

WINDSOR TOWNSHIP BOARD OF SUPERVISORS  
September 21, 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. Mrs. Gunnet advised that an Executive Session was held on September 18, 2020 at 1:00 p.m. to discuss potential litigation regarding the Chapel View Pump Station.

On the motion of Kathy Kerchner seconded by Rodney Sechrist, the minutes from the August 17, 2020 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 the Township has received a Conceptual Plan for the proposed expansion of the landfill in Lower Windsor Township from Modern Landfill. The Board has a copy. The expansion will be completely located in Lower Windsor Township. Mr. Heffner questioned if they are definitely moving forward. Mrs. Gunnet advised that they are currently negotiating their Host Municipal Agreement. The property will also need to be rezoned before they can move forward.
  - C. Mrs. Gunnet advised that she has received a flyer from the York County Stormwater Consortium & Regional Chesapeake Bay Pollutant Reduction Plan that provides an overview to the participating municipalities. They will be continuing to send these as a way to keep officials up to date. Attorney Rausch noted that Springettsbury Township has made their payment.
  - D. Mrs. Gunnet advised that she has received a printout of a power point presentation from Golden Connections Community Center. She stated that Heather Goebeler could not be present this evening. The presentation addresses the effects from COVID-19 and their response.
  - E. Mrs. Gunnet advised that the Township has received a notice from the York County Commissioners that the Township is eligible to receive CARES Act funding. She stated that the Township can receive reimbursement for Personal Protection Equipment (PPE), cleaning supplies and wages for those that were required to quarantine. She stated that it amounts to

approximately \$10,000. Because the Township will be applying for a refund through CARES funds, it is not necessary to apply for reimbursement through PEMA.

5. Windsor Township Fire & Rescue Association – Scott Gingrich was present. He advised that he did not have anything specific to report.
  - A. Mrs. Gunnet advised that the next Fire Chief’s meeting will be held on October 22, 2020 at 7:00 p.m. at Yorkana Fire Company.
  - B. Mrs. Gunnet advised that in celebration of Fire Prevention Week, an event will be held at Windsor Commons Shopping Center on Saturday, October 3<sup>rd</sup> from 10:00 a.m. to 2:00 p.m.
  - C. Mrs. Gunnet advised that she has received a request from Laurel Fire Company asking that High Friction Surface Treatment be applied on Windsor Road between John Norris Boulevard and Jefferson Lane, Windsor Road between Pauline Drive and Ness Road, Windsor Road through the traffic signal with Freysville Road and to reapply the surface to Windsor Road at North Blacksmith Avenue and Windsor Road between John Norris Boulevard and Valley Road. It was the consensus of the Board to send the request to PennDOT.
  - D. Mrs. Gunnet advised that Yorkana Fire Company has been renovating the building they purchased on Mt. Pisgah Road for their new station. They are hopeful that it will be completed by the end of the month.
  - E. Mr. Gingrich thanked the Public Works Department for their assistance removing trees from the streets recently.
6. York Area Regional Police Department – No one was present. Mrs. Kerchner advised that the Department is requesting a 2% increase.
  - A. The monthly report is available for review.
  - B. Citizen-At-Large – Mrs. Gunnet advised Bill Krouse served as the Citizen-At-Large in 2019. She stated that he had expressed interest in serving again. It was the consensus of the Board to offer the position to Bill Krouse. Mrs. Kerchner asked Mrs. Gunnet to inform him that this is a negotiation year when she speaks with him.
7. PLAN FOR DISCUSSION:
  - A. REXROTH EQUITIES – ROAD IMPROVEMENTS – Land Development Plan for extension of Boxwood Road – Waivers – Blaine Markel with James Holley & Associates advised that this plan includes the Mia Brae property as well as the former Yorktowne

Kitchens property. He noted that they have been working with both Windsor Township and Red Lion Borough. He explained that the purpose of this land development plan is to address the infrastructure and access drives. The buildings will be addressed on another plan. He noted that the streets will be private.

