and it is now complete. He noted that Mrs. Gunnet has received a copy of the new by-laws for the joint association with York Township. It will be forwarded to the solicitors for both Townships before being approved by the Board.

Mr. Arnold advised that there have been issues with Station 41, Wrightsville Fire Company, self dispatching to calls within the Township. He commented that stations within the Township have mutual agreements and follow the same protocol. He commented that the most recent occurrence was on July 8th. There was a dryer fire on Barachel Drive. Yorkana is first call department for this area. He stated that he has a copy of the transcript of the call from County Control.

Mr. Sechrist questioned how they can self dispatch. Mr. Arnold explained that the County does not know which companies have mutual agreements. Mr. Fromm added that by self dispatching, they are causing accountability issues.

Mr. Arnold stated that the Association is requesting that the Township send a letter to Wrightsville Borough and the Fire Company asking that they not self dispatch. It was the consensus of the Board to send a letter.

A. The next Fire Chiefs meeting will be held on August 28th at Station 19, Goodwill-Spry.

7. York Area Regional Police Department - Sergeant Good was present. He thanked the Board for having a moment of silence in memory of Corporal Georgiou. He commented that he was a great officer and they will miss him greatly.
 - A. Sergeant Good reviewed the monthly report for July. He commented that they have had issues with quite a few solicitors not obtaining permits recently. He reported that there has also been a large number of heroin overdoses within the last month across the municipalities covered by the Department. He informed Mrs. Gunnet that he would check with Sergeant Montgomery and Lieutenant Zech regarding the date for trick or treat. The Board has received the Monthly Report for July.

8. Emergency Management:

- A. Mr. Fromm advised that the Board has received the 1st Quarter 2014 report. He reviewed the mileage figures and meeting attendance.
- B. Mr. Fromm advised that he has prepared a new staff roster as he has added a member. George Sheffer has recently joined his staff. He commented that he has been involved with Dallastown Fire Company and is very knowledgeable.
- C. Mr. Fromm stated that his next meeting will be on August 20th and the Board has the minutes from the July 16, 2014 meeting.

- D. Mr. Fromm advised that Windsor Borough has a new Coordinator and approximately 5 members on his staff. He noted that he is helping him.
- E. Mr. Fromm advised that at Windsor Commons on October 4th from 10:00 a.m. to 1:00 p.m., the fire companies will be putting on a presentation as part of Fire Prevention week. He noted that he will also have a stand set up.
- F. Mr. Fromm stated that he will be giving a presentation on being "Storm Ready" at the Susquehanna Senior Center this fall.

9. Solicitor:

- A. 406 Boyd Drive - Update - Attorney Rausch advised that the house has been vacated. They were to drop the keys off at the Township Office today but that did not occur. The locks will be changed. Mrs. Gunnet stated that she was not in the house but by looking in the windows she saw that there was some broken glass in a room and a couch but there did not appear to be any holes in the walls.

10. Township Engineer:

- A. **Cranberry Lane/Dietz Road Sewer Main Extension - Engineering Proposal - Mr. Klinedinst** advised that they have prepared a engineering proposal for the sewer extension that covers through construction. The proposal is in the amount of **\$226,195**. The estimated cost for the project is just shy of \$1,000,000 and the construction is slated for May through November of 2015. **On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, the Board approved the proposal. Motion carried. Three votes yes.**
- B. **Burkholder & Delta Road Pump Station Rehabilitation - Engineering Proposal - Mr. Klinedinst** advised that he has prepared proposals for the upgrades to both Burkholder Road and Delta Road pump stations. He stated that the proposal for the **Burkholder Road** station is in the amount of **\$37,500** and does include site design. The proposal for **Delta Road** is in the amount of **\$60,200**. He commented that it is more because this will be almost a complete reconstruction. The wet well will need to be enlarged. It may also be necessary to acquire an additional easement. **On the motion of Dean Heffner seconded by Rodney Sechrist, the Board approved the proposals. Motion carried. Three votes yes.**

