

WINDSOR TOWNSHIP BOARD OF SUPERVISORS

June 18, 2018

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

Those present: Dean Heffner, Jo Anna Shovlin, Attorney Charles Rausch, John Klindedinst, P.E., Jennifer Gunnet, Jeremy Trout, Kipp Allison and Deanna Coble.

2. The Pledge of Allegiance was recited.
3. On the motion of Jo Anna Shovlin seconded by Dean Heffner, the minutes from the May 21, 2018 meeting were approved. Motion carried. Two 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 the Audit Report from the Department of the Auditor General for the Windsor Township Liquid Fuels Tax Fund. The audit covered the period of January 1, 2016 to December 31, 2017. She stated that there were no findings but there were two adjustments. Line painting is to be classified as traffic control and not maintenance and repairs. She noted that the maintenance account has always been used and this is the first time it was adjusted.
 - C. Mrs. Gunnet advised that she has received a copy of the Audit Report from the Department of the Auditor General for the Volunteer Firefighter's Relief Association of Leo Independent Fire Company. It covers the period of January 1, 2017 to December 31, 2017. She stated that there was one finding for not having an accurate equipment roster which is a carryover from the previous audit. Mrs. Shovlin noted that this is the third time that they have had this finding. Mrs. Gunnet informed that Dianne Price, Red Lion Borough Manager, attended a Relief Association meeting to discuss this and has given them one month to correct the issue. She commented that the Township's next payment to Red Lion is in October so it should be corrected by then.
 - D. Mrs. Gunnet advised that the Township has received notification from Comcast informing that there will be a Channel Service Level Change and a New Premium Channel Launch.
 - E. Mrs. Gunnet advised that she has received the proposed Agreement from Cohen Law Group for the cable franchise renewal. She stated that since there are eight municipalities participating, their quote is for the reduced amount of \$5,925. On the motion of Dean Heffner seconded by Jo Anna Shovlin, the Board approved the Agreement with Cohen Law Group. Motion carried. Two votes yes.

5. Windsor Township Fire & Rescue Association – Jim Pritchard, Windsor Fire Company, was present. He questioned if there is an update from the Board regarding tax breaks for volunteer firefighters. He stated that some other municipalities have taken action. Mrs. Gunnet commented that the Board had decided to discuss this during budget workshop.

Mr. Pritchard stated that in response to the findings with the Red Lion audit, he felt that during previous audits, state personnel were nonprofessional and questioned if Mrs. Shovlin had followed up with the State. Mrs. Shovlin advised that she had not but would contact Kevin Eck at Representative Saylor's office to see if it could be arranged to have someone from the Auditor General's office attend the Fire Chief's meeting on August 23rd at Windsor Fire Company.

- A. Mr. Heffner advised that the next Fire Chiefs meeting will be held on Thursday, June 28th at 7:00 p.m. at Yoe Fire Company.
- B. Mrs. Gunnet advised that Station 42 (East Prospect) is having issues with responding and Yorkana Fire Company would like to have the Box Alarms updated to remove them from the call list. On the motion of Dean Heffner seconded by Jo Anna Shovlin, the Board approved the box alarm changes. Motion carried. Two votes yes.

Mrs. Gunnet stated that she has received confirmation that the Yorkana/Yoe changes at the Longstown Intersection have been updated.

6. York Area Regional Police Department – No one was present.
 - A. The monthly report is available for review.
 - B. Mrs. Gunnet advised that there will be two vacancies on the Civil Service Commission effective January 1, 2019. The members must reside within the jurisdiction of the York Area Regional Police Department. The Commission meets quarterly. She asked the Board to let her know if they would like to recommend someone for the position.
7. Public Hearing - Zoning Ordinance & Subdivision & Land Development Ordinance amendments to clarify definitions - Mr. Allison opened the Public Hearing. He stated that the purpose of these amendments is to clarify definitions within both the Zoning and Subdivision & Land Development Ordinances. A definition for "improvements" is being added to the SALDO. A definition for "deck" and revised definitions for "patio", "impervious surface" and "lot coverage" are being added and changed in the Zoning Ordinance. He noted that the amendments have been open for review and there were no public comments. There were no comments from those present. The Public Meeting was closed. On the motion of Jo Anna Shovlin seconded by Dean Heffner, the amendments were approved. Motion carried. Two votes yes.

