

WINDSOR TOWNSHIP BOARD OF SUPERVISORS

June 19, 2017

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, Attorney Charles Rausch, John Klinedinst, Jennifer Gunnet, Jeremy Trout, Kipp Allison and Deanna Coble.

2. The Pledge of Allegiance was recited.
3. On the motion of Jo Anna Shovlin seconded by Dean Heffner, the minutes from the May 15, 2017 meeting were approved. Motion carried. Two 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 two letters from Comcast informing that there will be several channel changes and additions. The information is available for review.
 - C. Mrs. Gunnet advised that she has received a letter from Lamar Advertising regarding the mobile truck sign at the corner of Cape Horn and East Prospect Roads. The letter informed that they were not aware of Mr. Seitz's intent to place the sign on his property nor were they involved in any way with this sign. Mrs. Gunnet explained that Mr. Seitz applied to the Zoning Hearing Board last fall to place a billboard on this property and it was denied. Mrs. Shovlin questioned if this type of sign is permitted. Mr. Allison advised that it is not. Mrs. Gunnet stated that the Board has received a copy of a response that she had posted on the message board providing information to the residents as well as a copy of an editorial from the York Dispatch.
 - D. Mrs. Gunnet advised that she has received a letter from Ron Miller, Chairman of the Emergency Services Partnership Steering Committee, requesting to be on the September agenda to discuss the potential merger between several of the fire companies. The Board agreed.
5. Windsor Township Fire & Rescue Association – Jim Pritchard, Laurel Fire Company, was present. He questioned if the Township has permits for fireworks. Mr. Allison advised that he has also received a request from a resident for a display permit. He stated that the Board would need to grant approval for this.

Mr. Pritchard stated that there is a property in the 300 block of Manor Road that has been abandoned and the property is overgrown. He questioned if the Township has an ordinance that could be enforced to have the property maintained. He expressed his concern for the safety of the firefighters should they need to respond to a call there. Mr. Allison stated that the Township does not have a property maintenance code. He noted that letters were previously sent to several properties owners with abandoned properties requesting that they be maintained or demolished.

Mr. Pritchard reported that all of the fire companies except one have completed their hose and ladder training. That company has their training scheduled for July.

Mr. Pritchard asked what the Board envisions for the future of their fire companies. He requested that the Board think about this so the fire companies can plan accordingly.

- A. Mr. Pritchard advised that the next Fire Chiefs meeting will be held on June 22nd at Yoe.
- B. Contracts - Status of Rescue Fire Company & Length of Contracts - Mrs. Gunnet advised that the previous Board decided that at the end of this contract, Rescue Fire Company would be removed from the Association. Mr. Pritchard stated that the Association had also discussed this and they would like them to continue to be part of the Association. The Board agreed. Mrs. Gunnet questioned what the Board had in mind for the length of the contract. Mrs. Shovlin stated that they are looking at a 2 year contract. Mr. Heffner stated that they are leaning this way not knowing how things will go in the future with paid personnel.
- C. Audit of Laurel Volunteer Firemans Relief Association of Windsor, PA - January 1, 2013 to December 31, 2016 - Update - Shawn Gunnet advised that their by-laws have been changed to remove the amount of bonding amount and add the required wording from the Audit report. He noted that the issues with the requiring of 2 signatures on checks had already been addressed by providing proof that they were already complying. He stated that although he does not agree, their General Fund is being required to reimburse the Relief Fund for the payment of the physical exams for their drivers. He stated that Kevin Eck from Representative Saylor's Office worked with Dan Myers from the Auditor General's Office on this. It was determined that payment of these exams from Relief funds could occur in the future so long as there is proper wording in the memo of the check.

Mrs. Shovlin thanked Mr. Gunnet for the time that he spent on trying to correct the findings of the Audit. Mr. Pritchard stated that if there is any assistance that the Board can provide to help other fire companies from running into these issues in the future would be appreciated. Mrs. Shovlin stated that she would like the fire company to write a letter to the Board providing information and a timeline of this Audit. Then once this Audit is closed out, that information can be presented to the Auditor General and a meeting can be scheduled with them to discuss the matter.

