

WINDSOR TOWNSHIP BOARD OF SUPERVISORS

January 21, 2019

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, Rodney Sechrist (6:07 p.m.), Kathy Kerchner, Attorney Charles Rausch, John Klinedinst, P.E., Jennifer Gunnet, Jeremy Trout, Kipp Allison and Deanna Coble. See the attached list of citizens present.

2. The Pledge of Allegiance was recited.
3. On the motion of Kathy Kerchner seconded by Dean Heffner, the minutes from the January 7, 2019 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 Jacob Taylor introducing himself as the York County Field Representative for Congressman Lloyd Smucker. The email informed that they will be opening an office in Red Lion in early February.
 - C. Mrs. Gunnet advised that the York County Office of Emergency Management will be holding an Elected Officials Seminar on Saturday, February 9th from 9:00 a.m. to 10:30 a.m. She asked the Board to let her know if they plan to attend so she can RSVP.
 - D. Mrs. Gunnet advised that she has received a letter from Leo Independent Fire Engine Co. No. 1 listing their 2019 Officers and their contact protocol.
 - E. Mrs. Gunnet advised that she has received notification from Comcast that they will be terminating their MGM and Impact stations.
 - F. Mrs. Gunnet advised that the Township has received a letter from the U.S. Department of Housing and Urban Development informing that Philip McQuown has filed a Housing Discrimination Complaint. It required that the Township respond with 10 days. She informed that the information was submitted but due to the government shutdown, there was no response. Mr. Allison advised that copies of correspondence, ordinances, meeting minutes and the Township's position on the matter were included in the response. He added that he did send the emails with read receipt requests attached.
 - G. Mrs. Gunnet advised that she has received a letter from Darwin Dosch resigning from the Zoning Hearing Board due to no longer residing in Windsor Township. She stated that in the

past the Zoning Hearing Board had interviewed potential candidates to fill an opening. It was the consensus of the Board for this procedure to be followed again.

H. Mrs. Gunnet advised that she has received information that the Pennsylvania Department of Conservation & Natural Resources will be accepting grant applications for recreational projects. She explained that the grants are also available for rehab projects. She commented that the playground at Windsor Wonderland was installed in 1996 and it is hard to find replacement parts for it now. Mrs. Gunnet advised that they are having an informational webinar that she can attend if the Board is interested in pursuing applying for the grant. It was the consensus of the Board to apply for the grant.

Mrs. Gunnet questioned if there are still Marcellus Shale grants available. Mr. Klinedinst stated that there are but they are for County projects.

5. Dylan Kerchner - Waiver of septic system pump out - Mr. Allison advised that Mr. Kerchner recently purchased the property at 1585 Freysville Road. A new system had been installed in June of 2018 and the property owner passed away in August 2018. Mr. Kerchner is requesting a waiver of pumping the system in 2019. On the motion of Dean Heffner seconded by Rodney Sechrist, the Board granted the waiver for Mr. Kerchner. Motion carried. Two votes yes. Mrs. Kerchner abstained from voting due to a conflict of interest.
6. Jared Lighty - Waiver of septic system pump out - Mr. Allison advised that Mr. Lighty constructed a new home at 205 Racetrack Road in 2018. The Certificate of Occupancy was granted in July of 2018 and he moved into the home in August 2018. Mr. Lighty is requesting a waiver of pumping the system in 2019. On the motion of Dean Heffner seconded by Rodney Sechrist, the Board granted the waiver for Mr. Lighty. Motion carried. Two votes yes. Due to this motion being in conjunction with Mr. Kerchner's request, Mrs. Kerchner abstained from voting due to a conflict of interest.
7. Windsor Township Fire & Rescue Association - No one was present.
8. York Area Regional Police Department – Corporal Miller was present. He reviewed the monthly report for December. He noted that the Chief is working on finalizing the annual report but noted that the total number of calls was over 1,000 higher than in 2017. Citations, warnings and crashes had increased but DUI arrests were lower.
 - A. The monthly report is available for review.
9. Solicitor:
 - A. Capital Improvements Plan - Elimination - Attorney Rausch advised that while researching the Capital Improvements Plan for the Howard/Snook subdivision, it was discovered that if

work was not completed within three years, fees are to be refunded. Mrs. Gunnet commented that funds have only been spent on the Windsor/Ness Road intersection. Attorney Rausch informed that the Plan would need to be terminated by Ordinance and he would need to do some research to determine how fees would be refunded. It was the consensus of the Board to authorize Attorney Rausch to prepare an Ordinance to eliminate the Capital Improvements Plan.

10. Township Engineer:

- A. Windsor Manor Pump Station Phase-Out – Update, Brenda Smeltzer right-of-way compensation & Michael Huber right-of-way compensation - Mr. Klinedinst advised that the E&S Plan was resubmitted today and he is hopeful that the permit will be issued within a month. He stated that the project may be ready to bid in February.

