

WINDSOR TOWNSHIP BOARD OF SUPERVISORS
January 18, 2021

1. The meeting of the Windsor Township Board of Supervisors was called to order by Chairperson Kathy Kerchner at 6:00 p.m. via Zoom.

Those present: Kathy Kerchner, Dean Heffner, Rodney Sechrist, Attorney Charles Rausch, Christopher Kraft, P.E., Jennifer Gunnet, Jeremy Trout, 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 Dean Heffner seconded by Kathy Kerchner, the minutes from the January 4, 2021 meeting were approved. Motion carried. Three votes yes.
5. The following items of correspondence were presented:

- A. Mrs. Gunnet advised that no Form U applications had been received from Modern Landfill.
- B. Mrs. Gunnet advised that she has received a letter from the Office of the Governor notifying that the Township has been awarded RACP funding. The Township now needs to accept or deny the grant. On the motion of Dean Heffner seconded by Rodney Sechrist, the Board accepted the grant funds. Motion carried. Three votes yes.

Mrs. Gunnet advised that the next step is to complete the application which needs to be done within 6 months. The Land Development plan will also need to be completed. Approval with C.S. Davidson to approve the design was approved for \$389,189. If the Board wants to move forward, an additional \$25,000 is required for engineering fees. Mrs. Kerchner questioned if the \$3,000,000 needs to be used within a certain amount of time. Mrs. Gunnet advised that we do not have that information yet. Mr. Kraft stated that he had not come across a timeframe to use the funds. He had only seen requirement to accept the funds within 30 days and complete the application within 6 months. On the motion of Kathy Kerchner seconded by Dean Heffner, the Board approved an additional \$25,000 engineering fees with C.S. Davidson. Motion carried. Three votes yes.

- C. Mrs. Gunnet advised that she has received a letter from George and Jeanne Fradiska, 200 Country-By-Way, requesting a waiver of the OLDs Ordinance. Mrs. Gunnet advised that the Board has a copy of the letter. The Fradiskas are requesting a waiver of installing a riser.

She noted that they had made this same request and had been granted a waiver in 2016. Their system is located under electrical lines for their pool. The cleanout is 6” in diameter and can be pumped. Mr. Allison advised that he had checked into the process to have a riser installed and there are challenges in doing this. He recommended that if the Board grants the waiver request, that a condition be added that if the system fails, then compliance would be required.

On the motion of Kathy Kerchner seconded by Dean Heffner, the Board approved the waiver request from the OLDS Ordinance for the installation of a riser for George and Jeanne Fradiska, 200 Country-By-Way, with the condition that if the system fails, compliance will be required. Motion carried. Three votes yes.

- D. Mrs. Gunnet advised that she has received a letter from Community Reach thanking the Board for their donation.
6. Windsor Township Fire & Rescue Association – Scott Gingrich was present. He advised that the end of year report has been provided to Mrs. Gunnet. He noted that an email was sent to the Chiefs regarding their fourth quarter reports and going forward a deadline will be set for submission.
- A. Mr. Gingrich advised that the next Fire Chief’s meeting will be held on February 25, 2021 at 7:00 p.m. at Alliance Fire Company #2 Felton.
- B. Mrs. Gunnet advised that she has received a copy of the Audit for the Yorkana Firefighters Relief Association from the Auditor General. The audit covers the period of January 1, 2017 to December 31, 2019. There were no findings.
7. York Area Regional Police Department – Chief Damon was present. He advised that he is working on the annual report and will have it completed for the next meeting. He noted that a few of their officers contracted COVID-19 but all have recovered and have returned to work. He stated that the officers are now receiving their first round of vaccines. He noted that getting the vaccine is not mandatory but over 60% are getting it. Attorney Rausch questioned why some of the officers are choosing not to get the vaccine. Chief Damon stated that some are leery since it was a quick rollout and others are concerned about the side effects. The officers who had COVID must wait 60 days after having it to get the vaccine.

