

WINDSOR TOWNSHIP BOARD OF SUPERVISORS
November 16, 2015

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

Those present: Dean Heffner, Jo Anna Shovlin, Rodney Sechrist, Attorney Charles Rausch, John Klinedinst, 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 Jo Anna Shovlin seconded by Rodney Sechrist, the minutes from the October 19, 2015 and November 2, 2015 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 a letter from VNA Home Health thanking the Board for the donation that was made by the Township.
 - C. Mrs. Gunnet advised that she has received information from the York County Planning Commission regarding the vacancy in Region 2 which includes Windsor Township. She stated that if the Board knows of anyone that may be interested in serving to let her know. Mr. Heffner questioned if she thought Charlie Wilson would be interested. Mrs. Gunnet advised that Mr. Allison had contacted him but he was not.
5. Windsor Township Fire & Rescue Association – Chad Arnold was present. He advised that he did not have anything to report. There were no questions for him.
 - A. Mr. Arnold advised that the next Fire Chiefs meeting will be held on November 19th at Red Lion.
 - B. Mr. Arnold questioned the status of the Revised Burning Ordinance. Mr. Allison advised that it has been approved. Mrs. Gunnet noted that a copy had been forwarded to the Association.
6. York Area Regional Police Department – Corporal D. Miller was present. He reported that Chief Gross is resigning. His last day to work will be on December 11, 2015 with retirement on January 22, 2016. Mr. Heffner commented that there have been several calls in Windsor Acres. Corporal Miller stated that there are habitual problems in the park. Mrs. Shovlin thanked the Department for their additional presence during trick-or-treating.
7. **Vernon Ducharme - Stormwater Management Ordinance** - Waiver of setbacks - Zane Williams advised that the Ducharmes are proposing to construct a new single family dwelling on **Herbst Road**. When the Stormwater Plan was prepared, it was determined that the best location for a drainage pit would be outside the setback line. He is requesting a waiver of the setbacks. Mr. Allison explained the drawing that he had provided. Mr. Klinedinst advised that there are no issues

with the issuance of the waiver. **On the motion of Rodney Sechrist seconded by Jo Anna Shovlin, the Board granted the waiver of setbacks from the Stormwater Management Ordinance. Motion carried. Three votes yes.**

8. Emergency Management:

A. Presentation - Elmer Fromm - On behalf of the Board, Mr. Heffner thanked Mr. Fromm for all of his efforts in creating the Emergency Management department. He stated that when Mr. Fromm became the Coordinator there was nothing and now there are several volunteers, proper certification and paperwork have been obtained, radios have been purchased, a weather station has been setup and there is communication and involvement between the department and the Township. He commented that he is very appreciative of his time and service and hopes that the good work continues with Mr. Myers.

Mr. Fromm thanked the Board for the opportunity to serve Windsor Township and the residents. A plaque was presented to Mr. Fromm and photos were taken.

9. 2016 Proposed Budget Open for inspection - Mrs. Gunnet advised that the Proposed 2016 Budget is open for inspection. She noted that the Real Estate Tax millage rate will remain at .6. The Township will dip into reserves. Public safety accounts for 54% of the budget. The Fire Hydrant Tax millage rate will remain at .1. The quarterly sewer bill will increase to \$112 with the February 2016 billing. She noted that the last increase was in February 2013. The elimination of the Beaverson pump station is included however the project is behind schedule.

Mr. Heffner thanked Mrs. Gunnet for her hard work in preparing the budget.

10. Solicitor:

A. Attorney Rausch reported that the surety company for Windsor Meadows contacted Stonebridge Bank and they are working together to determine who will be completing the necessary improvements. Mr. Klinedinst advised that he had prepared an estimate for the work to be finished and the surety company and Stonebridge Bank were reviewing it. The work should start in the spring.

11. Township Engineer:

A. **Cranberry Lane/Dietz Road Sewer Extension - Status Report #13, Update on connections -** Mr. Klinedinst advised that the York County Conservation District is requiring that a drainage swale be repaired. However, there will be plumbing work that needs to be completed in this area so the repairs will not take place until this occurs. He noted that he will have the total engineering costs for the Board at the next meeting.

Mrs. Gunnet advised that as of November 13th, sewer permits have been issued for 13 properties.

