

WINDSOR TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATIONAL & REGULAR MEETING
January 3, 2012

1. The reorganizational meeting of the Windsor Township Board of Supervisors was called to order by Paul Smith at 6:00 p.m.

Those present: Paul Smith, Dean Heffner, Rodney Sechrist, Attorney Charles Rausch, Jennifer Gunnet and Deanna Coble. See the attached list of citizens present.

2. The Pledge of Allegiance was recited.
3. On the motion of Dean Heffner seconded by Paul Smith, the minutes of the December 19, 2011 meeting were approved. Motion carried. Three votes yes.

4. Appointments:

- A. **Chairman** – On the motion of Rodney Sechrist seconded by Paul Smith, Dean Heffner was appointed Chairman. Motion carried. Three votes yes.

The meeting was turned over to Mr. Heffner.

- B. **Vice-Chairman** – On the motion of Rodney Sechrist seconded by Dean Heffner, Paul Smith was appointed Vice-Chairman. Motion carried. Three votes yes.
- C. **Secretary/Treasurer & Treasurer's Bond limit (\$1,500,000)** – On the motion of Paul Smith seconded by Dean Heffner, Jennifer Gunnet was appointed Secretary/Treasurer and the Treasurer's/Township Manager's bond was set at \$1,500,000. Motion carried. Three votes yes.
- D. **Assistant Secretary/Treasurer** – On the motion of Rodney Sechrist seconded by Paul Smith, Dean Heffner was appointed Assistant Secretary/Treasurer. Motion carried. Three votes yes.
- E. **Zoning Officer** – On the motion of Rodney Sechrist seconded by Paul Smith, Kipp Allison was appointed Zoning Officer. Motion carried. Three votes yes.
- F. **Assistant Zoning Officer** – On the motion of Rodney Sechrist seconded by Paul Smith, Deanna Coble was appointed Assistant Zoning Officer. Motion carried. Three votes yes.
- G. **Solicitor for Board of Supervisors** – On the motion of Rodney Sechrist seconded by Paul Smith, Charles Rausch of Blakey, Yost, Bupp & Rausch was appointed Township Solicitor. Motion carried. Three votes yes.
- H. **Engineer** – On the motion of Paul Smith seconded by Rodney Sechrist, the Board appointed J. Michael Hess of the ARRO Group as Township Engineer. Motion carried. Three votes yes.

- I. **Sewage Enforcement Officer and Alternate** – On the motion of Paul Smith seconded by Rodney Sechrist, the Board appointed Ethan Poe as Sewage Enforcement Officer with no alternate. Motion carried. Three votes yes.
 - J. **Depositories** – On the motion of Rodney Sechrist seconded by Paul Smith, M&T Bank, Drovers Bank, Peoples Bank, Susquehanna Bank, PNC Bank, Fulton Bank, Metro Bank, Integrity Bank and Janney Montgomery Scott were approved as depositories. Motion carried. Three votes yes.
5. Various Board Members:
- A. **Zoning Hearing Board – Resolution 2012R-01-02** – 5 year term (Robert Leiphart) & Alternates – 3 year term (Darwin Dosch & Rebecca Haas) – Mrs. Gunnet advised that she has contacted the three individuals and all would like to continue to serve. On the motion of Paul Smith seconded by Rodney Sechrist, the Resolution was approved. Motion carried. Three votes yes.
 - B. **Vacancy Board Chairperson – 1 year term** – Mrs. Gunnet advised that she has spoken with Mr. Norman and he is willing to continue to serve. On the motion of Paul Smith seconded by Rodney Sechrist, the Board appointed Ronald Norman as Vacancy Board Chairperson. Motion carried. Three votes yes.
 - C. **Planning Commission – 4 year term** – Mr. Heffner advised that he would like to continue to serve on the Planning Commission. On the motion of Rodney Sechrist seconded by Paul Smith, Dean Heffner was appointed to a 4 year term on the Planning Commission. Motion carried. Three votes yes.
 - D. **York Area Regional Police Commission – 2 year term** – Mr. P. Smith explained that both York Township and Windsor Township have a member and an alternate that sit on the Police Commission. On the motion of Dean Heffner seconded by Paul Smith, Paul Smith was appointed the member and Rodney Sechrist as alternate. Motion carried. Three votes yes.
 - E. **Windsor Area Recreation Commission – 5 year term** – Mr. P. Smith advised that Kathy Kerchner no longer wishes to serve. Mrs. Gunnet stated that she has contacted Mike Diehl who is currently serving as the alternate. He would like to serve the 5 year term. Chris Carr has expressed an interest in serving as the alternate. On the motion of Rodney Sechrist seconded by Paul Smith, the Board appointed Mike Diehl to a 5 year term and Chris Carr as the alternate, finishing out Mr. Diehl's final year of his term. Motion carried. Three votes yes.
6. Supervisor Assignments:
- A. **Zoning Hearing Board** – On the motion of Paul Smith seconded by Dean Heffner, Rodney Sechrist was assigned to the Zoning Hearing Board. Motion carried. Three votes yes.

