

WINDSOR TOWNSHIP BOARD OF SUPERVISORS
February 15, 2021

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

Those present: Kathy Kerchner, Dean Heffner, Rodney Sechrist, Christopher Kraft, P.E., Jennifer Gunnet, Jeremy Trout and Deanna Coble. See the attached list of citizens present.

2. The Pledge of Allegiance was recited.
3. On the motion of Dean Heffner seconded by Rodney Sechrist, the minutes from the January 18, 2021 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 had been received from Modern Landfill would be located on the counter in the rear of the room.
 - B. Mrs. Gunnet advised that she has received a letter from Treva Uhler requesting exemption from the OLDS Ordinance. She stated that Ms. Uhler owns the property at 400 Mountain Road. There is a dwelling on the property but it has not been occupied for the past four years. She is requesting exemption from having the septic system pumped. On the motion of Rodney Sechrist seconded by Dean Heffner, the Board granted a waiver for the pumping of the septic system at 400 Mountain Road for the 2020 cycle. Motion carried. Three votes yes.
 - C. Mrs. Gunnet advised that she has received an email from York County Commissioner Julie Wheeler explaining how the CARES funds were distributed as well as a copy of a Broadband Assessment Study. The County is looking into the feasibility for the expansion of internet services. Mrs. Gunnet commented that a line had been run down the rail trail a few years ago that may be able to be branched off of.
5. Windsor Township Fire & Rescue Association – No one was present.
 - A. Mrs. Gunnet advised that the next Fire Chief's meeting will be held on February 25, 2021 at 7:00 p.m. at Alliance Fire Company #1 Red Lion. She noted that the location has recently changed as the meeting was originally to be held at Felton.
 - B. Mrs. Gunnet advised that she has received a copy of the 2020 Year End Report for Alliance Fire & Rescue and a copy has been provided to the Board.
 - C. Mrs. Gunnet advised that the merger of Yoe and Dallastown fire companies took effect on February 10, 2021. The new company name is Southern Area Fire & Emergency Rescue (SAFER) and their call number is Station 13.

6. York Area Regional Police Department – No one was present.
 - A. Mrs. Gunnet advised the monthly report is available for review.
 - B. 2020 Annual Report – Mrs. Gunnet advised that Chief Damon requested that this be tabled and he would review it at the March meeting.
 - C. Proposed Pennsylvania State Police Fines – Mrs. Gunnet advised that the Board has a copy of a news article from PennLive that addresses the Governor’s proposal for all municipalities to pay for the Pennsylvania State Police. She stated that the rate that would be paid is based off the municipality’s population and earned income tax. Windsor Township would be required to pay approximately \$89,000. She noted that she had also included the amounts for some local municipalities for the Board as comparison. Mr. Heffner questioned why York Township would be lower than Windsor Township. Mrs. Gunnet commented that they have numerous apartments and Section 8 housing and this would have an impact. Mrs. Kerchner commented that she hopes that if it would go through that the municipalities that are not currently paying for police service would be the ones that would need to pay.

7. Plan for approval:
 - A. DENNIS & SANDRA WARNER – Final subdivision plan by Site Design Concepts for 2 lots off Rt. 74 – Andrew Barshinger with Site Design Concepts advised that this plan is a lot line adjustment for two tracts owned by the Warners. He stated that one lot fronts off Smith Road and the other Route 74. There are no improvements being proposed.

Mr. Kraft advised that they are requesting six waivers. They are for Sheet Size, Extension of Public Sewer, Extension of Public Water, Cartway Widening, Installation of Curbing and Installation of Sidewalks. He stated that the Windsor Township Planning Commission is recommending approval and he has no issues with the waiver requests.

On the motion of Kathy Kerchner seconded by Dean Heffner, the Board approved the waivers and the Land Development Plan as recommended by the Township Engineer. Motion carried. Three votes yes.

8. Plan for approval:
 - A. KENSINGTON, PHASE 2B – Waiver of installation of sidewalk on Dietz Road Extended – Mrs. Gunnet advised that the Board has a copy of a plan for Kensington, Phase 2B. She stated that there are portions of Dietz Road Extended and Rosewater Drive that do not have houses on one side. Keystone is pursuing the option to reduce the grass strip along the street in these areas or eliminate these sidewalks. She stated that staff is not in favor of the reduction of the grass strip. Mrs. Gunnet noted that the homeowner’s association would be

responsible for the maintenance of these sidewalks. The Board was agreeable to allow for the elimination of sidewalks on Dietz Road Extended and Rosewater Drive where no houses are located. If the developer chooses to eliminate the sidewalks, the subdivision plan will need to be revised.

