

WINDSOR TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATIONAL & REGULAR MEETING
January 4, 2021

1. The reorganizational meeting of the Windsor Township Board of Supervisors was called to order by Dean Heffner at 6:00 p.m. via Zoom.

Those present: Dean Heffner, Kathy Kerchner, Rodney Sechrist, Jennifer Gunnet, Kipp Allison and Deanna Coble. See the attached list of citizens present.

2. Mrs. Gunnet read the Zoom Guidelines. She advised that Windsor Township will be conducting their public meetings through the Zoom video conferencing software while the gathering limit or social distancing orders are in place. Zoom video conferencing is being used to allow Windsor Township to conduct business transparently and allow the public an opportunity to participate in the meeting and provide public comment. She stated that public comment was to be submitted by 4:00 p.m. today and none had been received.
3. The Pledge of Allegiance was recited.
4. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the minutes of the December 21, 2020 meeting were approved. Motion carried. Two votes yes. Mr. Heffner abstained from voting due to not being present at the meeting.
5. Appointments: On the motion of Kathy Kerchner seconded by Dean Heffner, the following appointments were made:
 - A. **Chairperson** – Kathy Kerchner
 - B. **Vice-Chairperson** – Dean Heffner
 - C. **Secretary/Treasurer & Treasurer's Bond limit (\$1,500,000)** – Jennifer Gunnet with a bond limit of \$1,500,000
 - D. **Assistant Secretary/Treasurer & Treasurer's Bond limit (\$1,500,000)** – Dean Heffner with a bond limit of \$1,500,000
 - E. **Zoning Officer** – Kipp Allison
 - F. **Assistant Zoning Officer** – Deanna Coble
 - G. **Solicitor for Board of Supervisors** – Charles Rausch with Blakey, Yost, Bupp & Rausch
 - H. **Engineer** – Christopher Kraft with C.S. Davidson, Inc.
 - I. **Sewage Enforcement Officer** – Adam Anderson of Site Design Concepts (#03798), Alternate #1 – Jeff Streavig (#03979), Alternate #2 – Lee Webb (#04000) & Alternate #3 – Leonard W. Spencer (#03763)

- J. **Depositories** – Peoples Bank, BB&T, Fulton Bank, Janney Montgomery Scott, Morgan Stanley and Peoples Wealth Advisors

Motion carried. Three votes yes.

At this time, the meeting was turned over to Mrs. Kerchner.

6. Various Board Members:

- A. **Zoning Hearing Board – Resolution #2021R-01-02** – 5 Year Term – Mark Ahlers & 3 Year Term – Jeffrey Walker. Mrs. Gunnet advised that Jack Dehoff is no longer interested in serving. The Zoning Hearing Board is recommending that Mr. Ahlers be moved from an alternate position to a full member. On the motion of Kathy Kerchner seconded by Dean Heffner, Resolution#2021R-01-02 was approved. Motion carried. Three votes yes.

On the motion of Kathy Kerchner seconded by Dean Heffner, the following appointments were made:

- B. **Planning Commission** – 4 Year Term – Jerry Pilachowski & Todd Kurl
- C. **Vacancy Board Chairperson** – 1 Year Term – Paul Smith
- D. **Member at Large – York Area Regional Police Commission** – William Krouse

Motion carried. Three votes yes.

7. Supervisor Assignments: On the motion of Kathy Kerchner seconded by Dean Heffner, the following assignments were made.

- A. **Zoning Hearing Board** – Dean Heffner
- B. **Planning Commission** – Dean Heffner
- C. **York Adams Tax Bureau** – Voting Member – Jennifer Gunnet and Alternate – Deanna Coble
- D. **York County Tax Collection Committee** – Voting Member – Jennifer Gunnet and Alternate – Deanna Coble
- E. **Agricultural Area Advisory Committee** – Rodney Sechrist
- F. **Local Government Advisory Committee** – Dean Heffner
- G. **Windsor Area Recreation Commission** – Kathy Kerchner
- H. **Windsor Township Emergency Management Department** – James Wilson

I. **York County Stormwater Consortium** – Voting Member – Kipp Allison and Alternate – Jennifer Gunnet

Motion carried. Three votes yes.

8. Meeting Date:

A. Board of Supervisors – On the motion of Dean Heffner seconded by Kathy Kerchner, the Board of Supervisors meeting dates were set as follows:

For the months of January, February, March, April, May, June, October, November and December – 1st and 3rd Mondays at 6:00 p.m.

For the months of July, August and September – 3rd Monday at 6:00 p.m.

Motion carried. Three votes yes.

9. Other Reorganizational Business – On the motion of Dean Heffner seconded by Kathy Kerchner, the following approvals were made:

A. Certify delegates to the County Convention with expenses paid – Supervisors, Auditors, Township Manager and Tax Collector

B. Certify delegates to the State Convention with expenses paid and lost wages reimbursed to Supervisors while attending provided that sufficient documentation is presented – Supervisors and Township Manager. The Board authorized Mr. Allison to be included.

C. Certify delegates to the National Convention with expenses paid – Supervisors and Township Manager

Motion carried. Three votes yes.

D. On the motion of Kathy Kerchner seconded by Dean Heffner, the Board set the Mileage Rate at the Federal Limit of \$0.56. Motion carried. Three votes yes.

10. Correspondence – There was none.

11. Other Business:

A. Resolution #2021R-01-01 – Appoint Kochenour, Earnest, Smyser & Burg to audit 2020 financial records – On the motion of Kathy Kerchner seconded by Dean Heffner, the Resolution was adopted. Motion carried. Three votes yes.

B. Resolution #2021R-01-03 – Payment of interim bills – On the motion of Kathy Kerchner seconded by Dean Heffner, the Resolution was adopted. Motion carried. Three votes yes.

