

## WINDSOR TOWNSHIP BOARD OF SUPERVISORS

March 17, 2014

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, 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 February 17, 2014 meeting 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 three pieces of correspondence from Comcast. She stated that they provided an announcement regarding their merger with Time Warner Cable, noted that channels will be realigned in the MultiLatino package and an HSN2 channel will be added.
  - C. Mrs. Gunnet advised that she has received the Audit Report from the Auditor General for the Liquid Fuels Fund covering the period of January 2011 through December 2012. There was one finding. She explained that if there is an expense that State Fund is going to reimburse General Fund for, it must be done within 90 days of the check date. She stated that the Township has always followed the same procedure and never had a finding regarding this in the past.
  - D. Mrs. Gunnet advised that she has received an invitation to the Yoe Fire Company and York Regional Emergency Medical Services, Inc. Appreciation Dinner which will be held on Saturday, May 10th. She asked the Board to let her know if they will be attending so she can RSVP.
  - E. Mrs. Gunnet advised that she has received a letter from Eric Bistline with the York County Department of Emergency Services with an update on the County managed radio system. She stated that the County has agreed to pay for equipment that was previously purchased for the current radio system. She advised that the Township has a base and some portables. She noted that there is a possibility that the County may provide an option for Public Works Departments to purchase radios at an estimate of \$1,100 to \$1,300 each with an annual \$100 fee. She stated that the Township has our own radio frequency but with the new system, we would not be able to contact the County or York Area Regional. It was the consensus of the Board to not purchase a portable radio.

- F. Mrs. Gunnet advised that she has received the 2013 York County Real Estate Market Report from the Realtors Association of York and Adams Counties. The report compares the 2013 figures to those from 2009 through 2012.
- 5. Windsor Township Fire & Rescue Association - Eric Myers was present. He noted that both Laurel and Yorkana fire companies had large fires in their jurisdiction recently.
  - A. The next Fire Chiefs meeting will be held on March 27th at Yoe Fire Company. This will be the first joint meeting with York Township.
  - B. Mrs. Gunnet advised that the 2013 Fire Company Report has been finalized and a copy was given to Mr. Myers.
- 6. York Area Regional Police Department - Sergeant Good reviewed the report for February. He noted that Officer Miller is now patrolling on his own. There were no questions for him.
  - A. The Monthly Report for January is available for review.
  - B. Mrs. Gunnet advised that a copy of a public release was received from Sergeant Dunbar regarding the PA Aggressive Driving Enforcement & Education program. York Area Regional will be targeting Routes 74, 24, 624 and State Route 2002.
- 7. **Sewer extension - Cranberry Lane/Dietz Road** - Mr. Heffner advised that he researched the history of the septic issues in Cranberry Farms and reviewed the information that was presented at the previous Board meeting. He commented that the septic systems that were installed should not have failed and feels that the property owners were misled. Based on this information, he stated that he no longer feels that the residents included in the extension should bear the cost for the entire project. He stated that he feels that the residents should still be responsible for the cost to install the lateral, the connection and permit fees and the plumbing costs from the lateral to their homes. He added that he does not want the roads to be cut.

**On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, the Board approved for the Township to pay for the cost of the engineering fees and sewer extension to Cranberry Farms/Dietz Road and for the property owners to pay for the cost to install the lateral to each home, connection and permit fees and the plumbing costs to connect the house to the line due to the discrepancy in the perc test results. All properties within the extension area must connect to public sewer. Motion carried. Three votes yes.**

Lynn Cheeseman, 910 Cranberry Lane, thanked the Board on behalf of all of the residents affected for using the information that they provided and reconsidering their previous decision.

Joe Whipp, 865 Dietz Road, questioned if every property must connect to the public sewer. The Board agreed that all properties affected must connect.

Rick Tyson, 916 Cranberry Lane, asked if there is a tentative timeframe for the project. He was informed that it would likely be 2015 or 2016.

Mrs. Shovlin advised that the Board did not want to drag this decision out. Mr. Sechrist added that the information that they had provided was very helpful and he appreciated the research that they did.

