

WINDSOR TOWNSHIP BOARD OF SUPERVISORS

March 20, 2017

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.

2. The Pledge of Allegiance was recited.
3. On the motion of Rodney Sechrist seconded by Jo Anna Shovlin, the minutes from the February 20, 2017 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 Community Reach, Inc. She stated that they were previously Red Lion Area Community Services and have recently changed their name. She read over the rules and objectives of the organization.
  - C. Mrs. Gunnet advised that she has received a copy of a letter from Norma Lingenfelter, 2052 Faversham Way, that was sent to PennDOT requesting improvements to the Route 24/Windsor Road intersection. She stated that Ms. Lingenfelter believes that for safety concerns, there should be a signal light installed at this intersection. It was noted that a traffic study was previously performed at this intersection and the possible installation of a roundabout had been discussed. The improvements at the Longstown intersection had not been completed at that time. Mrs. Shovlin requested that Mrs. Gunnet contact Jason Bewley and Mike Keiser at PennDOT for an update on the status and then follow up with Ms. Lingenfelter.
  - D. Mrs. Gunnet advised that she has received notification from Comcast informing that they have removed the Esquire channel effective March 14th.
5. Windsor Township Fire & Rescue Association – Scott Gingerich was present. He did not have anything to report.
  - A. Mr. Heffner advised that the next Fire Chiefs meeting will be held on April 27th at Dallastown.
  - B. Mrs. Gunnet advised that she has received a request from the fire companies that the Township implement an Ordinance to enforce fines against a property for false alarms. She stated that she contacted the police department to find out if they track this information. They informed that they do not currently do this but they could. Mr. Gingerich stated that the fire companies can track this information.

C. Mrs. Gunnet advised that Yorkana Fire Company is requesting that that their box alarms be changed to have Rescue 38, Rescue 36 and EMS dispatched for entrapment calls. In order for the County to make the change in their system, approval is needed from the Board. It was the consensus of the Board to make the changes as requested.

Mr. Sechrist commented that there have been several calls for gas leaks where multiple trucks have responded. He questioned the necessity of this.

D. Act 172 Update - Mrs. Gunnet advised it had been previously discussed for the Fire Chiefs to come up with a list of criteria that would need to be met in order to qualify but now DCED is working on a list so PSATS is recommending that the municipalities hold off on this until it is completed.

6. York Area Regional Police Department - Sergeant Joel Good was present. He reviewed the report for February, noting that the Township is 35 hours short. He added that Officers Eckert and Casey are finishing their training and will be on a one year probation.

Mrs. Shovlin questioned if they find that people do not abide by the snow emergency. Sergeant Good advised that the Lieutenant had sent out information making the officers aware of the situation. Mrs. Gunnet acknowledged that it was also on the Department's website that there was a Snow Emergency in effect for the Township.

Mrs. Shovlin stated that he saw that the officers had apprehended two robbers and congratulated them on their good work.

A. The monthly report for February is available for review.

7. Solicitor - Attorney Rausch advised that he did not have anything to report.

8. Township Engineer:

A. Mr. Klinedinst advised that he discovered that Windsor Borough had granted preliminary plan approval for the Walnut Creek development that will connect to First Street in the Township. There had been previous discussion about eliminating the Windsor Manor Pump Station in conjunction with this development. He stated that it appears that this is feasible. He stated that the only issue is that the connection point is in a future phase of the development.

Mr. Trout commented that there is work that needs to be done to the pump station and does not want to spend a lot of money on it if it is going to be phased out. Mr. Klinedinst stated that it could be 10 years before they get to this phase. Mrs. Gunnet questioned when updates were to be made to this station. Mr. Trout advised that it has been pushed back and they do have spare parts from stations that were previously replaced. He questioned if the Township could run the main and have the developer pay the Township. Mr. Klinedinst agreed that this could be a possibility. The Board approved for Mr. Klinedinst to explore this idea.

9. Public Works:

- A. Mr. Heffner advised that the Board has received the monthly report for March. There were no questions.
- B. East York Interceptor Upgrade (Beaverson Pump Station Elimination) - Bid results - Mrs. Gunnet advised that the bid results are attached to the Board's agenda. She informed that a force main was not located on the original drawings and it is 5' or less from the gravity line. Since the pipe is approximately 40 years old, Springettsbury Township would like to replace the line at the same time as this project since the trench will already be open. An alternate bid was done for this. The low bidder for the project is Anrich, Inc. with a bid of \$1,843,063. The Alternate bid was an additional \$395,000.

Mrs. Gunnet explained that the Agreement with Springettsbury Township states that the Township is responsible for 12.3% of any necessary repairs, expansion or upgrade. After discussions with the Springettsbury Township Public Works Superintendent and review of the higher bids, she stated that she feels that it would likely be cheaper to do it in conjunction with this project.

