

WINDSOR TOWNSHIP BOARD OF SUPERVISORS
April 19, 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., Kipp Allison, 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 March 15, 2021 meeting were approved. Motion carried. Three votes yes.
4. The following items of correspondence were presented:
 - A. Mr. Allison advised that any Form U applications that had been received from Modern Landfill would be located on the counter in the rear of the room.
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.
6. York Area Regional Police Department – No one was present.
 - A. Mrs. Kerchner advised the monthly report is available for review.
 - B. Mrs. Kerchner reported that they are still working on the merger and they will be holding more meetings to discuss this.
7. Mike Smith – Updates with the Pennsylvania Constabulary – Mike Smith advised that he wanted to give the Board an update. He stated that they are working on getting uniforms for the Constable Color Guard. He provided information to the Board. Attorney Rausch questioned if they needed to obtain approval from anyone to do this. Mr. Smith stated that they do not because they are not funded by the state. Everyone must purchase their own uniform. Mr. Sechrist questioned where they hold their meetings. Mr. Smith stated that it is at a location just outside Steelton. He added that they are also working on legislation to create minimum standards for constables.
8. Plans for approval:
 - A. WINDSOR PLAZA – Preliminary/Final Subdivision Plan #2020E-89-0003 by RGS Associates, 2 lots along Cape Horn Road – Joel Snyder of RGS Associates was present. He explained that this is a two lot subdivision. Approximately three acres will be subdivided off

to create a lot for an Aldi Food Market to be constructed. A Land Development plan will be submitted separately for the improvements on the lot.

Mr. Snyder advised that they are requesting three waivers as follows:

1. Section 305.2.B; Plan Sheet Size
2. Section 503.2; Construction of sidewalks
3. Section 503.1; Construction of curbs

Mr. Allison stated that the recommendation of the Windsor Township Planning Commission was to deny the waiver for the installation of sidewalks but adding the standard six month note which would require the installation within six months of being notified by the Township. The Planning Commission recommended approval of the plan size and curbing.

On the motion of Dean Heffner seconded by Rodney Sechrist, the Board approved the waivers for curbs and sheet size, denied the waiver of sidewalks with the six month note and approved the plan. Motion carried. Three votes yes.

- B. Rexroth Equites LP – Revised Preliminary/Final Land Development Plan & Final Reverse Subdivision Plan #011231 by James R. Holley & Associates, Inc. – Road Improvements within Mia Brae – Blaine Markel with James R. Holley & Associates and Glen Rexroth were present. Mr. Markel advised that this plan joins two parcels into one. The property is located in both Windsor Township and Red Lion Borough. He noted that the Board had seen this plan previously and had already granted waivers. The Windsor Township Planning Commission has approved the plan. It was noted that surety still needs to be posted. The funds for the Stormwater Maintenance Fee must also be paid.

Mr. Allison explained the site to the Board. This plan will also need to be approved by Red Lion Borough and the Red Lion Municipal Authority. He added that there will be a future plan that will be submitted that will bisect the municipal boundary. Mr. Markel stated that Red Lion Borough had already approved the plan but 90 days had expired. He noted that he will be attending their meeting this evening to obtain approval. It will go to the Red Lion Municipal Authority at their next meeting.

On the motion of Kathy Kerchner seconded by Dean Heffner, the Board approved the plan with the condition that the Stormwater Maintenance Fee is paid and surety is posted. Motion carried. Three votes yes.

- C. Rexroth Equites LP – Revised Preliminary/Final Land Development Plan & Final Reverse Subdivision Plan #011231 by James R. Holley & Associates, Inc. – Building Improvements within Mia Brae – Mr. Markel with James R. Holley & Associates advised that Mr. Kraft had sent comments to him regarding this plan. He noted that the Windsor Township Planning Commission had granted waivers and conditionally approved the plan. Mr. Allison noted

that there are still outstanding comments at this time. Mr. Markel questioned if the amount of surety has been determined. Mr. Allison advised that it was included in the email that was sent. The plan was tabled.

9. Plan for discussion:

- A. Final Land Development Plan – Modern Landfill Leachate Treatment Plant Expansion – Waive plan review – Mr. Allison advised that the Board has received information on this plan. He explained that the proposed water tower is in Windsor Township but all other proposed improvements are located in Lower Windsor Township. It was asked if the Township wanted to do a full review of the plan or waive the review. Mr. Sechrist asked what staff recommends. Mr. Allison recommended that the Board waive the review. He noted that Lower Windsor Township also uses C.S. Davidson as their Township Engineer. Mr. Kraft added that the improvements in the Township are not near the property lines. On the motion of Dean Heffner seconded by Rodney Sechrist, the Board waived the review of the Modern Landfill Leachate Treatment Plant Expansion Final Land Development Plan. Motion carried. Three votes yes.

