

WINDSOR TOWNSHIP BOARD OF SUPERVISORS
May 18, 2020

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, Kathy Kerchner, Rodney Sechrist, Christopher Kraft, 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 Rodney Sechrist seconded by Kathy Kerchner, the minutes from the March 15, 2020 and April 1, 2020 meetings 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 notification from Comcast that they will be renaming their Sports Entertainment Package and terminating the ESPN Goal Line/ESPN Bases Loaded channel.
 - C. Mrs. Gunnet advised that she has received a letter from the York County Board of Commissioners informing that the U.S. Department of Housing & Urban Development has determined that the County qualifies for Community & Development Block grants. Each municipality must either opt in or out. She advised that this covers from 2021 to 2023. It was the consensus of the Board to opt in.
 - D. Mrs. Gunnet advised that she has received a letter from Jeff Walker regarding the sewer bill for York Excavating Company. She explained that every May, the water usage from the previous year is reviewed to determine if the Township is billing the proper amount of edus for commercial properties and residential properties with in home businesses. Based on the water usage, the sewer bill was increased by 1 edu for the York Excavating Company property. Mr. Walker's letter notes that the water usage is higher because they are filling their tanker trucks from this location. Since the water is not going into the sewer system, he requested that the bill be reduced. It was the consensus of the Board to reduce the bill as requested based on the information provided.
 - E. Mrs. Gunnet advised that she has received a letter from William Robertson of 100 Sitler Lane requesting a waiver of OLDS for pumping his septic system. She stated that the letter informed that he had his system pumped November 27, 2019. It was the consensus of the Board to grant the waiver.

5. Windsor Township Fire & Rescue Association – Mrs. Gunnet advised that the first quarter call report has not been submitted because Mr. Gingrich did not have the information from Yorkana Fire Company. She noted that she will be contacting them to obtain the information.
 - A. Mrs. Gunnet advised that the Board has a copy of the minutes from the February 27, 2020 meeting.
 - B. Mrs. Gunnet advised that the Fire Chiefs meeting for April 23, 2020 had been cancelled. The next meeting is scheduled for June 25, 2020 at 7:00 p.m. at Yoe Fire Company.
 - C. Mr. Heffner commented that there is an accumulation of junk near the roof simulator at the Bahn’s Mill Road property. Mrs. Gunnet advised that they were to have a training session in March and it was to be cleaned up but the event was cancelled.
6. York Area Regional Police Department:
 - A. Mrs. Gunnet advised that the Board has copies of the monthly reports for February and March.
 - B. Mrs. Gunnet advised that All Seasons Lawn & Landscape has begun mowing at the Police Department as agreed upon. Mrs. Kerchner questioned who is responsible for the walking trail that is located on the Police Department property. Mrs. Gunnet stated that she did not know if it was the responsibility of York Township or YARPD.
 - C. Mr. Heffner advised that a Drug Take-Back Box has been delivered to the Township and is located in the hallway.
7. Solicitor: Mrs. Gunnet advised that Attorney Rausch is available by phone if there are any questions for him but he does not have anything to report. The Board did not have any questions at this time.
8. Township Engineer:
 - A. Windsor Manor Pump Station Phase-Out – Update, Eminent Domain – Resolution from Windsor Borough – Mr. Kraft advised that Attorney Rausch had checked the docket and discovered that the bankruptcy will be going to trial as an agreement failed through mediation. He stated that this will be a lengthy process and suggested that the Board may want to consider pursuing eminent domain. A Resolution will be needed from Windsor Board since the property is located in their jurisdiction. Mrs. Gunnet suggested having Attorney Rausch prepare the resolution so that the Borough does not incur any fees. The Board agreed to this.

Mrs. Gunnet questioned if the work could be started while the eminent domain process is taking place. Mr. Kraft advised that this could result in the possibility of double mobilization. He added that the Township had received a cease and desist order from the previous land owner.

Mrs. Gunnet advised that she will contact an appraiser but needs authorization on how much the Board is willing to spend for the appraisal. On the motion of Kathy Kerchner seconded by Dean Heffner, the Board approved for an appraisal up to \$5,000 and for Attorney Rausch to prepare a Resolution. Motion carried. Three votes yes.