- B. **Resolution 2015R-11-04 - PennDOT cost sharing request - Cape Horn Road** - Mr. Klinedinst advised that there are several manholes on Cape Horn Road that will need to be adjusted. PennDOT will pay 75% of the cost to do the work. The Township will be responsible for the balance and providing the materials and frames. A Resolution is required to enter into the agreement. **On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, the Board approved Resolution 2015R-11-04. Motion carried. Three votes yes.**

12. Public Works:

- A. Mr. Heffner advised that the Board has received the monthly report for November. There were no questions.
- B. **Wise Avenue sewer extension update** - Mrs. Gunnet advised that three of the four properties have applied for their permits and two of them have already connected. She stated that she has not heard from the owners of the last property and they are now in violation of the timeframe to connect. She asked if the Board wants to file charges or send a third notice. Spencer Seaks, Wise Avenue, advised that the property owner has called in for the utility locates because it is being marked. The Board agreed to send one final notice before fining.
- C. **Brunner Island bottom ash** – As an alternative to antiskid, Brunner Island has received approval from PennDOT to sell their bottom ash. The cost is approximately \$9 per ton including delivery. The cost for standard antiskid is approximately \$13. Mr. Heffner stated that he thinks it is a good idea and that it had been used in the past. Mr. Sechrist questioned if it is ground. Mr. Trout explained that it ranges from fines to a quarter inch in size. Mrs. Gunnet asked if the intention is to mix it with antiskid. Mr. Klinedinst recommended that it be mixed. He added that due to the darkness in color, it helps to absorb better. **It was the consensus of the Board to purchase the bottom ash.**

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 Report for October. There were no questions.
- D. **Allegiant Animal Care - 2016 Contract** - Mrs. Gunnet advised that the rate for the 2016 contract is the same as this year. On the motion of Rodney Sechrist seconded by Jo Anna Shovlin, the Board approved the contract with Allegiant Animal Care. Motion carried. Three votes yes.

- E. **2016 Animal Care & Housing Agreement with SPCA of York County - \$8,752.00** - Mrs. Gunnet advised that the rate for the Agreement with the SPCA is based on the 2010 census population. On the motion of Rodney Sechrist seconded by Jo Anna Shovlin, the Board approved the Agreement. Motion carried. Three votes yes.
- F. Mr. Heffner advised that the Board has received a copy of the Transition Report for October. There were no questions.
- G. Schedule Special Meeting - Adoption of amendment to Building Permit Ordinance - Mrs. Gunnet advised that the necessary revisions for the updated floodplain regulations must be approved by December 16th so another meeting will need to be held prior to that date. After discussion, it was decided that a meeting will be held at 11:00 a.m. on December 7th at the Township Office.
- H. **Resolution #2015R-11-01 - Amendment to Personnel Policy** - Mrs. Gunnet advised that the amendment has been prepared to change the Personnel Policy to clarify that once all time has been used in a calendar year, that any additional sick time even with a doctor's excuse is considered an unapproved absence. On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, Resolution #2015R-11-01 was approved. Motion carried. Three votes yes.
- I. Expiration of Terms - Mrs. Gunnet advised that she has provided a list of term expirations to the Board. She stated if the Board wishes, she will contact them to see if they would like to serve again. The Board agreed for her to proceed.
- J. **Extension of Site Improvement Agreements - Wisheaven Condominiums; Taylor Estates, Phase I; Taylor Estates, Phase II, Section A; Taylor Estates, Phase II, Section B & Taylor Estates, Phase IV** - Mrs. Gunnet advised that the developers had posted a bond for their security. A Site Improvement Agreement is approved for one year. The work is not completed and they are all requesting a one year extension. **On the motion of Dean Heffner seconded by Rodney Sechrist, the Board approved the one year extension of the Site Improvement Agreements. Motion carried. Three votes yes.**
- K. Electronics Rebate - \$184.20 - Mrs. Gunnet advised that the Township has received a rebate for the electronics collection. It will be forwarded to the Boy Scouts. There should be one more rebate received for the fall collection.
- L. Speed limit reduction request - Freysville Road from Windsor Road to Mt. Pisgah Road - Mrs. Gunnet advised that a request for a speed limit reduction had been sent to Representative Saylor from Paul Ilyes. The current speed limit is 40 mph. He is requesting that it be reduced to 30 to 35 mph. Mrs. Gunnet stated that there would not be a cost to send the request to PennDOT. Mr. Klinedinst stated that he does not feel that it would be lowered. Mrs. Shovlin suggested sending a letter to the York Area Regional Police Department requesting additional police coverage. The Board agreed.
- M. **Resolution #2015R-11-02 - Revision to Official Plan - Beaverson Interceptor** - Mrs. Gunnet advised that the Official Plan needs to be amended for the planning module for the Beaverson

