

WINDSOR TOWNSHIP BOARD OF SUPERVISORS  
May 21, 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, Attorney Charles Rausch, Christopher Kraft, 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 April 16, 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 letter from Comcast informing that they would like to begin the franchise agreement renewal process. She stated that the existing Agreement expires at the end of 2020. When the current Agreement was negotiated, it was done as a joint project with other municipalities through Cohen Law Group. She commented that all of the municipalities that were part of the project have received the same letter. She questioned if the Board would be interested in pursuing a joint project. The Board agreed to this. Mrs. Gunnet advised that she will put information in the fall newsletter asking if there are any areas of the Township without cable service that would like it.
  - C. Mrs. Gunnet advised that she has received a letter from Chad Null requesting that the Board consider changing the kennel regulations in the Zoning Ordinance. He lives on Ness Road and would like to open a dog rehabilitation center. Mr. Allison advised that the regulations require a minimum of 5 acres which would allow from 1 to 50 dogs. The Board was not in favor of changing the regulations.
  - D. Mrs. Gunnet advised that the Township has received several notifications from Comcast informing that they will be making channel lineup, video packaging changes and the bill will be redesigned.
5. Windsor Township Fire & Rescue Association – Jim Pritchard, Windsor Fire Company, was present. He advised that they will be working to schedule hose and ladder training. He commented that he provided Mrs. Gunnet with information from York Township for their scholarship program to review so that something can be in place to award a scholarship in 2019.

Mr. Pritchard advised that Yoe and Windsor have updated the Box Alarm changes in the Freysville area. He added Yoe is working on their changes with Yorkana.

- A. Mr. Heffner advised that the next Fire Chiefs meeting will be held on Thursday, June 28th at 7:00 p.m. at Yoe Fire Company.

- B. Mrs. Gunnet advised that the new Knox boxes have been installed in the trucks. Barry Myers has the new keys for distribution. She stated that there were two ordered for each station. They are now requesting an additional box for their command vehicles. Each station has one. The cost is approximately \$1,000 each. The Board agreed to discuss this at the Fire Chiefs meeting.
  - C. Mrs. Gunnet advised that there was an article in the Township News magazine regarding the declining volunteers within fire companies. She stated that she made a copy for them.
6. York Area Regional Police Department – Sergeant Good was present. He reviewed the report for April. He noted that Officer Main is in PPO status for the next year.

Mr. Shovlin advised that the issue with vehicles cutting through the Freysville Park parking lot to avoid the traffic signal was discussed at the last meeting. She questioned if this is being addressed. Sergeant Good reported that the officers were made aware of the situation but he does not know if there were any citations issued. He added that he would send a reminder email to the department.

- A. The monthly reports for March & April are available for review.
- B. Coordination of Ordinances: Fireworks & Soliciting within road right-of-way - Mrs. Gunnet advised that York Township is in the process of drafting an Ordinance to address fireworks. YARPD is requesting that the Townships work together to coordinate ordinances so that it is easier for them to enforce. Attorney Rausch has provided information on a Fireworks Ordinance from Dover Township for review.

Mr. Allison advised that he spoke with Lisa Frye, York Township's Zoning Officer, to discuss the proposed ordinance. He stated that after speaking with her, he found that it is geared more toward display operations. He noted that they have requests for displays at Heritage Hills. He commented that any regulations on novelty fireworks will be difficult to enforce.

Attorney Rausch questioned who would enforce the regulations since the Township does not have a Fire Chief. Mrs. Gunnet stated that all the fire departments would need to be involved or the police department.

Attorney Rausch commented that fireworks do not seem to be an issue in the Township. Mr. Allison stated that you must have a permit from the Department of Agriculture to buy display fireworks.

Mr. Allison advised that as for the temporary sale tents for fireworks, there are regulations for the storage. The original letter sent to the Township from Katherman, Heim & Perry dealt with the sale of the fireworks. He stated the Township will need to address requirements under the PA UCC.