Mrs. Kerchner thanked Attorney Rausch for working with her on the Police Merger. Chief Damon noted that they are currently waiting on comments from the other attorney before proceeding. Attorney Rausch advised that they plan to have a draft to the Boards in February with approval slated for March.

A. The monthly report is available for review.

8. Plan for discussion:

A. RUTTER'S FARM STORE – S. Main Street – Mrs. Gunnet advised that the Board has received copies of the current layout of the Rutter's Store at the intersection of South Main Street and Winterstown Road and the proposed layout. She noted that this property is split between Windsor Township and Red Lion Borough. Mr. Heffner stated that he does not believe the Township should get involved with a formal review since most of the property is in Red Lion Borough. Mrs. Gunnet commented that the concern with the project is an inlet along the Winterstown Rd. side of the property, the amount of water collected and where it goes.

Mr. Kraft advised that C.S. Davidson is also the engineer for Red Lion Borough. He noted that he spoke with Jeff Shue in his office regarding his concerns with the inlet so they could be addressed. He stated that the Township will have to sign off on the plan since there is a joint traffic signal and items could be addressed at that time. On the motion of Kathy Kerchner seconded by Dean Heffner, the Board approved to waive the review of the Land Development Plan for the Rutter's Farm Store. Motion carried. Three votes yes.

9. Solicitor – Attorney Rausch advised that he did not have anything to report.

10. Township Engineer:

A. Windsor Manor Pump Station Phase-Out – Update – Mr. Kraft advised that there were some utility conflicts in Windsor Borough that were discovered while digging. There was a water line that was mismarked and some abandoned lines. He noted that the contractor has completed the stream crossing and is making good progress. They have hit rock but are still looking to complete the job within two months.

B. Surety Reduction – York Excavating – Mr. Kraft advised that he has received a surety request in the amount of \$441,174 for York Excavating Company which will leave a remaining balance of \$114,309.40. On the motion of Dean Heffner seconded by Kathy Kerchner, the Board approved the surety reduction based on the recommendation of the Township Engineer. Motion carried. Three votes yes.

11. Public Works:

A. Mr. Trout advised that the Board has received the monthly report for January. There were no questions.

- B. Reserve Sewer Capacity surety reductions – Shawnee Manor & Kensington, Phases II A & B – Mrs. Gunnet advised that in January of each year, reserve capacity reductions are made based on the number of permits issued in the previous year. She advised that the reductions for this year are as follows:

Shawnee Manor – Reduce by \$1,225 for a remaining balance of \$7,350

Kensington, Phases II A & B – Reduce by \$22,700 for a remaining balance of \$99,005

Attorney Rausch questioned how many projects are still under the old Sewer Ordinance that addressed capacity in this manner. Mrs. Gunnet stated that she believes there are still 4 or 5 projects. On the motion of Kathy Kerchner seconded by Dean Heffner, the Board approved the reductions. Motion carried. Three votes yes.

- C. Purchases: Chipper – \$60,626.52, Western Star (Tandem) – \$185,149.50 & Valk Plow – \$8,630.00 – Mr. Trout advised that the Board has received the quote for the chipper and it is less than what was budgeted. The lowest quote is from Stephenson Equipment. The chipper will be similar to the one that the Township currently has. Mrs. Gunnet noted that this purchase will be paid from Solid Waste Fund. On the motion of Dean Heffner seconded by Kathy Kerchner, the Board approved the purchase of a chipper in the amount of \$60,626.52. Motion carried. Three votes yes.

Mr. Trout advised that the dump truck will be a Western Star. It will be a tandem truck. The truck will come from River's Truck Center and the body will come from MJR. Mr. Heffner questioned if this replaces a truck. Mr. Trout advised that this will be an additional tandem truck and the Sterling will be sold on Municibid. The tandem truck will allow more to be hauled at one time. The truck will be an automatic and the controls have already been reviewed by all employees. On the motion of Kathy Kerchner seconded by Dean Heffner, the Board approved the purchase of the Western Star tandem dump truck in the amount of \$185,149.50. Motion carried. Three votes yes.