8. Plan for Discussion:

- A. HOWARD/SNOOK PROPERTIES WEST – Preliminary Subdivision Plan #120817 by James R. Holley and Assoc., Inc., 292 lots along East Prospect Rd, Stonewood Rd., Freysville Rd. and Mountain Rd
1. Traffic signal vs. 4 way stop – Rt.124/Freysville Rd.
 2. Delay of installation of traffic signal
 3. Waiver of Windsor Township Sanitary Sewer Ordinance – Section 2.11 – Reservation of Capacity
 4. Waiver of Windsor Township Recreational Fee Ordinance

Mrs. Gunnet advised that Attorney MacNeal had requested that this discussion be tabled this evening. She added that the Board has received a letter from Representative Saylor regarding his stance on the East Prospect Road and Freysville Road intersection. Mrs. Shovlin stated that she feels that the Board should address this letter.

Mrs. Gunnet informed that Representative Saylor is not in favor of a signal light or a four-way stop intersection. He prefers a roundabout in this area. Mr. Klinedinst commented that the developer had ruled out a roundabout as an option because of cost. He stated that the option should be based on functionality, not cost. He noted that a traffic signal will have ongoing maintenance. With both East Prospect Road and Freysville Road being state roads, PennDOT would be responsible for road maintenance if a roundabout was installed.

Mrs. Shovlin questioned the cost in relation to the Traffic Impact Fee. Mr. Klinedinst explained that the developer will pay a Traffic Impact Fee based on the number of lots in the development. He added that there could be potential funding assistance for a roundabout. He commented that he feels that this would be the best permanent solution. He expressed his concerns about safety with vehicles stopping on East Prospect Road if a four-way stop was installed, especially with heavy traffic to the landfill. This would also drop the service level from an "A" to an "E".

Mr. Klinedinst advised that he does not feel that the Board has enough information from the developer at this time to decide if a traffic signal or a roundabout is the best option. Mrs. Shovlin questioned if the Township could get input from PennDOT as to their opinion. She suggested contacting Mike Keiser. Mr. Allison stated that a review letter was received from PennDOT providing options. He stated that he can respond.

Mr. Heffner and Mrs. Shovlin agreed that they like the idea of a roundabout. Mr. Klinedinst stated that due to the house at this intersection, it would likely be shifted to the north and east. Mr. Trout commented that there is a roundabout located in Maryland that has similar topography.

Mrs. Shovlin commented that she does not want to foot money for a developer. The balance of the discussion was tabled.

9. Solicitor:

- A. Attorney Rausch advised that Gemcraft Homes had been given until June 1st to start work at Taylor Estates, Phase II with completion by July 31st. He reported that they did start working prior to the deadline.

10. Township Engineer:

- A. Windsor Manor Pump Station Phase-Out - Status Report #9 - Mr. Klinedinst advised that there will be right-of-ways that are required to be obtained and questioned if the Township will be offering the typical \$1.50 per lineal foot. Mrs. Gunnet advised that this would be the amount.
- B. 2017 Pump Station Improvements - Mr. Klinedinst advised that the contractor has requested a time extension due to a delay with the equipment delivery. This will be Change Order #1 and there is no cost. On the motion of Jo Anna Shovlin seconded by Dean Heffner, the Board approved Change Order #1. Motion carried. Two votes yes.
- C. Mr. Klinedinst advised that Lower Windsor Township has selected C.S. Davidson as the Engineer for the installation of ADA doors at their facility. This will save money on engineering fees since the projects can be designed together. He noted that bids are scheduled to be opened on August 1st.

11. Public Works:

- A. Mr. Heffner advised that the Board has received the monthly report for June. Mrs. Shovlin questioned the bad pump at Royale Manor. Mr. Trout stated that the pump station is being replaced soon.

