

WINDSOR TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATIONAL & REGULAR MEETING
January 6, 2014

1. The reorganizational meeting of the Windsor Township Board of Supervisors was called to order by Dean Heffner at 6:04 p.m.

Those present: Dean Heffner, Rodney Sechrist, Jo Anna Shovlin, Attorney Charles Rausch, 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 Rodney Sechrist seconded by Dean Heffner, the minutes of the December 16, 2013 meeting were approved. Motion carried. Two votes yes. Mrs. Shovlin did not vote due to not taking office until January 2014.
4. Appointments:
 - A. **Chairman** – On the motion of Rodney Sechrist seconded by Jo Anna Shovlin, Dean Heffner was appointed Chairman. Motion carried. Three votes yes.
 - B. **Vice-Chairman** – On the motion of Rodney Sechrist seconded by Dean Heffner, Jo Anna Shovlin was appointed Vice-Chairman. Motion carried. Three votes yes.
 - C. **Secretary/Treasurer & Treasurer's Bond limit (\$1,500,000)** – On the motion of Rodney Sechrist seconded by Jo Anna Shovlin, 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 Jo Anna Shovlin, Dean Heffner was appointed Assistant Secretary/Treasurer. Motion carried. Three votes yes.
 - E. **Zoning Officer** – On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, Kipp Allison was appointed Zoning Officer. Motion carried. Three votes yes.
 - F. **Assistant Zoning Officer** – On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, Deanna Coble was appointed Assistant Zoning Officer. Motion carried. Three votes yes.
 - G. **Solicitor for Board of Supervisors** – On the motion of Dean Heffner seconded by Rodney Sechrist, Charles Rausch of Blakey, Yost, Bupp & Rausch was appointed Township Solicitor. Motion carried. Three votes yes.
 - H. **Engineer** – On the motion of Dean Heffner seconded by Rodney Sechrist, the Board appointed C.S. Davidson, Inc. as Township Engineer. Motion carried. Three votes yes.

- I. **Sewage Enforcement Officer** – On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, the Board appointed Ethan Poe as Sewage Enforcement Officer. Motion carried. Three votes yes.
 - J. **Depositories** – On the motion of Rodney Sechrist seconded by Jo Anna Shovlin, M&T Bank, Drovers Bank, Peoples Bank, Susquehanna Bank, PNC Bank, Fulton Bank, Metro Bank, Integrity Bank, Janney Montgomery Scott and Morgan Stanley were approved as depositories. Motion carried. Three votes yes.
5. Various Board Members:
- A. **Zoning Hearing Board – Resolution 2014R-01-02 – 5 year term** (Jeffrey Bryan) – Mr. Bryan would like to continue to serve. On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, the Resolution was approved. Motion carried. Three votes yes.
 - B. **Vacancy Board Chairperson – 1 year term** – Mr. Heffner advised that Paul Smith is interested in serving in this position. On the motion of Rodney Sechrist seconded by Jo Anna Shovlin, the Board appointed Paul Smith as Vacancy Board Chairperson. Motion carried. Three votes yes.
 - C. **York Area Regional Police Commission – 2 year term** – On the motion of Dean Heffner seconded by Rodney Sechrist, Jo Anna Shovlin was appointed with Rodney Sechrist as alternate. Motion carried. Three votes yes.
6. Supervisor Assignments: The following assignments were made.
- A. **Zoning Hearing Board** – On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, Dean Heffner was appointed. Motion carried. Three votes yes.
 - B. **Planning Commission** – On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, Dean Heffner was appointed. Motion carried. Three votes yes.
 - C. **York Adams Tax Bureau** – On the motion of Rodney Sechrist seconded by Jo Anna Shovlin, Jennifer Gunnet was appointed. Motion carried. Three votes yes.
 - D. **York County Tax Collection Committee** – On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, Jennifer Gunnet was appointed. Motion carried. Three votes yes.
 - E. **Agricultural Area Advisory Committee** – On the motion of Dean Heffner seconded by Rodney Sechrist, Jo Anna Shovlin was appointed. Motion carried. Three votes yes.
 - F. **Local Government Advisory Committee** – On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, Dean Heffner was appointed. Motion carried. Three votes yes.

