

WINDSOR TOWNSHIP BOARD OF SUPERVISORS  
November 19, 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., Christopher Kraft, P.E., 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 Dean Heffner, the minutes from the October 15, 2018 and November 13, 2018 meetings 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 notice from the York County Solid Waste Authority informing that the Township has been awarded a PennDEP 902 Recycling Development and Implementation Grant in the amount of \$158,697. This will be used to purchase a one man leaf truck. Mr. Heffner questioned what would be done with the old one. Mrs. Gunnet advised that because it had been purchased with PennDEP funds, it must be traded in on the purchase of the new one. This amount was reflected in the grant amount.
  - C. Mrs. Gunnet advised that she has received a request from the York County Food Bank for the Township Office to be a host location for the S.E.N.I.O.R Mobile Pantry Program. She explained that the event would be held once a month for two hours. Mr. Sechrist questioned if this is the same thing that is done at Golden Connections. Mrs. Gunnet stated that she believes this is different because it is done through the York County Food Bank.
5. Windsor Township Fire & Rescue Association - Jim Pritchard was present. He advised that he did not have anything to report. There were no questions for him.
  - A. Mr. Pritchard advised that the next Fire Chiefs meeting will be held on Thursday, December 27, 2018 at 7:00 p.m. at Felton Fire Company.
6. York Area Regional Police Department – No one was present.
  - A. The monthly report is available for review.
  - B. The Employee Appreciation Dinner will be held on Saturday, December 1, 2018.

7. Plan for approval:

- A. ESTATE OF BETTY J. PETERS AND LANNY L. & RUTH A . PETERS - Preliminary/Final Subdivision Plan #262.2 by Site Design Concepts, Inc. - 2 lots along East Prospect Road - Grant Anderson with Site Design Concepts advised that this subdivision involves the transfer of approximately 8 acres from one property to another. Both lots have public utilities and no construction is proposed.

Mr. Anderson stated that they have four waiver requests. They are for Section 304.2.B and 305.2.B for plan scale, Section 503.1.A for curbing, 503.2 for sidewalks and Section 502.6 for road widening.

On the motion of Dean Heffner seconded by Kathy Kerchner, the Board approved the waivers and the plan. Motion carried. Three votes yes.

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 they are present this evening to discuss the Township's decision regarding the type of traffic measure at the East Prospect/Freysville Road intersection.

Mr. Allison advised that staff would like to make the following recommendation to the Board:

The Township's Capital Improvements Plan adopted in 2007 lists the intersection of East Prospect Road (SR 0124) and Freysville Road (SR 2001), two state roads, to be improved with a four way stop control and then to be signalized by 2016. In review of the recently completed Traffic Impact Study for the Proposed Howard/Snook Residential Development, we recommend that the Department approve the Traffic Impact Study of these two state roads by means of a roundabout improvement.

Attorney MacNeal concluded that based on this recommendation, staff would like to see a roundabout. She commented that this will be well beyond the finances of the development project. She questioned how they would go about installing the roundabout. Mr. Allison advised that the Township is simply making a recommendation, not deciding what needs to be installed.

Attorney MacNeal commented that if the Township decides that a roundabout is required, PennDOT will also require it. Attorney Rausch commented that he thought the roundabout was detailed in the traffic study. Attorney MacNeal stated that it is in the study, but they feel that a four way stop meets the requirements. Mr. Allison advised that the Township has no issue with the Traffic Impact Study.

Jon Seitz, TRG, Inc, advised that the study can be modified to state that they are working toward a roundabout. He noted that he spoke with the York County Planning Commission about a possible grant for the project. Mr. Allison stated that the staff feels the decision should be made between the developer and PennDOT. Mrs. Gunnet added that if PennDOT is requiring off site improvements, the Township should not be required to fund it. Attorney MacNeal advised that she was aware of that.

Attorney MacNeal stated that PennDOT will have a comment that the Township has not approved the type of traffic measure even if it is for off site improvements. She advised that the study analyzed all three options and they are proposing the four way stop. They are looking for a letter that says the Township is in agreement with the Traffic Impact Study that says a four way stop is acceptable. Mrs. Gunnet stated that the Township could draft a letter that says they are in compliance with the Subdivision and Land Development Ordinance. Attorney Rausch commented that the Township is concerned about the safety of a four way stop and would rather put that decision on PennDOT as it is their intersection. Attorney MacNeal expressed her concern that PennDOT will not move forward without a plan of action. Mrs. Gunnet reiterated that the Township can draft a letter that the Traffic Impact Study conforms with the SALDO and that the Township prefers a roundabout. Attorney MacNeal commented that she feels if it specifically states that the Township prefers the roundabout then PennDOT will require it. Attorney Rausch reminded that the Township has already sent a letter to PennDOT stating that a roundabout is preferred.

