

WINDSOR TOWNSHIP BOARD OF SUPERVISORS
SPECIAL MEETING
April 1, 2020

1. The special meeting of the Windsor Township Board of Supervisors was called to order by Chairperson Dean Heffner at 10:00 a.m.

Those present: Dean Heffner, Kathy Kerchner, Rodney Sechrist and Jennifer Gunnet.

2. The Pledge of Allegiance was recited.
3. Mrs. Gunnet advised that a Declaration of Disaster Emergency had been prepared due to the Coronavirus pandemic. A Declaration of Disaster Emergency enables the Township to hire contractors, make purchases, etc. without the requirement to solicit bids. On the motion of Dean Heffner seconded by Kathy Kerchner, the Declaration of Disaster Emergency was approved. Motion carried. Three votes yes.
4. There was a discussion on the below coronavirus related matters:

A. Real Estate Tax/Fire Hydrant Tax/Fire Tax – The York County Commissioners were considering allowing the rebate period to end on April 15, 2020 and have the face amount be due until the end of the year with no penalty period. Mrs. Gunnet noted that 95% or more of our real estate taxes are paid during the rebate period. On the motion of Kathy Kerchner seconded by Dean Heffner, the Board decided to follow whatever decision is made by the York County Commissioners. Motion carried. Three votes yes.

B. York Adams Tax Bureau – Mrs. Gunnet advised that since the 2019 Federal Income Tax and 2019 Pennsylvania Income Tax filing deadlines were extended to July 15, 2020, the 2019 Local Earned Income Tax filing deadline was also extended to July 15, 2020.

She asked the Board for their thoughts on the filing deadline for the 2020 1st quarter Local Services Tax. It was noted that this tax has already been deducted from payroll checks by employers. It was the consensus of the Board to not make an extension of the filing deadline.

C. Township personnel work hours – Mrs. Gunnet advised that the office is still closed to the public and since March 23, 2020, all of the Township employees have been split into two (2) teams that work every other day. Since the Board relaxed the Sick Leave Policy, a sick day is being used for the day that the employees are not working. This practice will continue through April 3. Employee time for the weeks following this will be determined in the next couple of days.

D. The following events have been cancelled:

- Woody Waste – April 18
- Board meeting – April 20
- Appreciation Dinner – April 25
- Community Day

Board meeting – May 4
Electronics collection – May 9

- E. Quarterly sewer bills – There was a discussion on the late fee for the quarter of February, March and April as the bills are due on March 31, 2020. On the motion of Dean Heffner seconded by Kathy Kerchner, the late fee was waived for this quarter. Motion carried. Three votes yes.

Mrs. Gunnet noted that the PUC has ordered that there can be no terminations of services during this pandemic. Even though the Township is not regulated by the PUC, the water termination process that was underway in March was stopped. She added that there were no liens filed either.

- F. Mrs. Gunnet asked the Board if the spring leaf collection that is scheduled for April 13, 2020 to April 24, 2020 can be held. It was the consensus of the Board to have this collection as the collection is performed with one (1) person in the leaf truck and there is no interaction with residents.
- G. It was noted that the Zoning Department has developed a system to issue Building Permits through the mail and by email. It was noted that Commonwealth Code has closed their office and is not doing any plan reviews or inspections.
- H. The Zoning Department is asking the Board's thoughts on the sending of Notices of Violation as complaints are being received. It was the consensus of the Board to not pursue them at this time but to make a list of complaints received for enforcement after the restrictions during the pandemic have been lifted.
- I. Freysville Park – Mrs. Gunnet advised that Windsor Wonderland has been closed and the entrances blocked with caution tape. The fields are also closed to large groups. The walking trail, basketball courts and tennis courts are not blocked off as social distancing can be achieved when they are in use. The York Area Regional Police Department is keeping an eye on the facility usage.
5. Public Comment – Mr. Heffner asked if there were any public comments. Mrs. Gunnet noted that in the legal notice for this meeting, it was noted that anyone with a public comment was to email the Township or contact the office by today at 9:30 a.m. The meeting is being streamed on Facebook Live. A comment was emailed to the Township from Anne Saylor of 216 Fleetwood Drive, Red Lion. Mrs. Saylor asked if the Township was going to follow West York Borough by enacting a curfew. Mrs. Gunnet advised that she hasn't received any communications from the Police Department that there was a need for this. A reply will be sent to Mrs. Saylor. There were no other comments received via email, telephone or from Facebook.

April 1, 2020

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

Mrs. Kerchner advised that she would like to say thank you for the hard work that everyone is doing.

Mr. Heffner advised that he agreed with Mrs. Kerchner and asked that everyone stay safe.

7. The meeting of the Windsor Township Board of Supervisors adjourned at 10:19 a.m.

Respectfully submitted,

Jennifer L. Gunnet
Secretary