- D. Leo Independent Fire Company - Ben Rodkey was present. Mrs. Shovlin read from an email that she had been provided with and expressed her concern for the Fire Company. Mr. Rodkey advised that he sends out a weekly email. This particular one was to boost morale within the company. He stated that it is no secret that the company is low on manpower and that there are some issues with personnel. He noted that they are continuously working on ways to increase staffing. He commented that some have said that their standards are too high to be a firefighter. He informed that there are only 3 required trainings to be able to drive a fire truck.

Mr. Rodkey advised that he is aware that it was brought up that the company is missing calls. He stated that there have been 79 calls in Windsor Township so far and they have only failed to respond 5 times. He apologized for not reaching out to the Board sooner. He confirmed that the

Department is not folding. He stated that it is just a change in the times. He explained that they have a young Department and many of them are now have families, some of the volunteers are now career firefighters and many employers penalize for missing work.

Mrs. Shovlin stated that the Board has no hard feelings toward the Red Lion Fire Company and she thanked him for his service and for attending the meeting this evening.

6. York Area Regional Police Department - Chief Tim Damon was present. He reviewed the report for May, noting that the Township is currently over the hours. He reported that the Assessment Report from the Accreditation Commission has been completed and they will be recommending the accreditation for the Department. This is a cost benefit for them. There were no questions for Chief Damon.
 - A. The monthly reports for April and May are available for review.
7. Sue Lambright - Support of a Citizens Commission for legislative and congressional redistricting - Ms. Lambright advised that she is the Chairperson for a non-partisan group that is petitioning in support of a citizens commission for legislative and congressional redistricting. She stated that the Board has received information from her. Ms. Lambright advised that she is asking for a signed Resolution from the Board giving their support. She noted that there is not an issue in this area of the State but a lawsuit has been filed against Pennsylvania. She explained that the commission would consist of 3 democrats, 3 republicans and 5 independents. Mr. Heffner stated that he is aware of what is occurring with redistricting but since there is not a full Board present, they would not be making a decision this evening. The Board tabled the topic.
8. Solicitor:
 - A. Sewer liens - Minton - 531 Milner Drive - Attorney Rausch reported that Mr. Minton paid his arrears in full and the Sheriff's Sale has been cancelled. Mr. Heffner questioned if the amount included his legal fees. Attorney Rausch advised that it did.
 - B. Attorney Rausch advised that a draft is being circulated for the new CBPRP. He stated that it is similar to the original Agreement. Mr. Allison advised that the Board had already decided on their preferred method for calculating fees which was forwarded to the York County Planning Commission. This draft includes the collective decision of the group.
9. Township Engineer - Mr. Klinedinst advised that he did not have anything to report.
10. Public Works:
 - A. Mr. Heffner advised that the Board has received the monthly report for June. There were no questions.
 - B. Sewer main repair - Tennyson Garth - Mr. Trout advised that the repairs have been completed. He stated that they were able to complete the work without having to remove the water main.

The water was shut off to the 8 properties from 7:00 a.m. to 4:30 p.m. A valve had been installed at Nottingham Way and Tennyson Garth and the Red Lion Municipal Authority has agreed to pay half of the cost. Mr. Trout stated that there was a water line that was leaking and the wet soil pushed down on the sewer line and caused the break.