Interceptor. On the motion of Dean Heffner seconded by Rodney Sechrist, the Board approved Resolution #2015R-11-02. Motion carried. Three votes yes.

N. **Resolution #2015R-11-03 - Re-calculation of Foreign Fire Insurance Tax** - Mrs. Gunnet advised that at the York County Second Class Township Assoc. a resolution was approved to be submitted to PSATS requesting that they support legislation to change how the Foreign Fire Insurance Tax is calculated. They would like to have more funds distributed to volunteer fire companies. The municipalities were encouraged to submit a similar resolution to our local legislators, thus she drafted one for consideration. Mrs. Shovlin stated that Representative Saylor recommended sending the resolution to his Harrisburg Office and then it can go through the necessary proceedings. On the motion of Dean Heffner seconded by Rodney Sechrist, the Board approved Resolution #2015R-11-03. Motion carried. Three votes yes.

O. Mr. Heffner advised that an Executive Session will be held after the meeting to discuss potential litigation and a personnel matter.

14. Unfinished Business:

A. **Cape Horn Road - Prohibition on engine brakes** - Mrs. Gunnet advised that she spoke with York Township about the results of the traffic study. All of the signs would be located in York Township and they are agreeable to adopt the ordinance and install signage if Windsor Township pays half the costs. Mrs. Gunnet reminded that the reason the Township is involved is because a Windsor Township resident contacted Representative Saylor. Mrs. Shovlin stated that she would abstain from making a decision. **It was the consensus of the Board not to proceed with an Ordinance.**

15. Public Comment – Mr. Heffner noted that if speakers do not wish to have their address recorded, they must state this when speaking. Gordon McKeever, Laurel Lane, questioned the Township's leaf collection policy for his lane. He explained that the first six houses are located in Windsor Township and the last six are located in Springettsbury Township. Springettsbury Township collects leaves at no cost for their residents but the Township is charging him and the five others \$75 per load.

Mrs. Gunnet advised that the collection agreement started in 1994. The Township does not collect leaves on private streets and the residents agreed to pay to have the service. She noted that a private street is considered any roadway not adopted by the Township. Mr. McKeever stated that he feels that he is paying for a service that is included in his taxes.

Attorney Rausch questioned how the billing is split. Mr. Trout advised that this year an invoice was sent to the four individual households that participated. Attorney Rausch stated that this is the same concept as snow removal. The Township does not snowplow on private roads.

Mrs. Gunnet asked Mr. McKeever if he was interested in continuing the service. Mr. McKeever stated that he was not sure at this time. Mr. Trout added that he feels the fee is reasonable.

16. Supervisors Comments – Mr. Heffner asked the Board if they had any comments. Mrs. Shovlin thanked the Township for hosting Representative Saylor's MS4 Seminar. She commented that Mr. Klinedinst and Mr. Allison both gave great presentations.

Neither Mr. Sechrist nor Mr. Heffner had any comments.

17. On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, the bills were approved. Motion carried. Three votes yes.
18. The meeting adjourned into an Executive Session to discuss potential litigation and a personnel matter at 6:48 p.m.

Respectfully submitted,

Jennifer L. Gunnet
Secretary

CITIZENS PRESENT

November 16, 2015

Vera Miller

John & Lynn Cheeseman

Elmer & Vonnie Fromm

Corporal Dan Miller

Gordon McKeever

Zane Williams

Vernon & Rebecca Ducharme

Spencer Seaks

Chad Arnold

910 Cranberry Lane York PA

50 Oak Drive Red Lion PA

York Area Regional Police Department

3770 Laurel Lane York PA

403 Beaumont Road York PA

450 Herbst Road Red Lion PA

951 Wise Avenue, Red Lion PA

Windsor Township Fire & Rescue