

WINDSOR TOWNSHIP BOARD OF SUPERVISORS

February 19, 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 (left at 6:35 p.m.), Attorney Charles Rausch, 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 Rodney Sechrist seconded by Jo Anna Shovlin, the minutes from the January 15, 2018 meeting 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.
 - B. Mrs. Gunnet advised that she has received a card from Laurel Fire Company thanking the Township for allowing them to store their equipment at the Public Works Building during the luncheon that was held after the funeral service for their treasurer.
 - C. Mrs. Gunnet advised that a letter has been received from the Windsor Meadows Home Owners Association declining the compromise that had been previously discussed regarding the plantings that are located within the stormwater easement and the necessary repairs to the trench drain. Mr. Heffner stated that if they are not willing to enter into an Agreement, then the original plans must be complied with.

Wendy Telewicz, 100 Ava Drive, advised that this directly effects her and is unfair. She stated that she was very appreciative for what had been previously agreed to and if this was about fees being paid, she would cover the cost. Attorney Rausch advised that cooperation from the Home Owners Association is required. He explained that the HOA is stating that they are not responsible for the repairs to the trench drain and that the Township is. It was noted that the Township used funds from the security that was collected on to complete the work. The subdivision plan specifically states that the maintenance of the trench drain is the responsibility of the HOA. Attorney Rausch suggested that she attend an HOA meeting to discuss this matter. Ms. Telewicz requested that the Township not remove her trees until she can meet with the HOA. Mr. Heffner stated that they would not be removed prior to spring. She noted that she would report back at the next meeting.

Mr. Allison questioned how long the Township should wait to respond to the HOA. Attorney Rausch recommended that he respond to them regarding the maintenance responsibilities for the trench.

- It was the consensus of the Board to give the Home Owners Association until June to sign the Agreement.
- D. Mrs. Gunnet advised that she has received an invitation to the Yorkana Volunteer Fire Company Appreciation dinner which will be held on Saturday, March 10th at the Wisheaven Banquet Facility. She asked the Board to let her know if they plan to attend so she can RSVP.
 - E. Mrs. Gunnet advised that she has received an invitation to the Felton Volunteer Fire Company Appreciation dinner which will be held on Saturday, March 24th at the fire hall. She asked the Board to let her know if they plan to attend so she can RSVP.
 - F. Mrs. Gunnet advised that she has received an invitation to the Yoe Fire Company and York Regional Emergency Medical Services Appreciation dinner which will be held on Saturday, April 14th at the Dallastown Fire Company. She asked the Board to let her know if they plan to attend so she can RSVP.
 - G. Mrs. Gunnet advised that she has received a letter from the Penn State Extension. They are presenting Kipp Allison with the 2017 Outstanding Partner Award for his work on the bio-swale project at Freysville Park.
5. Windsor Township Fire & Rescue Association – Scott Gingerich, Felton Fire Company, was present. He did not have anything specific to report.
- 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 & possible amendment - Mrs. Gunnet advised that she has received all of the signed contracts. She stated that she and representatives from Red Lion Borough met with the Red Lion Fire Company to discuss how their finances are handled. She stated that the current contract requires that all of the companies provide a copy of their IRS 990 report to the Township. This is a snapshot of their expenses. It was found that the Second Class Township Code requires that any emergency service agency that receives funds from the municipality must provide an itemized expenditures report to the Township. She commented that since we are in the contract renewal period, the Agreement could be amended. It was the consensus of the Board to amend the Agreement since it is a requirement.
 - C. Yorkana Volunteer Fire Company - DCA Web View User Agreement - Mrs. Gunnet advised that Yorkana would like to access the County's CAD files. In order for this to be approved, the Township needs to sign off on it. On the motion of Jo Anna Showlin seconded by Rodney Sechrist, the Board approved the Agreement. Motion carried. Three votes yes.

D. Fire Company Calls - Mrs. Gunnet advised that the Board has received a spreadsheet with the breakdown of calls per fire company.