Mr. Heffner commented that the Bahn's Mill Road buildings look nice since some repairs were made.

Attorney Rausch questioned what is still outstanding at the Beaverson project. Mr. Trout advised that the last connection to the main needs to be made but before work can take place, E&S controls need addressed.

12. Kensington Fence Agreement - 550 Rosewater Drive - Mr. Heffner advised that a request had come in today from William and Sandra Thomas to have a fence installed on their property. Mr. Allison stated that due to the stormwater easement on their lot, the standard Kensington fence agreement is required. He noted that they plan to enclose the front and rear of the property as the neighbors on both sides have already installed fences. He requested that the Board take action on the Agreement so that the owners do not have to wait until the Board meeting in July. On the motion of Dean Heffner seconded by Jo Anna Shovlin, the Board approved the Agreement for 550 Rosewater Drive. Motion carried. Two votes yes.

13. Other Business:

- A. Mr. Heffner advised that the Board has received the Zoning Report for May. Mrs. Shovlin asked about the meeting that Mr. Allison had with Skip Missimer from the Red Lion Municipal Authority. Mr. Allison reported that he met with Mr. Missimer to discuss the Milner Heights basin project. The Authority is also working on a plan that designates the location for potential pollutant sites and he was assisting with this.
- B. Mr. Heffner advised that the Board has received a copy of the Township Manager Report for May. There were no questions.
- C. Mr. Heffner advised that the Board has received a copy of the Animal Control Officer's Report for May. There were no questions.
- D. The meeting scheduled for July 2, 2018 will be cancelled.
- E. Sanitary Sewer Ordinance & Ordinance Providing for Collection of Penalties and Attorney's Fees for Delinquent Sewer Rents - Late Fee - Update - Mrs. Gunnet advised that at the last meeting, the Board approved the implementation of a \$25 late fee for sewer bills. She stated that when she was reviewing the ordinances, she found that in addition to the Sanitary Sewer Ordinance, the Ordinance Providing for Collection of Penalties and Attorney's Fees for Delinquent Sewer Rents will also need to be updated. She questioned if the Board wants to waive the late fee if the balance is below a specific amount. The Board agreed that if it is not paid in full by the due date, then the late fee applies.

Mrs. Gunnet advised that the bill will need to be updated to reflect this change and the office staff would like to change the layout so that it is easier to read. She stated that the preferred layout will have a larger area to add messages as well. Mrs. Gunnet noted that the change will take effect with the November/December/January invoice so that information can be placed in the fall newsletter.

- F. Office Remodel: Office furniture - \$19,649.94 & Carpet - \$20,659.49 - Mrs. Gunnet advised that the Board has received information on the furniture and carpet for the remodeling of the Township office. She stated that Quality Digital Products is not a COSTARS participant so three quotes were required. She noted that equivalent furniture through Staples and OfficeMax were more costly and did not include delivery and setup. Commercial Flooring Professionals are part of COSTARS. Therefore, no additional quotes were needed. The carpet will be installed in removable squares so that they can be replaced individually if necessary. She noted that the total cost is more than what was budgeted. On the motion of Dean Heffner seconded by Jo Anna Shovlin, the Board approved the purchase of office furniture through Quality Digital Products and flooring through Commercial Flooring Professionals. Motion carried. Two votes yes.
- G. EMC Insurance - Risk Management inspection - Mrs. Gunnet advised that on May 30th, a representative from EMC Insurance did an inspection of the Township Office, Public Works Building and the Bahn's Mill Buildings. The only comment was that the hand turn valves on the fire hydrant/fire suppression tower should be chained so that they cannot be turned. Mr. Trout has made the change.
- H. 2018 Junk Yard License renewals - Mr. Allison advised that he has inspected all three junk yards in the Township; TC Auto Salvage, JKLM Corporation and Red Lion Auto Salvage. He reported that there are more tires being stored outside at TC Auto Salvage but Mr. Cottrell had been removing tires. He stated that he will be contacting him regarding this.

