

WINDSOR TOWNSHIP BOARD OF SUPERVISORS  
October 15, 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, Rodney Sechrist, Kathy Kerchner, Attorney Charles Rausch, John Klinedinst, P.E., Jennifer Gunnet, Jeremy Trout, Kipp Allison and Teresa Miller.

See list of those present.

2. The Pledge of Allegiance was recited.
3. On the motion of Rodney Sechrist seconded by Dean Heffner, the minutes from the September 17, 2018 meeting and the October 9, 2018 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 had received a letter from York Regional Emergency Medical Services making us aware that Community LifeTeam (formerly White Rose Ambulance) had mailed out notices to some Township residents soliciting membership. She advised that York Regional Medical Services is advising that Township residents need to be aware that if they sign up for a membership with Community LifeTeam that the membership will not be honored by York Regional Emergency Medical Services if they are called out for an emergency.
  - C. Mrs. Gunnet advised that the Steering Committee meeting for the proposed merger of Jacobus, York Township, Dallastown & Yoe Emergency Services will be held on Tuesday, October 23, 2018 at 7:00 p.m. at the Dallastown Fire Company. Mrs. Gunnet advised that because Yoe Emergency Services and Dallastown Fire Company have contracts with Windsor Township even if the merger takes place they would have to honor any active contracts that they have signed.
  - D. Mrs. Gunnet advised that last year a Memorandum of Understanding for the CMP Signal Timing Project was received from the York County Planning Commission. She advised they are requesting the Board of Supervisors act on the request this evening. Mrs. Gunnet advised that she believed that there would only be a cost to the Township if the study showed that upgrades or changes were required for any of our four signals. Mr. Allison questioned whether the project would only require changes to the timing of the lights. Mrs. Gunnet advised that she believed that if the study showed there were deficiencies at the light like the need for turning lanes than the Township would have to make those necessary upgrades. The

Board requested to table the request until clarification could be made on whether repairs would only need to be made regarding the timing of the lights or if the study could result in major improvements being required. On the motion of Dean Heffner seconded by Kathy Kerchner the request was tabled. Motion carried. Three votes yes.

- E. Mrs. Gunnet advised the Board of Supervisors that a letter was received from the Attorney General advising that they had received a complaint that the Windsor Township Zoning regulations for Timber Harvesting did not comply with ACRE regulations. She advised that the Township must submit a copy of the Ordinance regulating Timber Harvesting within 30 days for their review.
5. Windsor Township Fire & Rescue Association - Jim Pritchard was present. He advised that he did not have the 3<sup>rd</sup> quarter report available at this time. He advised that there were 291 first alarm calls from January through the 3<sup>rd</sup> quarter. He advised there were 101 calls in the 3<sup>rd</sup> quarter.
- Mrs. Gunnet asked how the Fire Prevention activities at Windsor Commons went. Mr. Pritchard advised they went well, but did receive some complaints that the advertising for it wasn't very good.
- A. Mr. Pritchard advised that the next Fire chiefs meeting will be held on Thursday, October 25, 2018 at 7:00 p.m. at Yorkana Fire Company.
  - B. Ordinance #2018-10-03 - Volunteer Firefighter Tax Credit - Mrs. Gunnet advised that the Ordinance was ready for adoption. She advised that the maximum credit would be \$500 for any member that lives in the Township. On the motion of Dean Heffner seconded by Kathy Kerchner, Ordinance #2018-10-03 was adopted. Motion carried. Three votes yes.
  - C. Resolution #2018R-10-02 – Mrs. Gunnet advised this resolution sets the criteria for the Volunteer Firefighters Tax Credit. She stated that the Association recommended that the firefighter be an active member in good standing, off probation and that they attend a minimum of 20% of all calls, social events and fundraisers. She advised the time period to qualify is December 1, 2017 through November 30, 2018. The deadline for submitting names is December 15, 2018 for the 2018 tax year. On the motion of Dean Heffner seconded by Kathy Kerchner, Resolution #2018-10-02 was adopted. Motion carried. Three votes yes.
6. York Area Regional Police Department – There were no representatives in attendance.
7. Clair Weigle – Kaltreider-Benfer Library – Mr. Weigle highlighted the years activities so far and the future plans for the library including a potential expansion. He thanked the Township for their 2017 contribution of \$13,000 and hoped they would match that contribution for this year. Mrs. Gunnet asked how the library would expand. Mr. Weigle advised they were discussing a

light tower type building that would overlook the land below them. He advised they were discussing a “college” style library, including the addition of meeting rooms and more technology.

