

WINDSOR TOWNSHIP BOARD OF SUPERVISORS
October 19, 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 Kathy Kerchner seconded by Rodney Sechrist, the minutes from the September 21, 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 Board has received a copy of an email from Modern Landfill informing that their website is now live.
 - C. Mrs. Gunnet advised that she has received notification from Comcast that they will be providing a courtesy adjustment for customers for the regional sports fee as many sports programs were cancelled during the pandemic. She stated that she has also received notification that there will be several lineup changes.
 - D. Mrs. Gunnet advised that she has received a letter from Golden Connections thanking the Township for the donation.
 - E. Mrs. Gunnet advised that she has received an email from the York County Solid Waste Authority informing that they will be resuming facility tours. She stated that the Township staff was scheduled to tour the facility to better help residents when they call for information but it was cancelled due to COVID-19. She stated that she will be rescheduling and asked the Board to let her know if they would like to attend as well.
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. Mr. Gingrich noted that he would find out if it will be at the old station or the new station.

- B. Mrs. Gunnet advised that she has provided the Board with a copy of a newspaper article announcing the merger between Dallastown and Yoe Fire Companies.
 - C. Mr. Gingrich announced that the new ladder truck for Alliance Fire Company is in Lancaster and should be received in approximately a week. It will then have the decals put on and then will be sent out to have all of the attachments installed.
6. York Area Regional Police Department – No one was present.
- A. The monthly report is available for review.
 - B. Citizen-At-Large – Mrs. Gunnet advised that Bill Krouse is willing to serve as the Citizen-At-Large for 2021. She stated that no action needs to be taken at this time. He will be appointed at the Reorganizational Meeting in January.
7. Solicitor:
- A. Windsor Manor Pump Station Phase-Out – Eminent Domain – Attorney Rausch advised that Keystone Custom Homes was going to file objections to the easement agreement but then chose to withdraw it. He stated that the courts will decide if the existing agreement will be valid or if a new agreement is required.
8. Township Engineer:
- A. Windsor Manor Pump Station Phase-Out – Update – Mr. Kraft advised that he has a Change Order for approval for the increase in material cost. The increase is \$9,342.82. He stated that he believes the amount is reasonable. The Change Order also extends the completion date 150 days which will be March 19, 2021. On the motion of Dean Heffner seconded by Kathy Kerchner, the Board approved the Change Order as described. Motion carried. Three votes yes.
 - B. Surety Reduction – Rosegate Manor & Red Lion Area School District (LJM Elementary School and Dietz Road Extended) – Mr. Kraft advised that a surety reduction has been requested in full for Rosegate Manor. He stated that the York County Conservation District had sent a letter regarding the basin on the property so he does not recommend a release in full. He advised that he is recommending a reduction in the amount of \$3,800 which will leave a remaining balance of \$105,995.00. On the motion of Dean Heffner seconded by Rodney Sechrist, the Board approved the surety reduction for Rosegate Manor as recommended by the Township Engineer. Motion carried. Three votes yes.
- Mr. Kraft advised that he has also received a surety reduction request for the Red Lion Area School District. He stated that they are requesting a final reduction for Dietz Road Extended.

Mr. Kraft advised that he is recommending reduction for the top coat but funds still need to be held for the sidewalk that will be installed from Ness Road to the school property. He recommended a release in the amount of \$75,995 which will leave a remaining balance of \$109,074.09. Mr. Sechrist questioned if that is the cost to install the sidewalks. Mr. Kraft explained that most of the balance is contingency funds. On the motion of Dean Heffner seconded by Kathy Kerchner, the Board approved the surety reduction for the Red Lion Area School District as recommended by the Township Engineer. Motion carried. Three votes yes.

9. Public Works:

- A. Mr. Heffner advised that the Board has received the monthly report for October. There were no questions.
- B. Taylor Estates, Phases I & IV – Completion of Improvements deadline of October 15, 2020 – Mrs. Gunnet advised that October 15th was the deadline to have the improvements completed at Taylor Estates, Phases I & IV. She noted that the walk throughs have been done and punch lists created.