8. Emergency Management:

- A. Mr. Fromm advised that the Board has received the reports for the 3rd and 4th quarters of 2013 as well as the 2013 report. He reviewed the information providing details on the amount of time, miles and training hours provided by himself and his staff.
- B. Mr. Fromm stated that during the snow and ice events there was no need to open up the Emergency Operations Center. He commented that the loss of power was handled well and PennDOT and the Township did a great job with snow removal.
- C. Mr. Heffner questioned if there is an emergency evacuation plan. Mr. Fromm advised that it is part of the Emergency Operations Plan. In addition, the ECRIN program is directed toward those who would need help to evacuate. He noted that they are in the process of updating their information. Mr. Heffner asked how the public would be notified if an emergency would be declared. Mrs. Gunnet advised that the County typically handles these types of situations. It was noted that some of the fire stations have a different tone for emergencies.

9. Solicitor:

- A. Panorama Hills Pump Station - Attorney Rausch advised that the amended declaration for the Dobrinoff property has been filed.
- B. Attorney Rausch advised that the Judicial Sale for the Mungai property is scheduled for April 14th.

10. Township Engineer - There was nothing to report.

11. Public Works:

- A. Mr. Trout advised that the Board has received the monthly report for March. Mr. Heffner stated that he would like to discuss the Hickory Ridge Pump Station before any improvements are made.

- B. **Bid Results - Pleasant Grove Road/Zimmerman Road Pump Station Rehabilitation** - Mrs. Gunnet advised that the bid results are attached to the Board's agenda. The low bidder is Swam Electric in the amount of \$148,204. Mr. Trout stated that he received good feedback from their references. **On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, the Board awarded the bid to the low bidder. Motion carried. Three votes yes.**
- C. **Approval to purchase truck** - Mr. Trout advised that the Board has received a copy of the quotes. He stated that the lowest quote is from Apple. He noted that they have the state contract so they are able to get a better price based on volume. He noted that the body will have a special coating for rust resistance. **On the motion of Rodney Sechrist seconded by Jo Anna Shovlin, the Board approved the purchase of a 2015 Ford F-550 truck from Apple Ford and a service body from E.M. Kutz, Inc. in the amount of \$66,044. Motion carried. Three votes yes.**
- D. **Authorization to participate in the York County/Municipal Bridge Inspection Program** - Mrs. Gunnet advised that the Township has always participated in this program but this is the first year that the County has sent a form to complete. It must be signed by the Chairman. **On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, the Board authorized the Chairman to sign the participation form for the York County/Municipal Bridge Inspection Program. Motion carried. Three votes yes.**
- E. **Resolution #2014R-03-01 - Authorization for Chairman and Secretary to sign agreement to participate in the PennDOT Engineering and Construction Management System** - Mrs. Gunnet advised that PennDOT has an online system but in order to access it, the Township must adopt a resolution to participate. On the motion of Rodney Sechrist seconded by Dean Heffner, the Board approved the Resolution to participate in the PennDOT Engineering and Construction Management System. Motion carried. Two votes yes. Mrs. Shovlin abstained due to conflict of interest with her employer.
- F. **Wise Avenue sewer extension - Update & Right-of-Way** - Mrs. Gunnet advised that the bid deadline for the Wise Avenue sewer extension is April 9th. A mandatory pre-bid meeting will be held on March 19th. On May 8th at 6:00 p.m., a meeting will be held with the residents affected. A right-of-way is needed across one property. The owners have agreed to sign an agreement but have not done so yet. The Chairman will also need to sign the agreement. **On the motion of Rodney Sechrist seconded by Jo Anna Shovlin, the Board approved for the Chairman to sign the right-of-way agreement. Motion carried. Three votes yes.**

12. Other Business:

- A. Mr. Heffner advised that the Board has received the Zoning Report for February. A copy is available for review.

- B. Mr. Heffner advised that the Board has received the Manager's Report for February. There were no questions.
- C. Mr. Heffner advised that the Dog Officer's Report for February is available for review.
- D. **Umbrella Insurance Policy** - Mrs. Gunnet advised that the Township has never had an umbrella insurance policy in the past but it is something that may want to be considered. She explained that it is a separate policy that increases each policy coverage by \$1 million. She noted that it is cheaper to purchase the umbrella policy than increase the coverages individually. She commented that when Lower Windsor Township had their fire, they used their umbrella policy because their coverage maxed out. Mrs. Gunnet advised that the cost is \$3,347. **On the motion of Rodney Sechrist seconded by Jo Anna Shovlin, the Board approved to add the umbrella policy. Motion carried. Three votes yes.**
- E. **Kimberly Lawn Care - 2014 proposal** - Mrs. Gunnet advised that the quote from Kimberly Lawn Care is the same amount as 2013. **On the motion of Rodney Sechrist seconded by Jo Anna Shovlin, the Board approved the quote. Motion carried. Three votes yes.**
- F. **Proposed amendment - On-Lot Disposal System Ordinance** - Mr. Allison advised that when citations were filed at the beginning of the year for those who did not comply with the OLDS requirement in 2013, an issue arose regarding the properties that are vacant. He explained that the Township created an exemption form that owners of a vacant tract needed to complete and have notarized to certify that there was no system on the lot. He stated that this form was not addressed in the Ordinance and the Township had to withdraw citations against vacant lots. He advised that an amendment to the Ordinance has been drafted to incorporate this exemption process so that owners can be held accountable for noncompliance. **It was the consensus of the Board to advertise the amendment for adoption in April.**
- G. **Letter of Support - Red Lion Borough for DCNR Grant for Red Lion Mile** - Mrs. Gunnet advised that Red Lion Borough is applying for a grant for the Red Lion Mile and they need letters of support from adjoining municipalities. It was the consensus of the Board to send a letter of support.  
  
