

WINDSOR TOWNSHIP BOARD OF SUPERVISORS
November 16, 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 October 13, 2020, October 19, 2020 and November 2, 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 letters from Community Reach, Inc. and Kaltreider-Benfer Library thanking the Township for the donation. Community Reach included their newsletter and a copy was given to the Board members.
 - C. Mrs. Gunnet advised that she has received a letter from the Pennsylvania Department of Transportation in response to the Township's request for High Friction Surface Treatment to be applied to several different locations in the Township. The letter stated that they are not currently doing this but will keep it in their files. She informed that they will increase the size of signage and will be installing new signs in these areas. Mrs. Gunnet advised that she will forward this letter to Chief Damon and Laurel Fire Company.
5. Windsor Township Fire & Rescue Association – Scott Gingrich was present. He advised that he did not have anything specific to report.
 - A. Revised Constitution & By-Laws – Mrs. Gunnet advised that at the last Association meeting they approved the amendment to the by-laws which allows for more leniency in who can serve in different positions. The Board needs to approve the revision. Mr. Gingrich recommended holding off on the approval until the beginning of the new year as he anticipates that the merger between Yoe Fire Company and Dallastown Fire Company will be completed before the end of the year. This will cause changes to this amendment.
 - B. Mr. Heffner advised that the next Fire Chief's meeting will be held on December 17, 2020 at 7:00 p.m. at Alliance Fire Company #2 Felton.

- C. York County Department of Emergency Services – Authorization of Box Alarm Changes – Mrs. Gunnet advised that the Township must designate a person who is authorized to sign box alarms changes. She stated that currently she does this. It was the consensus of the Board for the Township Manager to continue to be the designated person to authorize box alarm changes.
 - D. Mrs. Gunnet advised that repairs have been made to the roof simulator in the amount of \$319.13. Alliance Fire Company is requesting reimbursement. It was the consensus of the Board to issue the reimbursement.
 - E. Mr. Sechrist questioned the status of the new ladder truck for Alliance Fire Company. Mr. Gingrich commented that it is currently having the equipment mounted. Mr. Sechrist questioned how much the truck cost. Mr. Gingrich stated that \$1,200,000 was budgeted. However, he believes they may be able to stay just under \$1,000,000.
6. York Area Regional Police Department – No one was present.
- A. The monthly report is available for review.
7. 2021 Proposed Budget – Mrs. Gunnet advised that the 2021 Proposed Budget is open for inspection. She reviewed some of items noting that the Real Estate Tax, Fire Tax and Fire Hydrant Tax will remain at .85, .15 and .1 mills respectively. The expenditures in General Fund exceed the projected revenues so it will be necessary to dip into reserves. Police, Fire and Ambulance services account for 56% of the General Fund budget and Public Works 25%. The quarterly sewer bill will remain at \$115 per quarter. Funds are budgeted for the Community Center. At this point nothing has been received in writing that the project has been awarded funding.
- The Proposed Budget has been advertised for adoption at the December 21, 2020 meeting.
8. Solicitor:
- A. Windsor Manor Pump Station Phase-Out – Attorney Rausch advised that he has received the Court Order approving the Easement Agreement for the Windsor Manor Pump Station project.
 - B. Attorney Rausch reported that he has filed a Notice of Intervention regarding the appeal by Wellington Investment Group for the denial of their Zoning Hearing Board request. This allows for the Township to appeal if the court overturns the decision.

- C. Attorney Rausch advised that he has received notification from PennDEP that the homeowners in Rosegate have filed a complaint with them regarding the stormwater pit located on a property off Starview Drive. Mr. Allison will respond.

9. Township Engineer:

- A. Windsor Manor Pump Station Phase-Out – Update – Mr. Kraft advised that since approval has been granted for the easement, he contacted the contractor to move forward. They plan to start the project in mid December.
- B. Surety Reduction – Shawnee Manor, Whisper Run – Phase I, Whisper Run – Phase II and Wisheaven Condominiums (Rosegate Manor) – Mr. Kraft advised that surety reductions have been requested as follows:

- Shawnee Manor – Reduce by \$8,640.00 for a remaining balance of \$80,381.05
- Whisper Run – Phase I – Reduce by \$28,834.00 for a remaining balance of \$90,127.00
- Whisper Run – Phase II – Reduce by \$78,136.00 for a remaining balance of \$114,205.55
- Wisheaven Condominiums (Rosegate Manor) – Final Reduction – \$105,995.05

Mr. Kraft advised that the Notice of Termination has been received from the York County Conservation District for Wisheaven Condominiums (Rosegate Manor). He advised that he is recommending the reductions as presented.