Mr. Kraft reported that a representative from both Gemcraft Homes and York Excavating Company were present for the walk through. He stated that York Excavating Company has been contracted to convert the basin and make curb repairs in Phase IV. They have been contracted in Phase I to handle all the punch list items and complete the paving. He commented that since they are making progress, he feels an extension until May 31, 2021 is acceptable and provides a timeframe in which it is feasible to complete the work. He added that they have started some of the repairs. Mr. Heffner noted that if an extension was not granted, the Township would not be able to have the work completed this year anyway.

On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board granted a time extension for the completion of the Taylor Estates, Phases I & IV developments until May 31, 2021. Motion carried. Three votes yes.

- C. Snow Plow Bid Results – Mrs. Gunnet advised that the bid results are attached to the Board's agendas. All Seasons Lawn & Landscape was the only bidder. The bid covers two plow routes. Mr. Heffner questioned the line item for waiting time. Mrs. Gunnet advised that the Township has paid for waiting time in the past because we do not want the contractor to leave and then not be able to come back to start another cycle in large storms. It was added as a separate line item in this bid. 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. Penna. Public Utility Commission – Lifting utility termination prohibition – November 9 – Mrs. Gunnet advised that she had contacted the Penna. Public Utility Commission to inquire when utility terminations would be permitted to begin again. She stated that they informed her that the restriction would be lifted on November 9th. She advised that reports were run to see how many properties are currently delinquent. She reported that it is approximately 500 which is the average. However, some of the amounts are higher than just one quarter in arrears. It was noted that letters were sent at the end of each quarter to delinquent properties encouraging them to make a payment so that they would not be as far behind when the shutoffs resume. Mrs. Kerchner questioned when letters would be sent and when payment would need to be made by. Mrs. Gunnet stated that letters would be sent at the beginning of November giving 30 days to pay in full. If not paid, then postings would occur with shutoffs scheduled in mid December. Mrs. Gunnet advised that the Red Lion Municipal Authority has already resumed water terminations as they are not governed by the PUC. She added that the Township will wait for instruction from York Water Company as there is a specific group under the poverty level for which utilities cannot be terminated. If York Water Company resumes terminations, then the Township will proceed as well.
- E. Request Executive Session – Potential litigation – Chapel View Pump Station meter readings/billings – Mrs. Kerchner stated that she will be meeting with Mrs. Gunnet and York Township’s manager to discuss this matter so she does not feel that an Executive Session is needed this evening.

10. Other Business:

- A. Mr. Heffner advised that the Board has received the Zoning Report for September. There were no questions.
- B. Mr. Heffner advised that the Board has received a copy of the Township Manager Report for September. There were no questions.
- C. Mr. Heffner advised that the Board has received a copy of the Animal Control Officer's Report for September. There were no questions.
- D. Windsor Area Recreation Commission – Update – Mrs. Kerchner advised that she was unable to attend the last WARC meeting. She stated that she checked in with Mr. Shaffer and he had a question about a schedule for the spraying of the fields but she was not sure exactly what he was asking about. Mrs. Gunnet will follow up with him.
- E. Mr. Heffner advised that the Board meeting scheduled for November 2, 2020 will be cancelled.

- F. Coronavirus related matters – Effects of COVID-19 on Revenues & York County CARES Act Funds – \$9,930.93 – Mrs. Gunnet advised that the Board has received a spreadsheet with revenues to date. She stated that most of line items are on target with the budgeted amounts. To date, the Earned Income Tax is 91% of the budget with two months left. She commented that the predictions put out by PSATS initially were not accurate for the Township.

Mrs. Gunnet advised that she submitted an application for CARES Act funds from York County. A check was received in the amount of \$9,930.93. Mrs. Kerchner questioned what was covered. Mrs. Gunnet advised that it was for personal protective equipment, sanitizer and cleaning supplies and employee salary for those that were required to quarantine. She noted that Mark Derr with the County will be the speaker at the next Manager’s meeting and they will find out if there are any funds remaining and if it is possible to reapply if additional costs are incurred.