- C. Sale of Equipment - Homelite 385 Trash Pump, Kohler 3500 watt generator, 1999 Custom tilt trailer and 2002 John Deere 5430 tractor with 2005 Tiger side flail mower - Mrs. Gunnet advised that the Board has received a copy of the tally sheet for these items which were sold on Municibid. The trash pump sold for \$61, the generator for \$50, the trailer for \$1,675 and the tractor for \$13,966. On the motion of Jo Anna Shovlin seconded by Dean Heffner, the Board accepted the bids. Motion carried. Two votes yes.
- D. Valley Meadows - Mrs. Gunnet advised that the additional security was posted. The developer, John Adams, is going to try to complete the sewer main repairs this summer. Mr. Trout commented that the Board should give him a deadline to complete the street. Mr. Klinedinst agreed that the longer it sits, the more the base will break down. He recommended getting a schedule from Mr. Adams for this year.
- E. Taylor Estates, Phase II, Section A - Completion of improvements deadline is June 30, 2017 - Mrs. Gunnet advised that the Board had agreed to not require an increase in security so long as the work in Taylor Estates, Phase II, Section A was completed by June 30, 2017. She stated that she needs approval to turn the bond information over to Attorney Rausch to start the collection procedure if the improvements are not completed by this date. On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, the Board approved for Attorney Rausch to move forward if the deadline is not met. Motion carried. Two votes yes.
- F. Pole building - Sliding doors - Mr. Trout advised that the sliding doors on the Lombard Road pole building need to be replaced. He stated that this is not budgeted but believes that there are extra funds available from other recreational projects that came in under budget. He noted that Kohler & Kohler is recommending metal doors with a metal frame. It was the consensus of the Board to replace the doors as long as there were funds available.

11. Other Business:

- A. Mr. Heffner advised that the Board has received the Zoning Report for May. There were no questions.
- B. Mr. Heffner advised that the Board has received a copy of the Township Manager Report for May. There were no questions.
- C. Mr. Heffner advised that the Board has received a copy of the Animal Control Officer Report for May. There were no questions.
- D. Mrs. Gunnet advised that the application for the Community Development Block Grant was submitted for the ADA improvements for sliding entrance doors at the Township Office.

- E. 2017-2018 Junk Yard Licenses - Mr. Allison advised that he has inspected the 3 junk yards in the Township; Prospect Metals, TC Auto Salvage and Red Lion Salvage and is recommending approval for all. On the motion of Dean Heffner seconded by Jo Anna Shovlin, the Board approved the junk yard licenses. Motion carried. Two votes yes.
- F. Mr. Heffner advised that the Township will be holding an Electronics Recycling collection at the Public Works Building on Saturday, October 21st from 9:00 a.m. to 12:00 p.m. The Boy Scouts will be there to assist.
- G. Quotes - Insulate front wall of reception area - Mrs. Gunnet advised that she received quotes for the insulation of the front wall in the reception area and they were much less than she expected. The lowest quote is from Mark Dietz in the amount of \$3,875. It was noted that he had also constructed the roofs outside both the Tax Collector's Office and the conference room. Mr. Heffner questioned if the cabinets would be reused. Mrs. Gunnet advised that the budget included funds to replace the cabinets with free standing file cabinets. She stated that she is looking to purchase wooden ones so that they look nice. Funds were also budgeted to replace the one existing desk area with a freestanding desk. Mr. Heffner questioned if carpeting was budgeted for. Mrs. Gunnet advised that it was not but there is a remnant that can be used if necessary.
- H. Quote - Bulletproof glass - Mrs. Gunnet advised that she is working with a company through a program similar to Costars. She stated that they were hopeful to have a quote to her today but were unable to do so. The topic was tabled.
- I. Cohen Law Group - Wireless Facilities Management Services - Mrs. Gunnet advised that Cohen Law Group had presented at a Managers Meeting regarding different types of cell towers. Attorney Rausch explained that telecommunications companies have been receiving PUC approval which allows them to place cell towers within the road right-of-way. Mr. Allison stated that the towers are being placed in locations convenient to the location of utilities and are not concerned about the aesthetics. Cohen Law Group is offering special pricing for an Ordinance for cell towers. The pricing decreases based on the number of municipalities that choose to participate. It was the consensus of the Board to participate in the Ordinance update.
- J. Marvin W. Jr. & Alice Marie McKie - Fence Agreement - Kensington - Mr. Allison advised that Mr. and Mrs. McKie would like to install a fence on their property. They have signed the standard Agreement for the installation of a fence within the stormwater easement. On the motion of Dean Heffner seconded by Jo Anna Shovlin, the Board approved the Agreement. Motion carried. Two votes yes.