Mr. Markel advised that he is requesting two waivers in regards to the extension of Boxwood Road. He stated that the first waiver is of Section 503.2.C for the installation of sidewalks. He noted that Red Lion Borough has already granted a waiver of sidewalks along their portion of Boxwood Road.

The second waiver request is for the street construction within the Construction & Materials Specifications Ordinance. Mr. Markel advised that most of the roadway has already been installed using ID3 paving materials. There is a 2A stone base with 5" of binder. The Township requires 9.5 and 25 mil superpave. Mr. Sechrist questioned if the Township owns any part of Boxwood Road. Mrs. Gunnet advised that this will all be private. Mr. Kraft stated that if the Board grants the waiver, a note will be added to the plan stating that the road was not constructed to the Township's specifications. Mr. Markel commented that the portion of roadway that was already installed has held up well to heavy truck traffic.

Mr. Kraft advised that there are several other waivers that Mr. Markel may want to address now rather than coming to a future meeting. Mr. Markel stated that he could present them at this time.

The third waiver request is of Section 502.3.A for the grading of the street to not exceed 4%. He stated that the roadway will not be changed so it will remain the same grade.

The fourth waiver is for Section 306.5 for fencing around a detention basin. He explained that the basin is located across a section of wetlands and behind a wooded area which is not accessible.

The final waiver is of Section 307.A for the method of calculation for stormwater management. Mr. Markel advised that the controls will meet the requirements. The waiver is only for how it is calculated.

It was noted that there had been another waiver request that had been discussed at the Windsor Township Planning Commission meeting but it has been eliminated due to a design change.

Mr. Kraft and Mr. Allison were agreeable to these waiver requests. On the motion of Dean Heffner seconded by Kathy Kerchner, the Board approved the waiver requests as presented. Motion carried. Three votes yes.

8. PLAN FOR APPROVAL:

- A. KENSINGTON, PHASE 2B – Preliminary/Final Plan by Site Design Concepts – 22 lots on Dietz Road Extended – Scott DeBell of Site Design Concepts and Bill Briegel of Keystone Custom Homes were present. Mr. DeBell advised this plan creates 22 lots on existing streets. There are 18 lots on Dietz Road Extended and 4 lots on Rosewater Drive. It was noted that all of the stormwater controls were installed with prior phases. There will be individual infiltration pits for each house. He stated that they are requesting a waiver for the pits to be located within the setback. This is consistent with the approvals in the other phases. Mr. Allison advised that there is a note on the subdivision plan regarding the infiltration pits being located within the setback.

There was discussion regarding the detention basin and sediment control basins. It was noted that the detention basins will be maintained and owned by the Homowner's Association as they are required open space lots.

Mr. Briegel informed that they will be taking over maintenance of Dietz Road Extended and will be posting security for the remaining improvements. He noted that the surety that the Red Lion School District has currently posted will be able to be released.

On the motion of Dean Heffner seconded by Rodney Sechrist, the Board granted the waiver. Motion carried. Three votes yes.

On the motion of Kathy Kerchner seconded by Dean Heffner, the Board approved the plan. Motion carried. Three votes yes.

9. Solicitor:

- A. Windsor Manor Pump Station Phase-Out – Update, Eminent Domain – Attorney Rausch advised that the petition was to be filed today so hopefully within the next month, approval will be granted by the court.

10. Township Engineer:

- A. Windsor Manor Pump Station Phase-Out – Update, Eminent Domain – Mr. Kraft advised that he has been in contact with the contractor and had been informed that they could begin the job at the beginning of November. Most of the materials had already been purchased for the project but there will be some pricing adjustments for items such as pipe and stone.