- G. Mr. Heffner advised that a shredding event will be held on Saturday, November 21st at the Township Office from 9:00 a.m. to 12:00 p.m. There will be a two box limit. There will be employees there to assist.
- H. Stormwater Agreement for Operation & Maintenance – Zion Church, 1155 Felton Road for access drive & 405 Zion Church Road – new house – Mr. Allison advised that Zion Church is installing an access drive in the cemetery and a new home is being constructed at 405 Zion Church Road. These are the standard agreements for the maintenance of the stormwater controls on the lot. On the motion of Dean Heffner seconded by Kathy Kerchner, the Board approved the Agreements. Motion carried. Three votes yes.
- I. Mrs. Gunnet advised that the State Aid has been received in the amount of \$76,245. She noted that this is approximately \$5,600 less than last year and next year is predicted to be even lower.
- J. Mrs. Gunnet advised that the Township has been informed that we will be receiving a 2019 Recycling Performance Grant in the amount of \$18,953.20.
- K. Longstown Village Condo HOA – Update – Mrs. Gunnet advised that the Longstown Village Homeowner’s Association sent a letter to PennDOT requesting that they install signage indicating that Hastings Boulevard is ahead. They feel that the street does not stand out. She informed that the Township does not install signage for private streets. However, the Township could bill them for the time to install the sign if they purchase it. Mrs. Kerchner questioned if this is the area where they wanted the light installed. Mrs. Gunnet confirmed that it is.

L. Community Center Update – RACP – Mrs. Gunnet advised that she had received a phone call from Representative Saylor informing that the Township will definitely be receiving \$1.5 million. He is still working to try to obtain the \$1.5 million balance for the Township and thought it would be announced before the November election. Mrs. Gunnet advised that the previous minutes stated that the Board would move forward even if the full \$3 million grant was not received. Because the Township is listed on the Capital Budget, we can reapply for up to \$3 million total. Mr. Kraft added that it is even possible to finish the project and apply for reimbursement. Mrs. Kerchner advised to wait and see what happens with the awarding of the funds before making any decisions.

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. Brenda Enfield, 54 Windsor Acres, asked if the Township has a noise ordinance. She explained that there are people playing loud boomboxes at a home in her neighborhood. She stated that they spoke with the people and they threatened them. She has called the police and they are unable to help her.

Mr. Allison advised that he has been out to the property several times but has not encountered the loud music. He stated that he reached out to the York Area Regional Police Department to receive information on the calls. He stated that one of the calls was cancelled by the Enfields because the music had stopped. So far, York Area Regional has not witnessed a crime. Mr. Allison advised that the Township does have a section within the Zoning Ordinance that deals with noise. He explained that between 7:00 a.m. and 10:00 p.m. intermittent noises are acceptable. In order to enforce this section, it is necessary to certify the decibel level of the noise. He stated that it is typically applied in a situation between a residential and commercial/industrial use.

Mrs. Enfield questioned if she could request that the State Police respond to her call. Mr. Allison stated that York Area Regional is the department that covers Windsor Township so she could not request State Police service.

Mrs. Enfield advised that she had contacted the park management company, York Community Management, for assistance. They have sent a letter to the owner regarding the situation. The management company is able to file a citation with the District Magistrate and have requested that Mrs. Enfield record video of the occurrences so that there is proof.

Mrs. Enfield reiterated that she wanted to know what the Township's regulations were regarding noise and thanked the Board for their time.

13. Supervisors Comments – Mr. Heffner asked the Board if they had any comments. Mrs. Kerchner did not have any.

Mr. Sechrist stated that he appreciates Congressman Scott Perry trying to eliminate prevailing wages. He stated that all it does is make a project cost significantly more.

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 6:42 p.m.

Respectfully submitted,

Jennifer L. Gunnet
Secretary

CITIZENS PRESENT
October 19, 2020

Brenda Enfield
Perry Enfield
Scott Gingrich

54 Windsor Acres Windsor PA
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Alliance Fire & Rescue