6. York Area Regional Police Department – Corporal Krzywulak was present. He reviewed the report for January. There were no questions for him.

A. The Monthly Reports for December and January are available for review.

7. Allen & Judy King - 1530 Bahn's Mill Road - Waiver of OLDS required pumpout - Mr. Allison advised that the King's septic system is required to be pumped in 2018. However, they had it pumped on November 28, 2017. Mrs. King stated that there are springs on their property and they had their system pumped. It turned out there was a clog in the pipe. She requested that the Board grant a waiver to have it pumped this year. Mr. Sechrist questioned if her property stays wet because of the springs. Mrs. King advised that it floods in the front of their property. **On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, the Board granted a waiver for the pumping of the system at 1530 Bahn's Mill Road in 2018. Motion carried. Three votes yes.**
8. Bill Briegel - Keystone Custom Homes - Kensington baseball field - Mr. Briegel advised that they have received their NPDES permit and other approvals. They are still working to obtain an Agreement with Robert Holweck for the connection to public sewer. He stated that in order to move forward the issue with the ballfield needs to be worked out. Mr. Allison commented that the NPDES permit shows the field onsite and accounts for the earth disturbance. He advised that if the installation of the field is being bonded, he feels that the location could be finalized at a later date since it does not affect the lots in Phase 2A. Mr. Briegel stated that he is agreeable to this so they can move forward and would be willing to enter into an Agreement. The Board and Attorney Rausch agreed to this.

Mrs. Gunnet commented that the Township will continue to explore the option of other sites. On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, the Board appointed Mr. Heffner as the liaison for this project. Motion carried. Three votes yes.

Mr. Sechrist questioned the status of Dietz Road extended. Mr. Briegel advised that they are currently working with the school district. A punch list of repairs has been prepared. Attorney Rausch asked if plans had been submitted for Phase 2A. Mr. Allison stated that they have and that most of the comments have been addressed.

At 6:35 p.m., Mr. Sechrist left the meeting.

9. SUBDIVISION FOR APPROVAL:

A. **SCOTT E. & JENNIFER M. TAYLOR - Final Subdivision Plan #1067.1 by Site Design Concepts, 2 lots on Brownton/Blouse Roads** - Lee Webb of Site Design Concepts advised that Parcel 45S is split between Windsor Township and

Chanceford Township and contains 46.5 acres. This property is Lot 17 of the Brownton View Estates Subdivision. There is a house located on it. Parcel 45V is an adjacent, vacant lot located in Chanceford Township. This plan proposes to take approximately 2 acres from parcel 45S and add it to parcel 45V.

Mr. Webb advised that they are requesting several waivers. They are as follows:

- Section 304.2.B - Plan size
- Section 305.2.B - Plan size
- Section 305.2.B.8 - Setting of monuments for the entire tract
- Section 502.6 - Widening of Blouse Road
- Section 503.2 - Installation of sidewalks

Mr. Heffner stated that the Windsor Township Planning Commission recommended approval of the waivers. On the motion of Jo Anna Shovlin seconded by Dean Heffner, the waivers were approved. Motion carried. Two votes yes.

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

10. Solicitor:

- A. Letter to York County Commissioners regarding York County Planning Commission and MS4 - Mrs. Gunnet advised that a letter had been drafted and reviewed by Attorney Rausch but she questioned if the Board still feels that it needs to be sent. Mrs. Shovlin stated that she feels the Township's point has been made and it is not necessary to send the letter.

11. Township Engineer:

- A. Mr. Klinedinst advised that the Board has received a copy of Status Reports #5 for the Windsor Manor Pump Station Phase-Out. He stated that it has been determined by the Pennsylvania Historical and Museum Commission that there is a high likelihood of artifacts on the site. He noted that they will prepare a Phase I Proposal to address this.

