

WINDSOR TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATIONAL & REGULAR MEETING
January 2, 2018

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

Those present: Dean Heffner, Jo Anna Shovlin, Rodney Sechrist, Jennifer Gunnet 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 of the December 18, 2017 meeting were approved. Motion carried. Two votes yes. Mr. Heffner abstained from voting due to not being present at the meeting.
4. Appointments: On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, the following appointments were made:
 - A. **Chairperson** – Dean Heffner
 - B. **Vice-Chairperson** – Jo Anna Shovlin
 - C. **Secretary/Treasurer & Treasurer's Bond limit (\$1,500,000)** – Jennifer Gunnet with a bond limit of \$1,500,000
 - D. **Assistant Secretary/Treasurer & Treasurer's Bond limit (\$1,500,000)** – Dean Heffner with a bond limit of \$1,500,000
 - E. **Zoning Officer** – Kipp Allison
 - F. **Assistant Zoning Officer** – Deanna Coble
 - G. **Solicitor for Board of Supervisors** – Charles Rausch with Blakey, Yost, Bupp & Rausch
 - H. **Engineer** – John Klinedinst with C.S. Davidson, Inc.
 - I. **Sewage Enforcement Officer** – Leonard W. Spencer (#03763), Alternate #1 - Jesse M. Rothacker (#03908), Alternate #2 - C.S. Davidson, Inc.
 - J. **Depositories** – Peoples Bank, BB&T, Fulton Bank, Janney Montgomery Scott, Morgan Stanley and Peoples Wealth Advisors

Motion carried. Three votes yes.

5. Various Board Members: On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, the following Resolution was approved and appointments were made:

A. **Zoning Hearing Board – Resolution #2018R-01-02**

5 Year Term - John Cheeseman
3 Year Term (Alternate) - Darwin Dosch
3 Year Term (Alternate) - Mark Ahlers

- B. **Vacancy Board Chairperson – 1 Year Term – Paul Smith** - The purpose of this position was questioned. Mrs. Gunnet explained that if a member left the Board and the remaining members could not come to an agreement on the appointment of a new member, the Vacancy Board Chairperson would serve as the tiebreaker.

C. **York Area Regional Police Commission – 2 Year Term**

Jo Anna Shovlin
Rodney Sechrist (Alternate)

Motion carried. Three votes yes.

6. Supervisor Assignments: On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, the following assignments were made.

A. **Zoning Hearing Board – Dean Heffner**

B. **Planning Commission – Dean Heffner**

C. **York Adams Tax Bureau – Voting Member - Jennifer Gunnet and Alternate - Deanna Coble**

D. **York County Tax Collection Committee – Voting Member - Jennifer Gunnet and Alternate - Deanna Coble**

E. **Agricultural Area Advisory Committee – Jo Anna Shovlin**

F. **Local Government Advisory Committee – Dean Heffner**

G. **Windsor Area Recreation Commission – Rodney Sechrist**

H. **Windsor Township Emergency Management Department - James Wilson**

I. **York County Stormwater Consortium - Voting Member - Kipp Allison and Alternate - Jennifer Gunnet**

Motion carried. Three votes yes.

7. Meeting Date:

A. Board of Supervisors:

For the months of January, February, March, April, May, June, October, November and December – 1st and 3rd Mondays at 6:00 p.m.

For the months of July, August and September – 3rd Monday at 6:00 p.m.

8. Other Reorganizational Business – On the motion of Dean Heffner seconded by Jo Anna Shovlin, the following approvals were made:

A. Certify delegates to the County Convention with expenses paid – Supervisors, Auditors, Township Manager and Tax Collector

B. Certify delegates to the State Convention with expenses paid and lost wages reimbursed to Supervisors while attending provided that sufficient documentation is presented – Supervisors and Township Manager

C. Certify delegates to the National Convention with expenses paid – Supervisors and Township Manager

D. Set Mileage Rate at the Federal Limit

Motion carried. Three votes yes.

9. 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 informing that the Township has been awarded a Recycling Performance Grant for 2015 in the amount of \$20,120.

C. Mrs. Gunnet advised that she has received notification from Comcast that they will be eliminating the WPMT This TV channel.

10. Boy Scout Troop #155 - Citizenship Merit Badge - Michael Smith advised that some of the members of Troop #155 are present tonight because as part of the Citizenship Merit Badge, they will choose a topic from this evening's agenda and explain the difference of opinions. The Board commented that there are not many topics on this evening's agenda and Mrs. Shovlin proceeded to give an explanation of the purpose of items on the agenda this meeting.

