

WINDSOR TOWNSHIP BOARD OF SUPERVISORS
March 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, Kipp Allison 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 February 15, 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 copy of the 2020 housing report from the Realtors Association of York and Adams Counties. The median sale price of a home in the Township was \$240,474. The Board has a copy of the section of the report that addresses Windsor Township. The full report is available for review.
 - C. Mrs. Gunnet advised that she has received information from PSATS regarding the American Rescue Plan Act. The Township will be receiving \$1,798,705. A list has been provided for what this money may be used for. She noted that it cannot be used to reduce taxes. The funds will be disbursed in two payments. The first deposit will occur in June 2021 and the second in June 2022. The funds must be used by 2024. Mr. Heffner noted that there are numerous sewer projects that this money could be used toward.
5. Windsor Township Fire & Rescue Association – No one was present.
 - A. Mrs. Kerchner advised that the next Fire Chief's meeting will be held on April 22, 2021 at 7:00 p.m. at SAFER, Dallastown Station.
 - B. Mrs. Gunnet advised that Alliance Fire & Rescue and SAFER are requesting that Knox Boxes be purchased for their duty vehicles. She stated that they cost approximately \$1,000 each. There is \$1,000 budgeted in the supplies line item. She added that the Township has made these purchases in the past. On the motion of Rodney Sechrist seconded by Dean Heffner, the Board approved the purchase of Knox Boxes for Alliance and SAFER. Motion carried. Three votes yes.
 - C. Mrs. Gunnet advised that the approval of the Windsor Township Fire & Emergency Rescue Services Association revised Constitution and By-Laws had been held off as the merger

between Yoe and Dallastown fire companies had been anticipated. Since the merger has now occurred, they are ready for approval. On the motion of Kathy Kerchner seconded by Dean Heffner, the Board approved the revised Constitution and By-Laws. Motion carried. Three votes yes.

6. York Area Regional Police Department – Chief Damon was present.

A. Mrs. Gunnet advised the monthly report is available for review.

B. 2020 Annual Report – Chief Damon reviewed the 2020 Annual Report. He noted that departmentwide most categories decreased in calls. However, in Windsor Township Part 1, Part 2, Service calls, motor vehicle thefts, and overdoses increased. Accidents, citations, criminal arrests, 911 calls, DUIs and robberies decreased. He stated that trends are showing an increase in drug use, mental health calls and motor vehicle thefts.

Mr. Sechrist questioned if the department has officers trained for mental health calls. Chief Damon advised that about half of the officers have Crime Intervention Training. He stated that there will be some classes coming up soon that other officers will be attending. He added that they are receiving more stress related calls for juveniles and minors than in the past.

Attorney Rausch questioned if the department keeps track of the use of narcan. Chief Damon stated that they do. There is a 90% reversal rate for overdoses. Each officer starts their shift with two doses. He stated that they often need to use both doses on one person. He commented that they have had to revive the same person more than once in the same night as there are no rules that require someone to seek treatment.

C. Mrs. Gunnet questioned if the cause of the woods fire that occurred over the weekend has been determined. She stated that she had spoken with the fire department and they did not know. Chief Damon reported that the property owner has been contacted but has not returned the call.

7. Jen Boyd – 110 Chatham Lane – Damage to mailbox – Jen Boyd, 110 Chatham Lane, thanked the Board for listening to her this evening. She stated that she is requesting that the Board reconsider the policy on replacement of mailboxes that are damaged by snowplows. She explained that on February 18th, there were multiple mailboxes that were damaged in her development. She stated that the plow driver was operating at an excessive speed with a larger plow and her husband witnessed the plow hit their mailbox. She noted that the post was ripped out of the ground.

