

WINDSOR TOWNSHIP BOARD OF SUPERVISORS

June 15, 2020

1. The meeting of the Windsor Township Board of Supervisors was called to order by Vice-Chairperson Kathy Kerchner at 6:00 p.m.

Those present: 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 May 18, 2020 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 the Audit report of the 2019 financial records for the Township from Kochenour, Earnest, Smyser & Burg. The Board has received a copy. There were no questions.
 - C. Mrs. Gunnet advised that she has received a letter from Red Lion Borough requesting a donation from the Township toward their fireworks. Mrs. Gunnet advised that this is one of the possible cuts from the budget to reduce expenditures. She stated that \$1,200 was budgeted. She noted that the amount of Real Estate Taxes received has exceeded what PSATS was predicting. After discussion, it was the consensus of the Board to make the donation in full.
5. Windsor Township Fire & Rescue Association – No one was present.
 - A. The next Fire Chiefs meeting will be held on June 25, 2020 at 7:00 p.m. at Yoe Fire Company.
 - B. Fire Company Scholarship – Mrs. Kerchner advised that Caroline Pritchard was the only applicant for the scholarship. On the motion of Rodney Sechrist seconded by Kathy Kerchner, the Board awarded the Fire Company Scholarship to Caroline Pritchard. Motion carried. Two votes yes.
6. York Area Regional Police Department – Chief Damon was present. He reviewed the 2020 mid year report and compared it to the 2019 mid year report. He noted that calls have increased as have crashes, citation and warnings. Departmentwide, domestic abuse calls have increased.

He noted that there was a murder/suicide on Faversham Way.

The new signage has been posted on Windsor Road restricting left hand turns onto Cape Horn Road between 7:00 a.m. and 7:00 p.m. He stated that he does not show that any citations have been issued yet. Mrs. Gunnet noted that she has received questions about it on the message board. Mr. Allison questioned how long it takes their system to update once a traffic citation has been issued. Chief Damon advised that it typically takes about 15 minutes unless there is a handwritten ticket. Mr. Allison commented that he spoke with someone who stated they had received a citation for making a left hand turn.

Chief Damon advised that the Department has passed their Accreditation renewal. He commented that Police Reform is a big topic in the news lately and he reported that they already do most of what is being discussed. He advised that the Commission approved the purchase of 3 additional cars at the last meeting. Finally, he announced that June 30th will be the 20th anniversary of the York Area Regional Police Department.

- A. The Board has a copy of the monthly report for April.
- B. Mrs. Kerchner advised that funds were budgeted for a transfer to Pennsylvania Municipal Retirement System for the police pension. However, these funds are no longer needed to be transferred. She questioned if these funds could be used for the highway department projects. Mrs. Gunnet stated that they could be. Mr. Trout noted that the projects would still need to be bid and due to the timing, he is unsure that they could get the work done this year. Mr. Allison suggested transferring the funds so full donations could be made to the organizations as budgeted. Mrs. Gunnet added that the Township should know what the deficit will be by the end of July or early August.

7. Solicitor:

- A. Windsor Manor Pump Station Phase-Out – Eminent Domain – Attorney Rausch advised that Windsor Borough has approved the Resolution authorizing the Township to follow through with eminent domain. He stated that he still needs to research the legal process. On the motion of Rodney Sechrist seconded by Kathy Kerchner, the Board approved Resolution #2020R-06-01 which authorized the use of eminent domain. Motion carried. Two votes yes.

Mr. Trout questioned the time frame for approval. Mrs. Gunnet advised that an appraisal of the property is required which will take several more weeks. She noted that the cost for the appraisal is \$1,900.

8. Plan for approval:

- A. TAYLOR ESTATES, PHASE II, SECTION A, LOT 1 – Final Subdivision plan by Gordon L. Brown & Associates, 4 lots on Ness Road – Michael Mikhail, developer of the property, advised that he has been working with Members 1st to obtain a Letter of Credit for the

posting of security. He stated that he has a draft version which should be finalized tomorrow. He stated that this is the only outstanding item and he is requesting approval of the plan this evening so that he does not need to wait another month.

