

WINDSOR TOWNSHIP BOARD OF SUPERVISORS

September 18, 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, Dean Heffner, Rodney Sechrist, 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 Rodney Sechrist seconded by Jo Anna Shovlin, the minutes from the August 21, 2017 meeting were approved. Motion carried. Three votes yes.

On the motion of Dean Heffner seconded by Jo Anna Shovlin, the minutes from the August 24, 2017 meeting were approved. Motion carried. Two votes yes. Mr. Sechrist abstained from voting due to not being present at the meeting.

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 the York County Association of Townships of the Second Class will be holding their convention on Thursday, November 9th at Heritage Hills. She asked the Board to let her know if they would be attending so that she can RSVP.
5. Windsor Township Fire & Rescue Association – Jim Pritchard, Laurel Fire Company, was present. He stated that they are doing a photo fundraiser that required a solicitation permit from the Township. He stated that the person that was soliciting had a death in the family. The permit expired and when he came to the Township to renew the permit, he was informed that he would have to pay the fee again. He requested that the Board waive the paying of the second fee. **On the motion of Jo Anna Shovlin seconded by Dean Heffner, the Board waived the fee for a Solicitation Permit for the photo fundraiser for the Laurel Fire Company due to a death in the family. Motion carried. Three votes yes.**
  - A. Mr. Heffner advised that the next Fire Chiefs meeting will be held on October 26th at Yorkana Fire Company.
  - B. Mrs. Gunnet advised that the Association has revised their Constitution and By-Laws and this requires approval by the Township. On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, the Board approved the revision. Motion carried. Three votes yes.
  - C. Mr. Pritchard advised that the Association has agreed to accept the contract proposal as presented by the Board. He noted that he had sent an email to Mrs. Gunnet informing her.
  - D. Felton Firefighter's Relief Association - Audit finding - Update - Scott Gingerich reported that a letter will be sent to the Township noting compliance from the Auditor General. Action has been

taken on the comments from the audit. He advised that a policy has been approved for use of the Association's credit card. He advised that the Fire Company and Relief Association meetings had been held at the same time to assist with attendance and this was a finding. He stated that they will continue to hold meetings on the same day but will adjourn from one before starting the other.

6. York Area Regional Police Department - Chief Tim Damon was present. He reported that there was a serious crash on Windsor Road that involved a wide load last month. The Township currently has a deficit of hours. He advised that the Department recently had two audits which were both passed. One was from the State Police and the other from the Auditor General. He asked if there were any questions for him. Mrs. Shovlin requested that they continue to patrol Manor Road for speeding vehicles.
7. Wendy Telewicz - Stormwater easement in Windsor Meadows - Update - Mr. Allison advised that a meeting was held on site on September 5th. He stated that they walked through the easement area and looked at the current conditions and violations. After discussions on site, it was decided to maintain the 60' easement. From the center point, 15' on each side would be required to be undisturbed but plantings would be permitted within the remaining 15'. No structures would be permitted. He added that if the Township would need to access the entire easement, any plantings would be required to be removed. Attorney Rausch has prepared an Agreement for Mr. Allison to review. It was noted that there are items that will need to be removed from the easement and the Township will not approve the agreement until all violations have been corrected. Mr. Allison added that there are sections of the trench that need to be repaired. Attorney Rausch advised that the Homeowner's Association will need to approve this Agreement as well. Ms. Telewicz stated that she is extremely grateful and thanked the Township for working with her.
8. Ron Miller - Emergency Services Partnership Steering Committee - Presentation - Ron Miller advised that he is the Chairman of the Partnership Steering Committee. This committee has been created to explore the possibility of a merger between the Dallastown, Yoe, Jacobus and York Township fire companies. He provided the Board with a copy of a slide presentation (attached) which he proceeded to review. He noted that this committee has met with other groups that have merged to determine if this is something that they wanted to pursue. In November of 2016, all four companies approved to move forward. The soonest that the merger would occur would be July 2018. He asked the Board if they had any questions for him.

Mrs. Shovlin commented that in addition to Dallastown and Yoe, the Township also has contracts with the Laurel, Red Lion, Felton and Yorkana fire companies. The Township does not have a contract with Jacobus and York Township. She expressed concern about how the existing contracts would be effected. She questioned if this is a merger or regionalization. Mr. Miller advised that they have an attorney and how the contract is handled would need to be determined. He stated that the contract would likely need to be amended to change to the new company name. He added that the Township would still be responsible for assigning the call boxes so there should not be a major change in service.

Mrs. Shovlin stated that the Township currently pays for a portion of each contracted fire company's workman's compensation insurance. She questioned how this would be addressed. Mrs. Gunnet advised that the payment is based on the population that they serve with their first due calls so this should not change.

