

WINDSOR TOWNSHIP BOARD OF SUPERVISORS
December 17, 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, 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 November 19, 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 has received an invitation from Rescue Fire Company No. 1 to their Appreciation Dinner which will be held on Saturday, January 19, 2019. She asked the Board to let her know if they plan to attend so she can RSVP.
 - C. Mrs. Gunnet advised that she has received a letter from Steven Coble expressing his interest in serving on the Windsor Area Recreation Commission Board. There will be a vacancy in January. She stated that no action is necessary and that the appointment would take place at the Reorganizational Meeting in January.
 - D. Mrs. Gunnet advised that she has received three notifications from Comcast. She stated that there will be price increases effective December 20, 2018, Xfinity TV Channel Updates will take place and they will no longer carry the Star India Channel.
 - E. Mrs. Gunnet advised that she has received a letter from Chanceford Township thanking the Township employees for their assistance during the flooding events earlier in the year. She stated that they are invited to a luncheon as a token of appreciation.
5. Windsor Township Fire & Rescue Association - Jim Pritchard was present. He advised that the departments have had their elections for officers and all have now been filled.
 - 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.

- B. Volunteer Firefighters Tax Credit Submissions: Laurel - 4, Yoe - 2, Dallastown - 2, Felton - 6 - Mrs. Gunnet advised that 14 people have met the criteria for the program and will be applying for the tax credit and the information has been sent to the York Adams Tax Bureau.
 - C. Scholarships - Scholarship Committee - Mrs. Gunnet advised that she has prepared all the paperwork for the scholarship program. However, a Scholarship Committee must be formed. She stated that she is willing to serve but needs another member. Mrs. Kerchner offered to serve as well.
6. York Area Regional Police Department – Chief Damon was present. He reviewed the monthly report for November. He noted that there were 218 calls. There were also 4 DUI arrests and he commented that drug DUIs are becoming more prevalent. Mr. Heffner questioned how you determine if there is a drug DUI. Chief Damon stated that they do a field sobriety test. He explained that the way a person's pupils dilate or do not dilate with light can be a sign. He added that there is another level of testing called ARIDE that is used. Because this is becoming prevalent, there is typically a drug screening performed.
- Chief Damon advised that Detective Hopple's retirement party will be held on January 4, 2019.
- Chief Damon reported that Corporal Clegg has announced his retirement which will be January 10, 2019.
- A. The monthly report is available for review.
7. Travis Gladfelter - Red Lion Area Ambulance Association - Mr. Gladfelter was not present.
8. Plan for approval:
- A. DWANE L. BURK - Preliminary/Final Subdivision Plan #18-120 by All Land, LLC, 2 lots on Craley Road - Mrs. Gunnet advised that the Engineer was not able to address all comments and the plan was not resubmitted for this evening.
9. Proposed 2019 Budget: Resolution #2018R-12-01 - Tax Levy & Resolution #2018R-12-02 - Pension Contribution Rate - On the motion of Dean Heffner seconded by Rodney Sechrist, the Board approved the 2019 Budget as well as Resolutions #2018R-12-01 and #2018R-12-02. Motion carried. Three votes yes.

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

11. Township Engineer:

- A. Windsor Manor Pump Station Phase-Out – Update - Mr. Kraft advised that they have received comments from the York County Conservation District. Minor revisions were necessary and it will be resubmitted by the end of the year. He stated that the Township can now move forward with right-of-way acquisitions. He and Mrs. Gunnet will be meeting with one property owner and letters will be sent to the others.

Mr. Kraft advised that Windsor Borough is requesting an amendment to the Intermunicipal Agreement as there is a section of their main that the Township flows into that was not previously accounted for. He stated that it is approximately 600'.

- B. Grant for ADA doors - Update, Proposal - Engles & Fahs, Inc. - \$2,595 & Amendatory Contract #2 - Time Extension - Mr. Kraft advised that the shop drawings have been submitted and approved. The work will take place in January as long as the product is received.

Engles & Fahs, Inc. has submitted a proposal in the amount of \$2,595 to complete the electrical work. On the motion of Dean Heffner seconded by Rodney Sechrist, the Board approved the proposal from Engles & Fahs, Inc. Motion carried. Three votes yes.

Due to the delay of the project, a time extension is required by the York County Planning Commission because this is a Community Development Block Grant project. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board granted a time extension. Motion carried. Three votes yes.