8. Plan for discussion:

A. HOWARD/SNOOK PROPERTIES WEST – Preliminary Subdivision Plan #120817 by James R. Holley and Associates, Inc. 292 lots along East Prospect Rd., Stonewood Rd., Freysville Rd., and Mountain Rd.

1. Route 124/Freysville Road – Traffic Signal/Four way stop/Roundabout – Attorney Stacey MacNeal advised that Keith Howard, Mike Nazmack and Jon Seitz from TRG were present this evening to discuss installing a roundabout at this location.

Mr. Seitz reviewed the scope of the proposed development advising the developer is looking to install 343 single family two-bedroom homes to be marketed to those that are age 55 and over. He advised however, that the units would not be deed restricted for age. Mr. Seitz advised that because the units are not deed restricted the traffic study that was used was based on a typical single-family home and not based on traffic you would normally see in a 55 and over community.

Mr. Seitz advised that this intersection is challenging due to the slopes. He advised there is an 8% slope coming South on Freysville Road and a super elevated curve heading East on East Prospect Road. He advised he is reviewing three options for this intersection which include a four-way stop, a roundabout and a traffic signal. He advised that the four-way stop scenario would meet the requirements in the Subdivision and Land Development Ordinance. Attorney Stacey MacNeal advised that a lot of grading and design work would need to go into putting in a roundabout or a traffic light. Mr. Seitz agreed. Mr. Allison asked if a four-way stop would meet PennDOT requirements. Mr. Seitz advised yes, he felt it would meet their requirements. Rodney Sechrist asked if a roundabout would be big enough for tractor trailers to easily get through. Mr. Seitz advised it would accommodate 53’ trailers.

Mr. Seitz summarized his findings for a four-way stop. He felt the four-way stop met the requirements of Township Ordinances and that based on flow of traffic a temporary four-way stop would be feasible. Mr. Klinedinst asked if “temporary” was defined in the study. Mr. Sietz advised he did not know. Mr. Seitz advised the cost for a four-way stop would be \$10,000 to \$50,000.

Mr. Seitz summarized his findings for a roundabout. He felt that the steep grades on Freysville Road would create a problem for construction of a roundabout. He advised he worked with Erdman Anthony Associates and they felt that a roundabout at this location

is feasible. Mr. Seitz advised that a roundabout would take up more impervious area and would affect the properties on all four corners of this intersection. He advised the cost for a roundabout would be approximately \$1.3 million plus whatever costs to obtain right-of-ways. Attorney Stacey MacNeal stated that a letter had been sent from the Township Engineer to PennDOT stating that a four-way stop and a light were not feasible. Mr. Klinedist advised that the request was made to have the study include all three scenarios. Mrs. Gunnet advised that Representative Saylor advised he did not want to see a light at this location and requested other alternatives be investigated.

Mr. Seitz summarized his findings for installation of a traffic light. He advised he felt that the current grading at this intersection would not make a traffic light a good choice. He felt that the entire area would have to be regraded to make a light work and that the regrading for a light would be greater than it would be for a roundabout which would drive up the cost. He currently estimates the cost to be approximately \$200,000 if installed at the intersection with no additional improvements needed. He felt that at this intersection the cost would be approximately \$1.5 million because of the extra work that would need to be done to properly grade the area.