G. **Windsor Area Recreation Commission** – On the motion of Jo Anna Shovlin seconded by Dean Heffner, Rodney Sechrist was appointed. 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.

8. Other Reorganizational Business – On the motion of Rodney Sechrist seconded by Jo Anna Shovlin, 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 memo from Representative Stanley Saylor regarding Transportation House Bill 1060. The information provides a funding breakdown. The liquid fuels monies received by the Township are anticipated to nearly double in a few years.

C. Mrs. Gunnet advised that she has received an update from the Department of Environmental Protection regarding reimbursement that the Township had submitted for the Act 537 Plan. She stated that when they received the application, the Township was number 89 on the list for reimbursement. We are now number 79.

10. Windsor Township Fire & Rescue Association:

- A. Fire Officer Class – Chad Arnold, Felton Fire Company, advised that the Association would like to host a HACC provided class entitled “Riding in the Front Seat” on January 25th and 26th. The cost for hosting is \$1,070. York Township is agreed to pay half the cost. The Board has received information on the class. Mr. Arnold asked if the Board would be willing to pay for the other half of the cost. **On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, the Board approved for the Association to host the class and to fund half of the fee. Motion carried. Three votes yes.**
- B. Yoe Fire Company – The Board had received information from Barry Myers with Yoe Fire Company regarding a Recruitment and Retention Challenges seminar that will be held in Maryland. The Board was invited to attend but there was no interest.

11. York Area Regional Police Department – Sergeant Good was present. He commented that the Township is still over hours. He noted that Officer Boyce has replaced Officer Sampere as a K-9 officer. The probation period is now over for Officer Meashey and has begun for Officer Miller. The Board did not have any questions for him.

12. Yoe Ambulance – Change in EMS boxes – Ted Hake advised that effective January 1, 2014, Yoe Ambulance changed their name to York Regional Emergency Medical Services, Inc. He noted that they are still housed in Yoe and are still a non-profit corporation. He explained that they changed names to give a better representation of the areas that they cover.

Mr. Hake advised that with the discontinuance of ALS service by Wellspan’s Medic 97 unit, a backup unit will need to be designated. He explained that there are 5 boxes which will need to be assigned. He stated that the closest unit for 5 of the 6 boxes is the Memorial Hospital Unit for Red Lion. The closest unit for the other box is the Memorial Hospital unit for Hellam. **On the motion of Rodney Sechrist seconded by Jo Anna Shovlin, the Board approved the EMS boxes as recommend by Mr. Hake. Motion carried. Three votes yes.**

Mr. Sechrist questioned if they are having issues with County Control. Mr. Hake stated that there were some issues but they have mostly been worked out. He added that he feels that it was not well tested before it went live.

13. Solicitor:

- A. Attorney Rausch advised that he does not have anything to report that is not already on the agenda.

14. Other Business:

- A. Mr. Heffner advised that the Board has received the Manager’s report for December. There were no questions.

- B. Mr. Heffner advised that the Dog Officer's report for December is available for review. Mrs. Gunnet commented that she spoke with the new dog officer and she had not received any calls in the Township yet.
- C. **Resolution #2014R-01-01 – Appoint Kochenour, Earnest, Smyser & Burg to audit 2013 financial records** – On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, the Resolution was adopted. Motion carried. Three votes yes.
- D. Mr. Heffner advised that Christmas Tree Collection will take place the week of January 6th 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.
- E. **Resolution #2014R-01-03 – Fee Schedule** – Mrs. Gunnet advised that the fee schedule needs to be approved each year. She stated that the changes for this year are for the Building Permit Fee and the addition of a Stormwater Inspection Fee that the Board had previously discussed. The Building Permit fee will be \$25 for all projects costing up to \$5,000 and \$6 per \$1,000 of the cost for construction for projects costing \$5,000 and more. The Stormwater Inspection Fee will be \$30. On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, the Resolution was approved. Motion carried. Three votes yes.
- F. **2014 Bidding requirements** – Mrs. Gunnet advised that the limits have increased for bidding. Projects in excess of \$10,300 require the obtainment of 3 quotes and in excess of \$19,100 require 3 bids.
- G. After discussion, it was determined that the meeting with the Public Works Director and leadman will take place on January 15th at 12:00 p.m. at the Township Office.
- H. **RFP results – Preventative Maintenance of Heating & Cooling System at Administrative Building** – Mrs. Gunnet advised that the bid results are attached to the Board's agenda. The low bidder is Shipley Energy, doing business as Worden & Shewell. She recommended that the Board approve the one year contract and allow for the option to added additional years. **On the motion of Rodney Sechrist seconded by Jo Anna Shovlin, the Board awarded the bid to the low bidder with the option to add two additional years. Motion carried. Three votes yes.**
- I. Extension of Site Improvement Agreement – Taylor Estates, Section A, Lot 1 – Mrs. Gunnet advised that a bond was posted for security. The work has not been completed and they are requesting a one year extension. On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, the Board granted a one year extension for Taylor Estates, Section A, Lot 1. Motion carried. Three votes yes.
- J. Letter of Support – Fishing Creek Improvements – Mrs. Gunnet advised that the Board had previously authorized to send a letter of support for a joint project with Windsor Borough for the Fishing Creek Improvements. Now a letter of support is being requested to send to