On the motion of Dean Heffner seconded by Kathy Kerchner, the Board approved the surety reductions based on the recommendation of the Township Engineer. Motion carried. Three votes yes.

Mr. Heffner questioned who pays to have the site checked for reductions. Mr. Allison stated that C.S. Davidson performs the onsite inspections. The Township pays the invoices and then bills the developer for those costs.

10. Public Works:

- A. Mr. Heffner advised that the Board has received the monthly report for November. Mr. Sechrist commented that there are a lot of leaves out there. Mr. Trout noted that currently one of the leaf collectors is broken down.
- B. Penna. Public Utility Commission – Lifting utility termination prohibition – November 9 – Mrs. Gunnet advised that although the utility termination restrictions were lifted on November 9th, there are additional steps that need to be taken to terminate water service which include extra letters, offering of payment plans and verification of income level. At this point, York Water Company is unsure if they plan to resume terminations but hope to

know by the end of the month. She questioned if the Board would like to reinstate the filing of liens or continue to hold off. She commented that filing liens does not result in payment. Mrs. Kerchner questioned if the lien shows up on the bill. Mrs. Gunnet advised that it does but it is in a separate box from the current amount. Mr. Heffner commented that he is not in favor of filing liens as the Township has worked to get the amount of liens owed to a much lower amount than it had been. Attorney Rausch suggested that if the Board wants to file liens that it should be based on a specific amount past due. He noted that the benefit to a lien is that it secures the funds and stays with the property.

Mr. Allison noted that the York Water Company would be terminating the water service on behalf of the Township and the Township is not governed by the PA Public Utility Commission. Mrs. Gunnet commented that based on her conversations with York Water Company, she does not believe they would look at it that way. After more discussion, it was decided to begin water terminations again effective immediately.

- C. Chapel View Pump Station meter readings/billings – Mrs. Gunnet advised that an settlement has been reached with York Township regarding the meter readings and billings for the Chapel View Pump Station. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board approved the credit. Motion carried. Three votes yes. Mrs. Kerchner stated that she understands but does not agree with the decision.
- D. East York Interceptor – Audit Findings Billing – Mrs. Gunnet advised when Springettsbury Township’s audit was completed, there were findings for the East York Interceptor project totaling \$118,210.50. The invoice is on the bills list this evening. She noted that the project is still under budget.
- E. Kendale Pump Station generator – Mr. Trout advised that the Kendale Pump Station generator stopped working and is unable to be repaired. He stated that he does not know what happened to it but knows that it got extremely hot because metal pieces were melted together. He noted that he has been working with PSI Pumping Solutions, Winter Engine and Jim Good and a new generator has been ordered. He noted that in the future, there could be a cost savings through Costars to purchase the generator separately from the installation. Mr. Heffner asked if they would be taking the old generator. Mr. Trout stated that we will be keeping it and storing it at the Bahn’s Mill property.

11. Other Business:

- A. Mr. Heffner advised that the Board has received the Zoning Report for October. There were no questions.
- B. Mr. Heffner advised that the Board has received a copy of the Township Manager Report for October. There were no questions.

