

WINDSOR TOWNSHIP BOARD OF SUPERVISORS
September 15, 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. On the motion of Rodney Sechrist seconded by Jo Anna Shovlin, the minutes from the August 18, 2014 meeting were approved. Motion carried. Three votes yes.
4. 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 Pennsylvania Department of Environmental Protection notifying that they have awarded an Act 101 Recycling Performance Grant in the amount of \$20,999 for the 2012 calendar year. She noted that the check has already been received.
 - C. Mrs. Gunnet advised that the Annual Convention for the York County Association of Townships of the Second Class will be held on Thursday, November 13th at Heritage Hills. She asked the Board to let her know if they would be attending so she can RSVP.
 - D. Mrs. Gunnet advised that she has received a letter from the Public Employee Retirement Commission informing that a study was completed on the Township's pension plan based on Act 205 and it has been determined that the plan is not distressed.
 - E. Mrs. Gunnet advised that she has received a letter from the Federal Emergency Management Agency regarding proposed flood hazard determinations. She stated that a public comment period is now open. Mr. Allison noted that he sent a letter to property owners who now have a flood plain on their property.
5. Windsor Township Fire & Rescue Association - No one was present.
6. York Area Regional Police Department - Sergeant Schollenberger was present. He reviewed the report for August. There were no questions for him.
7. Nedra Rank - Red Lion Senior Center - Ms. Rank provided information on the Senior Center to the Board. She explained that the Center provides fellowship and activities, as well as lunch, for older citizens. The center is open Monday through Friday, 7:30 a.m. to 2:30 p.m. She reviewed the services that they offer as well as other statistics. She thanked the Board for their financial support. She noted

that 4% of their budget comes from municipal support and 21% of the visitors are from Windsor Township.

8. **Jason & Amy Seitz - 420 Sterling Drive - Fence in Stormwater Easement** - Mrs. Seitz advised that the Board had received information from them regarding their request to place a fence within a stormwater easement. She stated that they are also willing to consider other options that the Board may have. Mrs. Shovlin commented that in the information that Mr. Allison had provided to the Board, it was noted that there is a pipe located within the easement. Mr. Allison explained that based on the profiles, he estimates that the pipe is 3' below ground. However this figure could be different if they needed to adjust onsite during construction. He advised that it could be possible that the pipe would be affected by either being struck or the ground settling.

Mrs. Shovlin noted that the Seitz's proposed fence has sleeves for removal of the fence and questioned how deep they are. Mrs. Seitz stated that she did not know but could find out from their contractor.

Mr. Allison advised that when items have been placed within an easement in the past, it has caused conflicts. Mr. Klinedinst added that the purpose of an easement is to provide clear and open access. Mrs. Seitz stated that they were not aware that there was an easement on their property until they applied for the Building Permit.

Mrs. Seitz advised that they are willing to sign an agreement stating that any cost associated with removal of the fence will be their responsibility and if they sell the property that they will remove the fence.

After discussion, it was the consensus of the Board to deny the request to place the fence within the stormwater easement as it would set a precedence.

9. **Todd Fisher - Exemption from OLDS - 665 Bahn's Mill Road, Red Lion** - Mr. Fisher advised that the Board has received information from him and he provided them with additional pictures. He explained that he has a basement bathroom and due to this, the access port would be approximately 9' deep. Ken Joines currently pumps the system and has had no problems. Mr. Allison stated that he has spoken with Mr. Poe regarding the situation and the Board has the authority to grant an exemption on a site specific basis. **On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, the Board granted an exemption from the OLDS Ordinance for the installation of an access port for Todd Fisher. Motion carried. Three votes yes.**
10. Windsor Township Fire & Rescue Association - Eric Myers arrived. He stated that he did not have anything to report. He questioned if the Board had received a response from Station 41. Mrs. Gunnet advised that she did not. He noted that Station 41 is a backup station for Laurel Fire Company so they may be in the Township, but would be dispatched by 911.

A. The next Fire Chief's meeting will be held on September 25th at Red Lion.

11. Emergency Management:

- A. Mr. Fromm advised that the Board has received minutes from his staff meeting on August 20th. The next meeting will be held on September 24th.
- B. Mr. Fromm advised that he had ordered Emergency Preparedness Brochures and provided each Board member with one. Mrs. Shovlin questioned if she could have some extra booklets to keep at Representative Saylor's Office. Mr. Fromm noted that he will see that she gets some.
- C. Mr. Fromm advised that as part of Fire Prevention week, they will have a stand set up in conjunction with the fire companies at Windsor Commons on October 4th from 10:00 a.m. to 1:00 p.m.
- D. Mr. Fromm stated that he is still looking to hold a weather safety seminar at the Red Lion Senior Center.

