

WINDSOR TOWNSHIP BOARD OF SUPERVISORS
February 18, 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, 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 Rodney Sechrist, the minutes from the January 21, 2019 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 the York County Department of Emergency Services requesting that the Township verify the individual that is authorized to make changes to Fire and EMA responses. She stated that currently the Township approves any changes. Scott Gingerich recommended that the Township continue to be the authorized party. It was the consensus of the Board to keep the Township in charge of approving changes.
 - C. Mrs. Gunnet advised that she has received a letter from the Pennsylvania Attorney General informing that they are still reviewing the information regarding ACRE. She stated that the Township had submitted the information in October 2018.
 - D. Mrs. Gunnet advised that she has received notification from Comcast that they will be making changes to their International package.
 - E. Mrs. Gunnet advised that she has received an invitation from the Yoe Fire Company and York Regional Emergency Medical Services to their appreciation banquet on April 13, 2019. She asked the Board to let her know if they are planning to attend so she can RSVP.
 - F. Mrs. Gunnet advised that she met with Joe Stevens from York Regional Emergency Medical Services and he provided her with a copy of their 2016/2017 Audit Report. The Board has also received a copy. She stated that they are working on a regionalized merger with Grantley and West York. Jacobus was originally part of the negotiations but decided not to pursue the merger.

5. Windsor Township Fire & Rescue Association – Scott Gingerich was present. He commented that Mr. Pritchard had mentioned that there is a scout project for the coding of hydrants. Mrs. Gunnet advised that the scouts will be coming to the March meeting to discuss the project as long as it is approved by their Board at their meeting this evening. She added that if they are able to do the project but do not receive enough funding, they may request the balance of the funding from the Township.
 - A. Mr. Heffner advised that the next Fire Chief’s meeting will be held on Thursday, February 28, 2019 at 7:00 p.m. at the Red Lion Fire Company.
 - B. Road Safety Concerns – Windsor Road at N. Blacksmith Road – Update – Mrs. Gunnet advised that a letter was sent to PennDOT about the safety concerns at the Windsor Road/N. Blacksmith Road intersection. PennDOT has agreed to apply a high friction surface treatment in this area. Mr. Trout explained that this is a courser stone which will allow for better traction. Mrs. Gunnet noted that a copy of the response from PennDOT has been forwarded to Mr. Pritchard.
6. York Area Regional Police Department – No one was present.
 - A. The monthly report is available for review.
7. William Brander – Waiver of late fee on quarterly sewer bill – Mrs. Gunnet advised that Mr. Brander attempted to pay his sewer bill with a credit card online on December 10, 2018. It appears he did not go through the entire process to authorize the payment though. He believes there was an issue with the credit card process and is requesting that the Township waive the late fee. He did not realize that the payment did not go through until he received his new bill for February/March/April. After discussion, it was the consensus of the Board to deny his request as he failed to complete the transaction.
8. Bruce & Robin Harrison – Waiver of late fee on quarterly sewer bill – Federal Government employee – Mrs. Harrison advised that she works for HUD and was affected by the federal government shutdown and is requesting a waiver of the late fee on the quarterly sewer bill. It was the consensus of the Board to waive the late fee due to Mrs. Harrison being a federal government employee and being part of the government shutdown.
9. Travis Gladfelter – Red Lion Ambulance – Update on organization – Travis Gladfelter introduced himself and advised that Ron Harlacker has retired and he has filled his position. He thanked the Board for their support. He reported that in 2018, Red Lion Ambulance had 1,653 calls of which 491 were in Windsor Township. He stated that this is second highest to Red Lion Borough. He commented that the donation that the Township provides helps to keep the station staffed and ready to respond.

10. Solicitor:

- A. Ordinance #2019-02-01 – Repeal of Windsor Township Traffic Impact Fee for Capital Improvements Plan - Attorney Rausch advised that he has prepared an Ordinance to repeal the Capital Improvements Plan. It has been advertised for adoption. On the motion of Dean Heffner seconded by Kathy Kerchner, the Board approved the Ordinance. Motion carried. Three votes yes.

Attorney Rausch advised that any unspent funds will need to be refunded. He stated that the Township should notify any payors of the excess funds and they can decide if they would like to receive a refund or donate the funds to the Township.

- B. February 2019 Delinquent Account List – Proceed with collection – Attorney Rausch advised that letters have been sent to the property owners. There will be attorney fees added to the accounts. Mrs. Gunnet commented that any account that is paid in full that has public water will not accrue liens in the future.
- C. Windsor Manor Pump Station Phase Out – Attorney Rausch advised that an Agreement has been prepared. The Windsor Borough Sewer Authority has a meeting this evening at which they will review the Agreement. On the motion of Dean Heffner seconded by Kathy Kerchner, the Board approved the Agreement. Motion carried. Three votes yes.