**On the motion of Rodney Sechrist seconded by Jo Anna Shovlin, the Board awarded the Bid with Alternate #1 to Anrich, Inc. Motion carried. Three votes yes.**

- C. Mrs. Gunnet advised that a Snow Emergency was declared on Monday, March 13, 2017. It went into effect at 9:00 p.m. on Monday and ended at 12:00 p.m. on Wednesday, March 15th. Charges were filed for vehicles parked on the street and for unshoveled sidewalks. It was noted that all sidewalks must be maintained regardless of whether they are public or private.
- D. Stone/Blacktop Bid Results - Mrs. Gunnet advised that the bid results are attached to the Board's agenda. She commented that the low bidder for **blacktop is Highway Materials**. The low bidder for **stone is County Line Quarry**. On the motion of Dean Heffner seconded by Rodney Sechrist, the Board awarded the bids to the low bidder. Motion carried. Three votes yes.
- E. Purchase of tilt trailer - On the motion of Dean Heffner seconded by Rodney Sechrist, the Board approved the purchase of a tilt trailer. Motion carried. Three votes yes.

10. Other Business:

- A. Mr. Heffner advised that the Board has received the Zoning Report for February. There were no questions.
- B. Mr. Heffner advised that the Board has received a copy of the Township Manager Report for February. There were no questions.
- C. Mr. Heffner advised that the Board has received a copy of the Animal Control Officer Report for February. There were no questions.

- D. Mr. Heffner advised that the Township will be holding an Electronics Recycling collection on Saturday, April 1st from 9:00 a.m. to noon at the Public Works Building. It will be open to Township residents only.
- E. Windsor Area Recreation Commission - Donation of truck - Mr. Heffner advised that Mr. Sechrist has donated a truck to WARC. On behalf of the Board, Mrs. Gunnet presented Mr. Sechrist with a replica of a red truck as a token of appreciation for his donation. She added that WARC was able to sell the van for \$700.
- F. Possible policy change - Acceptance of official checks as surety - Mrs. Gunnet advised that the Township has accepted official checks as a method for the posting of surety for small projects. She informed that recently she has run into a problem because the banks have different policies on how long they are valid. She stated that she is currently trying to cash some of the checks and they are now listed as unclaimed funds. She suggested that the Township still continue to allow official checks to be posted but they would be deposited into an Escrow account and tracked on a spreadsheet. The Board agreed to this.
- G. Mr. Heffner advised that a public meeting will be held on Monday, March 27th at 7:00 p.m. at the Township Office to discuss the proposed Community Center.
- H. Peoples Bank - Act 72 compliance - Letter of Credit - Mrs. Gunnet advised that the bank is required to provide proof of collateralization for funds in excess of \$250,000. She stated that Peoples Bank would like to loan more funds and are proposing to post a Letter of Credit in the Township's name in the amount of \$10,000,000 to meet this requirement. The amount would be adjusted annually as needed. She asked if the Board is agreeable to this. Attorney Rausch advised that this is an acceptable method. It was the consensus of the Board to allow for this.
- I. Purchase of recycling carts with lids and wheels - Mrs. Gunnet advised that the recycling carts have been ordered and should be shipped by the end of the week with delivery in April. She stated that at the last meeting the Board had decided that all new construction would receive the cart free of charge. She stated that after discussions in the office, it was expressed that this could cause issues between existing residents having to pay a fee and new construction in the same neighborhood receiving it at no charge. The Board agreed and it was the consensus that all properties would have to pay for the new recycling cart.
- J. HVAC System repairs - Mrs. Gunnet advised that the HVAC system at the Township Office has recently required some repair work. She stated that Mr. Heffner was present at the office when the technician was explaining the issues. Mr. Heffner stated that the system is aging and it is difficult to find parts and the valves need to be updated. Mrs. Gunnet advised that as they malfunction, they are being replaced. She cautioned that the Board may see high expenditures for these updates.
- K. Liability/Property/Auto/Workmen's Comp Insurance Renewal - 3/2017 to 3/2018 - Mrs. Gunnet advised that the insurance policy for March 2017 to March 2018 has been received and it is

\$1,095 less than the previous year. She added that the Township has also received a dividend from the Workers Compensation insurance policy in the amount of \$12,392.16.