Mr. Sechrist questioned if there is a new plow driver on this route. Mr. Trout stated that it is the driver's normal route. Mr. Trout advised that he had helped to plow during this storm. The snow was heavy because of the sleet that had also fallen. He explained that wet snow discharges differently. He noted that they plow at approximately 15 mph and all of the trucks are equipped

with the same plow. He added that if a mailbox is physically hit with the plow, it typically destroys the mailbox. Many posts that have been in the ground for a long period of time tend to rot at the base. Mr. Trout advised that to clear the road, two passes are made in each direction. Ms. Boyd stated that she understands that the mailbox posts can rot but the speed the plow was travelling caused this. She noted that the plow was extremely close to the curb. Mrs. Gunnet advised that she had taken a picture of her mailbox and where the snow had been plowed. Ms. Boyd commented that if the damage had occurred on private property, the company would be liable. She does not understand why the Township is not liable in this situation. Mr. Sechrist commented that people try to take advantage of a situation. He stated that he is sorry that she is not satisfied with the Board's decision. Ms. Boyd stated that she is disappointed that the Board will not consider changing the policy. The Board thanked her for her time.

8. Plan for approval:

A. DUNKIN – Land development plan #2020.0168.01 by Warehaus for business at the intersection of Rt. 124 and Rt. 24 – Joe Stein of Warehaus was present. He stated that this plan is for a Dunkin which will be located on the property at the corner of Edgewood Road and East Prospect Road. It was formerly the Tom's gas station. There is a carwash that is still in operation on the property which will be removed. The new building will be approximately 1,700 square feet in size. The use is anticipated to be 90% drive-thru. Zoning Hearing Board approval has been granted for a drive-thru restaurant. The access points will remain the same. He explained how the site will function, noting that there will be stacking for over a dozen cars and nine parking spaces. A traffic study was not required and there is no need for erosion and stormwater controls as they are reducing the impervious coverage on the lot.

Mr. Stein advised that they are requesting multiple waivers. They are as follows:

1. Sections 305.2.B & 305.1.E; Plan Sheet Size
2. Section 304.1.A; Preliminary Plan
3. Section 503.2; Construction of sidewalks
4. Sections 504.2.A & 504.2.B; Access drive alignments
5. Section 504.2.C.2; Intersection setback
6. Section 504.2.C.7; Access drive radius
7. Section 504.2.F; Access drive paving
8. Section 502.5.J; Clear site triangle

Mr. Kraft advised that he does not have an issue granting these waivers. He noted that the lighting plan has not been approved yet. He commented that they are not permitted to direct light off site. Mr. Stein advised that they will need to adjust the specifications so that they can meet the requirements. He commented that Warehaus had contracted with a different lighting engineer and he thought the regulations had been met with the newest plan. He

noted that they have no issues with the Township waiting to record the plan until the outstanding comment is addressed. He added that security has been posted.

On the motion of Rodney Sechrist seconded by Kathy Kerchner, the Board approved the waivers as recommended by the Township Engineer. Motion carried. Three votes yes. On the motion of Kathy Kerchner seconded by Dean Heffner, the Board approved the Land Development Plan with the condition that the lighting plan is approved. Motion carried. Three votes yes.

9. Solicitor – There was nothing to report.

10. Township Engineer:

- A. Engineer's Report – Mr. Kraft advised that the Board has received his report. There were no questions.
- B. Windsor Manor Pump Station Phase-Out – Update, Payment Application #1 – \$405,976.07 & Change Order #4 – Price reduction -\$785 – Mr. Kraft advised that the pipework and lining have been completed. Restoration work needs to be finished. He noted that a meeting will be held on site this week and he believes that the project will be substantially completed. He advised that Change Order #4 represents a decrease in the amount of \$785. On the motion of Dean Heffner seconded by Kathy Kerchner, the Board approved Change Order #4. Motion carried. Three votes yes.

Mr. Kraft advised that the contractor has submitted Payment Application #1 in the amount of \$405,976.07. On the motion of Kathy Kerchner seconded by Dean Heffner, the Board approved Payment Application #1. Motion carried. Three votes yes.

- C. Security Reductions – Taylor Estates, Phase 2A – Mr. Kraft advised that after the February Board meeting, it was discovered that he had used an incorrect spreadsheet when he reviewed the security request for Taylor Estates, Phase 2A. He advised that based on the remaining security, no reductions should be made. On the motion of Kathy Kerchner seconded by Dean Heffner, it was the decision of the Board to hold the remaining security. Motion carried. Three votes yes.
- D. York County Planning Commission – Traffic Signal Timing Study results – Mr. Kraft advised that the York County Planning Commission received a grant to study all traffic signals in the County. A third party engineering firm was hired to perform the study which has now been completed. A report has been sent to each municipality with comments regarding each traffic signal. The Township needs to review these comments and make recommendations back to the York County Planning Commission.