Mr. Seitz advised that he recommends installing a four-way stop. Mr. Kraft asked how do you approach PennDOT with this proposal. Mr. Seitz advised he had a PennDOT letter with their comments that needed addressed for the intersection. He advised he would need to send a letter back to them with what is proposed. Mrs. Gunnet asked how 343 single family homes would only generate 332 trips. Mr. Seitz advised that a single-family home only generates 332 because it is based on the theory that not every member of the family leaves during peak times. Mr. Klinedinst advised that the developer needs buy-in from the Township to be able to install a temporary four-way stop and then work on installing a roundabout. Attorney Stacey MacNeal advised they would be willing to work with the Township on financing for the stop signs but they need buy-in from the Township to install the signs. She advised they would approach PennDOT to see if PennDOT would be willing to assist. Mr. Klinedinst advised that there needs to be some type of agreement otherwise the Township could be made to pay the \$1.5 million to construct. Attorney Stacey MacNeal commented that this should actually be a PennDOT project since it is their intersection. She advised that input from the Township is necessary and that she feels that the development would actually have little impact on the intersection.

Mrs. Gunnet advised that she is not ready to make a recommendation to the Board at this time for approval. She advised that following the most recent staff meeting some question arose that Mr. Kraft and Attorney Rausch were researching and did not yet have answers for. Dean Heffner advised he was not comfortable with the a four-way stop being installed. Attorney Stacey MacNeal advised that a roundabout is a three to four-year project and that if a roundabout is required by PennDOT prior to occupancy this would not be feasible to the developer.

Attorney Stacey MacNeal questioned whether the Township would like to leave the intersection as is until development goes in. Mr. Allison reiterated that until Mr. Kraft and Mr. Rausch were able to provide answers to the Township's open questions a decision could not be made at this time. He also advised that doing nothing is not an option. Attorney Stacey MacNeal asked if the Board decides on a roundabout, would a four-way stop need installed in the meantime. Mr. Allison advised that they should have the answers they need by the November meeting. He suggested the discussion be tabled. All members of the Board agreed.

9. Solicitor:

- A. TAYLOR ESTATES, PHASE II, SECTION A - Agreement for Completion of Improvements - Expiration date of July 31, 2018 - Attorney Rausch advised that he received an email from Brian Fromme from Gemcraft Homes that there was a delay in completing the work due to weather. He advised Mr. Fromme was reluctant to provide a time line of when the work would be completed but thought it would take four to six weeks. Attorney Rausch advised he made Mr. Fromme aware of the March 31, 2019 deadline but hasn't heard back from him to confirm if Gemcraft Homes can comply by the deadline. Mr. Trout advised that due to the weather a lot of contractors were behind. He suggested that Gemcraft Homes could hire another contractor that could help to get the work done quicker. Mr. Trout questioned whether the March deadline was feasible citing that if we have a wet winter they may not be able to get the work done. He suggested an April 30, 2019 date. Mrs. Gunnet advised that the work would have to be done by this date or the Township would cash the bond. All members of the Board agreed.
- B. Attorney Rausch advised he had completed an outline of the York Township Fireworks Ordinance. Mrs. Gunnet requested a copy of the outline for review to determine what steps Windsor Township might want to take regarding a Fireworks Ordinance. Mr. Allison advised that Springettsbury Township and Lower Windsor Township seem to be functioning fine without an Ordinance. He advised they are letting the police department handle the complaints citing disorderly conduct for noise violations depending on the circumstances of each case.

10. Township Engineer:

- A. Windsor Manor Pump Station Phase-Out – Mr. Klinedinst advised that the Planning Module had been approved by the Department of Environmental Protection. However, it contained a condition that a Water Quality Management Permit is needed. His firm is in the process of requesting that the condition be removed as they feel a Water Quality Management Permit is not needed.

- B. Grant for ADA doors - Update - Mr. Klinedinst advised that he had received a quote of \$26,755.00 from Hershocks, Inc. for the installation of the doors. The quote from Milt Sultzbaugh for the electrical work is \$1,055.00. Mr. Klinedinst advised that the Township could authorized Hershocks, Inc. to do the work at prevailing wages and then contract Mr. Sultzbaugh to do the electrical work at non-prevailing wages. On the motion of Dean Heffner seconded by Kathy Kerchner, the Board agreed to hire Hershocks, Inc. & Milt Sultzbaugh to complete the work. Motion carried. Three votes yes.