Mr. Allison advised that this property is located at the corner of Ness Road and Freysville Road. There were previous plans approved for a cul-de-sac street. The plans have been changed to eliminate the road and have 4 lots on existing frontage. One lot will access onto Freysville Road and a driveway permit has been obtained.

Mr. Allison advised that there are 3 waiver requests. The first is of Section 505.4.E for access onto a collector street. The second is of Section 502.6.B for the shoulder width on Ness Road. The final request is of Section 306.R of the Stormwater Ordinance for the location of a stormwater facility within a setback. He stated that he is recommending approval of all three waivers. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board approved the waivers. Motion carried. Two votes yes.

On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board approved the plan subject to the posting of the Letter of Credit. Motion carried. Two votes yes.

9. Township Engineer:

- A. Windsor Manor Pump Station Phase-Out – Update, Eminent Domain – Resolution from Windsor Borough – Discussed under 7A.
- B. Surety reduction – Rosebrook, Phase I – Mrs. Gunnet advised that the Township has received a request for surety reduction for Rosebrook, Phase I in the amount of \$78,578.45 which would take the balance to \$0. Mr. Kraft noted that most of the surety was for contingency. There was a timeline for establishment of the wetlands which has now been approved by the Army Corps of Engineers. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board approved the surety reduction for Rosebrook, Phase I. Motion carried. Two votes yes.

10. Public Works:

- A. Mr. Trout advised that the Board has received the monthly report for June. There were no questions.
- B. Sale of backhoe – Mrs. Gunnet advised that the bid results are attached to the Board’s agendas. The backhoe was sold through Municibid. The high bidder is the Red Lion Area School District in the amount of \$19,000. On the motion of Rodney Sechrist, seconded by Kathy Kerchner, the Board approved the sale of the backhoe. Motion carried. Two votes yes.

- C. East York Interceptor project – Final invoice from Springettsbury Township - \$86,635.54 – Mrs. Gunnet advised that the final payment for the East York Interceptor project required for the elimination of the Beaverson Pump Station has been received from Springettsbury Township in the amount of \$86,635.54. She noted that the construction cost was budgeted for \$1.9 million but the actual cost was \$1,535,553.90.
- D. Shadow vehicles – Mr. Trout advised that Mr. Heffner had driven a shadow vehicle a few weeks ago. He had expressed his concern to him regarding safety since there is more distance that a vehicle has to travel to pass both the shadow vehicle and the mower. Mrs. Gunnet commented that this is a PennDOT regulation. It was noted that PennDOT keeps renewing an old contract for mowing so they do not need to abide by the shadow vehicle requirements. Mr. Trout added that PennDOT is not mowing three times per year like they had in the past. He stated that the Township plans to mow in July and then again in the fall. The part time employee in building and grounds also shadowed a mower. Mrs. Gunnet stated that if an additional driver is needed, a former employee could be contacted.
- E. Mr. Sechrist questioned why Dull Road was widened. Mr. Trout advised that it was only 15' wide and it was widened to 20' to help with water runoff issues.

11. Other Business:

- A. Mrs. Kerchner advised that the Board has received the Zoning Report for May. There were no questions.
- B. Mrs. Kerchner advised that the Board has received a copy of the Township Manager Report for May. There were no questions.
- C. Mrs. Kerchner advised that the Board has received a copy of the Animal Control Officer's Report for May. There were no questions.
- D. Windsor Area Recreation Commission – Update – Mrs. Kerchner advised that a meeting was held on June 10th. She stated that many programs had been cancelled but sports camps are now restarting. She informed that there are goals that need moved from Locust Grove Elementary to the Township property. Mrs. Kerchner noted that commission member, Steve Coble, has been very helpful in researching the regulations and requirements for reopening the different types sporting and recreational activities and she is appreciative of the time he has spent doing this.
- E. Mrs. Kerchner advised that a Board meeting will not be held on July 6, 2020.