Mrs. Gunnet advised that YARPD had also requested that soliciting within the right-of-way be consistent between the two Townships but our Ordinance already prohibits this. Mr. Allison

added that he understands YARPD's desire for consistency between the Townships but there are already numerous adopted ordinances that do not have the same regulations.

7. Solicitor:

A. Sale of firework regulations - Discussed under 6B

8. Township Engineer:

A. Windsor Manor Pump Station Phase-Out - Status Report #8 - Mr. Kraft advised that the Board has received a copy of Status Report #8. He noted that the wetland delineation has occurred and will be mapped and no turtles or habitats have been found.

9. Public Works:

A. Mr. Heffner advised that the Board has received the monthly report for May. There were no questions.

B. Bid Results - Oil & Chip and 2018 Line Painting - Mrs. Gunnet advised that the bid results are attached to the Board's agenda. The low bidder for the Oil & Chip bid is Martin Paving and the low bidder for the 2018 Line Painting bid is Alpha Space Controls. The line painting bid is a joint bid with other municipalities.

On the motion of Mr. Heffner seconded by Jo Anna Shovlin, the Board awarded the Oil & Chip bid and Line Painting Bid to the low bidders. Motion carried. Three votes yes.

C. Approval to purchase - Trash Pump - \$1,585.20 - On the motion of Dean Heffner seconded by Jo Anna Shovlin, the Board approved the purchase of the trash pump. Motion carried. Three votes yes.

D. Mr. Trout advised that he has received a quote for the replacement of the trench drains at the public works building. The Township would be responsible for purchasing the drains and then the contractor would install them. The cost for the materials is \$18,435. On the motion of Dean Heffner seconded by Jo Anna Shovlin, the Board approved the purchase of the trench drains. Motion carried. Three votes yes.

10. Other Business:

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

B. Mr. Heffner advised that the Board has received a copy of the Township Manager Report for April. There were no questions.

- C. Mr. Heffner advised that the Board has received a copy of the Animal Control Officer's Report for April. There were no questions.
- D. Mrs. Gunnet advised that the Electronics Recycling collection took place on Saturday, May 5<sup>th</sup>. She stated that about half the amount that was collected in the fall was collected this time.
- E. Mrs. Gunnet advised that Community Volunteer Day was held on Saturday, May 5<sup>th</sup>. Mulch was spread in the playground area and flowers were planted on the banks. Members of the Master Watershed Group weeded the detention basin and were very pleased with the growth of the plantings. The York Gardeners Association has also mulched a section of the bank along Freysville Road.
- F. Mr. Heffner advised that the meeting scheduled for June 4, 2018 will be cancelled.
- G. Sewer Ordinance - Late Fee - Mrs. Gunnet advised that last quarter 523 thirty day delinquent letters were sent out which cost approximately \$400 to mail plus the time to prepare them. Currently there is a penalty of \$1.12 for paying late. Mr. Allison stated that Manchester Township charges a late fee of \$25. Mrs. Gunnet commented that if there was a larger fee for paying late, hopefully more people would pay the bill by the due date. Mr. Heffner advised that he contacted his credit card company to see what fee they charge. He stated that they will waive the fee the first time, but it is \$35 each time thereafter. He commented that it would not be feasible for the Township to allow for first time forgiveness. Mrs. Gunnet advised that the Sewer Ordinance would need to be changed as well as the Muni-Link program. It was the consensus of the Board to make the changes to charge a \$25 late fee.
- H. Windsor Road/Ness Road -Left Turn Lane - Update - Mrs. Gunnet advised that Mr. Kraft has recommended that the Township finalize the Highway Occupancy Permit with PennDOT because it is easier to obtain an extension of a permit than an application. She stated that she will be sending letters to the property owners that are impacted. She noted that funds are budgeted for the purchase of the necessary right-of-ways. The right-of-way costs will be approximately \$15,000. Mr. Allison added that the updated plans for Kensington were received last week.
- I. Valley Meadows - Update - Mrs. Gunnet advised that at the last meeting the Board had approved to collect on the letters of credit for Valley Meadows. She stated that after the meeting, Mr. Adams contacted her and stated that he was planning to do the work. She noted that it is cheaper for him to do the work than the Township so she recommended holding off on the collection. Mr. Trout noted that Fitz and Smith will be paving the street.
- J. Delinquent Sewer Accounts - Update - Mrs. Gunnet advised that some payment plans have been set up. There are four that have not responded and the fees to file with the Sheriff's Office are on the bills list.