Mr. Allison advised that there are no issues at JKLM Corporation. They have purchased the former Recycle America building and will be moving a portion of the recycling process to this location. He noted that there is a job trailer on site that will need to be removed but this is not a reason to not renew the license. If they wish to keep the trailer, it would be addressed with the Zoning Hearing Board. Mr. Heffner questioned if they deal with the recycling of cars. Mr. Allison stated that they do. Mrs. Shovlin asked what their hours of operation are. Mr. Allison did not know.

Mr. Allison advised that there have been no changes to the facility at Red Lion Auto Salvage. The width of the fire lanes is in compliance. He stated that even though an extension was granted by PennDEP, Mr. Olkowski is ahead of schedule with repairs. He reported that the basin has been installed and the super silt fence is in and the fill has been pulled out of the floodway. The bank still needs to be matted and strawed. Mr. Allison advised that he sent him a Notice of Violation from the Township, but iterated in the letter that he first needs to comply with PennDEP and the York County Conservation District. He stated that based on his inspection, he feels that the license should be renewed. Mrs. Shovlin asked when he would be installing a fence. Mr. Allison commented that it is more important to comply with the other issues first. Mrs. Shovlin questioned if OSHA has been involved since the fire. Mr. Allison stated that he does not believe that they have been since they were initially.

On the motion of Jo Anna Shovlin seconded by Dean Heffner, the Board approved the renewal of the Junk Yard Licenses for TC Auto Salvage, JKLM Corporation and Red Lion Auto Salvage. Motion carried. Two votes yes.

- I. Block Party - May 27, 2018 - Update - Mrs. Gunnet advised that the Board has a summary of the outcome of the block party in Windsor Crossing. She reported that there were several calls made to York Area Regional. A neighbor had blocked Wimbledon Way with their cars which caused an issue and other neighbors had an issue with noise. Mr. Heffner commented that this type of event probably does not belong in a neighborhood and the Township should look into additional regulations on noise. Mrs. Gunnet stated that she had suggested to Mr. McDowell that it may be better to have the party elsewhere due to the number of people but there are no regulations keeping him from having a party at his home.

Mr. Allison questioned what type of regulations they want to set on noise. Mr. Heffner stated that he would like regulations against loud music. Mr. Allison commented that he is not sure that it could be limited to music but he would look into it. He added that if a violation would occur on the weekend, an Ordinance would need to be enforced by the police department.

- J. SHAWNEE MANOR - Authorization to collect on structural integrity letter of credit - Mrs. Gunnet advised that the work has been completed so this is not necessary.
- K. WINDSOR MEADOWS - Agreement to modify notes on subdivision plan - Mr. Allison advised that the Agreement has been signed by the Homeowners Association and notarized. A check has been received from Mrs. Telewicz for the legal fees. Mr. Heffner questioned when the Township would be removing the trees that are still within the easement area. Mr. Allison advised that the Homeowners Association had tried to contact these owners but did not have success. He stated that he is going to send a letter giving a final deadline. Mrs. Shovlin suggested having an officer on site when the items are being removed.

On the motion of Jo Anna Shovlin seconded by Dean Heffner, the Board approved the Agreement. Motion carried. Two votes yes.

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

14. Unfinished Business:

- A. VALLEY MEADOWS - Collect on letters of credit - Mrs. Gunnet advised that the developer is moving forward and making progress.

15. 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.

16. Supervisors Comments – Mr. Heffner asked Mrs. Shovlin if she had any comments.

Mrs. Shovlin thanked Mr. Allison for his part in finalizing the agreement with the Windsor Meadows Homeowners Association.

Mr. Heffner did not have any comments.

17. On the motion of Jo Anna Shovlin seconded by Dean Heffner, the bills were approved. Motion carried. Two votes yes.

18. The meeting of the Windsor Township Board of Supervisors adjourned into an Executive Session to discuss contract negotiations at 7:11 p.m.

Respectfully submitted,

Jennifer L. Gunnet
Secretary

CITIZENS PRESENT

June 18, 2018

Vera Miller
James Pritchard
Kathy Kerchner

Laurel Fire Company
3067 E. Prospect Road York PA