11. Public Works:

- A. Mr. Heffner advised that the Board has received the monthly report for October. There were no questions. Mr. Trout advised that Kinsley had completed the repairs to the trench drains at the Public Works building.
- B. Ordinance #2018-10-01 – Amendment to Windsor Township Sewer Ordinance regarding the establishment of a late fee - Mrs. Gunnet advised this ordinance will allow the Township to change the penalty for sewer bills from 1% to a flat rate of \$25.00. On the motion of Rodney Sechrist seconded by Kathy Kerchner, Ordinance #2018-10-01 was adopted. Motion carried. Three votes yes.
- C. Ordinance #2018-10-02 – Ordinance Providing for Collection of Penalties and Attorney fees for Delinquent Sewer Rents. This Ordinance adds the late fee to the list of penalties and updates the attorney fees. On the motion of Rodney Sechrist seconded by Kathy Kerchner, Ordinance #2018-10-02 was adopted. Motion carried. Three votes yes.
- D. Snow Plow Contract – Extend for 1 year- Mrs. Gunnet advised that when the snow plow contract was bid in 2017, there was a notation added that indicated there could be two one-year extensions to the current bid holder as long as their rates did not increase. Mrs. Gunnet advised she had spoken with All Seasons Lawn and Landscaping and was advised that the rates for 2018-2019 would not change. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the current contract with All Season Lawn & Landscaping was extended for one year. Motion carried. Three votes yes.
- E. Agreement – Abbington detention pond – Mr. Trout advised that the original quote he received for the repair of the detention pond was incorrect. He provided the Board of Supervisors with an updated quote. He added that with the new quote the cost of lining compared to replacing the damaged pipe is relatively close and he would recommend lining the pipe as the best way to repair it. Mr. Trout advised that a new outfall structure would be required either way. He also advised that the property owner is aware he is responsible for part of the cost to do the repair. Attorney Rausch questioned whether Abel could do all of the work. Mr. Trout advised no, he would have to check with other contractors to help complete the project. Mr. Kraft advised that the cost on paperwork supplied to the Board is

for a standard outfall structure. Mrs. Gunnet advised that the proposal from C.S. Davidson, Inc. does not include the cost of a PennDOT permit. Mr. Trout advised that if the pipe is lined instead of replaced, a new agreement will need to be drawn up by Attorney Rausch showing the corrected figures. Kathy Kerchner asked if the property owner could get his own quotes for the repair. Mr. Trout advised yes, but by letting the Township handle it the cost would probably be a little cheaper.

12. Other Business:

- A. Mr. Heffner advised that the Board has received the Zoning Report for September. There were no questions.
- B. Mr. Heffner advised that the Board has received a copy of the Township Manager Report for September. There were no questions.
- C. Mr. Heffner advised that the Board has received a copy of the Animal Control Officer's Report for September. There were no questions.
- D. Klugh Animal Control Services – 2019 Service Agreement – Mrs. Gunnet advised that Klugh Animal Control Services is requesting a \$1.00 per hour increase. Mrs. Gunnet recommended the Board approve the agreement and the increase citing the other available animal control officer is in Manchester which is a significant distance away if there would be an emergency. On the motion of Dean Heffner seconded by Kathy Kerchner, the agreement was approved. Motion carried. Three votes yes.
- E. Mr. Heffner advised that there will be no meeting on November 5, 2018.
- F. Windsor/Ness Road left turn lane – Temporary Construction Easement Agreement - Robert D. Givens – Mrs. Gunnet advised that Mr. Givens still has not stopped in to sign the agreement. She advised a check has been issued for him that is being held until the agreement is complete. She requested the Board of Supervisors sign the agreement now to save time once Mr. Givens signs it. On the motion of Rodney Sechrist seconded by Kathy Kerchner, the agreement was signed. Motion carried. Three votes yes.
- G. Mr. Heffner advised that the 2019 Budget Workshop will be held on Tuesday, November 13<sup>th</sup> at 1:00 p.m.
- H. Cape Horn Rd. Safety Study Meeting – Mrs. Gunnet advised the study shows the need for a center turning lane to be installed on Cape Horn Road from Lombard Road north to Windsor Road. She advised the study also shows line painting is needed and the signs need to be updated. She advised the estimated cost is \$8,000,000 and at this time we are waiting for PennDOT to determine the next steps.

