

WINDSOR TOWNSHIP BOARD OF SUPERVISORS

January 15, 2018

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

Those present: Dean Heffner, Jo Anna Shovlin, Rodney Sechrist (6:11 p.m.), John Klinedinst, P.E., 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 January 2, 2018 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 an email from the York County Office of Emergency Management informing that they will be holding an Elected Officials Seminar on Saturday, February 17th. The Board has received a copy. She asked them to let her know if they plan to attend so she can RSVP. Mrs. Shovlin asked if this is the same meeting that was held at the Township Office a few years ago. Mrs. Gunnet advised that the meeting she is referring to was with the EMA and this is different.
5. Windsor Township Fire & Rescue Association – James Pritchard, Laurel Fire Company, was present. He stated that he provided the fourth quarter report to Mrs. Gunnet last week. There were no questions for him.
 - A. The next Fire Chiefs meeting will be held on Thursday, February 22nd at 7:00 p.m. at Red Lion Fire Company.
 - B. Fire Company contracts - Update - Mr. Pritchard questioned if all of the stations had returned their signed contracts. Mrs. Gunnet advised that she has only received them from Laurel and Dallastown fire companies. She stated that she will follow up with the others. Mr. Pritchard added that he will do the same.
6. York Area Regional Police Department – Chief Damon was present. He advised that he has prepared the 2017 Year End Report. He gave a brief summary, noting that there were 5,281 calls, 286 crashes, 12 heroin overdoses, 38 drug arrests, 37 DUI arrests and 638 traffic citations issued.

Mrs. Shovlin stated that the Township recently had a meeting with Representative Saylor, at which Mike Keiser from PennDOT was also in attendance, so it was relayed to them that a letter would be coming from the Township regarding Cape Horn Road. Mr. Keiser had stated that there are sun reflectors that can be installed around the traffic signals to help with visibility which may be an option.

A. The Monthly Report for November is available for review.

7. Tanya Hoskins - Waiver of pump-out requirements - Ms. Hoskins advised that she had her septic system pumped out on December 4, 2017. There was a large amount of liquid in the tanks. It was pumped again on December 5, 2017. At that time, it was found that there was a wiring issue which was corrected. She stated that she then received a letter at the beginning of the year informing that she must have her system pumped out this year. She commented that she did not realize that she needed to wait for the letter and requested a waiver of having the system pumped in 2018 since it was just done in December.

Mrs. Shovlin asked Mr. Allison if he was aware of the situation. He stated that he was and that the Township has the paperwork noting that there was a wiring issue. On the motion of Jo Anna Shovlin seconded by Dean Heffner, the Board granted the waiver for the pumping of the system in the 2018 cycle for the property located at 155 Pleasant Grove Road. Motion carried. Two votes yes.

8. Solicitor:

A. Taylor Estates, Phase II, Section A - Agreement for the Completion of Improvements - Mrs. Gunnet advised that she had spoken with Attorney Rausch and he recommended approval of the Agreement. On the motion of Dean Heffner seconded by Jo Anna Shovlin, the Board approved the Agreement. Motion carried. Two votes yes.

B. Letter to York County Commissioners regarding York County Planning Commission and MS4 - Mr. Allison advised that a draft letter has been started. Mrs. Shovlin stated that she wants to make sure that Mr. Klinedinst reviews it. She added that Representative Saylor was unaware of the issue and requested that he be copied on the letter.

9. Township Engineer:

A. Mr. Klinedinst advised that the Board has received a copy of Status Reports #3 and #4 for the Windsor Manor Pump Station Phase-Out. He stated that there is a meeting this week with one of the property owners affected.

B. 2017 Pump Station Rehabilitation Bid results - Mrs. Gunnet advised that the bid results are attached to the Board's agenda. Mr. Klinedinst reported that there were five bidders. The low bidder is PSI Pumping Solutions. He recommended that the bid be awarded to them but expressed his concern about the amount of work that they are currently undertaking. Mrs. Gunnet questioned if there are clauses in the bid for liquidated damages. Mr. Klinedinst advised that there is and they must also post a bond. On the motion of Dean Heffner seconded by Jo Anna

Shovlin, the Board awarded the bid to PSI Pumping Solutions in the amount of \$499,399.02. Motion carried. Three votes yes.