12. Solicitor:

- A. 406 Boyd Drive - Update - Attorney Rausch advised he has done research and found that the timeframe to reclaim the property by paying off the debt is valid for 9 months from the date the deed was recorded. This means the timeframe expires in March of 2015. He commented that he doubts there would be much interest in the property if it was sold with the clause that it could be bought back.

Mrs. Gunnet questioned if an appraisal would need to be done prior to selling. Attorney Rausch stated that he did not believe an appraisal would be necessary. Vera Miller questioned if it could be listed with a realtor and the funds put toward the Cranberry Lane sewer extension. Attorney Rausch stated that the property could only be sold at a public auction or by sealed bids. Mr. Heffner added that any profit that is made would be put toward a Community Center. He stated that he would like to have it auctioned.

Mr. Trout noted that there are repairs that are needed and questioned if the Board is interested in fixing the water leak or trying to clean it. He added that he feels it is important to determine if the heating unit works. Mrs. Gunnet noted that some work will be done to the home to make sure it is secure. Mrs. Shovlin advised that aside from the security repairs to keep the property as is and it can be reevaluated in January. Lynn Cheeseman questioned if the York VoTech students still do projects that this may qualify for. Mrs. Gunnet advised that she will check into that option.

Mrs. Gunnet commented that in the past, the Township had used Brad Smith as the auctioneer and questioned if they would like to use his services. The Board agreed to use Brad Smith.

13. Township Engineer:

- A. **Cranberry Lane/Dietz Road Sewer Main Extension - Date for walk through** - Mr. Klinedinst advised that they would like to set up a site walk through. After discussing several dates, it was determined that it would be held on September 22nd at 9:00 a.m.

14. Public Works:

- A. Mr. Heffner advised that the Board has received the monthly report for September. There were no questions.
- B. **Felton Borough - Purchase of salt and anti-skid** - Mrs. Gunnet advised that Felton Borough has requested to purchase salt and anti-skid from the Township. She stated that they cannot qualify for the State contract because they cannot purchase enough since they do not have an area to store it. By purchasing from the Township, it is a savings for them since they do not have to purchase at a higher rate. Currently the Township has a similar agreement with Windsor Borough. Felton Borough would pickup and track their loads and the Township would bill them annually. The Board agreed to allow Felton Borough to purchase salt and anti-skid from the Township.
- C. **Payment applications: Pleasant Grove Pump Station - #1 - \$67,224.59 & Zimmerman Pump Station #1 - \$66,158.99** - Mrs. Gunnet advised that the Township Engineer is recommending approval of payment application #1 for both the Pleasant Grove Road and Zimmerman pump stations. **On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, the Board approved the payments. Motion carried. Three votes yes.**
- D. **Elimination of Beaverson Pump Station - Update** - Mrs. Gunnet advised that Attorney Rausch has prepared another draft agreement. She stated that Springettsbury Township would like to run the project. She noted that Springettsbury Township is requiring the Township to pay a tapping fee which is based on the construction cost and the projected flow. It will be a one time payment in the amount of \$382,152.48. Mr. Klinedinst commented that this rate may be less than the number of EDUs multiplied by the tapping fee. The information will be reviewed by C.S. Davidson.
- E. **Propane Bid results** - Mrs. Gunnet advised that the bid results are attached to the Board's agendas. The low bidder is **Aero Energy at a rate of 1.689**. The rate last year was 1.776. On the motion of Dean Heffner seconded by Jo Anna Shovlin, the Board awarded the bid to the low bidder. Motion carried. Three votes yes.
- F. Mr. Heffner commented that he was not satisfied with the road chipping that was done. Mrs. Gunnet noted that they have documented the issues and will not use this contractor in the future.
- G. Mr. Heffner questioned if the shut off valves on the mains are being exercised. Mr. Trout stated that they are. Mr. Heffner requested that he receive a maintenance report.

15. Other Business:

- A. Mr. Heffner advised that the Board has received the Zoning Report for August. A copy is available for review.
- B. Mr. Heffner advised that the Board has received the Manager's Report for August. There were no questions.

