

WINDSOR TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATIONAL & REGULAR MEETING
January 7, 2019

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, Kathy Kerchner, Rodney Sechrist, Jennifer Gunnet, Kipp Allison and Deanna Coble. See the attached list of citizens present.

2. The Pledge of Allegiance was recited.
3. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the minutes of the December 17, 2018 meeting were approved. Motion carried. Three votes yes.
4. Appointments: On the motion of Rodney Sechrist seconded by Kathy Kerchner, the following appointments were made:
 - A. **Chairperson** – Dean Heffner
 - B. **Vice-Chairperson** – Kathy Kerchner
 - 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 Dean Heffner seconded by Rodney Sechrist, the following Resolution was approved and appointments were made:

- A. **Zoning Hearing Board – Resolution #2019R-01-02** - 5 Year Term - Rebecca Haas
- B. **Planning Commission** - 4 Year Term -Paul E. Ilyes, Jr. & Charles Wilson
- C. **Windsor Area Recreation Commission** - 5 Year Term - David Sprenkle & Steve Coble
- D. **Vacancy Board Chairperson** – 1 Year Term – Paul Smith

Motion carried. Three votes yes.

- E. **York Area Regional Police Commission** – Confirm 2019 - 1 Year Term
Kathy Kerchner
Rodney Sechrist (Alternate)

These appointments are the final year of a two year term. On the motion of Dean Heffner seconded by Kathy Kerchner, the Board approved the appointments. Motion carried. Three votes yes.

- F. **York Area Regional Police Commission** - Member at Large - 1 Year Term - William Krouse
On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board approved the appointment. Motion carried. Three votes yes.

6. Supervisor Assignments: On the motion of Dean Heffner seconded by Kathy Kerchner, 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** – Mrs. Kerchner questioned the purpose of this committee. Mrs. Gunnet explained that it was created to protect farmers from nuisance calls due to normal farming practices. Meetings are held if there is an issue or in the case of eminent domain. She commented that meetings are not held frequently. Mrs. Kerchner asked Mr. Sechrist if he would want to sit on this committee and she would sit on the Windsor Area Recreation Commission. Mr. Sechrist agreed.
- F. **Local Government Advisory Committee** – Dean Heffner
- G. **Windsor Area Recreation Commission** – Kathy Kerchner

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 Kathy Kerchner, 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 - \$0.58

Motion carried. Three votes yes.

9. Approval of Subdivision Plan:

A. DWANE L. BURK - Preliminary/Final Subdivision Plan #18-120 by All Land, LLC, 2 lots on Craley Road - Mr. Allison advised that Mr. Burk applied for a Building Permit to construct a garage on his property and it was discovered that he owned two parcels. The purpose of this subdivision plan is to combine the parcels into one. There are three waiver requests. They are for sheet size, installation of sidewalks and widening of Craley Road.

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

10. Other Business:

- A. Resolution #2019R-01-01 – Appoint Kochenour, Earnest, Smyser & Burg to audit 2018 financial records – On the motion of Rodney Sechrist seconded by Kathy Kerchner, the Resolution was adopted. Motion carried. Three votes yes.
- B. Resolution #2019R-01-03 - Approval of Fee Schedule - On the motion of Rodney Sechrist seconded by Kathy Kerchner, the Resolution was adopted. Motion carried. Three votes yes.
- C. Resolution #2019R-01-04 - Payment of interim bills - On the motion of Rodney Sechrist seconded by Kathy Kerchner, the Resolution was adopted. Motion carried. Three votes yes.
- D. Resolution #2019R-01-05 - Recreational Area Fee Schedule - On the motion of Rodney Sechrist seconded by Kathy Kerchner, the Resolution was adopted. Motion carried. Three votes yes.
- E. Mr. Heffner advised that Christmas Tree Collection will take place the week of January 7th 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.
- F. Stormwater Maintenance Agreement - 1305 Karens Way - Mr. Allison advised that a new home has been constructed at this property and the standard Stormwater Maintenance Agreement is required. On the motion of Dean Heffner seconded by Kathy Kerchner, the Agreement was approved. Motion carried. Three votes yes.
- G. Staff work schedule - Friday, July 5 & Monday, December 23 - Mrs. Gunnet advised July 4th falls on a Thursday this year and Christmas Eve is on a Tuesday. A meeting was held with the employees to discuss the interest in using vacation days on July 5th and December 23rd and closing those days. All employees were in agreement. She requested permission to close those days with the condition that all employees use a vacation or personal day. Mrs. Kerchner questioned if the Township would withhold two vacation days. Mrs. Gunnet advised that the Township has only done this one other time and it was not necessary to do that. If an employee would not save the days, then the minimum number of workers would be required for that day. On the motion of Rodney Sechrist seconded by Kathy Kerchner, the Board approved to close the Township on Friday, July 5th and Monday, December 23rd provided that all employees use vacation or personal days. Motion carried. Three votes yes.

11. Unfinished Business - There was none.

12. 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.

13. Supervisors Comments – Mr. Heffner asked the Board if they had any comments. Neither Mrs. Kerchner nor Mr. Sechrist had any. Mr. Heffner welcomed Mrs. Kerchner to her first full year as a Supervisor.

14. On the motion of Rodney Sechrist seconded by Kathy Kerchner, the bills were approved. Motion carried. Three votes yes.
15. The meeting of the Windsor Township Board of Supervisors at 6:13 p.m.

Respectfully submitted,

Jennifer L. Gunnet
Secretary

CITIZENS PRESENT
January 7, 2019

Dax Coble
Ryne Coble
Steve Coble
William Krouse

Red Lion PA
Red Lion PA
Red Lion PA
20 Hampton Court Red Lion PA