

## WINDSOR TOWNSHIP BOARD OF SUPERVISORS

August 17, 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, Richard Resh, 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 Dean Heffner, the minutes from the July 20, 2015 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 a letter from the York County Solid Waste & Refuse Authority regarding electronics collection rebates. She stated that since the regulations were enacted that requires the recycling of all electronics, the price for the metals has decreased. She noted that it is not likely that the Township will see any more rebates.
  - C. Mrs. Gunnet advised that she has received a letter from Eric Myers expressing his interest in the Emergency Management Coordinator position. The Board has received a copy of the letter. She stated that he was the only person that expressed interest. The Board agreed that Mr. Myers would be a good candidate and advised that she and Mr. Fromm move forward in the process to have him approved by the Governor.
  - D. Mrs. Gunnet advised that she has received a letter from the Susquehanna Senior Center requesting the Township's continued support in 2016. The letter also included information on their 2014 and 2015 programs.
  - E. Mrs. Gunnet advised that she received an email from Frank Alfone, Woodridge Road, requesting that jake brakes be prohibited on Cape Horn Road in the area of the Red Lion Post Office. She noted that it will require a study to be completed by PennDOT. Mrs. Shovlin noted that there is no cost for the study. The Board advised Mrs. Gunnet to contact PennDOT to have the study completed.
  - F. Mrs. Gunnet advised that she has received a letter from Mike Fetrow of the York County Office of Emergency Management notifying that they will be implementing a Smart911 system. She explained that it is a voluntary program which allows residents to create an online account with personalized information attached to their phone number.
  - G. Mrs. Gunnet advised that she has received a letter from the Red Lion Area School District requesting a donation toward an outdoor nature classroom at the Windsor Manor Elementary

School. They will be removing a portion of the playground blacktop and installing a nature classroom. Mr. Allison stated that this could be an opportunity to obtain MS4 credits. He suggested having a plaque installed as well. Mrs. Shovlin stated that this is a nice concept and the school is located within the Township. **On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, the Board approved a \$1,000 donation to the Windsor Manor Elementary School and the purchase of a plaque to have installed. Motion carried. Three votes yes.**

5. Windsor Township Fire & Rescue Association - Joseph Yahnke was present. He advised that he did not have anything to report. There were no questions for him.

- A. Mr. Yahnke advised that the next Fire Chief's meeting will be held on September 24th at Station 19, Goodwill Fire Company.

6. York Area Regional Police Department - Sergeant Damon was present. He reported that there was recently a fatal accident at the corner of Pleasant Grove Road and Snyder Corner Road.

Jo Anna Shovlin thanked the department for their increased patrols in the Cape Horn, Freysville and Lombard Road areas.

- A. The Monthly Report for June is available for review.

7. Don Bernardelli - Speeding vehicles - Don Bernardelli advised that he is concerned for the safety of the residents and the drivers on Route 124 in the area of Mountain Road to East Prospect Road. The Locust Grove Elementary School is located within this stretch as well. He stated that there is excessive speeding and passing of vehicles. He thanked the police department for their efforts but the problems are still ongoing and he requested additional presence.

Sergeant Damon questioned if speeding during rush hour is worse. Mr. Bernardelli stated that it occurs at all times of the day.

Mrs. Gunnet advised that Mr. Bernardelli had contacted her a few weeks ago and she worked with Lieutenant Zech for additional patrols. They have done 3 speed details in this area.

8. Robert Holweck - Surety for Rosebrook I - Mr. Holweck advised that the bond for Rosebrook will soon expire. There are two outstanding items that need to be completed. There is one lot that has not been built upon that security is being held for the installation of sidewalks and there is wetland mitigation work with the Army Corps of Engineers to be completed. He stated that he spoke with the owner of the vacant lot and they are not anticipating doing anything with the lot for 5 to 10 years. He is working with the Army Corps and hopes to have the work completed by the end of the year. The remaining improvements are estimated to cost \$10,000. The Subdivision and Land Development Ordinance requires that a contingency of 10% be held, therefore requiring the bond amount to be approximately \$78,000. Mr. Holweck noted that this will be increasing to \$104,000 in October when the Township requires the compounded 10% increase. He noted that the Board had allowed him to post an escrow check for the remaining work in Rose Brook II and asked if the Board would consider the same for the first phase.