12. Public Works:

- A. Mr. Heffner advised that the Board has received the monthly report for February. There were no questions.
- B. I&I Workgroup - Requirement for sanitary sewer testing prior to property transfer - Mrs. Gunnet advised that the Board has been given a copy of a possible ordinance regarding the requirement for sanitary sewer testing prior to a transfer. She stated that this has been discussed by several municipalities and she and Mr. Trout attended

- a meeting at which it was discussed. The Ordinance would require the sewer lateral to be pressure tested and either fixed or an escrow to be posted to cover the expense for it to be fixed. Mrs. Gunnet stated that the highest amount of infiltration in the Township's system is in the mains. Mr. Trout added that the infiltration can be traced back to a property. He commented that he could see where this could be beneficial in the City of York because it is common for roof leaders and sump pumps to be tied into the sewer system. He stated that he does not feel that it would be necessary for the Township to adopt this type of Ordinance because there is minimal infiltration into our system. Attorney Rausch noted that if there was an issue, it could be a violation of the Sewer Ordinance and addressed accordingly.
- C. Purchase of side belt conveyor - Mr. Trout advised that the purchase of a side belt conveyor was budgeted. He stated that this one is larger than the one being replaced. That one was purchased in 2001. On the motion of Dean Heffner seconded by Jo Anna Shovlin, the purchase of the side belt conveyor was approved. Motion carried. Two votes yes.
- D. Wash bay garage door - Mr. Trout advised that the wash bay garage door was damaged. Prior to the incident, it was not in good condition. Overhead Door is recommending that the door be replaced rather than being repaired. The cost for a new door is approximately \$6,000 and the repair cost is \$4,100. Mr. Heffner questioned if it will have windows. Mr. Trout stated that the one quoted has a two panel window which is sufficient. On the motion of Jo Anna Shovlin seconded by Dean Heffner, the Board approved the purchase of the new garage door. Motion carried. Two votes yes.
- E. Beaverson Pump Station elimination - Update - Mrs. Gunnet advised that the Board has received a copy of a letter from William MacNamara. She explained that the contractor was performing work outside of the right-of-way in both Windsor Township and Springettsbury Township. A meeting was held with the York County Conservation District and they issued a letter recommending that the contractor cease operations. Mr. Trout advised that the contractor was aware of the location of the right-of-way prior to starting the work and therefore feels that any damages are their responsibility. Mrs. Gunnet noted that Springettsbury Township is running this project and they also received a copy of this letter. Attorney Rausch advised that since the letter references that he has legal counsel, he cannot contact him. Mrs. Gunnet stated that she will contact him and let him know that he needs to work through Springettsbury Township. She added that a permit modification is going to be required. The Township is paying for the engineering costs and this will cause them to increase. Attorney Rausch advised that since this is a result of the contractor, these fees should be able to be passed on.

13. Other Business:

- A. Mr. Heffner advised that the Board has received the Zoning Report for February. There were no questions.
- B. Mr. Heffner advised that the Board has received a copy of the Township Manager Report for January. There were no questions.
- C. Mr. Heffner advised that the Board has received a copy of the Animal Control Officer's Report for January. There were no questions.
- D. Community Center - Recommendation from Study Committee & Redevelopment Assistance Capital Program - Schedule - Mrs. Gunnet advised that the Board has received information from the Community Center Study Committee with their recommendations. They are suggesting a mid size facility of approximately 26,000 square feet. It was originally discussed as having a large scale building but because this will not be a commercial facility, the size was decreased. It is still possible to construct the building shell and complete the interior in phases.

Mr. Heffner advised that he was speaking with Mr. Allison and it was suggested that instead of having a turf field inside the building, have one outside with a dome for the winter.

Mr. Allison stated that he spoke with Mr. Kraft regarding the NPDES permit and it is recommended to plan ahead now for future ideas. He commented that if a building is planned in the future, to macadam that area in conjunction with the Center. Mrs. Shovlin advised that she wants to provide the residents of Windsor Township with a Community Center while getting the most for the money spent.

