

WINDSOR TOWNSHIP BOARD OF SUPERVISORS
July 20, 2020

1. The meeting of the Windsor Township Board of Supervisors was called to order by Chairperson Dean Heffner at 6:04 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 Kathy Kerchner seconded by Rodney Sechrist, the minutes from the June 15, 2020 meeting were approved. Motion carried. Two votes yes. Mr. Heffner abstained from voting due to not being present at the meeting.
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.
5. Windsor Township Fire & Rescue Association – Scott Gingrich advised that Pete Ehrhart resigned as Chief of Dallastown Fire Company.
 - A. The next Fire Chiefs meeting will be held on August 27, 2020 at 7:00 p.m. at Laurel Fire Company.
 - B. Fire Company Scholarship – The Board presented Caroline Pritchard with the scholarship and photos were taken.
 - C. Mr. Heffner advised that Yorkana Fire Company has purchased the property at 5410 Mt. Pisgah Road. An open house had been held.
 - D. Distribution of Foreign Fire Insurance – Mrs. Gunnet advised that in previous years, the amount of Foreign Fire Insurance funds were divided evenly over the five first call departments. She asked the Board how they would like the funds split going forward now that Red Lion and Felton have merged. She questioned if the Board would prefer to split the amount by five and then disburse two shares to Alliance Fire Company or if they would prefer the amount to be split evenly by the four fire companies. It was the consensus of the Board to split the amount by five and allocate two shares to Alliance Fire Company.
6. Attorney Aaron Marines – Rose Gate Manor Condominiums – Stormwater Issues – Attorney Aaron Marines advised that he is the attorney representing the Homeowner’s Association for Rose Gate Manor Condominiums. Also present were HOA Board members and staff from the property management company. Attorney Marines advised that there is a stormwater issue at

3807 Starview Drive which backs up to their development and is causing damages to their property. He explained that in May of 2019, the Township sent a letter to the owner of this property notifying them that the stormwater feature in their yard was failing. The owners had disagreed and now the Rose Gate HOA would like the Township to move forward with enforcement. Attorney Marines stated that the property with the issue is located uphill of the condominium property and the water is running downhill. He showed pictures of the area to the Board explaining that the water enters into a box culvert and then disperses into a seepage bed in the backyard of the Starview Drive property. This seepage pit is what is failing. Water bubbles out and comes down like a stream onto the backyards of 5 units in Rose Gate Manor.

Ron Goetz, HOA Board member, explained how the area drains after rain events. Mr. Kraft questioned where the area is that is bubbling. Mr. Goetz stated that it comes up the grate and then over. Mr. Sechrist questioned how long this has been occurring. Mr. Goetz stated that this was an open area for quite a while and since the homes have been built in this area it has been brought to their attention.

Mr. Allison advised that a letter was sent to the owners of 3807 Starview Drive informing that it was brought to the Township's attention that there may be a failure of the stormwater pit. He stated that the Township did not state that it was failing. Attorney Marines advised that they would like the Township to make that determination and then have the property owners be required to fix it. Mr. Kraft stated that this design is around 30 years old and could be functioning as designed. Things would need to be looked into such as elevations and the types of storms that have occurred.

Mr. Allison questioned what type of damage is occurring on the condominium property. Attorney Marines stated that there is erosion around their retaining wall. He showed pictures of the issues.

Attorney Rausch questioned why the owner of the property has not fixed it. Attorney Marines stated that the owner had stated that they were making a title insurance claim. Mr. Allison advised that he is confident that the owner of the property did not know that there was a seepage pit in their back yard prior to the Township sending the letter.

There was discussion on what would need to occur to determine if the pit is failing. It was the consensus of the Board to have the Township Engineer pull reports to review the design of the stormwater controls.

7. York Area Regional Police Department – Chief Damon was present. He asked the Board if they had any comments. Mr. Sechrist questioned if the department does any traffic studies to determine problem areas. Chief Damon advised that they do not do traffic studies but their reporting shows where incidents occur and they can track problem areas. He commented that the number of crashes has decreased in the areas where the skid resistant blacktop was installed. He

asked how the Township was able to have this paving done. Mrs. Gunnet advised that a request was sent to Harrisburg. The area is put on a list and when there is enough to bid PennDOT moves forward.