Mr. Heffner questioned who mows the vacant lot now. Mr. Allison stated that there have been issues with the owners in the past keeping the property mowed but it has been better this year. He stated that this property is a corner lot and there is approximately 242 lineal feet of sidewalks required. Mr. Holweck noted that the owners now live closer to the property so it is easier for them to maintain. Mrs. Shovlin stated that she receives numerous calls about site distance issues due to properties not being maintained. Mr. Allison commented that if the sidewalk was installed the neighbors may be more willing to help maintain the property. The owners would be responsible for the shoveling. **It was the consensus of the Board to have the sidewalk installed and to deny the request to accept an escrow check.**

Mr. Holweck advised that there is a **stub street**, approximately 180' long, in **Rose Brook II** that ends at the Rittenhouse tract. He noted that it does not meet the requirements to qualify for liquid fuels funds. A bond is being held to complete the work. Mr. Holweck asked if the Board would consider taking over the stub street once it is completed. Mr. Klinedinst commented that it would be better to have the road completed now before it deteriorates. Mr. Trout noted that they would inspect the road and create a punch list for repairs. **It was the consensus of the Board that they would consider adopting the stub street.**

9. Emergency Management:

- A. Mr. Fromm advised that the Board has received the minutes of the July 22, 2015 staff meeting. There were no questions.
- B. Mr. Fromm advised that before the next coordinator takes over, he will do an inventory for the department. He noted that he will be happy to work with Mr. Myers.
- C. Mr. Fromm advised that he has provided service to the military, fire departments and the Township. He stated that he has enjoyed serving as the coordinator but now he is ready to spend time with his wife, children and grandchildren and not feel responsible to the 17,000 residents of the Township.
- D. He expressed his gratitude to Stan Saylor for working with the Veteran's Affairs to provide services to the veterans in the community. Mrs. Shovlin advised that this was a pilot project and many other areas are now doing the same.

10. Solicitor:

- A. **WINDSOR MEADOWS - Claim against bond** - Attorney Rausch advised that he sent a letter to the security company for Stonebridge Bank and he received a call back from their attorney. They would like to have a global settlement. He stated that the Township will continue to work with the security company and then an agreement will be signed with the bank. The bank will have the work completed and the Township will release the funds to them. This will eliminate the need for prevailing wages, therefore saving money. If the funds that are being held are insufficient, the bank would be responsible for the balance. A figure for settlement will need to

be determined. Mr. Klinedinst recommended taking all of the funds that are being held as he feels that the amount will be very close to the actual cost based on his preliminary review.

11. Township Engineer:

- A. **Cranberry Lane/Dietz Road Sewer Extension - Status Report #10, Payment Application #1 - \$383,652.45 & Pavement Restoration** - Mr. Resh reported that the contractor is hoping to complete the project by Labor Day. He advised that a portion of Dietz Road was temporarily paved but is rippled. Mr. Trout expressed concerns with low spots and raised manholes causing issues for the snow plows. In addition there are six to eight areas where the road is broken and is in need of base repairs. The contractor is not interested in completing this work and is willing to not charge their cost for additional rock removal in lieu of the Township completing the roadwork. Mr. Trout advised that approximately 80' of road will need to be taken down to grade and then paved and another section will need to be scratched. He stated that he contacted three paving companies and Square One Paving would be able to do the work in three to four weeks. The scratching could be done with Lower Windsor Township. He estimated the cost at \$17,000. The final paving would be done next year.

Mr. Resh advised that PactOne is requesting their first payment in the amount of \$383,652.45. Some testing was to be completed prior to the release of the payment. He advised that the Board should hold the check until this is completed. On the motion of Rodney Sechrist seconded by Jo Anna Shovlin, the Board approved Payment Application #1. Motion carried. Three votes yes.