It was the consensus of the Board to agree with the staff's recommendation and a letter could be drafted that can be sent along with their Traffic Study to PennDOT.

9. Proposed 2019 Budget - Mrs. Gunnet advised that the proposed 2019 budget is open for inspection. She commented that the Real Estate Tax rate will remain at .85 mills. Emergency services account for 54% of the General Fund budget and public works accounts for 28% of the General Fund budget. A new Fire Tax will be implemented at a tax rate of .15 mills. This will be used to offset the contribution that is made to the fire companies. The Fire Hydrant Tax rate will remain at .1 mills. There will be a \$3.00 increase to the quarterly sewer bill making it \$115 per edu. Adoption is scheduled for the December 17th meeting.

10. Solicitor:

- A. TAYLOR ESTATES, PHASE II, SECTION A - Agreement for the Completion of Improvements - Update - Attorney Rausch advised that he notified Brian Fromme from Gemcraft Homes of the extended completion date but he did not receive a response.

11. Township Engineer:

- A. Windsor Manor Pump Station Phase-Out – Update - Mr. Kraft advised that they have received the completeness approval from the York County Conservation District and it is now in technical review. Approval or comments should be received in two to three weeks. He noted that they are waiting to hear from Keystone Custom Homes regarding their project timeframe.

Mr. Kraft advised that they are working on the final bidding documents and are looking to bid the project in February or March. This is only slightly behind the originally anticipated schedule.

- B. Grant for ADA doors - Update - Mr. Kraft advised that a notice to proceed was sent to Hershocks, Inc. to install the doors. Due to the ordering timeline, the installation should be completed in January. Engles & Fahs will be submitting a quote for the electrical work.
- C. 2017 Pump Station Improvements: Payment application #4 (FINAL) - \$54,175.80 & Change Order #2 - (\$5,761.12) - Mr. Kraft advised that the work has been completed and he is recommending approval of the final payment application. Change Order #2 is for the reconciliation of quantity which ended up as a credit of \$5,761.12. On the motion of Dean Heffner seconded by Rodney Sechrist, the Board approved Change Order #2 and Payment Application #4 (FINAL). Motion carried. Three votes yes.

12. Public Works:

- A. Mr. Heffner advised that the Board has received the monthly report for November. Mr. Sechrist commented that the lights at the Panorama Hills pump station are very dim and better lighting is also needed at the Bahn's Mill Road building.
- B. Agreement - Abbington Detention Pond - Mrs. Gunnet advised that a letter had been sent to the homeowner of the detention basin with details on the necessary repairs. The letter gave them until the end of November to find their own contractor to complete the work or accept the proposal that was received by the Township.
- C. Beaverson Pump Station Elimination (East York Interceptor) - Partial payment \$1,135,303.40 - Mrs. Gunnet advised that the Township has received the billing from

Springettsbury Township. They are recommending that an additional \$50,000 be budgeted in 2019 for completion but overall the project is approximately \$500,000 less than anticipated. On the motion of Dean Heffner seconded by Kathy Kerchner, the Board approved the payment to Springettsbury Township in the amount of \$1,135,303.40. Motion carried. Three votes yes.

- D. Sale of pump station equipment - Mrs. Gunnet advised that there are miscellaneous parts from the stations to be sold and she is not sure how she could provide a description for the bid. Mr. Trout questioned if it would be possible to hold an auction. Attorney Rausch informed that this is acceptable. Mr. Heffner questioned how the auction would be advertised. Mrs. Gunnet stated that she has contact email addresses for anyone who previously bid on an item through Municibid that she could reach out to. Mr. Allison added that the auctioneer would list the sale on the public auction site. The Board agreed to hold an auction.

13. Other Business:

- A. Mr. Heffner advised that the Board has received the Zoning Report for October. There were no questions.
- B. Mr. Heffner advised that the Board has received a copy of the Township Manager Report for October. There were no questions.
- C. Mr. Heffner advised that the Board has received a copy of the Animal Control Officer's Report for October. There were no questions.
- D. Mr. Heffner advised that there will be no meeting on December 3, 2018.
- E. Cape Horn Road Safety Study Meeting – Update - Mrs. Gunnet advised that the Board has information on the study. It shows a center turning lane on Cape Horn Road from Lombard Road north to Windsor Road and for a right hand turning lane exiting out of the Windsor Commons Shopping Center as some safety improvements that could be made. She commented that if the former Ruppert tract is developed the center turning lane may be required by PennDOT. She added that she is not sure that there is space to add a turning lane at Windsor Commons. No action is necessary.
- F. Kensington Ballfield – Mrs. Gunnet advised that she has not been able to get in contact with Bill Briegel with Keystone Custom Homes to discuss the Board's decision. She stated that she has tried to call and email him with no response. Mr. Trout commented that they are working on the project because he is getting calls regarding the sewer extension.