- A. The Board has a copy of the monthly report.
- B. Northeast Regional Police Department – Chief Damon advised that Northeast Regional Police Department is interested in merging with the Department. East Manchester Township would like to be a Charter member. Their assets would be accepted as a buy in. He stated that the existing Charter members, Windsor and York Townships, would need to decide if they are willing to accept a new Charter member. Manchester and Mt. Wolf Boroughs are interested in joining as well but likely just through contracting.

Mr. Sechrist questioned if the distance from the police station to this area is a concern. Chief Damon advised that Northeast Regional owns their own building and it would be kept as a substation.

Chief Damon commented that departments that have less than 15 employees are finding it difficult to be efficient.

Mrs. Gunnet asked how the Police Commission would be made up. Chief Damon stated that he imagines that East Manchester Township would want to have a voting member. He stated that there are many questions that would need to be answered which would be up to the elected officials. Mrs. Kerchner asked what happens if York Township and Windsor Township do not agree. He stated that since there are only two Charter members, he believes they would both need to agree to move forward.

Attorney Rausch questioned how many officers are employed by Northeast Regional. Chief Damon stated that they have 12 officers and all would stay.

Mr. Heffner asked Chief Damon if he is concerned about York Area Regional becoming too large. Chief Damon stated that there is concern about a department being too large but he does not feel that they are at that size yet.

Mrs. Kerchner questioned how the Township would benefit from Northeast Regional joining York Area Regional. Chief Damon stated that he feels that eventually it will be a contiguous covered area. He stated that there should be a reduction in cost to the municipalities as there will be more officer to patrol a larger area. He noted that there will be less redundant positions. More opportunities would be available to obtain grants. There would be a better pool for recruitment because there would be room for advancement within the department.

Mrs. Kerchner asked what the disadvantage would be. Chief Damon advised that there would likely be another voting member added to the Commission and this could have an impact on approval of topics. He stated that he does not believe that East Manchester Township would have an issue with costs since they are interested in being a Charter member.

Mr. Allison asked Chief Damon if he believes Springettsbury Township will continue to have their own department. Chief Damon commented that with the casino coming to their Township he believes they can hold out.

It was the consensus of the Board to open up discussions for the potential for Northeast Regional to join York Area Regional with East Manchester Township as a Charter member.

8. Solicitor – Attorney Rausch advised that he does not have anything to report.
9. Township Engineer:
 - A. Windsor Manor Pump Station Phase-Out – Update, Appraisal – Wynthrop Properties Right-of-Way – Mrs. Gunnet advised that she has obtained the appraisal report. The Permanent and Temporary right-of-ways have a market value of \$7,700. Attorney Rausch advised that the Resolution that the Board passed gives authorization to proceed. He stated that he is still researching the process.
 - B. Surety reduction – Grace Baptist Church – Mr. Kraft advised that the Township has received a request for surety reduction for Grace Baptist Church in the amount of \$275,521.00 which would leave a remaining balance of \$52,171.20. On the motion of Dean Heffner seconded by Rodney Sechrist, the Board approved the surety reduction for Grace Baptist Church based on the recommendation of the Township Engineer. Motion carried. Three votes yes.
 - C. BOWSER DENTISTRY – Waiver of parking lot construction requirements – Mr. Kraft advised that Bowser Dentistry is requesting a waiver of the paving requirements within the Subdivision & Land Development Ordinance for their parking lot and access drives. It was noted that this is all private. On the motion of Rodney Sechrist seconded by Dean Heffner, the Board granted the waiver. Motion carried. Three votes yes.
 - D. Community Center – RACP Open – Mr. Kraft advised that the RACP grant application is open from July 13, 2020 to August 12, 2020.
10. Public Works:
 - A. Mr. Heffner advised that the Board has received the monthly report for July. There were no questions.