Mrs. Gunnet advised that the standard payment amount for right-of-way is \$1.50 per lineal foot but it had been decided to offer \$3.00 per lineal foot. She stated that she met with Brenda Smeltzer and she is requesting \$5.00 per lineal foot. She also met with Michael Huber and he is asking for \$6.54 per lineal foot. She added that he has a shared easement with the Lion's Club. They have a meeting this evening and will be discussing the right-of-way as well as a tree that must be removed.

Mr. Heffner commented that he feels you must offer the same amount to everyone. Mr. Klinedinst agreed. On the motion of Kathy Kerchner seconded by Dean Heffner, the Board set the compensation rate per lineal foot of right-of-way for the Windsor Manor Pump Station Phase-Out at \$6.54. Motion carried. Three votes yes.

- B. Grant for ADA doors - Update - Mr. Klinedinst advised that the doors are now installed and he will be finishing up the paperwork that goes along with the grant.

11. Public Works:

- A. Mr. Heffner advised that the Board has received the monthly report for January. There were no questions.
- B. Agreement - Abbington Detention Pond - Update - Mrs. Gunnet advised that the property owner has decided to have the Township contract to have the work completed. She stated that the Chairman will need to sign the Agreement. The total cost is just under \$40,000 of which \$26,000 is the property owner's portion. There was discussion on the project. On the motion of Dean Heffner seconded by Kathy Kerchner, the Board approved for the Chairman to sign the contract. Motion carried. Three votes yes.

- C. Reserve Capacity Surety Reductions - Wisehaven Condominiums, Laurel Vistas & Shawnee Manor - Mrs. Gunnet advised that under the previous sewer ordinance, security was held for sewer capacity. At the beginning of each year, funds are released based on the number of permits issued the previous year. She stated that the securities should be released as follows:

Wisehaven Condominiums – Release in full - \$10,000

Laurel Vistas – Reduction of \$3,405

Shawnee Manor – Reduction of \$3,675

On the motion of Dean Heffner seconded by Kathy Kerchner, the Board approved the security reductions as presented. Motion carried. Three votes ye.

- D. Delinquent Sewer Accounts Update - Mrs. Gunnet advised that it has been four years since the Township started the water termination procedures. She commented that the amount of liens exceed \$200,000 at that time. She stated that currently the lien balance is approximately \$114,000 and Attorney Rausch's office is processing on about \$31,800.
- E. 2019 Budget items ordered - Western Star Dump Truck, Valk snow plow, Vac Truck, Push mower & Backpack leaf blower – Mr. Trout advised that the Board has received a list of the items that have been purchased that were budgeted in 2019. Mr. Sechrist questioned the type of sewer vacuum truck is going to be purchased. Mr. Trout explained that it is a newer version that has an instant vacuum.

Mr. Sechrist asked if there was an update on the repair of the leaf loader. Mr. Trout advised that the dealer, U.S. Municipal, is still trying to determine why the part failed.

12. Windsor Township Fire & Rescue Association - Scott Gingerich and Chad Arnold arrived. Mr. Gingerich advised that the year end report only shows first due calls within the Township. He also provided the Board with a report specifically for Felton Fire Company. Mrs. Gunnet commented that for the entire association there were only 7 missed calls for the year. She stated that this had been a discussion topic last year but she does not feel that this is a large number based on the total of 395 calls.

Mr. Gingerich updated the Board on the potential merger of the Red Lion, Windsor and Felton stations. He reported that they have formed a Board and will hopefully be functioning in 2020. Each station has contributed \$3,000 to cover costs so there is now a financial investment. He noted that with this merger, they would cover a majority of the Township and added that hopefully Yoe and Yorkana would choose to merge with them in the future. Mr. Heffner asked if they would be consolidating to one location. Mr. Gingerich advised that they would continue to have the three locations but they would consolidate equipment.

Mrs. Gunnet commented that the purchase of knox boxes had been requested and asked if the merger would have any impact on this. Mr. Gingerich stated that it would not as the vehicles would still be part of the association. Mrs. Gunnet advised that Felton and Yorkana would like double boxes because they cover multiple municipalities that have knox box programs. They will be reimbursing the Township for the additional cost of the box. On the motion of Dean Heffner seconded by Rodney Sechrist, the Board approved the purchase of the knox boxes, not to exceed \$6,000. Motion carried. Three votes yes.

- A. Mr. Heffner advised that the next Fire Chiefs meeting will be held on Thursday, February 28, 2019 at 7:00 p.m. at Red Lion Fire Company.
- B. Road Safety Concerns – Windsor Road at North Blacksmith Road and Windsor Road between Valley Road and John Norris Boulevard – Mrs. Gunnet advised that the fire company has expressed concerns about road safety in these two locations. She stated that she will be requesting PennDOT perform a road safety study. She added that there are already slippery when wet, curve signs and chevrons there. Mr. Sechrist stated that perhaps they may suggest rumble strips.
- C. Scholarship Program question – Mrs. Gunnet advised that she received a question on the eligibility of a grandchild for a scholarship. The child does not live with the grandparent. Mr. Gingerich commented that the grandparent could be supporting the grandchild. After discussion, it was the consensus of the Board that the child or grandchild must reside with the volunteer.