- B. **Planning Commission** – On the motion of Rodney Sechrist seconded by Paul Smith, Dean Heffner was assigned to the Planning Commission. Motion carried. Three votes yes.
- C. **York Adams Tax Bureau** – Mrs. Gunnet advised that she has spoken with Henry Sprenkle and he will continue to serve. On the motion of Rodney Sechrist seconded by Paul Smith, Henry Sprenkle was assigned to the York Adams Tax Bureau. Motion carried. Three votes yes.
- D. **York County Tax Collection Committee** – Mrs. Gunnet advised that she has spoken with Henry Sprenkle and he will continue to serve. On the motion of Paul Smith seconded by Rodney Sechrist, Henry Sprenkle was assigned to the York County Tax Collection Committee. Motion carried. Three votes yes.
- E. **Agricultural Area Advisory Committee** – On the motion of Rodney Sechrist seconded by Dean Heffner, Paul Smith was assigned to the Agricultural Area Advisory Committee. Motion carried. Three votes yes.
- F. **Local Government Advisory Committee** – On the motion of Paul Smith seconded by Rodney Sechrist, Dean Heffner was assigned to the Local Government Advisory Committee. Motion carried. Three votes yes.
- G. **Windsor Area Recreation Commission** – On the motion of Rodney Sechrist seconded by Dean Heffner, Paul Smith was assigned to the Windsor Area Recreation Commission. 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.

It was the consensus of the Board to keep the meeting dates the same and for Mrs. Gunnet to advertise accordingly.

- 8. Other Reorganizational Business – On the motion of Rodney Sechrist seconded by Paul Smith, 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

Motion carried. Three votes yes.

- 9. 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 copy of the Audit Report from Jack Wagner, Auditor General, covering the period of January 1, 2007 through December 31, 2009 for the Felton Volunteer Firefighters' Relief Association. The report stated that they have complied with previous findings. There was one new finding which they plan to come into compliance with.
 - C. Mrs. Gunnet advised that she has received a copy of the Audit Report from Jack Wagner, Auditor General, covering the period of January 1, 2007 through December 31, 2009 for the Yoe Volunteer Firefighters' Relief Association. The report stated that they have come into compliance with previous findings and there were no new findings.
- 10. Windsor Township Fire & Rescue Association: Joseph Yahnke, Red Lion Fire Company Chief, was present.
 - A. **Public Protection Classification change** – Mr. P. Smith questioned if the status change for the Public Protection Classification is an achievement for the department. Mr. Yahnke stated that it is. He explained that they have bettered themselves to the extent that they were able to go from a 5 ranking to a 4 and a 9 to an 8B. He stated that if a homeowner's insurance company was willing to work with the policy holder, it could lead to a reduction in their insurance premium. Mrs. Gunnet commented that she will contact the Township's insurance company to see if our insurance could be reduced. Mr. P. Smith advised that he would like Mrs. Gunnet to place an article in the next newsletter. He asked that she stress volunteerism and how it helps to reduce costs. Mr. Yahnke added that if they feel they have been able to improve the rating, they can ask for a reevaluation at any time.
 - B. Mr. Yahnke provided a 2012 Officer's list for Red Lion Fire Company to the Board. He advised that Chad Arnold from the Felton Fire Company is now the President of the Windsor Township Fire & Rescue Association. He added that Dan Orwig is the Vice-President. He noted that Chief Barry Myers of Yoe Fire Company has retired after 22 years of service and Dan Orwig of Windsor Fire Company has retired as Chief after 30 years of service. Mr. Yahnke stated that both were recognized for their years of service at their banquet.