10. Public Works:

- A. Mr. Heffner advised that the Board has received the monthly report for December. Mr. Heffner questioned if there was an update on the Beaverson pump station project. Mrs. Gunnet advised that they are approximately 50% complete. Mr. Trout stated that they are on schedule. The contractor has hit rock in a few locations, one of which may require that the force main be raised in Springettsbury Township.
- B. Delinquent Sewer Account list - Update - Mrs. Gunnet advised that letters have been sent to the owners of the 10 properties that were on the list. Four letters were returned and resent, three have responded and made a payment, two owners were undecided on how they want to proceed and one has not been heard from.
- C. Sewer capacity surety reductions - Windsor Meadows, Wisheaven Condominiums, Stapleton/Kensington & Laurel Vistas - Mrs. Gunnet advised that the previous Sewer Ordinance required posting of surety for sewer capacity. In January of each year, the surety is to be reduced by the number of units that were applied for in the previous year. She stated that reductions should be as follows:

- Windsor Meadows - Reduce by \$1,000 leaving a balance of \$2,000
- Wisheaven Condominiums - Reduce by \$10,000 leaving a balance of \$10,000
- Stapleton/Kensington - Reduce by \$1,135 leaving a balance of \$3,405
- Laurel Vistas - Reduce by \$9,080 leaving a balance of \$6,810

On the motion of Dean Heffner seconded by Jo Anna Shovlin, the Board approved the reductions. Motion carried. Three votes yes.

- D. Approval to purchase - BA Fan - Mr. Trout advised that the Board has received information on the purchase of a BA Fan. He noted that this purchase was included in the budget. On the motion of Dean Heffner seconded by Jo Anna Shovlin, the Board approved the purchase. Motion carried. Three votes yes.
- E. Dietz Road Extended - Mr. Trout advised that he had met on site with C.S. Davidson, Keystone Custom Homes and the Red Lion Area School District regarding Dietz Road Extended. He explained that Keystone Custom Homes would like to take the road over so that the sewer main can be run for the next phase of Kensington. He stated that C.S. Davidson found some minor curbing that needs to be repaired which the school district will be fixing. Mr. Trout noted that improvements will still need to be made at the Ness/Windsor Road intersection.

11. Other Business:

- A. Mr. Heffner advised that the Board has received the Zoning Report for December. There were no questions.

- B. Mr. Heffner advised that the Board has received a copy of the Township Manager Report for December. There were no questions.
- C. Mr. Heffner advised that the Board has received a copy of the Animal Control Officer's Report for December. There were no questions.
- D. Kensington - Baseball field - Alternative locations - Mr. Allison advised that C.S. Davidson had done some preliminary work to see if a ballfield would fit on several different properties and none of the sites were ideal. He stated that the Tolton property is still the best site. He stated that he and Mrs. Gunnet will try to pursue this option again. Mr. Allison commented that when he was working with the property owner previously, she seemed receptive to the idea, even providing her own thoughts for the subdivision of her property. He stated that he had scheduled a meeting with her two different times but she did not show.
- E. Mini-casino - 15 mile radius of Yoe Borough - Mrs. Gunnet advised that Robert Holweck contacted the Township about the possibility of locating a casino on the Ruppert tract. She stated that she forwarded him to the York County Economic Alliance. He reported back that the location will likely be along the Interstate 83 corridor in Shrewsbury Township.
- F. York County's new radio system - Update - Mrs. Gunnet advised that the Township was informed that one radio would be received. She stated that Elmer Fromm recommended that she go back through old records because the Township was to receive seven radios and a base. She advised that she did find the information and after discussion, the Township will be receiving six radios and the base. She noted that Jim Wilson has been working behind the scenes on this and the EMA staff will begin having regular meetings.
- G. PennDEP 902 Recycling Implementation Grant - Mrs. Gunnet advised that PennDEP will be offering a Section 902 Grant. The deadline to apply is April 7, 2018. She noted that she has already scheduled a pre-application meeting on February 26th. This is a 90/10 grant.

Mr. Trout advised that the 2011 leaf truck has issues with the controls. Mr. Heffner asked if the controls can be replaced. Mr. Trout stated that it has already been repaired and there are still issues with the harnesses and connections. Mrs. Gunnet commented that there needs to be justification to having three leaf trucks. She added that since the 2011 truck was purchased through a grant, there may be a process to sell it.