F. Coronavirus Preventative Measures:

Governor Wolf/Legislators – From Yellow Phase to Green Phase
Pavilion rentals have resumed – 1 rental per day
Signage posted at pavilions and playground – Not sanitized – Use at own risk
Effects of COVID-19 on Revenues
Waiver of late fee – May/June/July billing quarter

Mrs. Gunnet advised that York County moved into the green phase on June 12th.

She informed that the Township will resume renting the pavilion but only one party per day will be permitted. Signs have been posted at the pavilions, fields and Windsor Wonderland that the tables, bleachers and playground equipment are not sanitized and therefore are being used at their own risk.

The Board has received an update to the information that had been previously received on the loss of revenues. She noted that the Earned Income Tax received for June is 36% less than June 2019. She stated that she will be receiving additional information next week.

Mrs. Gunnet advised that she had attended a webinar regarding the FEMA reimbursement program and the Township has designated an agent. She stated that to date, the minimum \$3,300 to submit has not been reached. She stated that the County has received CARES Funding that may be available as a reimbursement if the Township cannot apply to FEMA. She noted that the Township currently has a sufficient supply of masks and hand sanitizer.

Mrs. Gunnet recommended that the Township waive the late fee on the sewer bills for the May/June/July quarter. She noted that a modified 30 day letter was sent to those who were past due at the end of the last quarter informing that the Township would not be terminating water but encouraging them to make a payment so they do not fall multiple quarters behind as the Township will resume the termination process when permitted to do so again. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board authorized to waive the late fee for the May/June/July billing quarter. Motion carried. Two votes yes.

- G. Mrs. Kerchner advised that in conjunction with WARC, there will be a Jeff Potter Baseball Stuff the Bus event at Freysville Park on Thursday, August 6th from 1:00 p.m. to 7:00 p.m.
- H. Ordinance #2020-06-01 – No Parking – portion of First Street – The Ordinance has been prepared as discussed and advertised for adoption. On the motion of Kathy Kerchner seconded by Rodney Sechrist, Ordinance #2020-06-01 was approved. Motion carried. Two votes yes.
- I. Longstown Village meeting update: No left turn 7:00 a.m. to 7:00 p.m. signage posted & Lines painted – Rt.24 – Mrs. Gunnet advised that the signage was discussed with Chief

Damon's report. She added that lines have been painted on Cape Horn Road but not Windsor Road. She commented that since they were not done, she does not anticipate that they will be painted. She advised that she had contacted Longstown Village to let them know that the signage was installed and lines painted and they are satisfied.

