

WINDSOR TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATIONAL & REGULAR MEETING
January 4, 2016

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

Those present: Dean Heffner, Jo Anna Shovlin, 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 Rodney Sechrist seconded by Jo Anna Shovlin, the minutes of the December 21, 2015 meeting were approved. Motion carried. Three votes yes.
4. Appointments: On the motion of Rodney Sechrist seconded by Jo Anna Shovlin, the following appointments were made:
 - A. **Chairman** – Dean Heffner
 - B. **Vice-Chairman** – Jo Anna Shovlin
 - C. **Secretary/Treasurer & Treasurer's Bond limit (\$1,500,000)** – Jennifer Gunnet with a bond limit of \$1,500,000
 - D. **Assistant Secretary/Treasurer & Treasurer's Bond limit (\$1,500,000)** – Dean Heffner with a bond limit of \$1,500,000
 - E. **Zoning Officer** – Kipp Allison
 - F. **Assistant Zoning Officer** – Deanna Coble
 - G. **Solicitor for Board of Supervisors** – Charles Rausch of Blakey, Yost, Bupp & Rausch
 - H. **Engineer** – John Klinedinst of C.S. Davidson, Inc.
 - I. **Sewage Enforcement Officer** – Ethan Poe
 - J. **Depositories** – M&T Bank, Drovers Bank, Peoples Bank, BB&T, PNC Bank, Fulton Bank, Metro Bank, Integrity Bank, Janney Montgomery Scott, Morgan Stanley and Codorus Valley Financial Advisors

Motion carried. Three votes yes.
5. Various Board Members: On the motion of Rodney Sechrist seconded by Jo Anna Shovlin, the following Resolution was approved and appointments were made:

- A. **Zoning Hearing Board – Resolution #2016R-01-02 – 5 Year Term - Jack Dehoff**

- B. **Planning Commission** - 4 Year Term - Dean Heffner
- C. **Vacancy Board Chairperson** – 1 Year Term – Paul Smith
- D. **York Area Regional Police Commission** – Voting Member and Alternate - 2 Year Term –
Voting Member - Jo Anna Shovlin & Alternate - Rodney Sechrist

Motion carried. Three votes yes.

6. Supervisor Assignments: On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, the following assignments were made.
- A. **Zoning Hearing Board** – Dean Heffner
 - B. **Planning Commission** – Dean Heffner
 - C. **York Adams Tax Bureau** – Voting Member - Jennifer Gunnet and Alternate - Deanna Coble
 - D. **York County Tax Collection Committee** – Voting Member - Jennifer Gunnet and Alternate -
Deanna Coble
 - E. **Agricultural Area Advisory Committee** – Jo Anna Shovlin
 - F. **Local Government Advisory Committee** – Dean Heffner
 - G. **Windsor Area Recreation Commission** – Rodney Sechrist
 - H. **Windsor Township Emergency Management Department** - Eric Myers
 - I. **York County Stormwater Consortium** - Voting Member - Kipp Allison and Alternate -
Jennifer Gunnet

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 Jo Anna Shovlin seconded by Rodney Sechrist, 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 press release from the York County Solid Waste Authority notifying that they are suspending their electronics recycling program. The Board has a copy. Mr. Sechrist commented that they were directing people to Best Buy to drop off electronics and they are being overwhelmed.

10. Solicitor:

- A. Giant Food Stores - Intermunicipal Transfer of Liquor License & Procedures - Attorney Rausch advised that because this is the first intermunicipal transfer of liquor license into the Township, it is not necessary to hold a public hearing to approve the transfer nor charge a fee for the transfer. Mr. Heffner questioned if any advertising would need to be done. Attorney Rausch advised that it is not required for the first application. Any future transfers would need to be advertised, posted, a public meeting would be held and a fee would be required. The Board was provided with a full procedure list.
- B. Attorney Rausch advised that the offer was sent to the attorney representing Mark Sowers for the sale of his property on Shaw Road. He stated that he has not heard back.

Mr. Heffner commented that the Spring Valley pool site is up for sale. He stated that since Mr. Pasch has a land development plan for it, he is probably asking a high amount.