Mrs. Gunnet advised that there are grants that can be applied for through the Redevelopment Assistance Capital Program. However in order to apply, the project must have a schedule which highlights dates of milestones. The application must be filed by February 27th.

Mrs. Shovlin questioned how much money has been received from Modern Landfill. Mrs. Gunnet advised that the final allocation will be received in April. Mrs. Shovlin asked if the application gives a deadline for the project to be started. Mrs. Gunnet stated that it does not. Mr. Klinedinst advised that he can figure out a timeline if he has a starting date. Mr. Heffner stated that he would like to have the starting date out a few years so that the building can be mostly funded. Mr. Klinedinst commented that the project is not likely to be funded given the timeframe for the plan but it can continue to be submitted each year. He stated that at this point, the soonest the building could be completed would be June 2020. He advised that he will draft a schedule.

- E. Mr. Heffner advised that the Township will hold an Electronics Recycling collection on Saturday, May 5th from 9:00 a.m. to Noon at the Public Works Building. This is for Township residents only.
- F. Community Development Block Grant - ADA doors - Chairman's signature on contract, Authorization for Engineer to proceed & Proposed schedule - Mrs. Gunnet advised that the Township is being awarded a grant for ADA doors at the Township Office. The work must be completed by December 31, 2018. The contract has been received from the York County Planning Commission and requires the signature of the Chairman. It is the responsibility of the Township to design the construction, bid the job and set a schedule. On the motion of Jo Anna Shovlin seconded by Dean Heffner, the Board approved for the Chairman to sign the contract and for the Engineer to move forward with the design. Motion carried. Two votes yes.
- G. New Fireworks Act - Mrs. Gunnet advised that there are new regulations regarding the display of fireworks. When speaking with a York Township Commissioner, he said they were looking to implement an Ordinance to deal with fireworks. Mr. Allison stated that he followed up with the Zoning Officer at York Township and they have discussed an Ordinance but do not have one in effect yet. He commented that he does not feel that it is worthwhile to have this type of Ordinance. If there were illegal fireworks being displayed, the police department could enforce regulations within the Act. He commented that the Township would be issuing a permit to do something legal. Mrs. Gunnet added that a bond of \$200,000 is also required to have a display.
- H. Mrs. Gunnet advised that she has received the quote from Kimberly Lawn Care for the 2018 field maintenance. It is \$440 more than last year but is still less than the amount at which three quotes are required. On the motion of Dean Heffner seconded by Jo Anna Shovlin, the Board approved the quote from Kimberly Lawn Care. Motion carried. Two votes yes.
- I. **Ordinance #2018-02-01 - Establishing stop intersections in Windsor Meadows** - Mrs. Gunnet advised that the Ordinance has been advertised for adoption. On the motion of Dean Heffner seconded by Jo Anna Shovlin, the Board approved Ordinance #2018-02-01 to establish the stop intersections in Windsor Meadows. Motion carried. Two votes yes.
- J. **Resolution #2018R-02-01 - Disposition of Records** - Mrs. Gunnet advised that she and Mrs. Coble spent a day cleaning out the basement and a Resolution has been prepared for items to be destroyed. On the motion of Jo Anna Shovlin seconded by Dean Heffner, the Board approved the Resolution. Motion carried. Two votes yes.
- K. Insurance renewal - Mrs. Gunnet advised that she had been contacted by McGowan Group requesting to provide the Township with a quote for insurance. She stated that this company is headquartered in Ohio and the closest Pennsylvania location is in

Brookville which is approximately 3 hours away. She noted that she did meet with them and they are considerably cheaper but she was unable to find any references. Mrs. Gunnet commented that she spoke with Dover Township as they recently changed insurance companies and was informed that their new company is not as responsive or helpful. She added that she has been informed that the 2018 renewal rate from EMC will be less than 2017. It was the consensus of the Board to remain with EMC Insurance as there have been no issues with them.