Philip Brath, ARRO, advised that a letter of support will also be needed for Windsor Borough for the DCNR grant application for the **Fishing Creek project. It was the consensus of the Board to send this letter of support as well.**
- H. Mrs. Gunnet advised that she has received a request from Windsor Borough to use the sand pro on their ball diamond. She stated that they had damage to their field and would like to use the equipment to help restore it to playing condition. **It was the consensus of the Board to allow Windsor Borough to use the sand pro.**

- I. Proposed change to Fee Schedule - **Notary Fee** - Mrs. Gunnet advised that Connie Gladfelter is a notary but she only notarizes items for the Township, not the public. The Township paid for her training. She stated that to help make the process easier for the septic exemption, she is proposing to add a Notary Fee and allow Mrs. Gladfelter to notarize other items. Mrs. Shovlin stated that she **does not feel that the Township should charge a notary fee but rather offer it as a public service. She added that this would only apply to Township documents.** The Board agreed.
- J. Newsletter - Reconsider mailing to all residents - Mrs. Gunnet advised that currently the Township only mails the newsletter to the residents who signed up to receive a hard copy. She stated that Mr. Allison spent several days at the District Magistrate's Office for different types of hearings and this was an item that was brought up. Magistrate Fishel suggested that all residents be mailed a newsletter. Mr. Allison explained that when defending themselves, people stated that they were not aware of the regulations as they do not receive a newsletter. He commented that when newsletters were mailed, he could use that as a backing for his case, noting that the information had been provided. He added that mailing the newsletter can also offer a method of public outreach for MS4 requirements.

Mrs. Shovlin questioned if it is posted on our website when there is a Snow Emergency. It was noted that it is. She added that Red Lion Borough sends a newsletter to all of their residents and those who are cited for offenses still claim they did not know. She added that she does have neighbors who ask her for information. She suggested mailing one newsletter each year with only pertinent information.
- K. Mrs. Gunnet advised that a bond had been posted as security for Rosebrook II, Lots 4 & 5 and Windsor Hill Holdings. A Site Improvement Agreement was approved for one year and is about to expire. The work has not been completed and both are requesting a one year extension. On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, the Board approved a one year extension of the Site Improvement Agreement for Rosebrook II, Lots 4 & 5 and Windsor Hill Holdings. Motion carried. Three votes yes.
- L. Mr. Heffner advised that Community Volunteer Day will be held on Saturday, April 26th at Freysville Park from 9:00 a.m. to 1:00 p.m.
- M. Fishing Creek Project - Update - Mrs. Gunnet advised that the Fishing Creek Project is located in Windsor Borough but is being done as a joint project. She stated that the group has applied for a Technical Assistance Bond in the amount of \$31,600. The County has also been contacted regarding a grant in the amount of \$150,000 from the Marcellus Shale Fund. A formal request is being sent to the Commissioners. Exelon has pledged \$2,500 toward the project. A DCNR Grant is being applied for in the amount of \$180,000.

Mrs. Shovlin advised that Representative Saylor was essential in obtaining the donation from Exelon. A photo shoot will be held on April 11th at 11:30 a.m. on site with Exelon.

- N. Freysville Park - Improvements - Mr. Allison advised that he and Mrs. Gunnet met with a Registered Landscape Architect that lives in the Township who was willing to volunteer his time to further discussions on improving the section of Freysville Park above the tennis courts. Mr. Allison stated that the thoughts were to add additional trails and reforest the area. This would limit mowing and allow the Township to receive credits for the installation of BMPs. The architect advised that when reforesting an area, there is an anticipated 40% mortality rate and therefore he would recommend hiring a landscaper. Mr. Allison stated that they are looking for the Board's opinion on how to proceed.

