

WINDSOR TOWNSHIP BOARD OF SUPERVISORS

October 16, 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, 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 September 18, 2017 and September 25, 2017 meetings 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.
5. Windsor Township Fire & Rescue Association – Jim Pritchard, Laurel Fire Company, was present. He advised that he has submitted the third quarter report to Mrs. Gunnet today. He noted that this report now reflects the actual number of calls by listing the first due company. He stated that this is more accurate than listing all of the stations that respond to a call. Mr. Sechrist asked if the report lists missed calls. Mr. Pritchard stated that it does. Mrs. Shovlin thanked the Association for working with the Board during contract negotiations and making the process run smoothly.
 - A. Mr. Pritchard advised that the next Fire Chiefs meeting will be held on October 26th at Yorkana Fire Company.
6. York Area Regional Police Department - Sergeant Joel Good was present. He reviewed the report for September, noting that there was a burglary arrest in Taylor Estates, IV. He advised that the Township currently has a surplus of 1,019 hours. He reported that Officer Redifer and Officer Kudzinowski will be completing their ride along training and starting on their own soon. He asked the Board if they had any questions. Mrs. Gunnet asked if the burglary arrest was random or if there was a connection. Sergeant Good advised that the suspect was acquainted with the property owner.
7. Anne Saylor - Kaltreider-Benfer Library - Anne Saylor advised that another Board member is present this evening and turned the meeting over to him. Jack Jones introduced himself to the Board. He advised that in 2016, there were over 167,000 visits to the Kaltreider-Benfer Library. He stated that the library provides courses for kids, infants and adults. There is wifi available and computers. He reported that the library plans to continue to provide and expand their childhood educational classes and computer courses. There has also been discussions on the feasibility of enlarging the library. Mr. Jones advised that in 2016, Windsor Township residents checked out over 50,000 items. If these items were to be purchased, it would cost approximately \$855,000. He added that 46% of the Township residents have library cards. The Township currently donates \$13,000 which equates to \$.74 per resident. He noted that the recommended amount by the library system is \$5.00 per person. He asked the Board if they had any questions.

Mrs. Gunnet questioned if they were looking to do an onsite addition to expand or if they would be looking to move. Mr. Jones advised that it would be an addition to the building. Ms. Saylor added that there is some room to expand at the rear of the building. She noted that they are currently working on a capital campaign.

Mrs. Shovlin questioned if the computers are still used as heavily as they once were. She commented that there was a lack of privacy with their location. Ms. Saylor stated that they are still used heavily.

Ms. Saylor and Mr. Jones thanked the Board for their continued support.

8. Plan for Discussion:

A. HOWARD/SNOOK PROPERTIES WEST - Preliminary Subdivision Plan #120817 by James R. Holley & Associates, Inc., 292 lots along East Prospect, Stonewood and Freysville Roads - Jason Brenneman, James R. Holley & Associates, Chris Schwab, TRG, Inc. and Keith Howard were present. Mr. Brenneman advised that this development is located between Mountain Road, East Prospect Road, Country-By-Way and Freysville Roads. He provided a drawing to the Board showing a rough phasing for the development. He advised that the first phase of the development will access onto East Prospect Road. Country-By-Way will be relocated so the access point is directly across from Nina Drive.

Mr. Brenneman advised that the main reason that they are before the Board this evening is to request a letter of support to delay the installation of a traffic signal and other intersection upgrades at Freysville and East Prospect Roads. Chris Schwab explained that when a traffic study was completed in 2013, based on volume, the requirements for a signal were marginally met. A traffic study is valid for 3 years, so a new traffic study is now required and due to an increase in volume, the signal continues to be warranted. The study has also determined that a left turn lane is required at Nina Drive and Mountain Road must be realigned. Mr. Schwab advised that the improvements at Nina Drive would be installed immediately but he feels that there would be limited impact to the East Prospect/Freysville Road intersection if approximately 125 lots were developed. He commented that by delaying the signal installation, the owners would be able to gain capital from the sale of the lots. Attorney Rausch questioned if additional right-of-way is required and if so, has been obtained. Mr. Schwab stated that there is no additional right-of-way required for East Prospect Road but additional will be needed on Freysville Road which has not been obtained.

