

WINDSOR TOWNSHIP BOARD OF SUPERVISORS

July 15, 2013

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

Those present: Paul Smith, Dean Heffner, Rodney Sechrist, Attorney Charles Rausch, 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 Dean Heffner seconded by Paul Smith, the minutes from the June 17, 2013 meeting were approved. Motion carried. Two votes yes. Mr. Sechrist abstained from voting due to not being present at the meeting.
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 the Pennsylvania Department of Environmental Protection advising that the Township has been awarded a Recycling Performance Grant in the amount of \$21,375 for the 2011 calendar year. The funds should be received in a few weeks. Mr. Smith commented that this amount is much lower than in years previous. Mrs. Gunnet explained that there are less funds being split among more municipalities.
 - C. Mrs. Gunnet advised that the York County Planning Commission will be drafting a countywide Pollution Reduction Plan. They are asking if the Township would be interested in participating. She noted that the Township would not be required to adopt the plan if it does not satisfy the requirements for our MS4 permit. There would be no cost to the Township and it could potentially save money. It was the consensus of the Board to participate.
 - D. Mrs. Gunnet advised that she has received a letter from C. Joyce Hemler of Hemler Animal Control Service informing that she will be retiring December 31, 2013. In her letter she provided the names of 3 individuals who could serve as her replacement. Mrs. Gunnet stated that she is having a meeting with other managers to interview the individuals. She noted that one of them is not interested in traveling to our area and added that York Township was going to contact the SPCA for other alternatives.
 - E. Mrs. Gunnet advised that she has received a letter from **Lois Kashner resigning as our representative to the York Adams Tax Bureau**. She explained that there have been some bylaw changes at the YATB and since Ms. Kashner is working for them as a part-time employee, she cannot vote on topics such as compensation and benefits. Therefore, she feels that she cannot adequately represent the Township. Mrs. Gunnet advised that she is currently the alternate and can attend the four meetings that they have each year. **On the motion of**

Paul Smith seconded by Dean Heffner, the Board appointed Mrs. Gunnet as the representative to the York Adams Tax Bureau. Motion carried. Three votes yes.

- F. Mrs. Gunnet advised that she has received a copy of the 2011 and 2012 audit reports for Yoe Fire Company Ambulance Service, Inc. There were no findings.
- G. Mrs. Gunnet advised that she has received notification from Comcast that the Fox Soccer and Fox Soccer HD channels will be added to the Digital Starter Package.
- 5. Windsor Township Fire & Rescue Association: Eric Myers advised that Tom Ness, Jr. has replaced Sandy Yancy as the Association Secretary.
 - A. Mr. Myers advised that Laurel Fire Company is requesting to borrow \$160,000 to pay for the purchase of a fire truck until they receive their loan. He explained that the truck is scheduled to be ready at the end of July which is one month sooner than anticipated. Mr. Smith noted that the Board had previously decided that the maximum amount that one company could borrow was \$100,000 but he does not have an issue granting an exception if there are funds available. Mrs. Gunnet advised that there are. **On the motion of Rodney Sechrist seconded by Dean Heffner, the Board approved for the borrowing of \$160,000 by Laurel Fire Company. Motion carried. Three votes yes.**
- 6. York Area Regional Police Department: Sergeant Montgomery reviewed the 1st half 2013 report and gave a copy to Mrs. Gunnet.
 - A. The Monthly Report for May is available for review.
 - B. Mr. Sechrist questioned if the Department felt that they would find the man who assaulted another man on the rail trail. Sergeant Montgomery simply commented that time helps to solve crimes.
- 7. Jackie Kubala – 914 Cranberry Lane – Septic System Issues – Jackie and Todd Kubala were present. Mrs. Kubala explained that they owned 914 Cranberry Lane years ago and had sold it when their family outgrew it. They repurchased the property last year. She stated that when they previously owned it, they did not have any issues with the septic system but now they are. She noted that many of the properties in the development are having septic issues. She advised that a neighbor had filed a complaint that their septic was running onto their property and so they had it pumped again.

Mrs. Kubala stated that she had been informed that public sewer is proposed for their development. When she purchased the property, she was told that it would be between two and five years. She questioned if there is any way to expedite the timeline. She commented that she does not want to have to install a new system if public sewer is to be extended.