- B. Walk through inspections – Taylor Estates, Phase I & Taylor Estates, Phase IV – Mrs. Gunnet advised that the punch lists have been completed but the work has not begun. Mr. Kraft stated that he has been contacted by contractors so he knows that they are working on bids.
- C. Mr. Heffner questioned if the hydraulic system has been fixed on the skid loader. Mr. Trout stated that they have been trying to figure it out but it may be necessary to have Messick's come out.
- D. Mrs. Kerchner questioned if the Township will be replacing the Highway Department employee that quit. Mrs. Gunnet advised that they are planning to and they have received over 40 applications to review.

11. Other Business:

- A. Mr. Heffner advised that the Board has received the Zoning Report for June. There were no questions.
- B. Mr. Heffner advised that the Board has received a copy of the Township Manager Report for June. There were no questions.
- C. Mr. Heffner advised that the Board has received a copy of the Animal Control Officer's Report for June. There were no questions.
- D. Windsor Area Recreation Commission – Update – Mrs. Kerchner advised that they did not have a meeting in July. She stated that they are doing their best to follow Governor Wolf's orders.
- E. Mr. Heffner advised that a Board meeting will not be held on August 3, 2020.
- F. Coronavirus Preventative Measures:
 - Effects of COVID-19 on Revenues
 - Possible Transfer – Donations
 - Water terminations
 - Quarantine Policy
 - Appreciation Dinner
 - Employee picnic
 - Personnel Policy – Sick leave
 - York County Commissioners – Coronavirus Aid 7 Relief & Economic Security Act (CARES)
 - Republic Services – Municipal Update

Mrs. Gunnet advised that the Board has received updated information regarding revenues. She noted that the Earned Income Tax had been 27% lower in June 2020 compared to June 2019 but July is .7% higher. The York Adams Tax Bureau had commented that they believe this could be due to companies receiving Payroll Protection Program (PPP) funding. She noted that the Local Services Tax should not be affected because it must be paid as long as the employee makes more than \$12,000 in the year. She advised that August will be the month in which overall revenue loss will be determined.

Mrs. Gunnet advised that it may not be necessary to transfer any fund for donations and recommend that we postpone a decision at this time.

Mrs. Gunnet advised that the Red Lion Municipal Authority is not regulated by the PUC but the York Water Company is. She stated that all of the residents should be addressed equally so water terminations will not occur this quarter.

Mrs. Gunnet advised that a Quarantine Policy has been drafted. She stated that Governor Wolf has declared many states hot spots and is encouraging a 14 day quarantine for anyone who visits them. She stated that based on the Families First Coronavirus Response Act, the Township is required to pay employees for the time they are quarantined. She stated that this Quarantine Policy allows for employees to return to work without quarantining if they travel to an area where quarantining is encouraged but following requirements set forth. The policy also addresses stay at home orders and employees not being guaranteed a 40 hour work week. Attorney Rausch has reviewed and approved the policy. On the motion of Dean Heffner seconded by Rodney Sechrist, the Board adopted the Quarantine Policy. Motion carried. Three votes yes.

Mrs. Gunnet advised that the Appreciation Dinner that was to be held in the spring was cancelled. She questioned if the Board wanted to reschedule it at this time. It was the consensus of the Board to not schedule at this time. Mrs. Gunnet advised that the employee picnic will be cancelled as well.

Mrs. Gunnet asked for clarification on the use of sick leave in regards to COVID-19 and the upcoming school year. It was the consensus of the Board that sick leave could be used until the end of the year for time off related to the coronavirus.

Mrs. Gunnet advised that the York County Commissioners have received \$40.5 million from the Coronavirus Aid Relief & Economic Security Act (CARES). She stated that local government will be a category that will be available to receive reimbursement. Regulations are being created for each category.

Mrs. Gunnet advised that Republic Services has provided the Township with a flyer on how they are dealing with COVID-19. Mr. Heffner commented that there are many voters sitting

outside by the old Recycle America building. He expressed his concern that they may be collecting water. Mr. Allison will contact Lower Windsor Township regarding the matter.