Mrs. Shovlin questioned how many lots are in Phase 1. Mr. Brenneman stated that there are 11 phases proposed and each has between 25 to 30 lots. Mr. Schwab noted that at approximately 125 lots is where the traffic impact is evident. Mr. Klinedinst commented that this would include the first 7 phases. Mrs. Shovlin expressed her concern of what would happen if a portion of the development would be constructed and then the balance is left unfinished. She advised that she does not want the Township to be on the hook for upgrades. Mr. Schwab stated that they would be open to the option of limitations such as a time limit or maximum number of units. Mr. Allison added that the bond for all of the improvements would need to be posted upfront and an Agreement would need to be prepared. Mr. Schwab commented that even if the Township is

agreeable to providing a letter, PennDOT may still require the signal right away. Attorney Rausch questioned where the client stands if PennDOT does not agree to a delay. Mr. Brenneman stated that he does not know if they have enough cash flow to proceed with the development.

Keith Howard advised that it will cost approximately \$500,000 to install the traffic signal and upgrade the intersection at Freysville and East Prospect Roads. He stated that he understands that the traffic signal and the realignment of Mountain Road will be improvements for the community. He commented that there are substantial upfront costs in doing this. He explained that they anticipate that the first phase of the development will be a breakeven point with income versus expenses. Mr. Howard advised that they are planning a 55+ community. He commented that these types of developments typically do not add the same amount of traffic volume as a standard development. Attorney Rausch questioned what they want the letter to state. Mr. Schwab explained that when they resubmit the traffic study to PennDOT, they would like to include a letter from the Township stating that they are agreeable to delaying the installation of the traffic signal. He commented that PennDOT previously allowed for phased improvements but now they will only consider it with the support of the municipality.

Attorney Rausch questioned when the bond would be posted. Mr. Brenneman stated that this plan was submitted to the Township in 2012. The bonding would need to be determined. He noted that they have met with PennDEP and an Individual NPDES Permit is required.

Mr. Allison questioned if there should be specifics in the letter as to when the Township would require the signal if the Board is agreeable to writing one. Mr. Schwab stated that he feels that would be up to the Township. Mr. Brenneman added that quoting a specific timeframe is difficult to pinpoint since it is undetermined as to exactly when the development will actually start. Attorney Rausch recommended that the letter be vague. Mr. Klinedinst added that he feels it is very low risk as long as the letter is open ended. After discussion, the Board was agreeable to writing a letter stating that the Township is open to discussions on delaying the installation of a traffic signal at the Freysville Road and East Prospect Road intersection in conjunction with this proposed development.

9. Solicitor:

- A. Taylor Estates, Phase II, Section A - Update & Extension of Site Improvement Agreement - Attorney Rausch advised that a meeting was held with Gemcraft Homes and Travelers, the surety company, to discuss collecting on the Letter of Credit for the Taylor Estates, Phase II, Section A development. He reported that Gemcraft Homes has agreed to start the improvements by June 1, 2018 and complete by July 31, 2018. They will post an additional \$10,000 Letter of Credit. If the work is not completed within this timeframe, Travelers would then release the bond to the Township. It was noted that Travelers is not interested in contracting the work to be completed. Mr. Heffner questioned what work is unfinished. Mr. Klinedinst advised that the detention pond needs converted.

Mr. Trout stated that he is concerned that if the work is not completed by July 31st, the Township will not be able to finish it by the end of the year because it will be difficult to find a contractor with a last minute opening in their schedule. He commented that he would not like the project to drag on another year.

Mrs. Gunnet advised that if Gemcraft Homes did not start the work by June 1st then they would be in default. Mr. Klinedinst clarified that typically a bond is released if the work is not finished by the completion date. He added that the Agreement could be written to set default if not started on time though.

Brian Fromme, Gemcraft Homes, advised that it is their intent to complete the work. He estimated that there is 30 days worth of work. He added that he is agreeable to adding a clause to the Agreement regarding default if they do not start the work by June 1, 2018.

Attorney Rausch will prepare an Agreement. Mrs. Gunnet questioned if the Site Improvement Agreement needs to be extended. Attorney Rausch advised that it will be rolled in the Agreement.

10. Township Engineer - Mr. Klinedinst advised that he did not have anything to report that was not already listed on the agenda.