Mrs. Gunnet advised the same people that were planning the development behind the Sheetz in York Township are now interested in purchasing the land on the other side of Cape Horn Road beside Rite-Aid. The previously submitted plans included a nursing home, mini-storage unit and

other commercial uses. She stated that she does not know what uses the potential buyers would be proposing. A meeting will be scheduled with the potential buyer to discuss where the plan stands as part of his due diligence. Mrs. Shovlin advised that she would like to attend the meeting and requested that Mrs. Gunnet let her know when it would be held.

11. Other Business:

- A. **Resolution #2016R-01-01 – Appoint Kochenour, Earnest, Smyser & Burg to audit 2015 financial records** – On the motion of Dean Heffner seconded by Jo Anna Shovlin, the Resolution was adopted. Motion carried. Three votes yes.
- B. Mr. Heffner advised that Christmas Tree Collection will take place the week of January 4th 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 #2016R-01-03 – Fee Schedule – Addition of Intermunicipal Transfer of Liquor License** - Mrs. Gunnet advised that the fee schedule needs to be approved each year. She stated that the fee for the Intermunicipal Transfer of Liquor License was added. On the motion of Jo Anna Shovlin seconded by Dean Heffner, the Resolution was approved. Motion carried. Three votes yes.
- D. Cadillac Tax - Mrs. Gunnet advised that she has received a bulletin from Benecon informing that the implementation of the Cadillac Tax has been delayed for 2 years, pushing it to 2020. Mr. Heffner questioned if the Township is required to report that it is offering insurance coverage to the employees. Mrs. Gunnet advised that we do and that deadline was also extended for several months.
- E. **Sewer Utility Billing Program - Muni-Link** - Mrs. Gunnet advised that the Board had received information on the sewer utility billing programs during budget preparation and again for this meeting. She stated that the employees who will be working with the system like Muni-Link best and she agreed that it is very user friendly. A service contract was provided and has been forwarded to Attorney Rausch for review. She stated that she would like to have the new program in operation for the May 1st billing.

Mr. Heffner questioned the storage of information on the cloud. Mrs. Gunnet stated that the benefit is that the information is not taking up space on the server. It was noted that there is no personal information stored. **On the motion of Rodney Sechrist seconded by Jo Anna Shovlin, the Board approved the purchase of the Muni-Link sewer utility billing program. Motion carried. Three votes yes.**

Mrs. Shovlin questioned when the sewer increase was to take effect. Mrs. Gunnet advised that it will begin with the February 1st billing.

- F. **Burkholder Pump Station - SWAM Electric - Final Payment - \$21,988.02** - On the motion of Rodney Sechrist seconded by Jo Anna Shovlin, the final payment was approved. Motion carried. Three votes yes.

G. Mr. Heffner advised that an Executive Session will be held after the meeting to discuss a personnel matter.

12. Unfinished Business:

A. Rt. 124 & Freysville Road intersection - Update - Mrs. Gunnet advised that at the last meeting Leslie Temples had mentioned that according to the police reports she obtained, that a third fatal accident had occurred at this intersection on February 16, 2014. She stated that she contacted Sergeant Damon and he informed that this was the approval date of the fatal accident that occurred on June 5, 2013.

13. 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.

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

Mrs. Shovlin did not have any comments.

Mr. Sechrist advised that he has been contacted by the Mayor of Felton regarding the possibility of the Township taking over Felton Borough. Mrs. Shovlin stated that we should require a letter of intent from them. Attorney Rausch advised that he would have to check the code requirements to see what the legal procedure would be. Mrs. Gunnet stated that the Borough has substantial debt related to their sewer plant. Mrs. Shovlin noted that we would want a copy of their financial reports as well. Mrs. Gunnet will contact the Borough secretary see if this is a legitimate request.

Mr. Heffner did not have any comments.

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

16. The meeting of the Windsor Township Board of Supervisors adjourned into an Executive Session to discuss a personnel matter 6:20 p.m.

Respectfully submitted,

Jennifer L. Gunnet
Secretary

CITIZENS PRESENT
January 4, 2016

Vera Miller
Spencer Seaks

951 Wise Avenue Red Lion PA