- C. Resolution #2021R-01-04 – Approval of Fee Schedule – Mrs. Gunnet advised that there are no changes to the Fee Schedule. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Resolution was adopted. Motion carried. Three votes yes.
- D. Mrs. Kerchner advised that Christmas Tree Collection will take place the week of January 4th on the same day as regular trash pickup. All ornaments and tinsel must be removed from the trees and they should not be placed in trash bags.
- E. Community Center Update – Mrs. Gunnet advised that she has received an email notice that the Township will be receiving \$3,000,000 through the RACP Grant toward the Community Center. She noted that she will be working on paperwork associated with the grant that will need approved at the next meeting. Mr. Heffner commented that the Township should now have over \$4,000,000 toward the center. Mrs. Gunnet confirmed this as the funds from Modern Landfill were not spent.
- F. Windsor Township Playground – DCNR Update – Mrs. Kerchner advised that the Township was not awarded a grant from DCNR. She commented that we can now go back to GameTime and see if they will still offer a discount on the equipment. Mrs. Gunnet advised that she will also be contacting Tim O'Donnell with Modern Landfill regarding a donation. She stated that they may be willing to cover the cost of the rubber surface which is approximately \$40,000.
- G. PSATS 2021 Convention – Mrs. Gunnet advised that the registration cost is \$160.00 per person. The cost for a hotel is in addition to this fee. The Township will cover the cost for the hotel. If it is preferred to commute, the Township will reimburse the mileage.

Mrs. Kerchner questioned if you need to stay for the entire day or if you can choose the classes that you want to attend. Mrs. Gunnet advised that you can choose the classes. Mrs. Kerchner asked when Mrs. Gunnet would need to know if she wanted to attend. Mrs. Gunnet stated that the registration opens on January 12th. She noted that if a Board member is planning to book a hotel, the registration should be done as soon as possible. If commuting, the deadline is in March. The Board agreed that if attending, they would commute and could carpool. Mrs. Gunnet asked the Board to let her know if they decide to attend so she can complete the registration.

- H. Families First Coronavirus Response Act (FFCRA) – Mrs. Gunnet advised that the FFCRA expired on December 31, 2020. She stated that it is permitted for an employer to choose to extend this benefit until March 31, 2021. She noted that each employee received 10 sick days at the beginning of 2021. Mrs. Kerchner asked if there are ways to recoup these funds. Mrs. Gunnet advised that she does not know of any as the CARES Funding from the County also ended on December 31, 2020. Mrs. Kerchner asked if Mrs. Gunnet will be working from home while she is off. Mrs. Gunnet advised that she would be working as much as she can. Mrs. Kerchner stated since she is a salary employee, she should not be required to use sick time if she is working. The Board agreed.

Mrs. Gunnet questioned how this would apply to hourly employees. She noted that three employees have already used the 80 hours under the FFCRA. She advised that some of the administrative employees could do some work from home. Mrs. Kerchner asked if the other

departments could work from home. Mrs. Gunnet stated that Highway and Building/Grounds Departments could not but the Sewer Department may be able to. She advised that she had contacted Attorney Rausch regarding this and he stated that the availability to work from home is job based and therefore it does not need to be treated equally for all departments. Mr. Heffner suggested addressing this if it happens. Mrs. Kerchner commented that the employee could use their time and then if the Board decides to, the time could be reimbursed to them. It was the consensus of the Board to address this as necessary.

12. Unfinished Business – There was none.

13. Public Comment – Mrs. Gunnet advised that there were no public comments received.

14. Supervisors Comments – Mrs. Kerchner asked the Board if they had any comments. Mr. Sechrist wished everyone a healthy and happy New Year.

Mr. Heffner did not have any comments.

Mrs. Kerchner advised that she wanted to give the Board an update on the Police Merger. She stated that they will be having another meeting tomorrow with the attorneys for both York Area Regional and Northeastern Regional. They will be reviewing the Charter Agreement. She noted that Attorney Rausch will receive a copy of the final version for review. Mrs. Gunnet advised that Attorney Rausch had been contacted so he is aware that this will occur. The revised labor contract has been submitted to the police department union and most issues have been worked out. She advised that the goal is to have the merger completed in the beginning of 2022. She noted that a Request for Proposal will need to be sent out for a new solicitor.

Mrs. Kerchner advised that this is her year to be the President of the Police Commission. She questioned if she should do it since the other member has more experience with a merger. Mr. Sechrist stated that he does not believe there is an advantage or disadvantage and recommended that she do it.

Mrs. Kerchner asked that Mrs. Gunnet, Mr. Trout and Mr. Reichard work out the concern regarding the completion of paperwork. The Board is agreeable to paying for overtime in order for him to get caught up. Mr. Heffner asked if a job description has been created for Mr. Reichard's position. He suggested adding electrical experience as a requirement. Mrs. Kerchner advised that Mr. Reichard is reviewing the original job description and adding all of the other tasks that he handles. She asked Mrs. Gunnet to have the other employees review and make any necessary changes to their job descriptions as well so she can continue to work on updating them.

15. Mrs. Gunnet advised that although some of the meeting restrictions put in place by the Governor expired today, she believes that the Township will still be limited to 10% indoor gathering capacity which would allow for 10 people in the Board room. She questioned if the Board would like to have the January 18th Board meeting in person or via Zoom. It was the consensus of the Board to hold the meeting via Zoom.

16. On the motion of Kathy Kerchner seconded by Dean Heffner, the bills were approved. Motion carried. Three votes yes.
17. The meeting of the Windsor Township Board of Supervisors at 6:39 p.m.

Respectfully submitted,

Jennifer L. Gunnet
Secretary

CITIZENS PRESENT
January 4, 2021

There were no citizens present.