The traffic signals that were studied in the Township are East Prospect Road/Edgewood Road, Cape Horn Road/Chapel Church Road, Cape Horn Road/Lombard Road, Lombard Road/Windsor Way and Freysville Road/Windsor Road. Lengthy discussion took place regarding the comments from the study. The recommendations were made as follows:

Edgewood Road/East Prospect

1. Retiming should be considered due to the unacceptable LOS E and delays for some intersection movements during the PM peak hour. (*Consider with future development.*)
2. Consider a separate 350-foot right turn lane on the southbound approach instead of a shared through/right lane. This improvement is not proposed as part of this retiming project. (*Consider with future development.*)
3. Resync the signal controller clock. (*Consider with future development.*)
4. Timing parameters on the signal permit plan should be updated to match the current signal controller settings even if timing changes are not implemented. (*Consider with future development.*)
5. Address the pedestrian countdown issue on the pedestrian signal located in the southwest corner for the southbound movement. If faulty equipment needs to be replaced to mitigate the issue, it may be mitigated as part of this retiming project.

Cape Horn Road/Chapel Church Road

1. Consider a 150-foot right-turn lane on the southbound approach. This improvement is not proposed as part of this retiming. (*Improvement located w/n York Twp.*)
2. Consider a protected/prohibited left-turn signal phase for the northbound & southbound left-turn movements since the phasing requirements were met. An evaluation of this modification should be performed as protected/prohibited phasing is anticipated to reduce operations efficiency. This evaluation and improvement is outside the scope of this project. (*Consider with future development.*)
3. Resync the signal controller clock.
4. Timing parameters on the signal permit plan should be updated to match the signal controller timings even if timing changes are not implemented.

Township Comment:

1. Concerns were raised in regards to the left turn movement on Chapel Church Road traveling north bound on Cape Horn Road.

Cape Horn Road/Lombard Road

1. Retiming may be considered due to the poor LOS and the westbound approach and the southbound queuing issue. (*Consider with future development.*)

2. Consider a 350-foot right-turn lane on the northbound and southbound approaches. This improvement is not proposed as part of this retiming project. (*Consider with future development.*)
3. Consider a protected/prohibited left-turn signal phase for the eastbound and southbound left-turn movements since the phasing requirements were met. An evaluation of this modification should be performed as protected/prohibited phasing is anticipated to reduce operational efficiency. This evaluation and improvement is outside the scope of this project. (*Improvement located w/n York Twp.*)
4. Resync the signal controller clock.
5. Address the faulty phase 4 loop sensor.

Lombard Road/Windsor Way

1. Retiming may be considered due to the existing southbound queuing issue identified on Windsor Way (T-801)
2. Resync the signal controller clock.
3. Timing parameters on the signal permit plan should be updated to match the signal controller timings even if timing changes are not implemented.

Freysville Road/Windsor Road

1. Based upon existing signal operations, the implementation of additional time-of-day signal timing programs may improve operation of the intersection. The benefit of separate AM/PM/Off-Peak timing programs should be analyzed.
2. Retiming may be considered due to the unacceptable LOS E and delays for the westbound left-turn movement during the PM peak hour.
3. Resync the signal controller clock.

A letter will be sent to the York County Planning Commission with the Township's recommendations. On the motion of Dean Heffner seconded by Kathy Kerchner, the Board approved the recommendations as discussed. Motion carried. Three votes yes.

11. Public Works:

- A. Mrs. Kerchner advised that the Board has received the monthly report for March. There were no questions.
- B. Chapel View Pump Station – Permanent Right-of-Way/Temporary Construction Easement & Bid Results – Mrs. Gunnet advised that the signed Right-of-Way and Construction Easement Agreement has been received.