Mr. Resh advised that the Capital Charges Study is almost completed and he will have a report for the Board at the next meeting. This will allow the Township to send out connection notices after the September Board meeting. Mr. Klinedinst added that the project is ahead of schedule which will allow for the connections in the fall.

12. Public Works:

- A. Mr. Heffner advised that the Board has received the monthly report for August. There were no questions.
- B. **Wise Avenue Repayment Agreements - Betty R. Markel & Sharon L. Hamacek/Mark J. Kellison** - Mrs. Gunnet advised that the repayment agreements have been signed by the property owners. Liens will be filed against the property to ensure the repayment. On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, the Board approved the repayment agreements for Betty R. Markel and Sharon L. Hamacek/Mark J. Kellison. Motion carried. Three votes yes.
- C. Beaverson Pump Station elimination - Update - Mrs. Gunnet advised that comments have been received from the York County Conservation District but not from PennDEP. Attorney Rausch has received the right-of-way exhibits for him to obtain the acquisitions.
- D. Longstown intersection - "New local road" - Mrs. Gunnet advised that the Board has a copy of the plan for the Longstown intersection. She stated that she and Mr. Trout will be meeting with

representatives from York Township on Wednesday to discuss the maintenance of the new local road as well as the strip between the new Cape Horn Road and the new local road. Mr. Heffner questioned if the strip could be stoned. Mrs. Gunnet advised that she has a call in to PennDOT to see if this would be acceptable. Based on the plans, it is scheduled to be seeded and mulched. She noted that the Township will be responsible for the maintenance of the area at the corner of Starlight Drive and Cape Horn Road. She noted that the new Cape Horn Road section is completely within York Township.

Mrs. Gunnet advised that the new local road will need to be named. She stated that Mrs. Coble's husband, Steve, suggested naming the road in memory of Stan Shaffer's daughter, Natalie, who unexpectedly passed away about three years ago. The Board liked this suggestion.

- E. Delta Road Pump Station - Appraisal - Mrs. Gunnet reported that the additional land that the Township needs to purchase from Mr. & Mrs. Dobbie for the Delta Road Pump Station appraised for \$5,400. Attorney Rausch will proceed with preparing the necessary documents for signature by Mr. & Mrs. Dobbie.
- F. **Resolution #2015R-08-01 - Adoption of Glenwood Court** - Mrs. Gunnet advised that Glenwood Court was developed by Mr. Blouse who passed away prior to the development being completed. The heirs of the property provided the Township with an escrow to have the work completed. The street has been paved and is ready for adoption so that the Township can receive liquid fuels funds. D.E. Gemmill will be completing the signage. **On the motion of Rodney Sechrist seconded by Jo Anna Shovlin, the Board approved Resolution #2015R-08-01 to adopt Glenwood Court. Motion carried. Three votes yes.**
- G. **Direct Energy quote - Electric service for Panorama Hills Pump Station** - Mrs. Gunnet advised that when she contacted the electric supplier, Direct Energy, to add the new Panorama Hills pump station electric bill to the account, she was informed that due to the rating class it could not be added to the existing contract. Rates were shopped for a 30 month term to correspond to current contract. The rate is 6.91 cents per kilowatt hour. **On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, the Board approved the contract with Direct Energy. Motion carried. Three votes yes.**
- H. John Allen Release Agreement - Mrs. Gunnet advised that as part of the Panorama Hills Pump Station upgrade, Mr. Allen's driveway on Belle Road was to be paved. At this point, he is not ready to connect to the sewer line and does not want to have the paving done until after the connection is made. A release agreement has been prepared to allow him to accept the funds now and pave the driveway when he is ready. The amount is \$4,410. **On the motion of Rodney Sechrist seconded by Jo Anna Shovlin, the Board approved the Release Agreement with John Allen. Motion carried. Three votes yes.**