C. Roof simulator – Mr. Yahnke advised that he has a new person his staff, Bill Hoover, who is an engineer by trade and he has prepared drawings for the roof simulator. He showed the Board drawings of the proposal for the Bahn’s Mill facility. All work will take place on the existing concrete pad. He explained that the roof simulator has been redesigned from the original proposal. It will now have siding, a window, door, pitched roof and flat roof. A smoke machine will be installed in the interior to simulate a real fire. A separate wall with a window and small landing is proposed which will be used as a “bail out simulator”. This will be used to allow the firefighter’s to practice removing themselves from a building should it be necessary and also to help practice window rescues. Another area would be set up with a barrel that could be filled with fuel and set ablaze to practice working with fire extinguishers. Mrs. Gunnet advised that in addition to these drawings, Mr. Allison needs to be provided with drawings that detail the construction. Mr. Yahnke stated that he will see that he receives them as soon as they have been completed.

11. York Area Regional Police Department – Officer Hoover was present. She advised that she did not have anything to present to the Board. Mrs. Gunnet commented that she had heard that the Peoples Bank on Cape Horn Road was robbed today. Officer Hoover confirmed that this is correct. She added that one of the two runaways has now returned home. There were no questions for the officer.

12. Solicitor:

A. Herre Bros. – Trench drain update – Attorney Rausch advised that he has received a notice from the insurance company for Herre Bros. that they have declined coverage as it was a contractual agreement. The situation was explained to Mr. Sechrist to bring him up to date on the issue. Mrs. Gunnet stated that the Township will need to have the drains fixed. Mr. Heffner commented that he would prefer to see a method used that would not require the floor to be cut.

13. Other Business:

A. **Resolution #2012R-01-01 – Appoint Kochenour, Earnest, Smyser & Burg to audit 2011 financial records** – On the motion of Rodney Sechrist seconded by Paul Smith, the Resolution was adopted. Motion carried. Three votes yes.

B. Mr. Heffner advised that Christmas Tree Collection will take place the week of January 9th 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.

C. **Resolution #2012R-01-03 – Fee Schedule** – Mrs. Gunnet advised that although there are no changes to the fee schedule, Attorney Rausch has recommended that it be adopted at the beginning of each year. On the motion of Rodney Sechrist seconded by Paul Smith, the Resolution was approved. Motion carried. Three votes yes.