11. Township Engineer:

- A. Windsor Manor Pump Station Phase-Out – Update – Mr. Klinedinst advised that the project is ready to be put out for bid. He noted that the Township can wait to bid the project until all the easements are obtained or it can run concurrently. It was the consensus of the Board to bid the project now and continue to work with the property owners to obtain the necessary easements.
- B. Proposal for Design & Construction of Community Center – Mr. Klinedinst advised that the Board has a copy of the proposal for design and construction for the Community Center. He stated that C.S. Davidson would assemble a team to design the building and grounds. He estimated that the cost for a full design would be \$400,000. He noted that to apply for a 2020 RACP grant, the approval for the design fees would need to be approved by the Board. Mrs. Gunnet advised that she contacted Representative Saylor and he will endorse the Township's application if the design is mostly completed.

Mr. Klinedinst explained the RACP Grant process. He stated that in January 2020, there will be a preapplication meeting. The grant committee will select eligible projects. If selected, the applicant has six months to file an application. Mr. Klinedinst noted that Representative Saylor's impact will be during the preapplication process. Mrs. Kerchner questioned how many projects are selected. Mr. Klinedinst stated that it depends on the number of applicants. The Township is on the list of projects that can apply for a grant for 10 years. If the Township is not selected the first year, we can continue to apply.

- C. ADA doors – Payment Application #1 – Engles & Fahs - \$2,595.00 – Mr. Klinedinst advised that Engles & Fahs was the electrical contractor for the door installation. He is recommending payment of Application #1 which is in accordance with their quote. On the motion of Dean Heffner seconded by Rodney Sechrist, the Board approved Payment Application #1 to Engles & Fahs in the amount of \$2,595. Motion carried. Three votes yes.

12. Public Works:

- A. Mr. Heffner advised that the Board has received the monthly report for February. Mr. Heffner questioned how the right-to-know requests for the property with the detention pond on Chapelwood Drive are being handled. Mrs. Gunnet stated that they have been forwarded to Attorney Rausch. Mr. Kraft has provided files from C.S. Davidson that will be made available for review. Mrs. Kerchner asked if this is a similar issue to the Abbington detention pond. Mrs. Gunnet commented that the previous owner was aware of issues with the pond and had made some repairs but allegedly did not disclose all information to the new buyers.

Mr. Sechrist directed to have a light installed at the Bahn's Mill Road building.

- B. Agreement - Abbington Detention Pond - Update - Mrs. Gunnet advised that the property owner has signed the agreement.

13. Other Business:

- A. Mr. Heffner advised that the Board has received the Zoning Report for January. 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. 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.
- E. Mr. Heffner advised that the meeting scheduled for March 4, 2019 will be cancelled.
- F. DCNR Grant – Playground Equipment – Update – Mrs. Gunnet advised that she met with Lori Yeich of DCNR to discuss applying for a grant to update the playground equipment at Freysville Park. She stated that the deadline to apply for the grant is April 10th. She commented that in order to apply, the Township needs to have three or four design options and public meetings need to be held. It was determined that it would not be possible to meet the deadline. However, this is offered every year and with proper planning, the Township could apply in 2020.

Mrs. Gunnet stated that the playground area holds water. The entire area needs to be raised. This could require all the mulch to be removed. She noted that Ms. Yeich thought the playground equipment was in good condition for its age.

- G. Waiver of late fee on quarterly sewer bill – Bruce & Robin Harrison – Federal Government employee – Discussed under #8
- H. Windsor Area Recreation Commission – Update & Request to purchase diamondtex for Yorkana ballfield – Mrs. Kerchner advised that WARC would like to have a line item on the Board agenda each meeting to give updates or ask questions.

She stated that at their meeting, WARC discussed the flooding issue in the playground area and brought up the potential for the use of rubberized mats. They questioned if there could be mold under the mulch. Mr. Trout stated that he does not know but typically mulch is treated. Mrs. Kerchner commented that rubber mulch has the potential to have metal in it. Mr. Allison added that he believes the playground surface at Springettsbury Township's park is poured in place. Mr. Klinedinst advised that this could be made part of the DCNR Grant application.

Mrs. Kerchner questioned who is responsible for the purchase of diamondtex. She stated that WARC felt that it was the responsibility of the Township because it is part of providing the fields. Mrs. Gunnet advised that in 2017 there were surplus funds and the Township purchased a load. Mrs. Kerchner commented that there are more kids in the programs than field availability. She stated that WARC pays \$500 to rent the Junior High field. They are also maintaining the fields behind the Bingo Hall on Cape Horn Road near Indian Springs Road. Mrs. Gunnet commented that she has told Mr. Shaffer that he should limit the number of registrants based on field

availability. Mrs. Kerchner expressed her concern that if kids are turned away, they will not come back to our program or to use the Community Center.

Mr. Allison commented that he feels recreation is a service that is to be provided to the Township residents. The Township should want the programs to grow and not need to be cut back.