- I. Library Box – Mrs. Gunnet advised she received a request from a mother & daughter who would like to undertake installing a Library Box for book sharing at Freysville Park. She advised they have set up a “Go Fund Me” account to raise money for the project.
- J. Kensington Ballfield – Mrs. Gunnet advised that since the Board of Supervisors did not like the location that Keystone Custom Homes was proposing for the ballfield and they did not want to see it installed at the Public Works Building, that the Township could request Keystone Custom Homes just pay the recreation fee in lieu of installing a ballfield. Mr. Allison commented that if this is the route the Board wants to go than he would highly recommend that the open space be provided for active quality recreation. Mrs. Gunnet advised the recreation fee would be \$1,500 per lot. Mr. Allison suggested that Keystone Custom Homes be required to pay the current rate per lot. On the motion of Dean Heffner seconded by Kathy Kerchner, the requirement to install a ballfield was abandoned with the requirements that Keystone Custom Homes pay the difference between the original Recreation Fee of \$250 per lot and the new fee of \$1,500 per lot for the 48 lots in Phase I and pay the fee of \$1,500 per lot for any future phases. Motion carried. Three votes yes.
- K. Lombard Rd. Pole Building – Batting Cages – Mrs. Gunnet advised that the Windsor Area Recreation Commission is still pursuing installing batting cages at this location. She advised she was approached by the Recreation Director, Chris Shaffer requesting the fees collected for the renting of this building be given to the Recreation Commission. Mrs. Gunnet asked if the Board would be interested in this. Kathy Kerchner advised the Township should keep the rents as the Township pays for the electric usage. On the motion of Kathy Kerchner seconded by Dean Heffner, it was determined that any rents collected for using the building would go to the Township. Motion carried. Three votes yes.
- L. 2018 Excess Interest Award – Uniform and Non-Uniform Pension Plans – Mrs. Gunnet advised that she received notice from the Penna. Municipal Retirement System that both pension plans received excess interest for the 2017 calendar year. This means that interest earned in 2017 exceeded the required interest of 5.5%. The excess interest in the Police Pension Plan will go into the retiree accounts as there are no active members. The excess interest in the Non-Uniform Pension Plan is required by legislation to go into the municipal account as the pension plan is less than 95% funded. The pension plan currently stands at 93.5% funded. No action was needed from the Board.
- M. Windsor Township Investment Policy Statement – Adoption Resolution #2018R-10-01 – Mrs. Gunnet advised that our current broker, Morgan Stanley is getting out of municipal government funds for accounts that have less than \$10,000,000. She advised that our combined accounts with Morgan Stanley exceed this amount and they will continue to handle them but are requiring an Investment Policy Statement. On the motion of Rodney Sechrist seconded by Dean Heffner, Resolution #2018-10-01 was adopted. Motion carried. Three votes yes.



13. Unfinished Business:

A. VALLEY MEADOWS - Collect on letters of credit – Mr. Trout advised that Mr. Adams did not get the prep work done in time for Fitz & Smith to do the paving. However, Fitz & Smith advised Mr. Trout they thought they could get the work done by the end of October. Mr. Trout advised it would be dependent on the weather as to whether the work could be done within this timeframe. Mr. Trout recommended the Board of Supervisors move the deadline for completion to May 20, 2018 at which time all open items from the punch list would need to be completed.

14. Public Comment – Mr. Heffner asked if there were any public comments. There were no comments.

15. Supervisors Comments – Mr. Heffner asked the Board if they had any comments. There were no comments.

16. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the bills were approved. Motion carried. Three votes yes.

17. The meeting of the Windsor Township Board of Supervisors adjourned at 7:50 p.m.

Respectfully submitted,

Jennifer L. Gunnet  
Secretary

CITIZENS PRESENT  
October 15, 2018

Christopher Kraft  
Jim Pritchard  
Jon Seitz  
Stacey MacNeal  
Keith Howard  
Mike Nazmack  
Clair Weigle

C. S. Davidson, Inc.  
Laurel Fire Company  
TRG, Inc.  
Katherman, Heim & Perry  
165 Country By Way  
4904 Libhart Mill Rd., Hellam, PA  
152 Overview Cr., E., Red Lion, PA