11. Public Works:

- A. Mr. Heffner advised that the Board has received the monthly report for September. Mrs. Kerchner requested that a work list be created for Mr. Kerchner for the winter months.
- B. Red Lion Municipal Authority – Possible water main extension on Springvale Road – Mrs. Gunnet advised that of the 30 letters that were sent, 24 have been returned. There was only one property that was in favor of the extension. Most of the comments were that it is too expensive or that they were not having issues with their well. She noted that she did contact the York County Planning Commission and this area does not qualify for a Community Development Block Grant. A letter will be sent to the property owners thanking them for returning the survey and that the Township will not be pursuing the extension.
- C. Mrs. Gunnet advised that the propane bid results are attached to the Boards agendas. The low bidder is Aero Energy with a rate of \$1.109 which is the same as last year. On the motion of Dean Heffner seconded by Kathy Kerchner, the Board awarded the bid to the low bidder. Motion carried. Three votes yes.
- D. Mrs. Gunnet advised that an Executive Session will be held after the meeting to discuss potential litigation regarding the Chapel View Pump Station meter readings and billings.
- E. Mrs. Gunnet advised that the sewer bill for the August, September and October 2020 quarter is due on September 30<sup>th</sup>. She questioned if the Board wants to continue to waive the late fee again this quarter. It was the consensus of the Board to waive the late fee.
- F. Stone Storage Area – Mr. Trout advised that a stone storage area at the Public Works Building was included in the budget. He questioned if the Board would like to move forward with the project. Mrs. Gunnet advised that it does not appear that the Township's income will be affected like originally anticipated. Mrs. Kerchner questioned how much was budgeted. Mrs. Gunnet stated that \$34,000 was budgeted. It was the consensus of the Board to purchase the materials for the stone storage area.
- G. Pave section of walking trail – Mr. Trout advised that there is a section of the walking trail that continually washes out. He stated that he would like to pave the section from the intersection just below the tennis courts up the hill to the wood line. It was the consensus of the Board to have this section paved.
- H. Purchase of Sewer Department laptop – Mrs. Gunnet advised that \$2,400 was budgeted for the purchase of a laptop. The current one is from 2006. The cost is approximately \$1,700. Mr. Heffner questioned why the cost is so high. Mrs. Gunnet advised that there is additional programming and faster speeds required to run some of their mapping programs. On the

motion of Rodney Sechrist seconded by Dean Heffner, the Board approved the purchase of the laptop. Motion carried. Three votes yes.

12. Other Business:

- A. Mr. Heffner advised that the Board has received the Zoning Report for August. There were no questions.
- B. Mr. Heffner advised that the Board has received a copy of the Township Manager Report for August. There were no questions.
- C. Mr. Heffner advised that the Board has received a copy of the Animal Control Officer's Report for August. There were no questions.
- D. Windsor Area Recreation Commission – Update – Mrs. Kerchner advised that WARC is proposing a 2% increase. She stated that there was a group playing Spike ball at the park and caused some damage to the soccer field. She informed that there is a group on Instagram and the kids came forward and apologized. The area has been reseeded and the group is using an area at the volleyball courts. Mrs. Kerchner commented that Mr. Shaffer is doing a fabulous job despite the restrictions with COVID-19. She stated that he has been able to offer sports camps and hold free programs. He has done a great job expanding the recreational programs. Mrs. Kerchner acknowledged that Mr. Kerchner had received a letter in the mail from some of the baseball players thanking him for taking care of the fields so they can play.
- E. Mr. Heffner advised that the Board meeting scheduled for October 5, 2020 will be cancelled.
- F. Coronavirus related matters – Effects of COVID-19 on Revenues – Mrs. Gunnet advised that the Board has received a spreadsheet with revenues to date. She stated that most of line items will be similar to that of 2019 so she does not believe the Township will be impacted like originally expected. She commented that municipalities that have a Business Mercantile Tax have been really affected but Windsor Township does not have that.
- G. Administrative Building – Water damage update & Quote from H.B. McClure for additional condensate pan \$1,133.00 – Mrs. Gunnet advised that the Township has received the funds from the insurance company. She stated that she will be ordering a chair. The carpet has been ordered but is on backorder. The entire conference room will be painted prior to the carpet being installed.