Mrs. Shovlin explained that this meeting is the Reorganizational Meeting. The Supervisors are elected officials and they also serve on various committees. As seen on the agenda, there are numerous other people that are appointed to different positions and Boards within the Township. She noted that two of these positions are the Township Engineer and the Solicitor. She explained that the Township Engineer deals with land development such as the project in York Township behind the Sheetz. The Solicitor provides the Board with legal advice.

Mrs. Shovlin stated that minutes are kept as a record of each meeting. She added that the Township is served by the York Area Regional Police Department. In 2000, the Township became a Charter Member of the police force.

She asked the scouts if they had any questions. One boy questioned if the Township Engineer reviews developments that take place in the middle of the Township or if it is only those that are in more than one municipality. The Board advised that the Engineer looks at all plans that involve the Township in some way.

11. Constable Michael Smith - Update - Mr. Smith advised that he had been injured and had been off work for awhile. He reported that he is now back to work. He stated that there are two Senate Bills that were under review in 2017 that dealt with his position. Mrs. Shovlin stated that the bills will need to be reintroduced in 2018. Mr. Smith stated that he believes one will but not the other.
12. Solicitor - There was nothing to report.
13. Other Business:
 - A. **Resolution #2018R-01-01 – Appoint Kochenour, Earnest, Smyser & Burg to audit 2017 financial records** – On the motion of Dean Heffner seconded by Jo Anna Shovlin, the Resolution was adopted. Motion carried. Three votes yes.
 - B. Mr. Heffner advised that Christmas Tree Collection will take place the week of January 8th on the same day as regular trash pickup. All ornaments and tinsel must be removed from the trees and they should not be placed in trash bags.
 - C. Resolution #2018R-01-03 - Approval of Fee Schedule - Mrs. Gunnet advised that the only change to the Fee Schedule was to add a clause that Building Permit Fees are non-refundable. On the motion of Dean Heffner seconded by Rodney Sechrist, the Board approved the Resolution. Motion carried. Three votes yes.

D. Resolution #2018R-01-04 - Payment of interim bills - Mrs. Gunnet advised that since the Board is typically only having one meeting per month, this Resolution authorizes the issuance of interim checks. This would be for payments of invoices to avoid late fees, take discounts and other items such as filing with the magistrate, recordings, CDs and payroll. On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, the Board approved the Resolution. Motion carried. Three votes yes.

E. Approval to Purchase - Knox Boxes for fire companies and York Area Regional Police Department - Mrs. Gunnet advised that the purchase of 13 Knox Boxes in the amount of \$13,000 had been included in the budget. She stated that since the old boxes are no longer being supported, there may be a wait time to receive the new ones. On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, the Board authorized the purchase of the Knox Boxes. Motion carried. Three votes yes.

Mr. Heffner questioned why there would be wires hanging out of the Knox Box at the Rutter's in Red Lion Borough. Mrs. Gunnet advised that they have a newer program than the Township and it may just be being installed.

F. Mr. Heffner advised that an Executive Session will be held after the meeting to discuss contract negotiations.

14. Unfinished Business:

A. CDL costs - Period of time to remain in Township employment - Mrs. Gunnet advised that she has submitted a draft to Attorney Rausch to review. The cost for the CDL training will be approximately \$2,000 to \$3,000 and based on this, Attorney Rausch had recommended that an employee must remain with the Township a minimum of two years. The Board agreed.

B. Repairs - 2009 F350 Sewer Service Truck - This topic was tabled.

C. Accidents on Cape Horn Road - Draft of letter to PennDOT - Mrs. Gunnet advised that she is waiting to send the letter until York Township reorganizes for 2018 so she has the proper officials on the letter.

15. Public Comment – Mr. Heffner noted that if speakers do not wish to have their address recorded, they must state this when speaking. Michael Smith advised that the Boy Scout Troop meets on Mondays at 6:30 p.m. at Chapel Church and invited the Board to attend anytime.

16. Supervisors Comments – Mr. Heffner asked the Board if they had any comments. Mrs. Shovlin thanked the Boy Scout Troop for attending the meeting and for the good work they do assisting with the electronics recycling collections.

Neither Mr. Sechrist nor Mr. Heffner had any comments.

17. On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, the bills were approved. Motion carried. Three votes yes.
18. The meeting of the Windsor Township Board of Supervisors adjourned into an Executive Session to discuss contract negotiations at 6:22 p.m.

Respectfully submitted,

Jennifer L. Gunnet
Secretary

CITIZENS PRESENT

January 2, 2018

Stephanie Hunt
Constable Michael Smith
Daniel Wise
Suzette Smith
Several members of Boy Scout Troop #155

PO Box 96 Windsor PA
495 Sterling Drive Red Lion PA
114 Fawn Circle Drive Windsor PA