9. Public Works:

- A. Mr. Heffner advised that the Board has received the monthly report for May. There were no questions.
- B. Bid Results – Pave-In-Place – Mrs. Gunnet advised that the bid results are attached to the Board’s agendas. She stated that the lowest bid from Highway Materials is approximately \$65,000 higher than anticipated. She added that there was an alternate with the bid to pave the parking lot at Freysville Park. Mr. Sechrist questioned if the Township could hold off on this project. Mrs. Gunnet advised the alternate bid does not need to be accepted but noted that this payment would be made from Capital Reserve Fund.

Mrs. Gunnet advised with the stay at home order, the amount of Liquid Fuels funds the Township will receive in 2021 may be lower as people were not paying tolls and gas taxes. She questioned how the Board would like to approach the use of the funds this year. Mr. Trout advised that he can cut some of the road projects but he would like to do as much as possible.

After discussion, it was the consensus of the Board to spend up to the amount that was budgeted in state fund and not pave the parking lot.

On the motion of Dean Heffner seconded by Kathy Kerchner, the Board awarded the bid to the low bidder without the alternate bid to pave the parking lot. Motion carried. Three votes yes.

- C. Mrs. Gunnet advised that the Township has received reimbursement for the leaf truck in the amount of \$158,697.00. Mr. Sechrist asked if the Township knows what happened with the old truck. Mr. Trout stated that it was sold to a municipality in Colorado.
- D. Taylor Estates: Phase I – Improvements to be completed by May 30, 2020 & Phase IV – Walk through completed – Mrs. Gunnet advised that the Phase I improvements were to be completed by May 30th. She stated that the punch list for Phase IV was completed. Work is

to begin by June 1st with completion by October 15th. She stated that an extension could be granted for Phase I to match the deadlines for Phase IV. The Board agreed to this.

- E. Ness Road paving – Mr. Trout advised that there is a section on Ness Road between where the Township had previously stopped paving and where Keystone Custom Homes had the sewer line installed. York Excavating Company advised that they could have this section of the road paved for \$4,900 if the Township was interested. It is approximately 200’ in length. It was the consensus of the Board to have York Excavating Company pave this section.

10. Other Business:

- A. Mr. Heffner advised that the Board has received the Zoning Reports for March and April. There were no questions.
- B. Mr. Heffner advised that the Board has received a copy of the Township Manager Reports for March and April. There were no questions.
- C. Mr. Heffner advised that the Board has received a copy of the Animal Control Officer's Reports for March and April. There were no questions.
- D. Windsor Area Recreation Commission – Update – Mrs. Kerchner advised that with all of the restrictions with COVID-19, WARC has had to cancel almost all of their programs. Mrs. Gunnet advised that PRPS has recently released a chart detailing what is permitted to take place in each phase of the reopening of the state.
- E. Mr. Heffner advised that the Board meeting scheduled for June 1, 2020 will be cancelled.
- F. DCNR Grant – Rehabilitation of Windsor Wonderland – Mrs. Gunnet advised that the grant application was submitted on April 21st. She stated that she does not have a good feeling that the Township would receive a grant based on the questions on the application.

Mrs. Kerchner asked about the status of the Community Center funding. Mrs. Gunnet advised that Representative Saylor had informed that nothing would take place until after the COVID-19 epidemic has passed.

- G. Resolution #2020R-05-01 – Waiver of penalties for real estate tax, fire hydrant tax and fire tax – Mrs. Gunnet advised that the Township had approved waivers of penalties until the end of the year at the Special Meeting in April but the County is requiring that it be approved as a Resolution. On the motion of Dean Heffner seconded by Kathy Kerchner, the Board approved Resolution #2020R-05-01. Motion carried. Three votes yes.

H. Coronavirus Preventative Measures:

Full staff – May 4, 2020

Re-opening Guidelines

Have supply of masks and hand sanitizer

Governor Wolf/Legislators – From Red Phase to Yellow Phase

Memo- Effects of COVID-19 on Revenues

Sick Day usage

Mrs. Gunnet advised that she has provided the Board with a packet regarding the potential financial impacts due to the coronavirus. She stated that she attended a webinar that was hosted by PSATS regarding predictions for revenue loss. She commented that when comparing current revenue balances, she does not feel that their proposals are accurate. She advised that it is predicted that the Earned Income Tax and Fines will be reduced. The impact of the Earned Income Tax will not be known until July or August. She noted that the Board has spreadsheets listing several accounts and comparing 2019 to 2020 as well as a list of items that could be cut to save money. Mrs. Gunnet advised that the large equipment purchases have already been made. The stone storage area at the public works building was budgeted at \$34,000 and \$75,000 was budgeted for oil and chip. The Board agreed that the stone storage area could be eliminated. Mrs. Kerchner questioned if the oil and chip was removed if less employees would be needed. Mr. Trout advised that the oil and chip project takes about three weeks to complete. If a decision is made too late, it will not be able to be scheduled. After discussion, it was the consensus of the Board to eliminate the oil and chipping in 2020.