- D. **Vacancy – Auditor 4 year term – H. Burnell Sprenkle** – Mrs. Gunnet advised that she has contacted Mr. Sprenkle and he is willing to serve as an Auditor. She noted that it would only be for a 2 year term as the position would be filled at the next election. On the motion of Paul Smith seconded by Rodney Sechrist, the Board appointed H. Burnell Sprenkle as Township Auditor. Motion carried. Three votes yes.
- E. **Donna Miller – License Agreement – Fence in easement at 560 Rosewater Drive** – Mrs. Gunnet advised that Mr. Allison had presented the Board with information at a previous meeting regarding the placement of fence in the storm water easement. Mrs. Gunnet advised that in Stapleton, the storm water easements encompass the majority of the rear yards of the lots. There would be large gates installed with each fence which would allow for access. **On the motion of Rodney Sechrist seconded by Paul Smith, the Board approved the License Agreement. Motion carried. Three votes yes.**
- F. **Extension of Site Improvement Agreements: Rose Brook II, Windsor Hill Holdings, Taylor Estates, Phase II, Section A, Lot 1** – Mrs. Gunnet advised that performance bonds were submitted as security for Rose Brook II, Windsor Hill Holdings and Taylor Estates, Phase II, Section A, Lot 1 and Site Improvement Agreements were set allowing one year to complete the site work. The work has not been completed for these projects and all are requesting a one year extension of their Site Improvement agreement. **On the motion of Paul Smith seconded by Rodney Sechrist, the Board granted each a one year extension. Motion carried. Three votes yes.**
14. Unfinished Business:
- A. Panorama Hills Pump Station – Attorney Rausch advised that he is still working with Robert Holweck on easement agreements.
- B. Community Center Feasibility Study – Mrs. Gunnet advised that she has spoken with Ann Yost of YSM and she will be attending the January 16th meeting to present the Board with information. Mr. P. Smith explained to Mr. Sechrist that the Board is looking to have a Community Center constructed. Mr. Sechrist questioned the location. Mr. P. Smith stated that a location has not been determined but this study is looking at the feasibility of constructing it above the tennis courts at Freysville Park.
- C. Renegotiation of Host Municipal Agreement – Mrs. Gunnet advised that she has spoken with Attorney Davis but he has not heard back from the Attorney for Modern.
15. Public Comment – Richard Voytek, 285 Husson Road, advised that during Tropical Storm Lee, the Township came onto his property and caused damage. He questioned if the Township plans to make repairs. Mrs. Gunnet explained that the pipe that runs under his driveway became clogged and with all the rain, the stream came out of its bed. She stated that the Township went onto his property to open the pipe and relocate the stream. The trackhoe needed to access the streambed. Mr. Voytek stated that the Township tore up his yard and created a high barrier of stone.

Mr. P. Smith advised that several years ago a meeting had been held on site with several of his neighbors and the Township Engineer. It was determined that the piping in this area needed to be increased in size. The Township increased the size of the pipe in the road but he did not enlarge the pipe that ran under his driveway. Mr. Voytek stated that the Township had approved the size of the pipe. Mrs. Gunnet corrected him that it was not the Township, but DEP that approved the pipe.

Mr. Voytek questioned why the street was not paved past his property. Mr. P. Smith stated that there was not a reason for where the paving stopped. He added that without the pipe under his driveway being enlarged, the paving could be washed away in a large storm. Mr. Voytek stated that he would like a copy of the Engineer's report from the meeting. Mrs. Gunnet advised that she did not know if there was a specific report but would contact C.S. Davidson's office.

Mr. P. Smith informed Mr. Voytek that he is responsible for the enlarging of the pipe under his driveway, not the Township. Mr. Sechrist asked how far away the paving is from his property. Mr. Voytek stated that it is about 90 yards away from his driveway. Mr. Sechrist asked how long he has lived at this property. Mr. Voytek advised that he has lived there since 1995 and this is the fifth time that the road has flooded.

16. Supervisors Comments – Mr. Heffner asked the Board if they had any comments. Mr. Sechrist did not have any.

Mr. P. Smith advised that he is aware that there have been new rulings regarding Right-to-Know requests for emails on Supervisor's personal computers. Attorney Rausch explained that if a Supervisor is communicating with a third party, it is not a public record. If there is a discussion that takes place between a quorum of Supervisors, then those emails are subject to a Right-to-Know request.

Mr. Heffner welcomed Mr. Sechrist to the Board.

17. The meeting of the Windsor Township Board of Supervisors adjourned at 6:51 p.m.

Respectfully submitted,

Jennifer L. Gunnet
Secretary

CITIZENS PRESENT

January 3, 2012

Vera Miller

Elmer Fromm

Joseph Yahnke

Richard Voytek

Gene Zimmerman

Bobbie Zimmerman

Charles Silar

50 Oak Drive Red Lion PA

Red Lion Fire Company

285 Husson Road Felton PA

860 Zimmerman Road York PA

860 Zimmerman Road York PA

1500 Windsor Road Red Lion PA