Mrs. Shovlin questioned who is paying for this. Mr. Miller advised that each fire company has pledged funds.

Mr. Miller stated that this is an attempt to keep volunteer fire companies in existence and keep from going to paid fire fighters. He commented that volunteerism is declining in the younger demographics. Attorney Rausch asked if any of these companies have paid employees. Mr. Miller advised that both York Township and Yoe have a daytime driver. Mr. Myers stated that Yoe has had a part-time paid driver for 20 years. Mr. Sechrist questioned how he is paid. Mr. Myers stated that it comes from their General Fund.

Mr. Heffner questioned if the department would also be sharing equipment. Barry Myers advised that there is potential that they may not replace a piece of equipment.

Mrs. Gunnet questioned if verbiage will need to be added to the contracts with the Association since they have accepted our proposal which would address the merger should it occur within the life of the contract. Mr. Myers stated that he did not think any changes would be required to be made to this contract.

Attorney Rausch questioned how the Relief Associations would be handled. Mr. Myers stated that they would merge as well.

Nick Sabold explained that the merger is mainly to deal with the administrative duties of the fire company. He stated that many of the fire fighters have to handle the paperwork plus still respond to the actual fire calls and with volunteerism down, this should be beneficial. It will allow them to be out on the streets responding to calls and not spend as much time in an office.

Attorney Rausch questioned the significance of life status not being affected. Chad Arnold explained that these members receive percs such as paid subscription or a retirement program.

Mr. Miller thanked the Board for listening to his presentation and added that there are still a lot of issues to work out.

9. Solicitor:

- A. Attorney Rausch advised that a meeting will be held with the surety company and Gemcraft Homes for the Taylor Estates, Phase II development regarding collecting on the Letter of Credit.

10. Township Engineer:

- A. Mr. Klinedinst advised that he has received a request for a security reduction for Wisheaven Condominiums. He stated that he is recommending a reduction in the amount of \$140,363 to leave a balance of \$190,961.05. On the motion of Dean Heffner seconded by Jo Anna Shovlin, the Board approved the security reduction for Wisheaven Condominiums based on the recommendation of the Township Engineer. Motion carried. Three votes yes.

Mr. Trout stated that although the streets are private, the sewer lines will still need to be videoed. He questioned when this should be completed. Mr. Klinedinst advised that it should be done prior to the wearing course being applied. Mr. Allison added that they have two buildings left to construct and it is possible that it will be completed by the end of 2018.

11. Public Works:

- A. Mr. Heffner advised that the Board has received the monthly report for September. There were no questions.
- B. Update - Sewer Department personnel - Mrs. Gunnet advised that the Sewer Foreman position was advertised for and interviews held. The position was offered to and accepted by Troy Dehoff. This left the Assistant Foreman position open. Scott Elfner was promoted to this position. There is now a job opening for the Laborer position for which applications are being accepted. A CDL is required for the position and it is split 50/50 between the Highway and Sewer Departments.
- C. Windsor Manor Pump Station elimination - Update - Mrs. Gunnet advised that letters were sent to all property owners affected. All have responded with the exception of Keystone Custom Homes so she resent letters to others within the company.
- D. 245 Meggon Road - Swale - Mr. Allison advised that he met with the property owner at 245 Meggon Road regarding the swale between his home and the adjoining property. He stated that the water was intended to flow to this area but the trench is now 5' to 6' deep in places. The Township does not have a right-of-way. Mrs. Shovlin questioned if the Township is responsible. Mr. Trout stated that it is on private property so the owner would be responsible. Mr. Allison commented that both property owners affected acknowledged that it has always been this way. He added that even if a drainage area study would be completed, it would not resolve anything. It was the consensus of the Board to not take action since it is on private property.
- E. Propane Bid Results - Mrs. Gunnet advised that the bid results are attached to the Board's agenda. Aero Energy is the low bidder at a rate of \$1.349 per gallon. She commented that last year's price was \$.92. On the motion of Dean Heffner seconded by Jo Anna Shovlin, the Board awarded the propane bid to the low bidder. Motion carried. Three votes yes.
- F. Snow Truck/Plow Bid results - Mrs. Gunnet advised that the bid results are attached to the Board's agenda. All Seasons Landscaping was the only bidder. She stated that the rates are the

same as 2016/2017 bid with the exception of the larger equipment that is used in emergency situations has increased \$25. She noted that the bid specifications allow for the contract to be renewed for two consecutive one year periods if the rates remain the same. On the motion of Dean Heffner seconded by Jo Anna Shovlin, the Board awarded the bid to the low bidder. Motion carried. Three votes yes.