9. Solicitor – There was nothing to report.

10. Township Engineer:

- A. Windsor Manor Pump Station Phase-Out – Update – Mr. Kraft advised that power was decommissioned to the station on February 5th. He noted that there is restoration work that still needs to be completed. Mr. Heffner questioned if parts from the station were kept. Mr. Trout advised that anything that could be reused was kept. Chanceford Township has expressed interest in the generator. Mrs. Gunnet noted that if it were sold to another municipality, it does not have to be bid. Mr. Trout stated that they hit less rock than expected and the project moved very quickly. Mr. Heffner commented that they worked from early in the morning to late in the evening.
- B. Security Reductions – Taylor Estates, Phases I, 2A & 4 – Mr. Kraft advised he has received requests for security reductions as follows:
 - Taylor Estates, Phase I – Reduce by \$32,768.00 to a balance of \$38,711.00
 - Taylor Estates, Phase 2A – Reduce by \$77,665.00 to a balance of \$16,429.00
 - Taylor Estates, Phase 4 – Reduce by \$39,724.00 to a balance of \$336,192.48

Mr. Kraft noted that in Phase 2A, there is still work that needs to be completed with the basin. There is still work in Phase 4, including paving, that is not completed. On the motion of Rodney Sechrist seconded by Dean Heffner, the Board approved the reductions. Motion carried. Three votes yes.

11. Public Works:

- A. Mrs. Kerchner advised that the Board has received the monthly report for February. There were no questions.
- B. Chapel View Pump Station – Permanent Right-of-Way/Temporary Construction Easement & Subdivision – Mrs. Gunnet advised that the Chapel View Pump Station needs to be rehabbed and it has been discovered that the entire station is not located on our property. Windsor Commons has been contacted and they have agreed to sell a portion of land for \$1.00. A temporary construction easement will also be needed. Mr. Heffner questioned if the area would need to be surveyed. Mrs. Gunnet advised that it would and a subdivision plan would be required. Attorney Rausch will need to prepare the easement agreement. She questioned if the Board would like to move forward with the project. It was the consensus of the Board

to move ahead. Mr. Heffner asked what would be done with the old station. Mr. Trout stated that it may be able to be sold on Municibid.

- C. Force main breaks: Taylor Estates, Phase I & Panorama Hills – Mr. Trout advised that information had been provided to the Board regarding the two force main breaks that recently occurred. He noted that both have been repaired. Mr. Sechrist questioned if the break at Panorama Hills was close to the other location that had previously broken. Mr. Trout informed that it was approximately 100 yards away on the side closer to the pump station. He stated that they have completed some pressure testing on the lines to verify that the station is working properly. MLK Associates has recommended to drop the pressure level. Research and analysis will also be completed on the pipe as this is the second break since the line was installed in 2015. He stated that he is concerned that there may be something wrong with the pipe or the installation as both breaks have been similar in nature. Mrs. Kerchner questioned if there was a warranty on the pipe. Mr. Trout advised that it would be outside of a warranty period now. Mrs. Kerchner suggested checking to see if anyone else has had issues with this type of pipe and a group may be able to contact the manufacturer.

Mr. Trout advised that the installation of the reservoir tank was not good quality and that is where the break was at the Taylor Estates, Phase I pump station.

- D. Purchase – Lift Gate – Mr. Trout advised that the Board has received information on the lift gate. He stated that this purchase was budgeted. On the motion of Rodney Sechrist, the Board approved the purchase of the lift gate. Motion carried. Three votes yes.
- E. Mr. Trout advised that the Board has received his report with the 2020 Leaf collection totals. He stated that it is comparable to 2019.

12. Other Business:

- A. Mrs. Kerchner advised that the Board has received the Zoning Report for January. There were no questions.
- B. Mrs. Kerchner advised that the Board has received a copy of the Township Manager Report for January. There were no questions.
- C. Mrs. Kerchner advised that the Board has received a copy of the Animal Control Officer Report for January. There were no questions.
- D. Windsor Area Recreation Commission – Update – Mrs. Kerchner advised that the Windsor Area Recreation Commission cancelled their meeting in January but held their February meeting last week. She stated that despite the challenges with Covid, WARC had a profit of \$9,698.62 in 2020. She noted that they were able to hold two baseball tournaments that

brought in a large sum. They will not be mailing a newsletter in the spring. The Easter Egg Hunt will be done as a drive through event at the Township Office. They are taking registrations for spring sports as normal with the anticipation that they will play. She stated that Mr. Shaffer hosted a breakfast today for the building and grounds crew of the Red Lion School District in appreciation of their work. Mrs. Kerchner advised that there is over \$98,000 in their Capital Reserve Fund which can be used toward the Community Center and the profit from 2020 will be added to it.