Mrs. Gunnet advised that the Township received two bids for the Chapel View Pump Station rehab. She noted that the low bid is in the amount of \$704,356. Mr. Trout stated that this amount is excessively high. He noted that the price of the enclosure has double in three years and the cost to build on site was much higher than anticipated. He recommended that the Board table the awarding of the bid. Mrs. Gunnet questioned if the bid should be tabled or rejected. Attorney Rausch advised that the Township has 60 days to award or reject the bid but the price of the bid cannot be negotiated. Mr. Kraft suggested tabling the awarding of the bid so that additional research can be done. It was the consensus of the Board to table the bid results.

- C. Receipt of Liquid Fuels Tax – Mrs. Gunnet advised that the Township had budgeted \$575,000 for Liquid Fuels Tax but received approximately \$592,000. She noted that this amount is less than what was received in 2020.
- D. Road Materials bid results – Mrs. Gunnet advised that the bid results are attached to the Board’s agendas. She noted that County Line did not bid two of the stones. Mr. Trout stated that Kinsley Materials is the low bidder. On the motion of Kathy Kerchner seconded by Dean Heffner, the Board awarded the stone bid to Kinsley Materials. Motion carried. Three votes yes.

Mrs. Gunnet advised that Highway Materials did not bid for delivery of blacktop. York Materials Group is the low bidder. On the motion of Dean Heffner seconded by Rodney Sechrist, the Board awarded the blacktop bid to York Materials Group. Motion carried. Three votes yes.

- E. Mr. Trout advised that he had spoken with a representative of Penn State Extension regarding spraying at the park. He stated that Mr. Diehl can train other employees to be technicians under his license. There is a training reference guide that can be purchased. Once they are trained, they will be licensed as a technician and will need to be registered. It is required to document what is sprayed.

12. Other Business:

- A. Mrs. Kerchner advised that the Board has received the Zoning Report for February. There were no questions.
- B. Mrs. Kerchner advised that the Board has received a copy of the Township Manager Report for February. There were no questions.
- C. Mrs. Kerchner advised that the Board has received a copy of the Animal Control Officer Report for February. There were no questions.

- D. Windsor Area Recreation Commission – Mrs. Kerchner advised that Mr. Shaffer had asked that she find out if the funds that the Township will be receiving from the American Rescue Plan Act can be used for recreation. Mrs. Gunnet stated that at this time, recreation is not listed as an acceptable use.
- E. Coronavirus related matters – Revision to Quarantine Policy – Mrs. Gunnet advised that the travel restrictions set in place by Governor Wolf have been lifted. She stated that she has revised the Quarantine Policy to state that restrictions must be abided by if any are in effect. On the motion of Kathy Kerchner seconded by Dean Heffner, the Board approved the revised Quarantine Policy. Motion carried. Three votes yes.
- F. Mrs. Kerchner advised that the meeting scheduled for April 5, 2021 will be cancelled.
- G. 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. She noted that this year she needed to register with PennDEP. A Health Safety Plan had to be created to ensure that the Township will enforce COVID regulations.
- H. Proposals for cleaning buildings – Mrs. Gunnet advised that the Board has received copies of the quotes for the cleaning of the Township Office and Public Works Building. The cleanings will be done weekly from April through November. The lowest quote is from Threefold Janitorial Services in the amount of \$930 per month. She noted that funds are budgeted. On the motion of Kathy Kerchner seconded by Dean Heffner, the Board approved the quote for cleaning services with Threefold Janitorial Services. Motion carried. Three votes yes.
- I. DCNR Grant – Rehabilitation of Windsor Wonderland – Update, Donations, Location shift – Mrs. Gunnet advised that she and Mr. Shaffer had a conversation with a representative from DCNR. She stated that the application must address climate change. The existing pavilion is not sufficient. A form of shade needs to be provided within the playground area. She noted that the Board has been presented with information on different canopy options. Mrs. Gunnet advised that the application must be completed by mid April.

Mr. Kraft advised that he does not recommend planting trees within the playground area. After discussion, it was the consensus of the Board to add one shelter and one sun shade to the playground.