- C. Mrs. Gunnet advised that she has received the 2021 Klugh Animal Control Services Contract. She stated that the rate will remain at \$46 per hour. However, she has moved to Glen Rock so there will be more travel time. On the motion of Kathy Kerchner seconded by Dean Heffner, the Board approved the 2021 Klugh Animal Control Services Contract. Motion carried. Three votes yes.
- D. Windsor Area Recreation Commission – Update – Mrs. Kerchner advised that Mr. Shaffer had informed that there was a grant available for the playground through Game Time. Mrs. Gunnet advised that the Board has information from her this evening. She noted that the grant application is due by tomorrow and she had applied last week. She explained that if the Township pays with a Purchase Order, we will receive a credit of \$60,793.00. If it is paid in full by check this year, the Township will receive a credit of \$73,368.15. She stated Mr. Shaffer contacted DCNR to see how this will affect the grant that was applied for through them. He was informed that we would forfeit their grant if the equipment was ordered. She noted that at this point, the Township does not know if we will be awarded a grant. If we would, the amount would be approximately \$180,000. Mrs. Gunnet commented that if Game Time is able to offer this type of discount now, they should be able to do the same in the future. It was the consensus to not apply for the grant from Game Time and to wait to see if we receive a grant from DCNR.
- E. Mr. Heffner advised that the Board meeting scheduled for December 7, 2020 will be cancelled.
- F. Coronavirus related matters – Effects of COVID-19 on Revenues & York County CARES Act Funds – Mrs. Gunnet advised that the Board has received an updated spreadsheet with revenues to date. She stated that the only item that is much lower is the Local Services Tax. However, if a person worked at any time in 2020, they are responsible for the tax and it will be collected later. She added that the tipping fees that are deposited into Solid Waste Fund are also lower but the Board had changed the way that the funds are split between Solid Waste Fund and Capital Reserve Fund. Overall, the revenues are much better than originally predicted.
- 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, Eisenhower – 930 Witmer Road for a house & Imhoff – 140 Deerfield Court for a house – Mr. Allison advised that Zion Church is installing an access drive in the cemetery and new homes are being constructed at 930 Witmer Road and 140 Deerfield Court. These are the standard agreements for the maintenance of the stormwater controls on the lots. On

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

- I. HVAC water leak – Mrs. Gunnet advised that the restoration work is almost complete from the water leak. The rooms have been painted and the carpet installed.
- J. Investment Accounts – Mrs. Gunnet advised that currently the Township has three investment accounts at Peoples Bank. The term is about to expire and although it can be extended for one year, Peoples Bank is choosing not to do this. The Township is currently receiving an interest rate of .7% and they cannot continue to offer that rate. She advised that she has received proposals from Peoples Bank, York Traditions and PLIGIT. Peoples Bank is offering a guaranteed minimum rate of .35%. PLIGIT’s rate is .16%. York Traditions will only offer a rate for the investment accounts if the Township also moves the General Fund account to their bank. She noted that Peoples Bank will be doing a sweep with the funds, ensuring that they are FDIC insured. This will take coordination to make sure that there is not more than \$250,000 at any bank. Mrs. Gunnet informed that she had also asked about starting investment accounts for Solid Waste and Capital Reserve Funds but currently the rates are better with Peoples Wealth Advisors. On the motion of Kathy Kerchner seconded by Dean Heffner, the Board approved to keep the investment accounts at Peoples Bank. Motion carried. Three votes yes.
- K. Expiration of Terms – 12/31/20 – Mrs. Gunnet advised that the Board has a list of the terms that will expire at the end of the year. It was the consensus of the Board that if the people would like to continue to serve, to have them reappointed.
- L. Alexander Lusco – Eagle Scout Project – Covered bench at Freysville Park – Mrs. Gunnet advised that for his Eagle Scout Project, Alexander Lusco will be constructing a covered bench along the walking trail on the third base side of field #1. This will be done in the spring.
- M. Windsor Wonderland Rehabilitation Update – Discussed under 11D
- N. Longstown Village – Sign request – Mrs. Gunnet advised that the Longstown Village Homeowner’s Association had sent a letter to PennDOT requesting that they install signage indicating that Hastings Boulevard is ahead. PennDOT has denied this request. She questioned if the Board was interested in buying and installing the signs and invoicing them for the time and materials. Attorney Rausch questioned PennDOT’s reason for denial. Mrs. Gunnet advised that it was not due to the location so she believes it could have been cost. Attorney Rausch expressed his concern that the Township could assume liability if we install the signs. He noted this would also precedence and he does not recommend doing it. Based on this recommendation, it was the consensus of the Board to not install the signage.

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 was none.
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 comments.
15. On the motion of Kathy Kerchner 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 6:53 p.m.

Respectfully submitted,

Jennifer L. Gunnet
Secretary

CITIZENS PRESENT
November 16, 2020

Scott Gingrich

Alliance Fire & Rescue