11. Public Works:

- A. Mr. Heffner advised that the Board has received the monthly report for October. There were no questions.
- B. Windsor Manor Pump Station elimination - Update - Mrs. Gunnet advised that a meeting was held with Windsor Borough personnel and representatives from Keystone Custom Homes to discuss the elimination of the Windsor Manor Pump Station. Mr. Klinedinst stated that if the Township installed the line, Keystone Custom Homes would then be responsible to pay a tapping fee to the Township for each sewer connection. He advised that if the Township would like to move forward this year, there are items that can be started. It was the consensus of the Board for Mr. Klinedinst to proceed.
- C. Straw Blower - Discussion - Mr. Trout advised that funds were budgeted to purchase a used straw blower. He stated that the problem is that he cannot get Board approval quickly enough when an item becomes available. He requested that the Board approve the purchase with a maximum purchase price. He estimated the cost to be \$5,000 to \$7,000. Mr. Sechrist questioned if one can be rented. Mr. Trout stated that it can but with all of the new requirements for erosion and sedimentation controls, it would be beneficial to own one. On the motion of Dean Heffner seconded by Jo Anna Shovlin, the Board approved for Mr. Trout to purchase a used straw blower. Motion carried. Three votes yes.

12. Other Business:

- A. Mr. Heffner advised that the Board has received the Zoning Report for September. Mrs. Shovlin asked if Mr. Allison had an update on Red Lion Salvage. Mr. Allison stated that he has not received any updates and the owner cannot move forward until PennDEP gives a recommendation on how to do so.
- B. Mr. Heffner advised that the Board has received a copy of the Township Manager Report for September. Mrs. Shovlin questioned if Mrs. Gunnet has an update regarding parking along Craley Road and a defined entrance into the junk yard. Mrs. Gunnet advised that she has not received a response. Mrs. Shovlin requested that Mrs. Gunnet send a letter to Glenn Rowe and Mike Keiser at PennDOT and Scott Williamson at PennDEP regarding this issue.
- C. Mr. Heffner advised that the Board has received a copy of the Animal Control Officer's Report for August and September. There were no questions.
- D. 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. Mrs. Gunnet advised that she had received a list of acceptable items today and it is different from previous collections. This list does not include household items and lists only items such as computers and televisions. She stated that she has a call into the York County Solid Waste Authority for clarification but has not heard back yet.
- E. Mr. Heffner advised that the meeting scheduled for November 6th will be cancelled.
- F. 2018 York County Stormwater Consortium - Mrs. Gunnet advised that a voting delegate needs to be appointed for the Consortium. On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, the Board appointed Mr. Allison as the voting delegate and Mrs. Gunnet as the alternate. Motion carried. Three votes yes.
- G. Community Development Block Grant - ADA doors - Update - Mrs. Gunnet advised that the awarding of the grants has been pushed back three months. Mr. Klinedinst advised that he saw the list of the projected recipients and the Township was not included. Mrs. Gunnet stated that the Township can continue to apply for the grant in future years.
- H. 2018 SPCA of York County contract - Mrs. Gunnet advised that the SPCA is the only shelter in this area for the Animal Control Officer to take animals to. The contract rate is based on the 2010 Census at a cost of \$.50 each. This calculates to \$8,752. On the motion of Dean Heffner seconded by Rodney Sechrist, the Board approved the 2018 contract with the SPCA of York County. Motion carried. Three votes yes.
- I. Windsor Area Recreation Commission - 2018 Budget - Mrs. Gunnet advised that the Board had received a copy of WARC's proposed 2018 Budget. She stated that she has been provided with a revised Budget due to a calculation error. She stated that the Township's contribution was corrected and is reduced by approximately \$400. A 2% increase is being proposed.

- J. Deb Runkle - Well/Septic Isolation Distance Agreement - 1202 Felton Road - Mrs. Gunnet advised that Len Spencer is recommending that this Agreement be approved. She stated that the property is in an Estate and it was discussed as to how to word the Agreement. On the motion of Rodney Sechrist, the Board approved the Well/Septic Isolation Distance Agreement for 1202 Felton Road. Motion carried. Three votes yes.
- K. Mr. Heffner advised that an Executive Session will be held after the meeting to discuss contract negotiations and a personnel matter.
- 13. Unfinished Business - There was none.
- 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. There was none.
- 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 to discuss contract negotiations and a personnel matter at 7:26 p.m.

Respectfully submitted,

Jennifer L. Gunnet
Secretary

CITIZENS PRESENT

October 16, 2017

Vera Miller
James Pritchard
Keith Howard
Chris Schwab
Jason Brenneman
Jack Jones
Anne Saylor
Brian Fromme
Sergeant Joel Good

Laurel Fire Company
165 Country By Way York PA
TRG, Inc.
James R. Holley & Associates
Kaltreider-Benfer Library
Kaltreider-Benfer Library
Gemcraft Homes
York Area Regional Police Department