Mrs. Gunnet advised that a grant cannot be applied for in the year after one is awarded. If a grant would not be awarded for a leaf truck, the next time a grant is available, the Township could reapply. After discussion, it was the consensus of the Board to apply for a grant to purchase a new leaf truck.

- H. Community Center - Estimated costs - Grant opportunities - Mrs. Gunnet advised that the Board has received a copy of an estimate that was prepared by Mr. Klinedinst. She stated that the Committee was to meet on January 8th but the meeting was cancelled due to snow. Mr. Klinedinst explained that he used the medium sized building based on the report from Pashek

Associates. The building size would be 26,900 square feet. Mrs. Shovlin questioned if the building could be done in phases. Mr. Klinedinst advised that it should all be designed at the same time but construction could be phased. He added that a multipurpose room takes up a lot of space. Mr. Allison commented that depending how it would be phased, there could be more impact in the long run regarding building code regulations. He recommended that it be constructed as a vanilla box and the spaces could be finished later as desired. Mrs. Shovlin questioned if the Lower Windsor Township building, gym and Senior Center were constructed at the same time. Mr. Klinedinst stated that they were.

Mrs. Gunnet advised that there are grants available but she will have to see how far along in the process you need to be before you can apply.

- I. Red Lion Ambulance Association - 2017 call report - Mrs. Gunnet advised that the Board has received a copy of the report. She noted that the calls highlighted in yellow are the first due calls.
- J. 2017 Building Permit Summary - Mrs. Gunnet advised that the Board has a copy of the report. She stated that permits were issued for 20 houses and 10 townhouses in 2017.
- K. Collect on letter of credit - Argento Family Partnership - Structural Integrity Bond for Whisper Run, Phases I & II - Mrs. Gunnet advised that the Letter of Credit that was posted for Whisper Run, Phases I & II will expire at the beginning of February. She noted that she had spoken with a family member of the Argento's and they stated that the Letter of Credit will be renewed. She requested that the Board authorize for Attorney Rausch to collect on the Letter of Credit if it is not renewed. On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, the Board authorized to collect on the Letter of Credit for Whisper Run, Phases I & II, if it is not extended. Motion carried. Three votes yes.
- L. Mr. Heffner advised that the meeting scheduled for February 5, 2018 will be cancelled.
- M. Mr. Heffner advised that an Executive Session will be held after the meeting to discuss contract negotiations.

12. Unfinished Business:

- A. CDL costs - Conditional Offer of Employment and Training Agreement - Mrs. Gunnet advised that she has worked with Attorney Rausch on the wording for the Agreement. She asked the Board how many times they would like to pay for the CDL test before the employee would be terminated. She stated that the cost for the driving test is \$180. The Board agreed to cover the cost for two rounds of training and driving tests.
- B. Repairs - 2009 F350 Sewer Service Truck - Mr. Heffner questioned how the truck is running. Mr. Trout advised that they have not been using it much. He stated that he received a quote from Apple Ford to replace the motor in the amount of \$8,500. He commented that Dan's Repair Shop thought that amount was high and is going to provide a quote. He noted that the body is in good condition but this engine is known to have problems. Mr. Trout stated that it is difficult to

determine at what point you stop replacing items to have the issue corrected. He explained that when you get a quote, you must tell them exactly what you want replaced. Mr. Heffner commented that not having the truck does not appear to be a hardship. He added that many times two employees must work together. The Board tabled the topic so more information can be obtained.

C. Accidents on Cape Horn Road - Signature on letter to PennDOT - Mrs. Gunnet advised that the letter has been prepared and is ready for signatures from both Windsor Township and York Township.

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 questioned what the booklet is that was at her seat this evening. Mrs. Gunnet advised that it is a brochure that Mr. Holweck is circulating to anyone interested in opening a business in the Town Center at Windsor, the former Ruppert tract.

Neither Mr. Sechrist nor Mr. Heffner had 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 contract negotiations at 6:56 p.m.

Respectfully submitted,

Jennifer L. Gunnet
Secretary

CITIZENS PRESENT

January 15, 2018

Vera Miller
Tanya Hoskins
James Pritchard
Chief Tim Damon

155 Pleasant Grove Road Red Lion PA
Laurel Fire Company
York Area Regional Police Department