- K. Recycling Market issues - Mrs. Gunnet advised that she met with Andy Warntz with Republic Services regarding issues with the recycling market. China is reducing the allowable amount of contaminants from 3% to .5%. Materials need to be rinsed out. Pizza boxes are not recyclable due to the grease contaminants. Right now, recycling is being stockpiled at Penn Waste because they are unable to get rid of it. The trash companies have petitioned to PennDEP to be allowed to dispose of the recycling as trash but they would not allow this. Republic Services has put out a new motto of "Empty. Clean. Dry." Information on this will be put in the newsletter and has already been posted on the website and Facebook. Penn Waste has adopted the motto "When in doubt, throw it out".
- L. Bullet resistant glass - Update - Mrs. Gunnet advised that the glass was installed on May 16th. The framework still needs to be completed.
- M. Mr. Heffner advised that an Executive Session will be held after the meeting to discuss contract negotiations.

11. Unfinished Business:

- A. Red Lion Salvage - Mr. Allison advised that the Board has received a summary from a meeting that was held on site. He noted that the York County Conservation District has inspected the site and there are items that need to be addressed. The E&S plans are under review.

Mrs. Shovlin commented that Mr. Olkowski did not stop working at the site and has disturbed even more area. Mr. Kraft advised that the owner was given two weeks to rectify the most extreme issues. Mrs. Shovlin directed Mr. Allison to send an email on May 29th to request an update. Mr. Allison noted that he will also follow up with Eric Jordan.

Mrs. Shovlin questioned when he would be installing a fence. Mrs. Gunnet advised that PennDEP has approved the location of the fence but he is holding off on the installation because of the situation. Mr. Allison added that he is more concerned about the hazards to the stream than the installation of the fence at this time.

- 12. Public Comment – Mr. Heffner noted that if speakers do not wish to have their address recorded, they must state this when speaking. Jennifer Browne, 330 Kormit Drive, questioned if there is an update on the potential changes for daycare regulations. Mr. Allison advised that there is not an update this evening.

13. Supervisors Comments – Mr. Heffner asked if the Board had any comments.

Mrs. Shovlin asked if there was an update on the Agreement for Windsor Meadows that Mrs. Telewicz was working on. Mr. Allison stated that he does not have an update but he will check with her.

Mrs. Shovlin reported that a meeting had been held to discuss issues along the Route 24 corridor. In attendance were Representative Saylor, Chief Damon, representatives from the York County

Planning Commission, representatives from PennDOT, Mrs. Gunnet, Mr. Trout and herself. She stated that they discussed a left turn lane or roundabout at the Windsor Road/Cape Horn Road intersection, painting of lines at the Longstown intersection and turning issues at the Old Dutch Lane/Cape Horn Road intersection. She added that they also discussed speeding in the right hand lane in front of Sheetz along Cape Horn Road. Mrs. Shovlin advised that Representative Saylor is the Appropriations Chairman and there are funds available for transportation and she is hopeful that these projects can move up in the TIP.

Neither Mr. Sechrist nor Mr. Heffner had any comments.

14. On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, the bills were approved. Motion carried. Three votes yes.
15. 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

May 21, 2018

Vera Miller  
James Pritchard  
Scott Gingrich  
Jennifer Browne  
Sergeant Good

Laurel Fire Company  
Felton Volunteer Fire Company  
330 Kormit Drive Red Lion PA  
York Area Regional Police Department