11. Public Works:

- A. Mr. Heffner advised that the Board has received the monthly report for August. There were no questions.
- B. **Freysville & Lombard Roads - Drainage problem - Update - Mr. Trout** advised that PennDOT and the Township have come to an agreement to install a new drain pipe that will tie into an existing pipe. PennDOT will provide the equipment, a laborer and a flagman. The Township would need to provide a laborer and the pipe. Since this pipe will be a parallel pipe,

the Township will be responsible for maintaining it in the future. Mrs. Shovlin questioned the cost. Mr. Trout stated that the pipe will cost approximately \$600 plus the cost for the labor.

Mr. Heffner asked the purpose of the existing drain that sits above grade. Mr. Trout stated that he does not think it was intended to be as a drain but rather as a junction. Discussion ensued on the flow of water in this area. Mr. Heffner commented that if we work with PennDOT they are not requiring permits. He questioned if we could ask them to provide all the labor. Mr. Trout commented that since this will be our pipe, he wants to make sure it is installed correctly. **On the motion of Dean Heffner seconded by Rodney Sechrist, the Board approved the required Agreement with PennDOT. Motion carried. Three votes yes.**

- C. **Sewer Maintenance Bid** - Mrs. Gunnet advised that the bid results are attached to the Board's agenda. The low bidder is Sewer Specialty Services. They have been the contractor the past several years. **On the motion of Rodney Sechrist seconded by Jo Anna Shovlin, the Board awarded the bid to the low bidder. Motion carried. Three votes yes.**
- D. **Elimination of Beaverson Pump Station** - Mr. Trout advised that he has been working with Paul Gross of Buchart Horn. Mrs. Gunnet noted that Attorney Rausch has prepared a draft agreement with Springettsbury Township. The work is broken down into sections and the cost is based on percentages for each Township. Attorney Rausch advised that there will be a meeting held to go over the agreement. Mrs. Gunnet stated that Springettsbury Township would like to administer the project. The Board agreed for this to occur. She added that in the future an upgrade may be necessary to one of Springettsbury Township's pump stations and we may need to pay a portion of the cost.
- E. **Water Termination for delinquent sewer:**
1. **Ordinance No. 2014-08-02 - Amendment to Sewer Ordinance**
 2. **Shut-Off Agreement with York Water Company**
 3. **Addendum to Shut-Off Agreement with York Water Company**
 4. **Shut-Off Agreement with Red Lion Municipal Authority**
 5. **Resolution No. 2014R-08-02 - Amendment to Fee Schedule**
- Mrs. Gunnet advised that an amendment to the Sewer Ordinance is required to add language for water termination. A Shut-Off Agreement is required with York Water Company. An addendum to the Agreement is also required to have the water company post the properties and send the letters. A Shut-Off Agreement is also required with the Red Lion Municipal Authority. However, they will not handle the postings or letters. She stated that Resolution No. 2014-R-08-02 has also been prepared to amend the Fee Schedule to add the costs for the procedures. Attorney Rausch advised that the water companies can assess a fee to us for lost revenue. Mrs. Gunnet added that she is not aware that either company has done this in the past. **On the motion of Rodney Sechrist seconded by Jo Anna Shovlin, the Board approved Ordinance No. 2014-08-02 for the Amendment to the Sewer Ordinance, the Agreements with the York Water Company and Red Lion Municipal Authority, including the addendum with the York Water Company and Resolution No. 2014R-08-02 for the amendment to the Fee Schedule. Motion carried. Three votes yes.**

- F. GIS Services - Mr. Allison advised that the Board has received a memo from him regarding GIS services. Mr. Heffner commented that he went through previous budgets and it appears that \$231,000 has been spent on GIS services over the past several years. Mrs. Gunnet noted that even though it was budgeted, the funds may not have been spent. She stated that she can get the actual figures.