- G. Burkholder Road/Snyder Corner Road - No Parking - Pulloff area – Mrs. Gunnet advised that there is a pulloff area along Burkholder Road at the intersection with Snyder Corner Road. People use it as a parking area when waiting for school buses. She stated that she has received a complaint that it is hard to see to pull out when cars are parked there and requested no parking signs. She stated that the area is on private property and off a state road. The person filing the complaint agreed to pay for the signage. Mrs. Gunnet advised that she had spoken with Chief Damon about the request and he had suggested contacting the property owner. It was the consensus of the Board to take no action.
- H. Expiration of Terms - Mr. Allison advised that he has not heard back from everyone but anticipates that all will want to continue to serve.

Mrs. Gunnet advised that Mr. Shaffer has informed her that Christopher Carr will be resigning from the WARC Board and he is trying to find a replacement.

- I. Site Improvement Agreement Extension - Taylor Estates, Phase I & Taylor Estates, Phase IV - Mrs. Gunnet advised that the work is not complete in these developments and the developer is 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 Taylor Estates, Phase I and Taylor Estates, Phase IV. Motion carried. Three votes yes.
- J. 2019 Animal Care and Housing Agreement - SPCA of York County - Mrs. Gunnet advised that the annual cost to the SPCA is \$8,752 which is calculated at a rate of 50 cents per resident based on the previous census. On the motion of Dean Heffner seconded by Kathy Kerchner, the Board approved the 2019 Animal Care and Housing Agreement with the SPCA. Motion carried. Three votes yes.
- K. 2019 Investment Accounts - Mrs. Gunnet advised that the Township has three investment accounts. When the last agreement was done, it allowed for a one year extension. Peoples Bank has agreed to the extension. The interest rate used is the 3 month T bill rate as per the Wall Street Journal. This is currently at 2.363%. On the motion of Dean Heffner seconded by Kathy Kerchner, the Board approved to keep the investment accounts with Peoples Bank. Motion carried. Three votes yes.

14. Unfinished Business:

- A. VALLEY MEADOWS - Collect on letters of credit – Mrs. Gunnet advised that she sent a letter to Mr. Adams giving until May 20, 2019 to complete the work but has had no response. Mr. Kraft stated that he was contacted by Mr. Adams on November 7th informing that he was working with Fitz & Smith to have the paving completed.

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- B. York County Planning Commission - Memorandum of Understanding for the CMP Signal Timing Project - Mrs. Gunnet advised that this MOU deals specifically with the timing of the signals. She stated that if the timing does not comply with the PennDOT permit for the signal, the Township would be responsible for fixing it. On the motion of Dean Heffner seconded by Rodney Sechrist, the Board approved the Memorandum of Understanding for the CMP Signal Timing Project with the York County Planning Commission. Motion carried. Three votes yes.
15. Mr. Trout advised that he received a phone call from PennDOT regarding the pole that is down on Craley Road. They are having issues with Verizon. Mr. Trout explained that it is a Verizon pole but has Met-Ed lines on it. He commented that Verizon has no municipal contact liaison like Met-Ed does. Mr. Kraft advised that he starts with the person that is listed as the PA One Call contact and then gets routed to the proper person.
16. Public Comment – Mr. Heffner asked if there were any public comments. There were no comments.
17. Supervisors Comments – Mr. Heffner asked the Board if they had any comments. Neither Mr. Sechrist nor Mrs. Kerchner had any comments.
- Mr. Heffner asked if leaf collection would be extended. Mrs. Gunnet commented that a final run through is typically done the week after it ends.
18. On the motion of Rodney Sechrist seconded by Dean Heffner, the bills were approved. Motion carried. Three votes yes.
19. The meeting of the Windsor Township Board of Supervisors adjourned at 7:08 p.m.

Respectfully submitted,

Jennifer L. Gunnet  
Secretary

CITIZENS PRESENT  
November 19, 2018

Mike Nazmack  
Stacey MacNeal  
Jon Seitz  
Brad Peters  
Grant Anderson  
James Pritchard

4904 Libhart Mill Road Hellam PA  
Katherman, Heim & Perry  
TRG, Inc.  
Site Design Concepts, Inc.  
Site Design Concepts, Inc.  
Laurel Fire Company