- L. 2018 York County Regional Pollutant Reduction Plan - Mr. Allison advised that a Steering Committee meeting was held on February 24th. At the meeting, potential projects were discussed. Under the next 5 year permit cycle, there must be a reduction of 2.5 million pounds. It is unknown how changes by the Federal Government will impact this. He advised that there will be a substantially large increase from the current \$5,500 annual fee.
- M. Milner Heights detention pond - Update - Mr. Allison advised that the York County Chesapeake Bay Pollution Reduction Plan Committee had awarded full funding in the amount of \$65,000 for the Milner Heights detention pond upgrade. It was later discovered that the York County Planning Commission had an accounting error which is resulting in a decrease in funding for each project. The amount now awarded is \$58,044. He stated that they are going to see if any funding is available through the Master Watershed Stewardship Program. If not, when split with Red Lion Municipal Authority, the Township's share will be \$3,478. There are funds allocated in the budget.
- N. Mrs. Gunnet advised that the Board has received a copy of the 2016 Employee Training Report.
- O. Purchase of laptop - Mrs. Gunnet advised that she has received a quote in the amount of \$1,124 for the purchase of a laptop for herself. There was \$1,300 budgeted for the purchase. **On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, the Board approved the purchase of the laptop. Motion carried. Three votes yes.**
- P. Red Lion Area School District - Removal of school zone flashers on Windsor Road, Route 74 and Route 124 - Mrs. Gunnet advised that the Red Lion Area School District would like to remove the school zone flashers on Windsor Road, Route 74 and Route 124 because there are no students walking along these roads to school. She stated that she had Chief Damon look into this and he determined that it would be acceptable to have the flashers removed. Because the permit is in the Township's name, it needs to be signed off by the Board in order to send the request to PennDOT. Mrs. Shovlin questioned if it has been received in writing that there are no walkers. Mrs. Gunnet advised that it has been. **On the motion of Rodney Sechrist seconded by Dean Heffner, the Board authorized for the school zone flashers to be removed on Windsor Road, Route 74 and Route 124. Motion carried. Three votes yes.**
- Q. Mr. Heffner advised that Community Volunteer Day will be held on Saturday, April 29, 2017 from 9:00 a.m. to 1:00 p.m. at Freysville Park.
- R. Mr. Heffner advised that the April 3, 2017 Board meeting will be cancelled.
- S. Board room table - Update - Mrs. Gunnet advised that she spoke with Mr. McBrien and they have found a vendor for the countertop and are still working on it.

- T. Mr. Heffner advised that an Executive Session will be held after the meeting to discuss contract and personnel matters regarding the York Area Regional Police Department.

11. Unfinished Business:

- A. Fire Tax - Possible millage rates - Mrs. Gunnet advised that at the last meeting there had been discussion as to the limitation for use for the Fire Tax funds. She stated that York Township does not have any specific criteria. North Hopewell Township requested that Felton Fire Company not do a membership drive but they did anyway.

Mrs. Gunnet advised that the Board has information on the potential funds collected based on various millage rates. Mr. Shovlin questioned if this tax would be in addition to the funds already allocated in the budget. Mrs. Gunnet stated that it would.

There was discussion on how the funds would be allocated to the companies. Under the current disbursement rates, Red Lion receives 23%, Dallastown 7%, Yoe, Windsor and Yorkana 20% each and Felton 10%. These percentages were originally set by the fire companies. She noted that these percentages would change if Dallastown was removed. Based on the Mutual Aid Agreement, Dallastown would still be required to respond to emergencies.

Mrs. Shovlin questioned if the funds could be disbursed based on the number of calls to that company. Mrs. Gunnet stated that it could be done that way. Mr. Allison stated that it could be based on the area for each station's first due calls.

Mrs. Shovlin questioned the millage rate for other municipalities. Mrs. Gunnet stated that York Township's rate is .3 mills and North Hopewell Township's is .75 mills. Mr. Heffner suggested .15 mills. Mrs. Gunnet stated that based on that rate, a house assessed at \$200,000 would be assessed a tax of \$30. Mr. Allison questioned if that rate is high enough to be beneficial. Mrs. Gunnet stated that any amount will be helpful and she does not want the companies to take advantage of the Township providing this funding. She commented that they need to address funding from other municipalities as well. She added that she can let the fire companies know the Township's plan and see if they agree with the percentage breakdown like the contract.

- 12. Public Comment – Mr. Heffner noted that if speakers do not wish to have their address recorded, they must state this when speaking. Spencer Seaks, 951 Wise Avenue, questioned if Mr. Reinhart has connected to the sewer. Mrs. Gunnet advised that he has. Mr. Seaks asked if his septic tank was removed. Mrs. Gunnet stated that she did not know if it was but he has 30 days to disconnect it after connection to public sewer. She will follow up on this.
- 13. Supervisors Comments – Mr. Heffner asked the Board if they had any comments. Mr. Sechrist did not have any comments.

Mrs. Shovlin thanked the Highway Department for doing such a great job during the snowstorm.

Mr. Heffner did not have any comments.

14. On the motion of Rodney Sechrist seconded by Jo Anna Shovlin, the bills were approved. Motion carried. Three votes yes.
15. The meeting of the Windsor Township Board of Supervisors adjourned into an Executive Session at 7:22 p.m. to discuss contract and personnel matters with YARPD.

Respectfully submitted,

Jennifer L. Gunnet  
Secretary

CITIZENS PRESENT

March 20, 2017

Vera Miller

Sergeant Joel Good

John & Lynn Cheeseman

Spencer Seaks

Jeanette Wlazlowski

Scott Gingerich

York Area Regional Police Department

910 Cranberry Lane York PA

951 Wise Avenue Red Lion PA

1030 Windsor Road Red Lion PA

Windsor Township Fire & Rescue Assoc.