- J. Intergovernmental Insurance Cooperative – 2019 Claims Fund surplus – \$96,188.87 – Mrs. Kerchner advised that the Township has received a refund of 75% of the surplus of the insurance claims fund in the amount of \$96,188.87. Mrs. Gunnet advised that approximately \$32,000 will be received at a later date. She commented that these refunds are not budgeted so they will go toward offsetting the deficit caused by COVID-19.
- K. Milner Heights Basin Retrofit – Received reimbursement – \$18,177.25 – Mrs. Gunnet advised that all of the expenses for the Milner Heights basin retrofit were paid by the Township. The reimbursement has been received in the amount of \$18,177.25. Mrs. Kerchner questioned if the Township is responsible for mowing the property. Mrs. Gunnet advised that the Agreement was to split the mowing with Red Lion Municipal Authority for 5 years after completion. Mrs. Kerchner stated that she has received a complaint that it needs mowed.
- L. John & Pam Croft – 1017 Delta Road – Stormwater Maintenance Agreement – Barn over 2,000 square feet – Mr. Allison advised that this is the standard stormwater agreement for a project that required a stormwater plan. On the motion of Rodney Sechrist seconded by Kathy Kerchner, the Board approved the Stormwater Maintenance Agreement for John and Pam Croft. Motion carried. Two votes yes.
- M. Possible change in office hours – 7:00 a.m. to 3:30 p.m. – Mrs. Gunnet advised that the office staff had discussions about the possible change to the office hours and were requesting to change from 7:00 a.m. to 3:30 p.m. She stated that she had asked Mr. Heffner his opinion on this request and he was open to the change over the summer months. Mrs. Kerchner questioned why the change was requested. She stated that she feels that this would be an inconvenience to the residents. Mrs. Coble commented that she believes the 7:00 hour would be busy as residents would come to the office prior to going to work and contractors would stop by prior to starting work. Mr. Sechrist commented that there could possibly be a trial period. Mrs. Kerchner advised that she is not in favor of changing the hours. She stated that she spent time researching the office hours of other municipalities and they are the same as our current hours. She added that 8:00 a.m. to 4:30 p.m. are typical hours of operation for a business office. It was the consensus of the Board to deny the request.
- N. Fall newsletter – Mrs. Gunnet asked the Board to let her know if there are any articles that the Board would like included in the newsletter. She stated that she will include some of WARC's programs in the newsletter as they will not be having one and she anticipates having room in the Township's.

- O. Junk Yard License renewals – Mr. Allison advised that he has done inspections at all three junkyards; Prospect Metals, TC Auto Salvage and Red Lion Auto Salvage. He stated that there were no changes at Prospect Metals as they have a lighter volume of materials.

Mr. Allison advised that there were no changes at TC Auto Salvage. He stated that they do need to mow more often and closer to the stored materials. He noted that a letter will be included with the license noting this.

Mr. Allison reported that there have been significant changes at Red Lion Auto Salvage due to requirements of the Notice of Violation filed by PennDEP. He commented that he believes there are 20% less cars than before. Currently they have an excess of tires but are working to dispose of them. He explained that Stewart & Tate found over 2,500 tires at a job site and took them to Red Lion Salvage. Mr. Olkowski had informed him that they had already processed 700 tires but can only do approximately 25 per day.

Mr. Allison commented that the owner is currently working with PennDEP. He had presented 2022 as his completion date but has not received confirmation as to whether this date is acceptable to PennDEP. It was noted that the fencing required by the Zoning Hearing Board approval has been allowed to be postponed as long as he is working with PennDEP. Mr. Trout questioned the changes that were made at the bottom of the hill. Mr. Allison advised that those changes were approved by PennDEP. Mr. Olkowski is currently working to obtain an NPDES Permit. He noted that the PennDEP official from the Clean Waters Department is satisfied with his progress.

Mr. Allison advised that the water line that burst a few months ago which was to have been abandoned and dry was shut off two weeks ago.

Mr. Allison advised that he is recommending approval of all three junk yard licenses. On the motion of Rodney Sechrist seconded by Kathy Kerchner, the Board approved the junk yard licenses for Prospect Metals, TC Auto Salvage and Red Lion Auto Salvage. Motion carried. Two votes yes.

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

13. Public Comment – Mrs. Kerchner 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.

14. Supervisors Comments – Mrs. Kerchner asked Mr. Sechrist if he had any comments. He did not.

Mrs. Kerchner advised that when she was walking on the trail at the park she noticed that there was a section that had washed out. She stated that she has noticed at other parks where the trails erode, sections have been paved. She questioned if this could be done at this area. Mr. Trout stated that he does not know where the water is coming from and this is first time he has seen this area wash out.

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

16. The meeting of the Windsor Township Board of Supervisors adjourned at 7:25 p.m.

Respectfully submitted,

Jennifer L. Gunnet
Secretary

CITIZENS PRESENT
June 15, 2020

Chief Damon
Michael Mikhail

York Area Regional Police Department
Developer – Taylor Estates, Phase II,
Section A, Lot 1