Mrs. Gunnet stated that she had requested that H.B. McClure provide a quote for an additional condensate pan. She stated that when they had come out to do the maintenance, they checked all the pans and recommended a tablet that will help to break down the algae.

She stated that the quote for the additional pan is in the amount of \$1,133 but she does not feel that this is necessary if the tablets will be used. The Board agreed.

- H. United Concordia – Credit on dental premium for October - \$620.86 – Mrs. Gunnet advised that United Concordia is giving a credit on their October billing since the dental offices were closed due to the coronavirus. The Township received a credit in the amount of \$620.86.
- I. Mr. Heffner advised that a shredding event will be held on Saturday, November 21<sup>st</sup> at the Township Office from 9:00 a.m. to 12:00 p.m. There will be a two box limit and will operate the same as last fall.
- J. Windsor Township Non-Uniform Pension Plan – Distress Score – 0 – Mrs. Gunnet advised that she has received a letter from the Auditor General’s Office informing that the pension plan has a distress score of 0. She noted that the pension plan went from 93% funded to 107% funded.
- K. 2021 Minimum Municipal Obligation – Police Pension Plan – Mrs. Gunnet advised that the Police Pension Plan does not have any active members therefore there is no municipal payment.
- L. 2021 Minimum Municipal Obligation – Non-Uniform Pension – Mrs. Gunnet advised that the minimum municipal obligation is what the Township will be responsible for paying toward the pension plan for 2021. The estimate is \$75,000 which is \$36,000 less than last year. She stated that the Township’s payroll expenses are lower this year as it was a mild winter with less overtime and being down one Highway Department employee. She explained that there was an unfunded liability of \$28,000 for 2020 but now there is a surplus of \$8,000 for 2021. Mrs. Gunnet noted that the Township will receive State Aid next fall which could be more than what the plan will cost. Any excess funds will need to be returned.
- M. Resolution #2020R-09-01 – Revision to Act 537 Plan for Patrick J. Crotty – Mrs. Gunnet advised that the Act 537 Plan states how the Township addresses how sewage is treated. Mr. Crotty is doing a subdivision plan and a revision is required to the Plan. On the motion of Dean Heffner seconded by Kathy Kerchner, the Board approved Resolution #2020R-09-01. Motion carried. Three votes yes.
- N. Electric Quote from APPI – Mrs. Gunnet advised that the Board has a copy of the bid results. The low bidder is Freepoint with a rate of 5.0 cents per kilowatt hour for 24 months. She stated that the Township is currently paying 5.644 cents now. The current contract ends in January 2022. This 24 month period would be added to the end. The Township pays this rate for electricity for all the pump stations, traffic signals and buildings. On the motion of Dean Heffner seconded by Kathy Kerchner, the Board awarded the bid to the low bidder. Motion carried. Three votes yes.

O. Stormwater Agreement for Operation & Maintenance – 915 Dietz Road – Mr. Allison advised that a new home is being constructed at 915 Dietz Road. This is the standard agreement for the maintenance of the stormwater controls on the lot. On the motion of Dean Heffner seconded by Kathy Kerchner, the Board approved the Agreement. Motion carried. Three votes yes.

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

14. 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.

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

Mrs. Kerchner informed that she had asked Mrs. Gunnet for information about employee wages. She noted that she has spent time with Mr. Dietz and has been working on updating the job descriptions as it has been 10 years.

Mr. Heffner did not have any comments.

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

17. The meeting of the Windsor Township Board of Supervisors adjourned into an Executive Session to discuss potential litigation regarding the Chapel View Pump Station at 7:05 p.m.

Respectfully submitted,

Jennifer L. Gunnet  
Secretary



CITIZENS PRESENT  
September 21, 2020

Scott DeBell  
Blaine Markel  
Scott Gingrich  
Bill Briegel

Site Design Concepts York PA  
James R. Holley & Associates York PA  
Alliance Fire & Rescue  
Keystone Custom Homes