Mrs. Gunnet advised that all overtime has been restricted except for emergency callouts. She stated that when the backhoe is sold on Municibid the funds could be deposited into General Fund rather than Vehicle & Equipment Fund. She suggested that the donations that the Township makes could be cut in half although she knows those organizations will need the money as well. This could be held off until the impacts are known as donations can be made at any time throughout the year.

Mr. Heffner questioned what would happen if an employee became infected. Mrs. Gunnet advised that the buildings would need to be thoroughly cleaned. Employees would be required to have their temperature taken.

Mrs. Gunnet reported that Modern Landfill is predicting a 20% to 25% reduction in total tonnage collected. She noted that this will have an impact on the funds received through the Host Municipal Agreement.

Mrs. Gunnet advised that the sewer department is having issues with grease and also with people flushing wipes.

Mrs. Gunnet advised that the sewer bills are still being paid but the Township has waived all late fees. This has an impact on the revenue generated. However, if the Windsor Manor Pump Station elimination project is not completed this year, the overall budget will not be affected.

The Township has a supply of face masks as well as wipes and cleaners.

Mrs. Gunnet advised that effective May 22nd, York County will be moving to the yellow phase. The Township will reopen the office to the public on Tuesday, May 26th.

Mrs. Gunnet advised that she has been contacted by the owner of Wisehaven Banquet Center requesting that the Township approve a Resolution supporting the reopening of businesses. She noted that the opening of businesses would be in defiance of Governor Wolf's orders. She read a portion of the proposed Resolution. She stated that she contacted Attorney Rausch regarding the request and he does not take issue if the Board chooses to approve a Resolution as there would be no accountability to the Township. On the motion of Rodney Sechrist seconded by Kathy Kerchner, the Board approved Resolution 2020R-05-02 to show support of reopening Township businesses. Motion carried. Two votes yes. Mr. Heffner voted no.

Mrs. Gunnet advised that the Board has been provided with a sick day usage chart.

Mrs. Gunnet stated that the Zoning Department will begin addressing violations starting May 26th. Mr. Allison noted that he has been following up on Building Permit violations.

- I. PEMA – Public Assistance Program – Emergency Protective Measures: Minimum claim - \$3,300 by September 30, 2020 & Designation of Agent – Mrs. Gunnet advised that she attended an online briefing by PEMA regarding their Public Assistance Program. She explained that the Township can apply for reimbursement of expenditures associated with the coronavirus if the amount exceeds \$3,300 by September 30, 2020. She stated that the Township has not spent that much yet but if the threshold is met, the Township must designate an agent to apply for the reimbursement. On the motion of Kathy Kerchner seconded by Dean Heffner, the Board appointed Mrs. Gunnet as the Township's Agent. Motion carried. Three votes yes.
- J. Douglas, William M. Revocable Trust – Finals subdivision plan – Mrs. Gunnet advised that the property has sold and the plan has been withdrawn.
- K. Tax Claim Bureau – Lien Adjustment – Dietech Holdings – 69 Windsor Acres – \$6.47 – Mrs. Gunnet advised that she has received correspondence from the Tax Claim Bureau that the owner of 69 Windsor Acres had removed the mobile home from the property without paying the taxes and now has filed for bankruptcy. They are looking for approval from the

Township to write off the back taxes in the amount of \$6.47. It was the consensus of the Board to grant the approval.

- L. Woody Waste – June 13, 2020 – Mrs. Gunnet advised that since York County will be moving into the yellow phase, the woody waste collection scheduled for June 13th will be held. Masks and gloves will be worn by the employees.

11. Unfinished Business – There were no items to discuss.

12. Public Comment – Mr. Heffner asked if there were any public comments and noted that if speakers do not wish to have their address recorded, they must state this when speaking. There were no comments.

13. Supervisors Comments – Mr. Heffner asked the Board if they had any comments. Neither Mr. Sechrist nor Mrs. Kerchner had any comments.

Mr. Heffner did not have any comments.

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

15. The meeting of the Windsor Township Board of Supervisors adjourned at 7:05 p.m.

Respectfully submitted,

Jennifer L. Gunnet
Secretary

CITIZENS PRESENT
May 18, 2020

No citizens were present