Alice McKie advised that there is an issue with feral cats in her neighborhood. She stated that several of the neighbors are feeding the cats. She noted that she has contacted the Homeowner's Association and Representative Saylor about the problem. She commented that it has continued and she is now looking for assistance from the Board. She suggested the implementation of a nuisance ordinance. Mr. Heffner advised that the Township cannot go onto a property and the enforcement of an ordinance would be difficult. Mrs. Gunnet advised that traps can be borrowed

from the SPCA. Mrs. McKie stated that the SPCA will spay or neuter the cats but then they return them to the area. Mrs. Gunnet added that there is an agency called Heavenly Paws that may be able to assist as well.

Mrs. McKie questioned if there is an update on the second and third phases of Kensington. She noted that the weeds are high even in Phase I. Mr. Allison advised that he spoke to Keystone about the grass last week. Mrs. McKie stated that four of the lots that are for sale are not owned by Keystone. Mr. Allison advised that he would look into this. He added that as far as the development of the futures phases, Keystone is working with PennDEP and they cannot proceed until approvals are granted from them.

- K. Mrs. Gunnet advised that Ms. Bell has returned the fully signed Stormwater Facilities Maintenance & monitoring Agreement for the Milner Heights Detention pond improvements. The Chairman will need to sign it now.
- L. Freysville Park - Vandalism - Individual arrested - Mrs. Gunnet advised that some vandalism occurred at the Park in March. The security cameras showed the juvenile's face and Mr. Kerchner happened to recognize him at the Park. The police were called and he confessed without prompting from the officer. A letter will be sent to him forbidding him to use the Park. He will also be responsible for repayment of the damages.
- M. 265 Dietz Road - Interested in purchasing - Mrs. Gunnet advised that she was contacted by Eli Dobrinoff, the owner of 265 Dietz Road, asking if the Township would be interested in purchasing the property. He is not interested in selling just a portion of the tract. The last listing price was \$1.9 million. She stated that she and Mr. Allison visited the property. There is substantial flood plain and steep slopes on a portion of the 169 acres. She stated that she and Mr. Allison agree that it would be better to pursue additional land off Lombard Road. Mr. Allison commented that he would strongly recommend the purchase of approximately 20 acres along Windsor Road if Mr. Dobrinoff was willing to sell a portion. The Board agreed with the staff recommendation.
- N. Mr. Heffner advised that the meeting scheduled for July 3rd would be cancelled.
- O. Redevelopment Assistance Capital Projects (RCAP) Grant application - Mrs. Gunnet advised that she was contacted by Mrs. Shovlin on Friday who had been informed by Representative Saylor that there was a grant that could be applied for funding for the Community Center. The application was due today. She stated that the anticipated amount for the project is \$6,161,200 and it would be a matching grant. Mr. Klinedinst clarified that this is not a grant but rather a way to get on the State's Capital Budget so that when grants are available, the project is already on the budget list. The Board thanked Mr. Klinedinst for the work that he did on this over the weekend so that the paperwork could be submitted.
- P. Mr. Heffner advised that an Executive Session would be held after the meeting to discuss contract negotiations.

12. Unfinished Business - There was none.
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 Mrs. Shovlin if she had any comments. Mrs. Shovlin thanked the Planning Commission and Zoning Hearing Board members for their service.

Mr. Heffner did not have any comments.
15. On the motion of Dean Heffner seconded by Jo Anna Shovlin, the bills were approved. Motion carried. Two votes yes.
16. The meeting of the Windsor Township Board of Supervisors adjourned into an Executive Session to discuss contract negotiations at 7:27 p.m.

Respectfully submitted,

Jennifer L. Gunnet
Secretary

CITIZENS PRESENT

June 19, 2017

Alice McKie
Sue Lambright
Shawn Gunnet
James Pritchard
Ben Rodkey
Chief Tim Damon

375 Sunbury Way Red Lion PA
1000 Locust Grove Road York PA
Laurel Fire Company
Laurel Fire Company
Red Lion Fire Company
York Area Regional Police Department