Mr. Heffner questioned what the Township has received for the money spent. Mr. Allison explained that the Township has all the data that was collected. However, HRG has stopped hosting the site so it is not viewable. C.S. Davidson can host the site and pull over all the data that was obtained by HRG.

Mrs. Shovlin commented that when the site was hosted by HRG, the Township was able to edit the information. She questioned how this would be affected and expressed that the editing capability should only be available to a few people. Mr. Allison advised that the Township will be able to edit the information as before and actual changes to the parent data will only occur once or twice a year. A separate working document is what will be viewed and corrected on a regular basis.

There was discussion on how the program works, what information is available and what mapping has been completed. Mr. Allison stated that the program can be used for many different applications including sewer, zoning, fire hydrants and signage.

Mr. Allison advised that the proposal from C.S. Davidson is **\$60,500** which includes the transfer and setup and mapping of signage. Mrs. Gunnet noted that the Township will not have licensing fees with C.S. Davidson, only storage fees. She commented that between all the funds, there is \$60,300 budgeted in 2014. Mrs. Shovlin advised that this is a good opportunity. Mr. Heffner added that the signs need to be inventoried anyway.

On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, the Board approved the proposal with C.S. Davidson for GIS services. Motion carried. Three votes yes.

- G. **Mailbox policy** - Mrs. Gunnet advised that the Township currently has a policy that we will pay \$25 toward the replacement of a mailbox if the plow physically hits it. With the large amount of snow this past winter, there were numerous mailboxes that needed to be checked. Most that were damaged were due to the weight of the snow. She noted that this topic had been discussed at a Manager's Meeting and some municipalities are no longer reimbursing for damaged mailboxes. She questioned if the Board would like to consider changing the Township's policy. **On the motion of Rodney Sechrist seconded by Dean Heffner, the Board decided that there will no longer be reimbursement for damaged mailboxes. Motion carried. Three votes yes.**
- H. Wise Avenue Sewer Extension - Update - Mrs. Gunnet advised that she has been informed by the York County Planning Commission that the grant funds are now available and the Wise Avenue Sewer Extension project can proceed. The bid has already been approved but the

contracts need to be signed. The work will begin at the end of September and conclude in October.

12. Other Business:

- A. Mr. Heffner advised that the Board has received the Zoning Report for July. A copy is available for review.
- B. Mr. Heffner advised that the Board has received the Manager's Report for July. There were no questions.
- C. Mr. Heffner advised that the Board has received the Dog Officer's Report for May. A copy is available for review.
- D. Mr. Heffner advised that the Board has received a copy of the Engineering Transition Report for August.
- E. Mrs. Gunnet advised that she would like to add Codorus Valley Financial Advisors as an additional depository. They use a Clearinghouse called Pershing LLC. She explained that they are a division of Peoples Bank but are separate. They are a broker similar to Morgan Stanley and Janney Montgomery Smith. **On the motion of Dean Heffner seconded by Jo Anna Shovlin, the Board approved adding Codorus Valley Financial Advisors to the list of depositories. Motion carried. Three votes yes.**
- F. Dates for Pre-Budget and Budget Workshops - After discussion, it was decided that the Pre-Budget workshop will be held on Tuesday, October 7th at 6:00 p.m. and the Budget workshop will be held on Monday, November 3rd at 6:00 p.m.
- G. Telephone system quotes - Mrs. Gunnet advised that the Board has received two quotes for a new telephone system. The quote from Emulous Communications is \$10,583 and Morefield Communications is \$12,875. She stated that Emulous services our current phone system and the new phones would be similar. **On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, the Board approved to purchase a new telephone system through Emulous Communications. Motion carried. Three votes yes.**
- H. **Chesapeake Bay Pollutant Reduction Plan Update:**
 - 1. **Ordinance No. 2014-08-01 - Execution of Intergovernmental Agreement for the implementation of the York County Regional Chesapeake Bay Pollutant Reduction Plan**
 - 2. **Resolution No. 2014R-08-01 - Municipal Election to Opt-In - York County Regional Chesapeake Bay Pollutant Reduction Plan**(Discussed after 7:00 p.m.) Mrs. Gunnet advised that a Resolution is required to participate in the York County Regional Chesapeake Bay Pollutant Reduction Plan. She commented that the cost to the Township will be \$5,598 each year for a 5 year period. **On the motion of Dean**