Mrs. Gunnet noted that the installation of public sewer to Cranberry Lane is part of the Act 537 requirements. She explained that there is no sewer capacity available until the Panorama Hills

Pump Station upgrade is completed. The Township is hopeful that the construction will begin this fall. It is anticipated that it will take one year to complete the work. She noted that it will also take time for the design work for the sewer system for their development as well. Mrs. Kubala commented that she had heard that the lots in the development should never have been approved for septic systems and some of the neighbors wanted to take legal action.

Mrs. Gunnet suggested having the septic system pumped more frequently. Mr. Allison stated that it may be in their best interest to have it pumped on a quarterly basis. By having it pumped more frequently, it may keep it from failing and prevent them from having to install a new septic system before the public sewer is extended.

Mrs. Kubala gave a letter to Mrs. Gunnet regarding the information that they had presented.

8. Crestview Acres Mobile Home Park – 123 Rain Dove Drive – Waiver request for separation distance – John Runge with Gordon L. Brown & Associates advised that he is present on behalf of Keystone Kommunities. He stated that they are requesting a waiver of Section 611.1 of the Subdivision and Land Development Ordinance for the separation distance between mobile homes. He noted that the requirement is 30'. The owner of the park, Jay Peifer, is proposing to replace a singlewide with a doublewide. The home would encroach into the setback 6' on one side. Mr. Runge advised that he is aware that the Township is considering lessening the separation distance in the new SALDO that is currently being drafted.

Mr. Allison advised that this matter had been discussed with the Windsor Township Planning Commission and it was their recommendation to approve the waiver as requested. **On the motion of Rodney Sechrist seconded by Dean Heffner, the Board granted the waiver to allow for a 6' encroachment for the home at 123 Rain Dove Drive. Motion carried. Three votes yes.**

9. Shannon Ketzenberger – York County Convention & Visitors Bureau – Ms. Ketzenberger read the Mission and Vision Statements for the YCCVB. She explained that the Bureau is a not-for-profit organization and provided statistics on tourism. She noted that tourism is the second largest industry in the county and York is considered the Factory Tour Capital of the World. She noted that the area is a popular site for sports tournaments and York will host the Can-Am Police-Fire Games in 2014. She gave the Board additional information packets and thanked them for their time.

10. Solicitor:

- A. Bupp Curative Amendment – Update – Attorney Rausch advised that the time has expired for Mr. Bupp to appeal so the Board's decision stands.

11. Township Engineer:

- A. Mrs. Gunnet advised that Mr. Hess has reviewed Payment Application #4 for the Manor Road, Freysville and East Prospect Road Generators in the amount of \$23,012.96 and

recommends approval. **On the motion of Dean Heffner seconded by Rodney Sechrist, the Board approved the payment to Monacacy Valley Electric. Motion carried. Three votes yes.**

12. Public Works:

- A. Mr. Smith advised that the Board has received the monthly report for July. Mr. Heffner questioned if the oil and chipping has been completed. Mr. Trout advised that it has been.

13. Other Business:

- A. Springvale Road/Boxwood Road intersection update – Mrs. Gunnet advised that at the last meeting JoAnna Shovlin advised that PennDOT could do a traffic study on this intersection at no charge to the Township. She stated that PennDOT District has agreed to do a study on the corridor to determine if signage restricting the truck length or axels would be warranted. Mr. Sechrist asked what size trucks are used by S&S Precision. Mr. Allison stated that he did not know but could contact the owner and added that there have been no prior issues with this business.
- B. Mrs. Gunnet advised that the security windows have been installed at the administrative and zoning offices. There is a finish strip between the windows that still needs to be installed.
- C. MS4 – Rain barrels and in-kind services with Windsor Borough – Mrs. Gunnet advised that the Red Lion Municipal Authority had been making rain barrels to sell. The Township has been able to obtain barrels and are going to piggyback on their program. Currently the Township has 20 barrels. The parts to convert them will be purchased at Ace Hardware. This will benefit our MS4 requirements. An article will be placed in the fall newsletter.

Mrs. Gunnet advised that at the last meeting, Mr. Hess had mentioned that Windsor Borough is doing a project at their ballfield. So that the Township can receive credit toward our MS4 requirements, the Township will be offering in-kind services. This could involve employees and equipment. Red Lion Borough and Lower Windsor Township will also be offering in-kind services.