- L. Proposed Zoning Ordinance Amendment - Mr. Allison advised that the Board has received a memo from him regarding several amendments to the Zoning Ordinance. He stated that there were challenges taken to the Zoning Hearing Board regarding lot coverage and impervious area. The amendment clarifies how these items are defined to ensure that it is being interpreted in the manner intended. He noted that the Windsor Township Planning Commission had reviewed the proposed changes and had made some good suggestions. The Board agreed to move forward and submit to the York County Planning Commission. Attorney Rausch recommended that an amendment be made to some of the definitions within the Subdivision and Land Development Ordinance as well.
- M. Mr. Heffner advised that the meeting scheduled for March 5, 2018 will be cancelled.
- N. Mr. Heffner advised that an Executive Session will be held after the meeting to discuss contract negotiations.

14. Unfinished Business:

- A. CDL costs - Conditional Offer of Employment and Training Agreement - Mrs. Gunnet advised that the Board has received a copy of the final draft. She noted that the latest hire already has a CDL and Mr. Nye has obtained his.
- B. Repairs - 2009 F350 Sewer Service Truck - Mr. Trout advised that the Board has information from him regarding the sewer truck. He stated that the cost for a new truck would be \$31,000 to \$32,000. This vehicle already has the service body on it and it is in good shape. He commented that it just needs a new motor. Mr. Trout advised that he had received a quote from Strobeck's that was very detailed. He stated that he tried to obtain a quote from Ford but they were not willing to provide details or a final amount. He commented that he feels comfortable with Strobeck's doing the work.

Mr. Heffner questioned what happened to the vehicle. Mr. Trout stated that this truck is known for engine failure. It was asked if there are funds budgeted to purchase a new motor. Mrs. Gunnet advised there are not and it would have to be paid from the maintenance and repairs line item. On the motion of Jo Anna Shovlin seconded by Dean Heffner, the Board approved to purchase a motor and have Strobeck's perform the service for the 2009 F350 Sewer Service Truck. Motion carried. Two votes yes.

15. 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.

16. Supervisors Comments – Mr. Heffner asked Mrs. Shovlin if she had any comments.

Mrs. Shovlin welcomed members from Red Lion Council.

Mrs. Shovlin stated that she received a request from the Police Department requesting the donation of a picnic table from the Township to them. She explained that a generator was relocated when it was replaced at their office and now there is an empty concrete pad. They would like to put a table on it so they can eat outside. Mr. Heffner was agreeable to the donation since many were acquired with the purchase of the Spring Valley Pool site.

Mr. Heffner thanked Mrs. Gunnet for the time she spends preparing the memo for the Board. He stated that he appreciates having background information on the agenda items.

17. On the motion of Jo Anna Shovlin seconded by Dean Heffner, the bills were approved. Motion carried. Two votes yes.

18. The meeting of the Windsor Township Board of Supervisors adjourned into an Executive Session to discuss contract negotiations at 7:37 p.m.

Respectfully submitted,

Jennifer L. Gunnet
Secretary

CITIZENS PRESENT

February 19, 2018

Vera Miller

Sarah Young

Bill Briegel

Dennis L. Klinedinst

Nevin Horne

Stephany Sechrist

Scott Gingrich

Allen King, Sr.

Judy King

Spencer Seaks

Corporal Ray Krzywulak

Chris & Wendy Telewicz

Lee Webb

Keystone Custom Homes Lancaster PA

Keystone Custom Homes Lancaster PA

419 Summit Drive Red Lion PA

137 E. Broadway Red Lion PA

1212 Felton Road Red Lion PA

Felton Volunteer Fire Company

1550 Bahn's Mill Road Windsor PA

1550 Bahn's Mill Road Windsor PA

951 Wise Avenue Red Lion PA

York Area Regional Police Department

100 Ava Drive Red Lion PA

Site Design Concepts