10. Solicitor – There was nothing to report.

11. Township Engineer:

- A. Engineer's Report – Mr. Kraft advised that the Board has received his report. There were no questions.
- B. Public Works Expansion – Kick-off meeting – Mr. Kraft advised that a meeting was held on April 8th to discuss the Public Works expansion. He stated that they are following the schedule that was provided.
- C. Community Center Update – Mr. Kraft advised that they are following the schedule that was provided.
- D. Windsor Road/Ness Road turn lane – Update – Mr. Kraft advised that the work has begun. The culvert replacement on Windsor Road has been completed. The overhead lines still need to be relocated. Mr. Trout stated that Verizon was there today to look at it.
- E. Security Reductions – Kensington, Phase 2A – Mr. Kraft advised that he has received a security request for Kensington, Phase 2A. He stated that he is recommending a reduction in the amount of \$672,642 which will leave a remaining balance of \$264,375.66. On the motion of Rodney Sechrist seconded by Dean Heffner, the Board approved the reduction based on the recommendation of the Township Engineer. Motion carried. Three votes yes.

- F. Laurel Vistas, Phase II – Request for dedication of public improvements – Mr. Allison advised that he has received a request from Willow Creek LLC requesting dedication of Laurel Vistas, Phase II. He stated that Phase II consists of Gardenia Drive and a few lots on Azalea Drive. He noted that Azalea Drive, the main street through the development, is located in Phase I. Mr. Allison advised that his concern is that there is no access to Phase II without going through Phase I. Phase I has not yet been offered for dedication. He stated that M&T Bank is responsible for Phase I. He is recommending that a letter be sent to Willow Creek LLC (Keystone Custom Homes) informing that they need to work with M&T Bank to have the Phases adopted concurrently.

Mrs. Kerchner questioned why the Township has not heard from M&T Bank. Mr. Allison stated that they had requested information last year. He commented that a bank may not be as versed in the street dedication process as a developer.

The Board authorized Mr. Allison to send a letter to Willow Creek LLC directing them to coordinate with M&T Bank for the adoption of both phases and noting that the Township will not move forward with the adoption of Phase II prior to Phase I.

12. Public Works:

- A. Mrs. Kerchner advised that the Board has received the monthly report for April. There were no questions.
- B. Chapel View Pump Station – Bid Results – Mr. Trout advised that he has looked into building prices and has found a pole building style structure at a lower cost. The Township is currently investigating to see if it is building code compliant. He stated that he also met with a representative from Lobar, Inc. They can use the Keystone Purchasing Network (KPN) contract which does not require a project to be bid. Winter Engine is a Costars approved vendor. He stated that the generator could be purchased separately. He recommended that based on this research that the Board reject the bid results.

Mr. Heffner questioned the construction of the building that he is looking at. Mr. Trout advised that it would be constructed of steel but would be insulated. It would be possible to mount items on the walls. Mr. Allison questioned if this building would need to be put out to bid. Mr. Kraft stated that we would need to look at pricing as it could come in below bidding limits. Mr. Trout asked if the Township moved forward with a different building type if this would affect the bid. Attorney Rausch stated that it would not if this bid is rejected. He added that the Township cannot piece meal the project to avoid bidding requirements.

Mr. Allison stated that he is recommending the bid be rejected due to cost and that other options for a building should be researched.

Mr. Trout advised that the cost for a new generator and transfer switch is approximately \$30,000. There is an eight month lead time. He suggested placing the order now. He stated that Winter Engine has agreed to store the generator if necessary. Mrs. Kerchner questioned if this purchase can be paid with the funds the Township will receive from ARPA. Mr. Allison stated that there is not enough guidance at this time to answer that question.

On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board rejected the Chapel View bid results due to the cost. Motion carried. Three votes yes.

On the motion of Dean Heffner seconded by Kathy Kerchner, the Board approved the purchase of the generator and transfer switch from Winter Engine. Motion carried. Three votes yes.