A bioswale is proposed for the runoff and to provide the green infrastructure. In order to do this, the playground will need to be shifted slightly toward Windsor Road because there are gas and water mains located between the playground and field 1. The Board did not have any issue with this.

Mrs. Gunnet stated that Mr. Shaffer had asked her to check the price difference for partial rubber bond surface versus full surface. She advised that the cost for the partial coverage is \$35,000 and full coverage is \$183,000. Mr. Kraft added that the stormwater controls would need to be changed if the Board chose to install all rubber bond for the flooring as it is considered impervious.

- J. Mrs. Gunnet advised that the PSATS Conference has been cancelled. They will be doing virtual conference workshops starting in April. The cost is \$99 per email address. She asked the Board to let her know if they are interested. Mr. Allison will be enrolled.
- K. Mrs. Gunnet advised that the York County Association of Township Supervisors Convention has been cancelled. She stated that the venue required a 6 month notification to cancel and with so many unknowns due to Covid, it was decided to cancel now.
- L. Modern Landfill – Mrs. Gunnet advised that there was an article in the newspaper regarding the proposed expansion in Lower Windsor Township. A copy has been provided to the Board. She stated that she found an invoice from 2009 in our files that the Township was inadvertently billed for a month of garbage collection. The invoice was in the amount of \$46,500. She noted that if the Township stopped receiving host municipal fees and wanted to continue to provide free garbage service, the Township’s funds would not last long. Mr. Sechrist questioned why they did not build an incinerator on the property. Attorney Rausch commented that he is not sure if they could because of the County’s incinerator. Mrs. Gunnet noted that Modern Landfill is stating that they have five years of capacity left.
- M. Joint Line Painting Bid results – Mrs. Gunnet advised that the bid results are attached to the Board’s agenda. Dover Township was responsible for the bidding process this year. There was only one bidder but after checking with PennDOT, it was determined that it is acceptable to award the bid. On the motion of Rodney Sechrist seconded by Dean Heffner, the Board awarded the line painting bid to the low bidder, D.E. Gemmill. Motion carried. Three votes yes.
- N. Renewal of insurance with EMC Insurance – 5% increase over 2020 & Workmen’s Comp dividend \$16,853.27 – Mrs. Gunnet advised that the insurance premium for 2021 is a 5% increase over 2020. She noted that most of the increase is in the umbrella policy. She added that the Township received a worker’s comp dividend in 2020 in the amount of \$16,853.27. If a similar dividend is received in 2021, it will erase most of the premium increase.
- O. Purchase of computer – Mrs. Gunnet advised that the Board has received a copy of a quote for the purchase of a new computer. The cost for a laptop was \$1.00 more than a desktop computer. She stated that the new computer will go to Mrs. Coble. Mrs. Coble’s computer will go to Mr. Trout. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board approved the purchase of a laptop computer. Motion carried. Three votes yes.

P. Server Update – Freedom Systems – Upgrade of PRISM – Mrs. Gunnet advised that the new server has been installed. The Freedom Systems accounting package needs to be upgraded in order to work on the new server. The cost for the upgrade is \$1,495.00. The conversion will take place on April 22nd and 23rd and then staff will receive training on April 26th. Once this has been completed, everything will be switched over to the new server and the VPN will be set up.

Q. Intergovernmental Insurance Cooperative – 2020 Surplus refund & 2020 HRA – Mrs. Gunnet advised that the Township will be receiving a refund in the amount of \$71,687. The first disbursement will be made in May and the balance will be received in July or August.

Mrs. Gunnet advised that the maximum amount that the Township pays toward the HRA is \$8,000 per year. She stated that in 2020, the Township only paid \$4,370.83.

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.

Mr. Sechrist wished Mrs. Gunnet good luck on her upcoming surgery. Mrs. Kerchner and Mr. Heffner echoed the well wishes.

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 adjourned at 8:44 p.m.

Respectfully submitted,

Jennifer L. Gunnet
Secretary

CITIZENS PRESENT
March 15, 2021

Chief Tim Damon
Jennifer Boyd

York Area Regional Police Department
110 Chatham Lane Red Lion PA