- G. Water fountain quote - Mr. Trout advised that the purchase of a water fountain at Freysville Park was budgeted. He stated that it will be installed and then winterized. It will be installed so that it will drain into existing plumbing. A pressure reducing valve will need to be installed that was not included in the initial quote. On the motion of Jo Anna Shovlin seconded by Dean Heffner, the Board approved the purchase of a water fountain. Motion carried. Three votes yes.

12. Other Business:

- A. Mr. Heffner advised that the Board has received the Zoning Report for August. There were no questions.
- B. Mr. Heffner advised that the Board has received a copy of the Township Manager Report for August. There were no questions.
- C. 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.
- D. Mr. Heffner advised that the meeting scheduled for October 2nd will be cancelled.
- E. Personnel Policy - Holiday schedule - Mrs. Gunnet advised that the personnel policy states that if a holiday falls on a Saturday, it is observed on Friday and if it falls on a Sunday, it is observed on Monday. Christmas Eve/Christmas Day and New Year's Eve/New Year's Day are on Sunday and Monday so she questioned how the Board would determine the days. She added that the Reorganizational Meeting must be held on January 2, 2018. It was the consensus of the Board to observe the holidays on Friday and Monday.
- F. 2018 Minimum Municipal Obligation – Police Pension Plan & Non-Uniform Pension Plan – Mrs. Gunnet advised that every September, she is required to inform the Board of the minimum municipal obligation for the pension plans. No action is necessary. She stated that the plan for the police will be \$0 since there are no active members. The Township will have a decrease of approximately \$100. This is partly due to the Township having one less employee.
- G. York Area Metropolitan Planning Organization (YAMPO) - Signal Light Study - Mrs. Gunnet advised that the York County Planning Commission has entered into an Agreement for programming at traffic signals in congested areas. The intersections at Route 24/Route 124, Lombard Road/Cape Horn Road, Lombard Road/Windsor Way, Cape Horn Road/Chapel Church and Freysville Road/Windsor Road have been designated. She stated that if the study determines that they are operating properly then no action is required. If the study determines that there is an

issue, it can then be addressed. Mrs. Gunnet commented that she is unsure who would pay for any corrective action. Mrs. Shovlin questioned if a left turn lane is planned to be installed north bound on Windsor Road as a requirement of the proposed Walnut Creek development. Mrs. Gunnet advised that she reviewed the traffic study and could not find that it is required. Mr. Klinedinst explained that this study specifically deals with air quality and operation in accordance with the signal permit and not with the flow of traffic.

- H. Klugh Animal Control - 2018 Contract - Mrs. Gunnet advised that the 2018 Contract will be the same as the 2017 Contract. On the motion of Jo Anna Shovlin seconded by Dean Heffner, the Board approved the 2018 Contract with Klugh Animal Control. Motion carried. Three votes yes.
- I. Mr. Heffner advised that an Executive Session will be held after the meeting to discuss contract negotiations.

13. Unfinished Business:

- A. Dennis Bartnik - Four-way stop - Pleasant Grove Road/Snyder Corner Road, Four-way stop - Burkholder Road/Snyder Corner Road - Mrs. Gunnet advised that she has received a letter from PennDOT stating that four-way stop criteria has not been met for these intersections. However, additional signage is required at these intersections, which will be installed by PennDOT. A copy of the letter has been sent to Mr. Bartnik.

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 comments.

Mr. Sechrist questioned if the Township has checked into the damage from the recent storm. Mrs. Gunnet advised that we did and everything appears to be wind shears. Pictures of the worst damage were sent to the County.

Mrs. Shovlin thanked Attorney Rausch and Mr. Klinedinst for attending the onsite meeting at Windsor Meadows.

Mrs. Shovlin advised that she wants to make sure that the minutes reflect that the reason that the extension was granted and fee waived for the solicitation permit for the fire company's fundraiser is specifically because it is for the fire company and because there was a death in his family. She stated that she does not want to set precedence.

Mr. Heffner did not have any comments.

16. On the motion of Dean Heffner 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 to discuss contract negotiations at 7:38 p.m.

Respectfully submitted,

Jennifer L. Gunnet  
Secretary

CITIZENS PRESENT

September 18, 2017

Vera Miller  
Joe Yahnke  
Bill Hoover  
Barry Myers  
Rod Weitkamp  
Nick Sabold  
Dan Orwig  
James Pritchard  
Scott Gingerich  
Chad Arnold  
Ron Miller  
Wendy Telewicz  
Chief Tim Damon

Red Lion Fire Company  
Red Lion Fire Company  
Yoe Fire Company  
Yorkana Fire Company  
Yoe Fire Company  
Laurel Fire Company  
Laurel Fire Company  
Felton Fire Company  
Felton Fire Company  
Partnership Steering Committee  
100 Ava Drive Red Lion PA  
York Area Regional Police Department