Mrs. Shovlin advised that the Red Lion Water Steering Committee did a tour in Springettsbury Township and suggested that they work with Gary Peacock.

Mr. Heffner stated that he likes the ideas that were presented on the map that had been provided to the Board. Mrs. Shovlin added that she also likes the idea of more trails.

- O. Mrs. Gunnet advised that an Executive Session will be held after the meeting to discuss Contract Negotiations.

13. Unfinished Business:

- A. Panorama Hills Pump Station – Update - Mrs. Gunnet advised that work on the sewer line has begun in three different locations. Mr. Heffner questioned how the lines are going to match up. Mr. Trout stated that it will be inspected by ARRO. Mr. Holweck added that there is not much grade in the area. He noted that they have until the end of April to complete the work at the golf course. The bond for work that is taking place in York Township has been delivered to them.
- B. Proposed change to meeting schedule – April 7th – Mrs. Gunnet stated that she is not aware of anything that would need to be addressed at this meeting. It was the consensus of the Board to cancel the April 7th meeting.

14. 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.

15. Supervisors Comments – Mr. Heffner asked the Board if they had any questions.

Mr. Sechrist questioned if he was supposed to update Mrs. Gunnet on the joint meetings between the Windsor Township Fire & Rescue Association and York Township's Association. Mrs. Gunnet stated that she had received some information. Mr. Sechrist noted that although they are meeting together, the organizations will remain separate. Mr.

Fromm added that this will help to ensure that the standard operation procedures are the same.

Mrs. Shovlin did not have any comments.

Mr. Heffner thanked Mrs. Gunnet for her effort in organizing the Township's appreciation dinner.

Mr. Heffner questioned the status of the elimination of the Beaverson pump station. Attorney Rausch advised that he still needs to draft an agreement.

16. On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, the bills were approved. Motion carried. Three votes yes.
17. The meeting of the Windsor Township Board of Supervisors adjourned into an Executive Session at 7:10 p.m. to discuss contract negotiations for Modern Landfill.

Respectfully submitted,

Jennifer L. Gunnet  
Secretary

CITIZENS PRESENT

March 17, 2014

Rick Tyson	916 Cranberry Lane York PA
Robert Holweck	Dallastown PA
Vera Miller	
Elmer Fromm	50 Oak Drive Red Lion PA
Donna Hoke	670 Dietz Road York PA
Dottie Moquin	695 Dietz Road York PA
Ross B. Moquin	695 Dietz Road York PA
Joe Garofalo	904 Cranberry Lane York PA
Shari Argento	675 Dietz Road York PA
Joe Argento	675 Dietz Road York PA
Robert Swisher	911 Cranberry Lane York PA
Carole Kline	795 Dietz Road York PA
David Kline	795 Dietz Road York PA
Albert Gohn	845 Dietz Road York PA
Joe Whipp	865 Dietz Road York PA
Phyllis Flemmens	2500 Freysville Road Red Lion PA
Frank Flemmens	2500 Freysville Road Red Lion PA
Walter Rittenhouse	870 Dietz Road York PA
Bob McFarland	902 Windsor Road Red Lion PA
Austin Miller	825 Dietz Road York PA
Robert Woltkamp	907 Cranberry Lane York PA
Todd McCullough	700 Dietz Road York PA
Connie McCullough	700 Dietz Road York PA
Todd & Jackie Kubala	914 Cranberry Lane York PA
Chris Shaffer	Windsor Area Recreation Commission
Jill C. Heindel	1440 Bahn's Mill Road Windsor PA
Don Knaub	903 Cranberry Lane York PA
Stephanie Knaub	903 Cranberry Lane York PA
Jeriesha Gilbert	915 Cranberry Lane York PA
Kim & Sheldon Patterson	912 Cranberry Lane York PA
Jerry & Cindy Markel	615 Dietz Road York PA
Jim & Carol Kraft	902 Cranberry Lane York PA
Marlin L. Bupp	1680 Freysville Road York PA
Elaine & Paul Holland	908 Cranberry Lane York PA
Lynn & John Cheeseman	910 Cranberry Lane York PA
Phillip Brath	ARRO Consulting
Sergeant Joel Good	York Area Regional Police Department
Eric Myers	Windsor Township Fire & Rescue