- G. Mr. Heffner 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 3:00 p.m. to 7:00 p.m.
- H. Community Center – RACP open – The RACP grant application will be open from July 13, 2020 to August 12, 2020.
- I. Fall newsletter – Mrs. Gunnet asked the Board to let her know if they have any topics they would like to have included in the newsletter. Mr. Heffner asked if the Township Office is a comfort station due to the heat. Mrs. Gunnet advised that the Building is an Emergency Operations Center but not a comfort center.
- J. Steve Chronister – 1365 Windsor Road – Waiver of pumping septic tank – Mr. Allison advised that Mr. Chronister had a backup in November 2019 and needed to have his system pumped. The Township received a copy of the manifest. He is required to have his system pumped this year and is requesting a waiver of doing so. On the motion of Dean Heffner seconded by Kathy Kerchner, the Board granted the waiver of pumping the septic system for Steve Chronister in 2020. Motion carried. Three votes yes.

Mr. Allison questioned if he needs to bring these types of waiver requests to the Board if the Township has received the information and is able to track it. It was the consensus of the Board that these types of requests would not need to come before them.

- K. Mr. Heffner advised that the annual convention for the York County Association of Second Class Townships has been cancelled for 2020 and has been rescheduled for October 21, 2021.
- L. Mr. Heffner advised that the Board has received a copy of the Building Permit Summary for the first half of 2020. Mr. Allison noted that permits have doubled from this time last year.
- M. Evan Wotring – Mrs. Gunnet advised that Evan Wotring has completed painting fire hydrants in several development for his Eagle Scout Project. She added that Brayden Dehoff has also completed his Eagle Scout project. He painted fire hydrants as well.
- N. Shredding Event – Mrs. Gunnet asked the Board if they still want to hold a shredding event. She commented that it is similar to the Woody Waste Collections that the Township has been holding. It was the consensus of the Board to host a shredding event in the fall.
- O. Public Hearing – Ordinance #2020-07-01 – Numerous Zoning Ordinance amendments – Mr. Allison called the Public Hearing to Order. He stated that there are many sections in the

Zoning Ordinance that are being amended, including but not limited to, commercial and industrial uses, retaining walls, parking and signage.

Mr. Sechrist questioned what changes have been made to signage requirements. Mr. Allison stated that there is recent case law that addresses how signs should be regulated. The amendment will address signs by use instead of zone. Mr. Sechrist asked if this includes billboards. Mr. Allison stated that it does not.

There was no public comment.

The Public Hearing was closed. On the motion of Dean Heffner seconded by Rodney Sechrist, the Board approved Ordinance #2020-07-01. Motion carried. Three votes yes.

12. Unfinished Business – There were no items to discuss.
13. 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.
14. Supervisors Comments – Mr. Heffner asked the Board if they had any comments. Neither Mrs. Kerchner nor Mr. Sechrist had any comments. Mr. Heffner did not have any either.
15. On the motion of Rodney Sechrist seconded by Dean Heffner, the bills were approved. Motion carried. Three votes yes.
16. The meeting of the Windsor Township Board of Supervisors adjourned at 7:46 p.m.

Respectfully submitted,

Jennifer L. Gunnet
Secretary

CITIZENS PRESENT

July 20, 2020

Gary Ebersole
Sally Weaver
Cindy Hochhalter
Mike Bergeron
Caroline Pritchard
James Pritchard
Heather Saylor
Aaron Marines
Wanda Stover
Ron Goetz
Chad S. Arnold
Ben Rodkey
Scott Gingrich
Chief Damon

12 S. Market Street Mt. Joy PA
120 Nicholas Lane York PA
124 Nicholas Lane York PA
246 Constantine Lane York PA
411 Seville Drive Red Lion PA
411 Seville Drive Red Lion PA
Property Management Unlimited
Russell, Krafft & Gruber
Property Management Unlimited
Rose Gate Manor
Alliance Fire & Rescue
Alliance Fire & Rescue
Alliance Fire & Rescue
York Area Regional Police Department