Mr. Trout advised that it is cheaper to purchase a plow directly through Valk. He stated that this plow will be for the new truck. On the motion of Dean Heffner seconded by Kathy Kerchner, the Board approved the purchase of a Valk plow in the amount of \$8,630.00. Motion carried. Three votes yes.

- D. Mrs. Gunnet reported that the PennDEP 902 Recycling Program Development & Implementation Grant open application period has been withdrawn. She stated that funds were removed from the Recycling Fund and it is unknown if the grant will become available. Mrs. Kerchner commented that she believes grants may be limited due to COVID.
- E. Public Works Building addition – Engineering costs – Mrs. Gunnet advised that the Board has received a spreadsheet breaking down the costs between Warehaus and C.S. Davidson as best as she could provide. She noted that Warehaus does not provide for as many inspections

as the Township would like. They only provide for 3 inspections over 8 months. On the motion of Kathy Kerchner seconded by Dean Heffner, the Board awarded the contract for the engineering of the Public Works Building addition to C.S. Davidson. Motion carried. Three votes yes.

- F. Tree Trimming – Kendale Pump Station – All Seasons Landscaping – Mr. Trout advised that there are several dead trees on the property next to the Kendale Pump Station that will damage the station if they fall. He stated that there are 6 trees that are 80’ to 100’ tall. He advised that he has received a quote from All Seasons Landscaping in the amount of \$3,900 to cut them down. The property owner is agreeable to this and the wood would be left on their property. On the motion of Kathy Kerchner seconded by Dean Heffner, the Board approved the quote. Motion carried. Three votes yes.

12. Other Business:

- A. Mrs. Kerchner advised that the Board has received the Zoning Report for December. There were no questions.
- B. Mrs. Kerchner advised that the Board has received a copy of the Township Manager Report for December. There were no questions.
- C. Mrs. Kerchner advised that the Board has received a copy of the Animal Control Officer Report for December. There were no questions.
- D. Windsor Area Recreation Commission – Update – Mrs. Kerchner advised that the Windsor Area Recreation Commission cancelled their meeting in December. A copy of the 2019 audit report was provided to the Board. There were no questions.
- E. Coronavirus related matters – COVID vaccinations – Phase 1C & Board Room occupancy – Mrs. Gunnet advised that on January 11th, the phasing of the vaccine was released. Government employees and elected officials are in Phase 1C. It is unknown at this time when that phase will be reached. She stated that she contacted Attorney Rausch regarding whether or not receiving the vaccine should be mandatory. He is not recommending making it mandatory and the Board has a copy of his response. The Board was agreeable to this.

Mrs. Gunnet advised that she thought that the occupancy for the Board room was 100 but she is unable to find it on any documents. Mr. Allison applied the 2015 code regulations and determined that it would have an occupancy of 182. Under the current restrictions put in place by the Governor, the room is limited to 10% capacity which would allow for 18 people which would include the Board members and staff. Mrs. Kerchner asked if a meeting could be split with Zoom and in person attendance. Mr. Allison stated that this is acceptable and that is how the Zoning Hearing Board will be handling their meeting on January 27th. Mrs.

Kerchner suggested waiting to see how the meeting goes before making a decision on how to handle the Board's February meeting. Mrs. Gunnet advised that a decision will need to be made about a week in advance of the meeting so that it can be advertised if using Zoom.

Mrs. Gunnet advised that the Board had decided to wait to make a decision regarding the voluntary extension for paying for required quarantine that had been part of the FFCRA which expired December 31, 2020. She stated that a decision will soon need to be made. Mrs. Kerchner stated that the regulations had allowed for 80 hours and there were a few who had used all those hours. Mrs. Gunnet noted that this was correct and that the Township was reimbursed for the salaries through the CARES funding. Mrs. Kerchner asked if an Executive Session could be held to discuss this. Attorney Rausch advised that he does not believe this meets the requirements to hold an Executive Session.