- C. Items for Purchase – Thermal Imaging Camera – \$4,894.89 & Sewer Camera – \$79,537.53 – Mr. Trout advised that both the Thermal Imaging Camera and Sewer Camera are in the budget. Mr. Heffner questioned if the thermal imaging camera is for electrical purposes. Mr. Trout stated that it is. He stated that it will allow connection failures to be seen before they happen. Mr. Heffner asked if the sewer camera will be able to be used to check culverts. Mr. Trout stated that it will. He noted that there are different size kits to see in different pipes. Mr. Allison questioned if it records video. Mr. Trout stated that it does. He added that it is motorized but does have a wheel to allow it to be used manually. On the motion of Dean Heffner seconded by Kathy Kerchner, the Board approved the purchase of both the Thermal Imaging Camera and the Sewer Camera. Motion carried. Three votes yes.
- D. Kohler Generator – Sale on Municibid - \$33,400 – Mr. Trout advised that the high bid for the Kohler Generator was in the amount of \$33,400. He commented that he is surprised that it was this high. On the motion of Dean Heffner seconded by Kathy Kerchner, the Board awarded the bid to the high bidder. Motion carried. Three votes yes.
- E. Pave-In-Place bid results – The bid results are attached the to the Board’s agendas. Mr. Trout advised that the low bidder was H&H. He stated that they have not done work in the Township before so he requested references. He stated that Jackson Township uses them often and has not had issues. Jefferson Borough, Spring Grove Borough and New Salem Borough were also happy with their work. He stated that the bid for the fabric was much lower than the others. He advised that they have their own crew and machine. On the motion of Dean Heffner seconded by Kathy Kerchner, the Board awarded the Pave-In-Place bid to the low bidder, H&H. Motion carried. Three votes yes.

Mr. Trout advised that the bid also had the option for the paving of the parking lot at Freysville Park. The low bidder is Kinsley. The bid was approximately \$200 over budget. Mrs. Kerchner asked which parking lot this was for. Mr. Trout advised that it is only the main parking lot at the intersection of Windsor and Freysville Roads. Mrs. Kerchner questioned if the parking lot would be torn up when the improvements are done at Windsor

Wonderland. Mr. Kraft stated that the parking lot would only be used for staging and there are no cuts proposed to it. On the motion of Rodney Sechrist seconded by Dean Heffner, the Board awarded the bid to Kinsley for the paving of the Freysville Park parking lot. Motion carried. Three votes yes.

13. Other Business:

- A. Mrs. Kerchner advised that the Board has received the Zoning Report for March. There were no questions.
- B. Mrs. Kerchner advised that the Board has received a copy of the Animal Control Officer Report for March. There were no questions.
- C. Windsor Area Recreation Commission – Mrs. Kerchner advised that she does not have anything to report.
- D. Coronavirus related matters – Revision to Quarantine Policy – Mr. Allison advised that one of the new regulations under the American Rescue Plan Act (ARPA) allows for the voluntary extension of coverage under FFCRA for quarantining until September 30, 2021. On the motion of Kathy Kerchner seconded by Dean Heffner, the Board approved the change to the Quarantine Policy. Motion carried. Three votes yes.
- E. Mrs. Kerchner advised that the meeting scheduled for May 3, 2021 will be cancelled.
- F. 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. at the Public Works Building.
- G. DCNR Grant – Rehabilitation of Windsor Wonderland – Update & Resolution #2021R-03-01 – Mrs. Kerchner advised that the grant application was submitted to DCNR. Mr. Allison advised that a new Resolution was required with the resubmission acknowledging that the Township is making a formal request. On the motion of Kathy Kerchner seconded by Dean Heffner, the Board approved Resolution #2021R-03-01 dated March 29, 2021. Motion carried. Three votes yes.
- H. American Rescue Plan Act (ARPA) – Update – Mr. Allison advised that he sat in on a town hall webinar hosted by PSATS. He stated that there were several presenters and all agreed that it is too early to determine what is required and permitted. He stated that more guidance is needed from the Federal Government before anything can take place. He noted that the funds must be spent by 2024. Half of the funds will be received in 2021 and the balance in 2022.

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

15. Public Comment – There was no public comment.

16. Supervisors Comments – Mrs. Kerchner asked the Board if they had any comments.

Mr. Heffner did not have any comments.

Mr. Sechrist stated that he is sorry to see the Country being divided.

Mrs. Kerchner thanked the office staff for doing a great job while Mrs. Gunnet is out of the office.

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

18. The meeting of the Windsor Township Board of Supervisors adjourned at 7:13 p.m.

Respectfully submitted,

Katherine Kerchner
Chairperson

CITIZENS PRESENT
April 19, 2021

Blaine Markel
Glen Rexroth
Dennis Klinedinst
Constable Michael Smith
Joel Snyder
Robert Mulligan

James R. Holley & Associates

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RGS Associates