- E. Coronavirus related matters – Revision to Quarantine Policy – Mrs. Gunnet advised that the Quarantine Policy has been revised. She noted that the Board has received a copy of the updates and Attorney Rausch has also reviewed it. When the FFCRA ended December 31, 2020, it gave the option for employers to extend benefits until March 31, 2021. The policy would give employees up to 40 hours of paid time if they have contracted the coronavirus or are required to quarantine because they are a close contact of someone who has tested positive. The policy is retroactive to January 1, 2021. She commented that it does not seem as though vaccines will be distributed to all employees by that date and questioned if the Board would want to extend the date. Mrs. Kerchner commented that the Township will not receive reimbursement regardless of the extension date. Mrs. Gunnet confirmed this. She added that it is written in the policy that if the employees do not wear masks as directed, they forfeit the right to use the benefits of the policy. Attorney Rausch had informed her that this may be difficult to enforce. Mrs. Gunnet noted that the revisions also include updates to the travel restrictions and the requirement for quarantining. The Board agreed to extend benefits until June 30, 2021. On the motion of Dean Heffner seconded by Rodney Sechrist, the revised Quarantine Policy was approved. Motion carried. Three votes yes.
- F. Mrs. Kerchner advised that the meeting scheduled for March 1, 2021 will be cancelled.
- G. Mrs. Kerchner advised that a Snow Emergency was declared from noon on Sunday, January 31st until 8:00 p.m. on Tuesday, February 2nd. She questioned how many citations were issued for cars being parked on the streets. Mrs. Gunnet stated that there were seven.
- H. Mrs. Kerchner advised that an electronics recycling event will be held on Saturday, April 24th from 9:00 a.m. to 12:00 p.m. Mrs. Gunnet added that the Boy Scouts Troop will be there to assist.
- I. Mrs. Gunnet advised that the Board has been provided with a 2020 Year End financial report and fund balance comparisons. She noted that that there is an explanation included for any account that was 110% or more over the budgeted amount. She noted that at year end there was a surplus in General Fund of approximately \$255,000. She commented that a few items, including oil and chip, had not been done.

- J. Mrs. Gunnet advised that the schedule of services from Kimberly Lawn Care will be \$8.00 more in 2021 than 2020. On the motion of Kathy Kerchner seconded by Dean Heffner, the Board approved the lawn care agreement. Motion carried. Three votes yes.
- K. Proposed revisions to Job Descriptions – Mrs. Kerchner advised that she is working on the revisions to the job descriptions. She commented that Mr. Sematoske and Mr. Reichard wrote thorough details on what they do. She stated that she will need to meet with Mr. Trout to discuss these items so that it can be summarized into the job description. She advised that a job description should be a listing of items that are done, but not specifics. Mrs. Gunnet advised that she has made revisions to the job descriptions for the office staff, buildings and grounds as well as public works.

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

14. Public Comment – There was no public comment.

15. Supervisors Comments – Mrs. Kerchner asked the Board if they had any comments. Neither Mr. Sechrist nor Mr. Heffner had any comments.

Mrs. Kerchner advised that she is going to meet with Mr. Trout regarding the regulations for pesticide spraying at the park, on the ball fields and right-of-ways. She stated that she knows that Mr. Diehl has received his pesticide license to spray on the ballfields. She has also had contact with a representative from the Pennsylvania Department of Agriculture regarding who is permitted to spray and what chemicals they can spray. She stated that it is her understanding that if other employees spend time with Mr. Diehl when he is spraying then they will also be permitted to spray under his license. Mr. Trout noted that a vinegar and water solution is not a pesticide and in addition to Mr. Kerchner, he has also sprayed this solution at the park. Mrs. Gunnet advised that this will be researched more to make sure the Township is abiding by all regulations.

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

17. The meeting of the Windsor Township Board of Supervisors adjourned at 7:14 p.m.

Respectfully submitted,

Jennifer L. Gunnet
Secretary

CITIZENS PRESENT
February 15, 2021

Andrew Barshinger

Site Design Concepts