Mrs. Gunnet informed that close contact is being within 6' of someone for 15 minutes or more without a mask. Mrs. Kerchner asked if the employees are wearing masks all the time. Mrs. Gunnet confirmed that the office staff does. Mr. Trout stated that not all of the public works employees wear them if they are able to be distanced. When they are together, they are wearing them. Mrs. Kerchner expressed her concern that if the Board agrees to pay someone to be off to quarantine then another employee may say that they were in close contact with that person which could lead to an entire department being out. It was the consensus of the Board to readdress this topic in February. In the meantime, if someone needs to quarantine, they would need to use their time with the possibility that it could be restored to them.

- F. Windsor Wonderland Rehabilitation – Revised costs – Mrs. Gunnet advised the Board has received a spreadsheet with revised costs for the playground replacement. She stated that GameTime is giving a 34% discount on the equipment. Last year they were willing to discount it between 60% to 70%. With the removal of the rubber surface, this also saves a significant amount in assembly. Mrs. Gunnet commented that not replacing the picket fence would save approximately \$8,500. Mr. Kraft noted that sections of the fence would need to be removed and reinstalled. He suggested installing chain link fence along the ballfield side to allow for sight into the playground. Mrs. Gunnet noted that the pickets on that side could be relocated.

Mr. Allison noted that Mr. Shaffer has agreed that he would be willing to send letters to local businesses soliciting for donations. Mrs. Kerchner commented that he has been successful in obtaining donations for the sports programs. Mrs. Gunnet noted that a plaque or something similar would be made to recognize the sponsors.

Mr. Kraft noted that there is another round of funding from DCNR. He advised that the grant just opened up and will be open until April. He stated that he has heard that they are interested in donating to projects in this general area. Mrs. Gunnet commented that this

would hold the project up a year. Mr. Heffner questioned if the pricing would increase. Mrs. Gunnet stated that this would be likely. Mr. Allison questioned if the Township could apply for a grant for just the flooring. Mr. Kraft stated that would be something that would need to be asked to DCNR. He recommended trying to schedule a meeting with them. It was the consensus of the Board to solicit for donation and to reapply for the DCNR grant.

- G. Approval of Quotes – Update of Server – \$17,086.50 & IT Management – \$890/month – Mrs. Gunnet advised that the Board has received the quote for the server update and the IT Management costs. Mr. Heffner commented that this needs to be done. On the motion of Dean Heffner seconded by Kathy Kerchner, the Board approved the quotes for the update of the server and the monthly IT Management. Motion carried. Three votes yes.
- H. SPCA of York – 2021 Agreement – Mrs. Gunnet advised that due to a personnel change, the agreement had been delayed in getting out. The cost is \$9,277.12. On the motion of Dean Heffner seconded by Kathy Kerchner, the Board approved the 2021 Agreement with the SPCA of York. Motion carried. Three votes yes.
- I. Mrs. Kerchner advised that the meeting scheduled for February 1, 2021 will be cancelled.
- J. Mrs. Gunnet advised that the Board has received a copy of the 2020 Building Permit Summary. She stated that there permits were issued for 24 new homes in 2020 compared to 14 in 2019. The values have also increased.

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

14. Public Comment – There was no public comment submitted.

15. Supervisors Comments – Mrs. Kerchner asked the Board if they had any comments. Mr. Heffner thanked Mrs. Kerchner for the card she sent him and praised her for the great work she is doing with the Police Commission.

Mr. Sechrist commented that he hopes 2021 is better than 2020.

Mrs. Kerchner acknowledged that she has received the job descriptions but needs more time to review them and make changes. She questioned if the originals are available electronically. Mrs. Gunnet advised that they are. Mrs. Kerchner questioned if Attorney Rausch needs to review them. Attorney Rausch stated that he does not.

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

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17. The meeting of the Windsor Township Board of Supervisors adjourned at 7:10 p.m.

Respectfully submitted,

Jennifer L. Gunnet
Secretary

CITIZENS PRESENT
January 18, 2021

Scott Gingrich
Chief Damon

Alliance Fire Company
York Area Regional Police Department