DCNR for the grant application for the project. The Board authorized a letter of support to be sent.

- K. Mrs. Gunnet advised that an Executive Session will be held after the meeting to discuss a personnel matter.

15. Unfinished Business:

- A. Panorama Hills Pump Station – Update on Dobrinoff – Attorney Rausch advised that he is still waiting to hear from Mr. Dobrinoff’s attorney regard just compensation. He noted that an agreement will need to be signed by Mr. Dobrinoff to relocate a portion of the access easement.

Robert Holweck advised that he has received three bids for the project and he is reviewing them with James Holley and Associates. He stated that he intends to review them with the Board at the January 20th meeting. He noted that he is doing his best to avoid change orders during the project. He commented that the work will be done to Township specifications because the intention is for the Township to accept the project. He explained that one of the ways that this is being done is by setting up some line items with allowances. Mr. Holweck added that there will also be an 18 month bond once the work is completed.

Mrs. Shovlin questioned who will be doing the inspections. Mr. Holweck advised that ARRO will be inspecting on site.

- B. Proposed meeting schedule change – February – Mr. Heffner advised that the Board would make a decision for the cancellation of the first meeting in February at the January 20th meeting.

16. 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.

17. Supervisors Comments – Mr. Heffner asked the Board if they had any comments.

Mr. Sechrist welcomed Mrs. Shovlin to the Board and stated that he knows she will do well.

Mrs. Shovlin thanked her family and friends for coming to support her this evening and added that she looks forward to working on the Board.

Mr. Heffner commented that in the past, zoning violations had been addressed on a complaint basis. It was then changed to take a more proactive approach and look for violations. He stated that he would like to go back to a complaint basis approach. The Board agreed to this.

18. On the motion of Rodney Sechrist seconded by Jo Anna Shovlin, the bills were approved. Motion carried. Three votes yes.

19. The meeting of the Windsor Township Board of Supervisors recessed into an Executive Session to discuss a personnel matter at 6:40 p.m. and will reconvene on January 15, 2014 at 12:00 p.m. at the Township Office.

Respectfully submitted,

Jennifer L. Gunnet
Secretary

CITIZENS PRESENT
January 6, 2014

Sergeant Joel Good
Chris Shaffer
Steve & Brooke Chwiej
Barbara & Joe McCabe
Bill & Sue Hollenbach
Tyler Shovlin
Representative Stan Saylor
Mary K. Saylor
Brenda & Greg Resh
Al Stifler
Chad Arnold
Robert Holweck
Justice Correale Stevens
Gary Shovlin
Steve Hynoski
Phillip Brath
Ted Hake

York Area Regional Police Department
Windsor Area Recreation Commission
Wilkes-Barre PA
Chanceford Township
Harrisburg PA
Harrisburg PA
Windsor Township PA
Felton PA
Red Lion PA
Lancaster PA
Felton Fire Company
Dallastown PA
Hazleton PA
Windsor Township PA
Windsor Township PA
ARRO Engineering
York Regional Emergency Medical Services, Inc.