- C. Surety Reduction - Charles Rexroth Turkey Barns - Mr. Kraft reported that the work has been completed and he is recommending a full release of the surety. On the motion of Dean Heffner seconded by Kathy Kerchner, the Board approved the release of the surety in full for the Charles Rexroth Turkey Barns based on the recommendation of the Township Engineer. Motion carried. Three votes yes.
- D. Milner Heights Basin Retrofit - Change Order #2 - Time Extension - \$0.00 & Change Order #3 - Time Extension - Mr. Kraft advised that due to the weather, the plantings were not able to be completed and time extensions are needed. On the motion of Dean Heffner seconded by Kathy Kerchner, the Board approved Change Orders #2 and #3. Motion carried. Three votes yes.

- E. SR024 (Winterstown Road) Manhole Adjustment: Signature on cover letter to PennDOT & Resolution #2018R-12-3 - Cost Sharing - Mr. Kraft advised that PennDOT will be paving a portion of Route 24/Winterstown Road. This will be a cost sharing project in which PennDOT will be responsible for 75% and the Township 25%. PennDOT will be doing an overlay which means the manhole frames will need to be raised. The Township will be responsible for supplying the materials and will then receive reimbursement. On the motion of Dean Heffner seconded by Kathy Kerchner, the Board approved to sign the cover letter to PennDOT and Resolution #2018R-12-3. Motion carried. Three votes yes.

12. Public Works:

- A. Mr. Heffner advised that the Board has received the monthly report for December. There were no questions.
- B. Agreement - Abbington Detention Pond - Mrs. Gunnet advised that the property owner contacted Kinsley Construction for an estimate but she has not heard back from him yet. Mr. Heffner questioned if the Township would file a lien against the property if we do the work. Mrs. Gunnet stated that we would.
- C. Beaverson Pump Station Elimination (East York Interceptor) - Partial payment \$18,098.02 - Mrs. Gunnet advised that the Township has received a second billing from Springettsbury Township which is included on the bills list. They are anticipating sending one or two more invoices in 2019.
- D. Sale of pump station equipment - Mr. Trout advised that he met with Rentzel's Auction Service. They provided pointers on what to sell and what to scrap. He added that there is a municipality that is interested in some of the parts and those parts can be sold outright. Mr. Trout stated that the Sewer Department will sort through the parts over the winter and determine what will be sold at auction.

13. Other Business:

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

- D. Mr. Heffner advised that the Reorganizational meeting will be held on Monday, January 7, 2019 at 6:00 p.m.
 - E. Transfers to: Vehicle & Equipment Fund, Sewer Capital Improvements Fund and General Fund - Mrs. Gunnet advised that she has prepared the transfers between accounts. She stated that the transfer from General Fund to Vehicle & Equipment Fund will be in the amount of \$2,417. She explained that although the spreadsheet shows a negative amount, the trench drains were over budget and they are not a vehicle expense so the amount has been adjusted. The transfer from Sewer Fund to Sewer Capital Improvements Fund for all unfinished work of the seventh and final year of the pump station improvements project will be \$528,000. Mrs. Gunnet estimated that General Fund will have a year end balance of \$188,000 more than the December 31, 2017 balance so a transfer will not be needed from Solid Waste Fund.
 - F. Former Spring Valley Pool property - Lease of parking lot to J.W. Didado Electric, LLC - Mrs. Gunnet advised that she has been contacted by J.W. Didado Electric, a subcontractor for Met-Ed, requesting to use the Spring Valley parking lot as a staging area. She stated that they are not proposing an office trailer. The maximum length of time would be one year at a rate of \$500 per month. On the motion of Dean Heffner seconded by Kathy Kerchner, the Board approved the lease agreement. Motion carried. Three votes yes.
 - G. Morgan Stanley - Investments - Mrs. Gunnet reported that Morgan Stanley will no longer be handling government banking. She stated that since the Township only has Certificate of Deposits, the broker has filed an appeal to allow our accounts to remain. She stated that a decision has not been made so there is still potential that the accounts will need to be transferred to another company.
 - H. Mr. Heffner advised that an Executive Session will be held after the meeting to discuss a personnel matter.
14. Unfinished Business - There was none.
15. Public Comment – Mr. Heffner asked if there were any public comments. There were none.
16. Supervisors Comments – Mr. Heffner asked the Board if they had any comments. Mr. Sechrist thanked everyone for a good year and wished a Merry Christmas and Happy New Year.

Mrs. Kerchner and Mr. Heffner also wished everyone a Merry Christmas and Happy New Year.

17. On the motion of Kathy Kerchner 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 a personnel matter at 6:33 p.m.

Respectfully submitted,

Jennifer L. Gunnet
Secretary

CITIZENS PRESENT
December 17, 2018

Chief Damon
James Pritchard

York Area Regional Police Dept.
Laurel Fire Company