Heffner seconded by Jo Anna Shovlin, the Board approved Resolution No. 2014R-08-01. Motion carried. Three votes yes.

An Intergovernmental Agreement is also required to be approved by an Ordinance due to this being a joint project. **On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, the Board approved Ordinance No. 2014-08-01. Motion carried. Three votes yes.**

The Board appointed Kipp Allison as the representative and Jennifer Gunnet as the alternate.

- I. Mr. Heffner advised that an Executive Session will be held after the meeting to discuss contract negotiations with the York Area Regional Police Officers Association.

13. Unfinished Business:

- A. Panorama Hills Pump Station – Update - Mrs. Gunnet advised that the NPDES Permit has been issued by the York County Conservation District. She stated that a permit is also needed from PennDEP. However, a possible habitat for bog turtles has been discovered and an analysis needs to be done. No construction will be permitted in that area before October 1st and a 300' buffer must be maintained for work done prior to October 1st.

Mrs. Gunnet advised that the sewer main is going to be relocated outside of the wetland area and an additional easement is needed across the Buser property. The Busers have agreed and have signed the new easement agreement. They are requesting reimbursement for crop damage in the amount of \$4,000 and would like the manholes to be buried 2' so that they can farm overtop. Attorney Rausch advised that if the Township would need to access those manholes in the future, there is a formula to calculate a fee for crop damage.

Mrs. Gunnet advised that a portion of Dietz Road is closed. There are trucks coming in and out of the site and it is closed for the safety of the workers. The Red Lion Area School District is aware of the closure. Abel is going to try to work with the bus drivers to allow them through this section, if possible. However, once the road is open cut, it will be impassable.

Mrs. Gunnet noted that 54% of the blasting allowance has been used but only 47% of the project is complete.

On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, the Board approved the easement agreement for the Buser property, including \$4,000 reimbursement for crop damage. Motion carried. Three votes yes.

- B. Summer meeting schedule – Mrs. Gunnet advised that the next Board meeting will be held on the third Monday of September.
- C. **Resolution #2014R-08-03 - Amendment to Personnel Policy - Sick Leave** - Mrs. Gunnet advised that an amendment regarding the amount of sick leave provided to each employee has

been prepared. The Board has received a copy. **On the motion of Dean Heffner seconded by Jo Anna Shovlin, the Board approved the Resolution. Motion carried. Three votes yes.**

14. Public Comment – Mr. Heffner noted that if speakers do not wish to have their address recorded, they must state this when speaking. There was none.
15. Supervisors Comments – Mr. Heffner asked the Board if they had any comments. Neither Mrs. Shovlin nor Mr. Sechrist had any. Mr. Heffner did not have any comments either.
16. On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, the bills were approved. Motion carried. Three votes yes.
17. The meeting of the Windsor Township Board of Supervisors adjourned into an Executive Session at 7:47 p.m. to discuss contract negotiations.

Respectfully submitted,

Jennifer L. Gunnet
Secretary

CITIZENS PRESENT

August 18, 2014

Vera Miller

Elmer Fromm

Sergeant Joel Good

Roberta Zimmerman

Gene Zimmerman

Rod Weitkamp

Chad Arnold

Scott Seaks

Phillip Brath

50 Oak Drive Red Lion PA

York Area Regional Police Department

Red Lion PA

Red Lion PA

Yorkana Fire Company

Felton Fire Company

951 Wise Avenue Red Lion PA

ARRO Consulting