13. 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. On-Lot Disposal System (OLDS) Ordinance – Proposed amendment – Mr. Allison advised that it was brought to our attention by a resident that there is a discrepancy in the OLDS Ordinance. He explained that for the first cycle after the Ordinance was enacted, the Township allowed residents to provide a manifest in the year prior to the year the system needed to be pumped or inspected and still be in compliance. However, it has been discovered that this is permissible in following cycles but still requires that it be pumped every four years. It was noted that the Township is split into four districts and keeping the

pumping within the required year is much easier for bookkeeping purposes. Attorney Rausch advised that it is common to have a one year leniency. Mr. Allison commented that he knows that the four year cycle may not work for everyone because depending on size and use, systems may need to be pumped more frequently. After discussion, on the motion of Rodney Sechrist seconded by Dean Heffner, the Board approved to change the wording in the Ordinance to allow the granting of a waiver for pumping in a year previous of that required for only one time. Motion carried. Three votes yes.

- E. Mr. Heffner advised that the Township will be holding an Electronic Recycling collection on Saturday, April 27, 2019 at the Public Works Building from 9:00 a.m. to noon. This event is for Township residents only.
- F. Purchase of two (2) desktop computers – Mrs. Gunnet advised that the purchase of two desktop computers is included in the budget. The cost is \$2,048. On the motion of Dean Heffner seconded by Kathy Kerchner, the Board approved the purchase of the computers. Motion carried. Three votes yes.
- G. 2018 Red Lion Ambulance Calls for Service Report - Mrs. Gunnet advised that the Board has a copy of the report. Red Lion Ambulance had 491 calls in 2018.
- H. 2018 Building Permit Summary – Mr. Heffner advised that the Board has received a copy of the 2018 Building Permit Summary. He commented that the number of permits is comparable to 2017. He added that there has not been much commercial development in the Township. Mr. Allison advised that ALDI is interested in a property and there may be some development in Mia Brae. He stated that many places are retrofitting their commercial spaces.
- I. Resolution #2019R-01-06 – Submission of Application for Traffic Signal Approval – Cape Horn Road at Chapel Church Road – Mrs. Gunnet advised that the property where the Cape Horn Agway was located is being developed and a Burger King is being proposed. The traffic signal at the Cape Horn and Chapel Church Road intersection will need to be modified. Because this signal is in the Township's name, we need to sign off on the permit application. On the motion of Rodney Sechrist seconded by Kathy Kerchner, the Board approved Resolution #2019R-01-06. Motion carried. Three votes yes.
- J. Installation of Counters at Front Office and Zoning Office – Mrs. Gunnet advised that the Board has a copy of the quote from Mark E. Dietz General Contracting in the amount of \$3,266. On the motion of Dean Heffner seconded by Kathy Kerchner, the Board approved the quote from Mark E. Dietz General Contracting. Motion carried. Three votes yes.
- K. Windsor Township Recreation Commission – 2017 Audit – Mr. Heffner advised that the Board has received a copy of WARC's 2017 Audit. There were no questions.

L. New Forest Hills, Phase III – Release of surety - Mr. Allison advised that the work had been completed in the New Forest Hills, Phase III Development and the York County Conservation District has signed off. The security that the Township was holding can now be released. On the motion of Dean Heffner seconded by Kathy Kerchner, the Board approved the surety release in the amount of \$75,595.73. Motion carried. Three votes yes.

M. Mr. Heffner advised that the meeting scheduled for February 4, 2019 will be cancelled.

14. Unfinished Business - There was none.

15. Public Comment – Mr. Heffner asked if there were any public comments. There were none.

16. Supervisors Comments – Mr. Heffner asked the Board if they had any comments. Mr. Sechrist did not have any comments.

Mrs. Kerchner reported that she attended the Windsor Area Recreation Commission meeting. She stated that at the end of 2018, there were funds available to use for a batting cage at the Lombard Road property. She commented that it was discussed that there is an issue with parking and lighting. Mr. Trout advised that there is an overhead light and a wall light on the building but no lighting from the rear of the property to the front building. Mr. Allison asked how many parking spaces would be needed. Mrs. Kerchner stated that she did not know the specific number. She asked the status of the community center. Mrs. Gunnet explained that C.S. Davidson intends to have an estimate for design and development at the February meeting. Once these plans are in place, the Township can apply for grants. Mr. Klinedinst advised that the project has been added to the Capital Budget grant list but until design work is underway, the Township would not qualify.

Mr. Heffner did not have any comments.

17. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the bills were approved. Motion carried. Three votes yes.

18. The meeting of the Windsor Township Board of Supervisors adjourned at 7:08 p.m.

Respectfully submitted,

Jennifer L. Gunnet
Secretary

CITIZENS PRESENT
January 21, 2019

Dylan Kerchner
Tori Sprenkle
Corporal D. Miller
Chad Arnold
Scott Gingerich

1585 Freysville Road York PA
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York Area Regional Police Dept.
Windsor Township Fire & Rescue
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