- D. Mr. Smith advised that the Board has received a copy of the Building Permit Summary for the first half of 2013. The figures are similar to 2012. A copy is available for review.
- E. **Kensington Lot 29 fence waiver/agreement** – Mr. Allison advised that the Board has received a memo from him outlining the proposal for the fence within the easement. He stated that this is the second request within the development. The property owner will comply with all of the requirements that are listed in the agreement as previously set forth by the Board. **On the motion of Dean Heffner seconded by Rodney Sechrist, the Board granted the waiver to allow a fence in the easement and approval of the agreement. Motion carried. Three votes yes.**

- F. Mr. Smith advised that the Dog Officer's Report for June is available for review.
 - G. Mr. Smith advised that the Board has received the Township Manager's Report for June. There were no questions.
 - H. Mr. Smith advised that the Board has received the Zoning Officer's Report for June. There were no questions. A copy of the report is available for review.
 - I. Mrs. Gunnet advised that after the last Woody Waste collection, Mr. Wolf of Mighty Oak informed the Township that he will no longer accept the materials after this year but will continue to accept leaves. She stated that in order to process the woody waste ourselves, the Township would need to become an approved location. She explained that H&H in Spring Grove is the only other drop off location approved by the state. They also offer a pickup service and accept leaf waste. Mr. Heffner suggested taking the leaves to H&H if we also use them for the woody waste.
 - J. Extension of Site Improvement Agreement – Windsor Meadows – Mrs. Gunnet advised that a bond had been posted for security. The work has not been completed and a one year extension has been requested. On the motion of Dean Heffner seconded by Rodney Sechrist, the Board approved a one year extension. Motion carried. Three votes yes.
 - K. Mr. Smith advised that a bench has been donated for Freysville Park by Jeff Player of the Highway Department.
 - L. Rt. 124 – Speed and Safety Study – Mrs. Gunnet advised that Lower Windsor Township had been approached by a resident regarding speeding on Route 124. They are going to request a speed and safety study from PennDOT and had contacted the Township to see if there was interest in having our section studied as well. It was the consensus of the Board to participate in the study.
14. Unfinished Business:
- A. Panorama Hills Pump Station – Mrs. Gunnet advised that the force main needed to be relocated further to the south on Cape Horn Road to avoid some Met-Ed poles. By doing this, a revised agreement is needed with Spartan Heights to relocate the easement. On the motion of Rodney Sechrist seconded by Dean Heffner, the Board approved the amended agreement. Motion carried. Three votes yes.
15. Public Comment – Mr. Smith noted that if speakers do not wish to have their address recorded, they must state this when speaking. There was none.
16. Supervisors Comments – Mr. Smith asked the Board if they had any questions. Mr. Sechrist did not have any.

Mr. Heffner advised that at the last Fire Chief's meeting it had been discussed that they would like to have a key to the Bahn's Mill Building and they could access it if there was a Knox box on the building. After discussion, the Board approved to purchase a security key box with key pad.

Mr. Heffner advised that he is concerned with the error that ARRO had made on the billing for Thom Stein. He questioned if other bills are incorrect. Mrs. Gunnet explained that she reviews the Township's invoices to ensure that the work that is listed on each one is being done. She stated that there is no way to track if the hours are correct. She added that the discrepancy on Mr. Stein's invoice could have been a keypunching error.

Mr. Smith advised that he had met with York Township Commissioners regarding the future of the York Area Regional Police Department. He expressed his concerns regarding the lack of payment for services from Red Lion Borough. Mr. Smith commented that the Township residents are inadvertently paying for police service to the Borough. Mr. Heffner questioned if we could restrict them from serving the Borough. Mr. Smith advised that you need to keep ahead of crime to keep it from spreading.

Mr. Smith advised that the Township had received an email from a resident complimenting the work of Joe Kerchner and the Grounds Department. He would like to recognize them for a job well done. He asked that a copy of the email also be forward to the Windsor Area Recreation Commission.

Mr. Smith advised that he has reviewed the draft of the newsletter and likes the Question and Answer section.

17. On the motion of Dean Heffner seconded by Rodney Sechrist, the bills were approved. Motion carried. Three votes yes.
18. The meeting of the Windsor Township Board of Supervisors adjourned at 7:04 p.m.

Respectfully submitted,

Jennifer L. Gunnet
Secretary

CITIZENS PRESENT

July 15, 2013

Sergeant Peter Montgomery
Vera Miller
John Runge
Shannon Ketzenberger
Todd & Jackie Kubala
Eric Myers

York Area Regional Police Department

Gordon L. Brown & Associates
York County Convention & Visitors Bureau
914 Cranberry Lane York PA
Windsor Township Fire & Rescue Association