- C. Mr. Heffner advised that the Board has received a copy of the Engineering Transitional Report for September.
- D. Mrs. Gunnet advised that the Board has received a copy of the Proposed 2015 Budget for the Windsor Area Recreation Commission. They are proposing a 1% increase. The Board did not have any questions.
- E. "Communities of Distinction" - Mrs. Gunnet advised that she had received a phone call from an associate producer for the television show called "Communities of Distinctions". They stated that they would like to feature Windsor Township. She commented that she had a telephone conference with the associate producer and she and Mr. Heffner had another conference with a producer. It was then that they informed that there is a fee of \$19,000 to air the show. So she told them no thank you as the Township does not have anything to gain since we do not have a tourism industry. The Board agreed with her decision.
- F. Mrs. Gunnet advised that a bond was submitted as security for Wisheaven Condominiums. A Site Improvement Agreement is required. The work has not been completed and they are requesting a one year extension. **On the motion of Dean Heffner seconded by Rodney Sechrist, the Board granted a one year extension of the Site Improvement Agreement for Wisheaven Condominiums. Motion carried. Three votes yes.**
- G. 2015 Minimum Municipal Obligation - Police Pension Plan & Non-Uniform Pension Plan - Mrs. Gunnet advised that each September, this must be presented to the Board but no action is necessary. She stated that the Police Pension will be \$0 for 2015. The Township's Non-Uniform Pension amount is estimated to be \$12,000 higher. The figures are based on salaries which were inflated due to the large amount of overtime paid for the winter storms. State Aid is expected to be \$62,000.
- H. Mr. Heffner advised that an Executive Session will be held after the meeting to discuss contract negotiations.

16. Unfinished Business:

- A. Panorama Hills Pump Station – Update & Security System - Mrs. Gunnet advised that there were no bog turtles found on the site so the Township should receive a clearance letter from the consultant within the next week. She noted that the road crossing on Dietz Road has also been completed and has been reopened. Freysville Road will be closed in approximately two weeks. She stated that a large amount of rock has been found on the Dietz farm. Abel is anticipating completion of the project in early 2015.

Mrs. Gunnet advised that a security system at the pump station was discussed during the design phase as an option. She questioned if the Board is interested in having one installed. Mr. Klinedinst recommended that the station have a locking door and fencing but does not feel a security system is necessary. The Board agreed.

B. Proposed change to meeting schedule – It was the consensus of the Board to cancel the meeting scheduled for October 6th. The next meeting will be held October 20th.

17. 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.

18. Supervisors Comments – Mr. Heffner asked the Board if they had any comments. Mr. Sechrist did not have any.

Mrs. Shovlin advised that a meeting will be held on September 18th with the York County delegation to discuss Act 89. She stated that they wanted someone at the municipal level to speak but it is a conflict for her. She commented that she contacted Mr. Klinedinst and he has agreed to speak on our behalf. She added that he has been very active with Act 89.

Mrs. Shovlin advised that the family of Daniel Zerbe approached Red Lion Borough requesting to have a bridge named in his honor. She explained that Mr. Zerbe was a member of the Air Force and was killed in action while serving in Afghanistan. She stated that she feels that Windsor Township should have a bridge named for him since he was a resident of the Township and his parents still live in the Township. She asked that Mrs. Gunnet choose a bridge and she will contact the family to let them know. A dedication will then be held. Mr. Klinedinst recommended that a sign be erected rather than a plaque as they have found that the plaques are being vandalized for their metal.

Mr. Heffner did not have any comments.

19. On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, the bills were approved. Motion carried. Three votes yes.

20. The meeting of the Windsor Township Board of Supervisors recessed into an Executive Session at 7:23 p.m. to discuss contract negotiations. The meeting will reconvene on Tuesday, October 7, 2014 at 6:00 p.m. at the Windsor Township Office for a Pre-Budget Workshop.

Respectfully submitted,

Jennifer L. Gunnet
Secretary

CITIZENS PRESENT

September 15, 2014

Nedra Rank
Vera Miller
Elmer Fromm
Ken Joines
Todd Fisher
John & Lynn Cheeseman
Jason & Amy Seitz
Sergeant Ken Schollenberger

117 Dixie Drive Red Lion PA
50 Oak Drive Red Lion PA
440 Dull Road Felton PA
665 Bahn's Mill Road Red Lion PA
910 Cranberry Lane York PA
420 Sterling Drive Red Lion PA
York Area Regional Police Department