13. Other Business:

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

- B. Mr. Heffner advised that the Board has received a copy of the Township Manager Report for July. There were no questions.
- C. Mr. Heffner advised that the Board has received a copy of the Animal Control Officer Report for July. A copy is available for review.
- D. Mr. Heffner advised that the Board has received the Transition Report for July. There were no questions. Mrs. Gunnet noted that although some of the plans are wrapping up, the Mount Rose and I-83 projects will continue with ARRO.
- E. **Return to Work Modified/Light Duty Policy** - Mrs. Gunnet advised that the policy has been revised to add that the modified/light duty may continue for a maximum of 60 days. On the motion of Dean Heffner seconded by Rodney Sechrist, the Board approved the policy. Motion carried. Three votes yes.
- F. Field resting schedule & possible improvements to ballfield at Larry J. Macaluso Elementary School - Mrs. Gunnet advised that Mr. Shaffer is still trying to get another baseball field. He had contacted the Red Lion Area School District about the use of the field at LJM. It would require the removal of the infield grass. The school district has \$1,800 budgeted for diamondtex. The Township would be responsible for the additional diamondtex that is needed and for the removal of the grass. If this field was used for baseball, it would eliminate the use for soccer fields. Mr. Shaffer is requesting that the field resting schedule for Freysville Park be changed to allow them to be used for soccer in the spring and then rested in the fall. Mrs. Gunnet advised that she contacted Kimberly Lawn Care regarding this and Earl Hinton confirmed that this would be acceptable as the best time for field resting is in the fall.

**On the motion of Rodney Sechrist seconded by Jo Anna Shovlin, the Board approved to change the field resting schedule, have the Highway Department remove the grass from the infield at Larry J. Macaluso Elementary School and purchase diamondtex for the infield. Motion carried. Three votes yes.**

There was discussion on the amount of diamondtex that will be needed. Mr. Klinedinst recommended that since this is a newly created infield, the diamondtex should be 6" thick.

- G. First Energy - Possible HVAC incentive rebate - Mrs. Gunnet advised that she was contacted by First Energy informing that there are different incentives available. She stated that the HVAC upgrade that the Township had done may qualify for a rebate. She reported that she has forwarded information to the representative.
- H. FEMA Map updates - Mr. Allison advised that he attended a meeting held by the County. He stated that he learned how to interpret the checklists that are provided by FEMA. He informed that a new ordinance must be adopted by December 16, 2015. He noted that the Township had received several comments because the Zoning Ordinance was not originally sent in conjunction with the Building Permit Ordinance. The Zoning Ordinance has now been forwarded as well.

- I. Proposed Subdivision & Land Development Ordinance - Date for Public Hearing - Mr. Allison advised that the York County Planning Commission has given a favorable recommendation. They suggested several changes. He noted that he spoke with Mike Knouse of ARRO and Chris Kraft of C.S. Davidson about the suggestions and it has been decided that some sub-definitions will be added as well as definitions for "preliminary" and "final". He questioned when the Board would like to hold the public hearing so that advertising can occur accordingly. The Board agreed to hold it at the September 20th meeting.

14. Unfinished Business:

- A. Mr. Heffner advised that the meeting for September 7th has been cancelled in accordance with the summer meeting schedule.

15. 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.

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

Mrs. Shovlin praised Mrs. Gunnet, Mr. Trout, Mr. Allison, Mr. Klinedinst and Attorney Rausch for their hard work in having everything well prepared for the meetings. She stated that she appreciates being able to attend a meeting that is well organized.

Mr. Heffner did not have 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 of the Windsor Township Board of Supervisors adjourned at 7:17 p.m.

Respectfully submitted,

Jennifer L. Gunnet  
Secretary

CITIZENS PRESENT

August 17, 2015

Donald Bernardelli  
Robert & Tracey Holweck  
Vera Miller  
Elmer Fromm  
Donald Knaub  
Joseph Yahnke  
Spencer Seaks  
Sergeant Tim Damon

3610 East Prospect Road York PA  
Bob Ward Companies, Edgewood MD

50 Oak Drive Red Lion PA  
903 Cranberry Lane York PA  
Windsor Township Fire & Rescue  
951 Wise Avenue Red Lion PA  
York Area Regional Police Department