Mrs. Kerchner stated that she was informed that there is poor drainage at the Yorkana field and diamondtex is needed there. Mrs. Gunnet advised that there are springs in the outfield. Spectra Energy had made some upgrades to this facility several years ago. Mrs. Kerchner commented that years ago, Modern Landfill had donated diamondtex for this field.

Mrs. Gunnet questioned if the Township can get access to the Bingo Hall fields with a mower. Mr. Sechrist stated that the Highway Department had done some site work to allow for easier access to the fields.

Mrs. Kerchner advised that Yorkana is the field that WARC is most concerned with. She asked how much diamondtex costs. Mrs. Gunnet stated that 23 tons were purchased in 2017 for \$729. Mrs. Kerchner questioned if the field would be playable with just one load. Mr. Trout advised that it would since it is young kids. Mrs. Gunnet stated that when diamondtex was purchased in the past, it was done every other year.

Mrs. Gunnet advised that if the Township employees need to maintain more fields, it could require the hiring of another person. She stated that the Township is trying to remain under 20 total employees because there are additional regulations that need to be met if this number is exceeded. Mrs. Kerchner commented that WARC would just like to make the Board aware of the extra expenses that they have.

Mrs. Kerchner questioned if Keystone Custom Homes has suggested an alternative location for the ballfield in conjunction with the proposed Kensington development. Mrs. Gunnet stated that they have not. Mr. Heffner questioned if the Fishel property on Lombard Road would be a good location. Mr. Allison advised that although the proximity to the other Township property is ideal, there are grading and access issues. Mrs. Kerchner asked if there is land at the Public Works Building. Mrs. Gunnet advised that there is but there would also be a good amount of grading that would need to be done. Mrs. Kerchner questioned how long a field must sit before it is ready for use. Mr. Klinedinst advised that it is typically two years. Mrs. Gunnet added that Spartan Heights has land that would be dedicated to the Township off Ruppert Road but the plan has not been moving forward.

- I. Stormwater Management Ordinance – Waiver & Stormwater Maintenance Agreement – 1440 Felton Road – Mr. Allison advised that a new home is being constructed at 1440 Felton Road. They are installing improvements in excess of 2,000 square feet and therefore the standard Stormwater Maintenance Agreement is required. In addition, they are requesting a waiver of Section 306R for placement of a stormwater pit within the setback. Mr. Klinedinst advised that he does not have an issue with granting the waiver. On the motion of Dean Heffner seconded by Kathy Kerchner, the Board approved the waiver and Agreement. Motion carried. Three votes yes.
 - J. On-Lot Septic Disposal System Ordinance – Proposed amendment – Mr. Allison advised that at the last meeting possible amendments to this ordinance had been discussed. The Board had agreed to allow for compliance if a system was pumped in the year prior to that required so long as it was pumped no more than 4 years. He stated that there was further discussion with the staff and due to the computer software being permit based, it is not possible to track properties that would be off cycle. He advised that he would like to remove the section in the ordinance that allows for this. He noted that the staff has tried to educate people to keep their properties compliant within their district. Mrs. Kerchner questioned if the Board would still be permitted to grant waivers like in the case of a new system being installed. Mr. Allison advised that would still be an option. It was the consensus of the Board to remove this section from the ordinance.
 - K. 2019 List of EMA Volunteers – Mrs. Gunnet advised that the Board has a list of the EMA volunteers. Currently there are six. They are holding meetings on the third Wednesday of the month.
 - L. 2019 Kimberly Lawn Care Proposals – Spring 2019, Fall 2019 & Banks at Freysville Park – Mrs. Gunnet advised that the proposals are a total of \$22 more than in 2018. On the motion of Dean Heffner seconded by Kathy Kerchner, the Board accepted the proposals from Kimberly Lawn Care for 2019. Motion carried. Three votes yes.
 - M. Approval to purchase – Filing cabinet – Mrs. Gunnet advised that she has ordered the two drawer wooden filing cabinet that was included in the budget.
 - N. Mr. Heffner advised that an Executive Session will be held after the meeting to discuss a personnel matter.
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. Neither Mrs. Kerchner nor Mr. Sechrist had any comments.

Mr. Heffner reported that he would not be present at the March meeting.

17. On the motion of Rodney Sechrist seconded by Kathy Kerchner, the bills were approved. Motion carried. Three votes yes.
18. The meeting of the Windsor Township Board of Supervisors adjourned into an Executive Session to discuss a personnel matter at 7:07 p.m.

Respectfully submitted,

Jennifer L. Gunnet
Secretary

CITIZENS PRESENT
February 18, 2019

Christopher Kraft
Mr. & Mrs. Bruce & Robin Harrison
Scott Gingerich
Travis Gladfelter

C.S. Davidson, Inc.
5 Shire Lane York PA
Windsor Township Fire & Rescue
Red Lion Area Ambulance