

WINDSOR TOWNSHIP BOARD OF SUPERVISORS
May 17, 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, Attorney Charles Rausch, Christopher Kraft, P.E., Jennifer Gunnet, 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 Kathy Kerchner seconded by Dean Heffner, the minutes from the April 19, 2021 meeting were approved. Motion carried. Two 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.
 - B. Mr. Allison advised that the Township has received notification of the Title V Operating Permit Renewal for Modern Landfill.
 - C. Mr. Allison advised that the York Area Metropolitan Planning Organization will be holding a Public Hearing and Survey for their 2045 Metropolitan Transportation Plan on June 3, 2021. The meeting will be virtual.
5. Windsor Township Fire & Rescue Association – Scott Gingrich was present.
 - A. Mr. Gingrich advised that the next Fire Chief’s meeting will be held on June 24, 2021 at 7:00 p.m. at Windsor Fire Company.
 - B. Mr. Gingrich advised that the fire departments have been meeting regarding the contracts and feel it would be beneficial if a meeting could be scheduled with the Board. He stated that they feel it would save time and be easier to have direct interaction. Attorney Rausch advised that the date and time of the meeting would need to be determined in order to recess the Board meeting. Mrs. Kerchner suggested scheduling a meeting for July and the June Board meeting can be recessed.
 - C. Box Alarms – Changes – Mr. Gingrich stated that since Alliance Fire & Rescue has been formed, there were deficiencies in the call order. He stated that the box alarms are being changed to utilize the closest resource. On the motion of Dean Heffner seconded by Kathy Kerchner, the Board approved the Box Alarm changes. Motion carried. Two votes yes.

Mrs. Gunnet questioned if SAFER is following the same procedure. Mr. Gingrich stated that they are currently working on changes as is Windsor Fire Company.

- D. Knox Box – Mr. Gingrich advised that Alliance Fire & Rescue would like to purchase additional Knox Boxes for their duty vehicles. He stated that they need double boxes that are keyed for both Windsor Township and North Hopewell Township. He noted that they have three single boxes that can be repurposed.

Mr. Allison questioned if all duty trucks respond to a call. Mr. Gingrich stated that a duty vehicle is assigned to a person. Depending on location, they would respond directly to a call. Mr. Allison commented that it is important to not have too many keys.

Mr. Gingrich commented that Barry Myers is listed on the Township's Knox account. He suggested that to make it an easier process, someone from the Township should be made the contact person. Mrs. Gunnet advised that she and Mr. Allison had discussed this and determined that Mr. Allison will be the contact. This will be discussed at the next fire chief's meeting.

Mr. Gingrich advised that Red Lion Ambulance has a facility in Red Lion Borough at which there are often calls. The facility has a main door which then opens to individual apartments. The owner will not provide a key so the fire department must be dispatched to any call to access their Knox Box. He stated that Red Lion Ambulance is willing to purchase a Knox Box but needs approval from Windsor Township in order to do so. It was the consensus of the Board to allow Red Lion Ambulance to purchase a Knox Box at their cost and to purchase 3 dual boxes for Alliance Fire & Rescue with them paying for the difference in the cost of three single boxes versus dual boxes.

- 6. York Area Regional Police Department – Sergeant Peter Montgomery was present. He advised that he did not have anything specific to report. He noted that they have been performing speed details lately. Attorney Rausch questioned if there has been an increase in speeding. Sergeant Montgomery stated that with things opening back up, there are a lot more people traveling on the roads.

- A. The monthly report is available for review.

- 7. Plan for approval:

- A. 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 – Blaine Markel with James R. Holley & Associates and Glenn Rexroth were present. Mr. Markel advised that the plan for the combining of land was approved at last month's board meeting. He stated that this plan is for the building improvements. They are planning to add more industrial uses. A 97,000 square foot manufacturing and storage building is proposed to be located within Windsor Township.

Mr. Markel noted that the Windsor Township Planning Commission has recommended approval of their waiver requests and the plan. Mr. Kraft stated that all of comments have been addressed but security still needs to be posted. Mr. Markel added that Red Lion Borough will also need to approve the plan.

Mr. Allison advised that the waiver requests are technical in nature. Mr. Kraft stated that the plan approved last month addressed the main road. This plan deals with the access drives. He noted that it is all private. The waiver requests are as follows:

1. Section 305.2.B; Plan Sheet Size
2. Section 504.2.C.7; Minimum Radius of Access Drives
3. Section 306.Q; Maximum Basin Slopes
4. Section 306.P; Maximum Depth of Detention Basin
5. Section 306.R; Stormwater Management Setbacks
6. Section 306.N; Stormwater Discharge Dispersion
7. Section 502.4.A.2; Horizontal Curve Radius
8. Section 504.2.F; Paving Specifications for Access Drives
9. Section 306.V; Inlet Placement
10. Section 504.2.H; Access Drive Width
11. Section 502.4.B.1; Vertical Curves

On the motion of Kathy Kerchner seconded by Dean Heffner, the Board approved the waivers and approved the plan with the condition that the Letter of Credit is received. The plan will be held until the Letter of Credit is received. Motion carried. Two votes yes.

8. Plan for Discussion

A. Pleasant View B.I.C. Church of Red Lion – Waive plan review – Mr. Allison explained that the church and the parsonage are located in Red Lion Borough and the church parking lot is located on a separate parcel in Windsor Township. This plan combines the church and the parking lot on one lot and the parsonage on a separate lot. He recommended that the Township waive the review as C.S. Davidson is also the Engineer for Red Lion Borough. On the motion of Kathy Kerchner seconded by Dean Heffner, the Board waived the plan review for Pleasant View B.I.C. Church of Red Lion. Motion carried. Two 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 – Update – Mr. Kraft advised that the York County Conservation District has been on site. They are waiting for a specific grass to be established. He noted that the project is substantially completed but the contractor will need to be kept under contract until the project is finished. Attorney Rausch questioned if there were additional charges due to the delayed start of the project. Mr. Kraft stated that it was approximately \$10,000 more.

11. Public Works:

- A. Mrs. Kerchner advised that the Board has received the monthly report for May. There were no questions.
- B. Chapel View Pump Station – Bid Results – Mr. Trout advised that he met with Lobar regarding the Keystone Purchasing Network. In addition to the building, they are able to perform electrical work as well. They will be supplying a quote. There is an option for a block building rather than wood due to the inflated cost of lumber right now. Mrs. Gunnet questioned if it would need to be waterproofed. Mr. Trout commented that it would depend on the design.

12. Other Business:

- A. Mrs. Kerchner advised that the Board has received the Zoning Report for April. There were no questions.
- B. Mrs. Kerchner advised that the Board has received a copy of the Animal Control Officer Report for April. There were no questions.
- C. Windsor Area Recreation Commission – Mrs. Kerchner advised that WARC is asking if the parking lot at Freysville Park can be lined after it is blacktopped. She stated that she asked Mr. Sechrist and he was in favor of painting parking spaces. Mr. Trout stated that it is not included in the quote. Mr. Allison advised that the parking spaces would need to be laid out and due to needing to meet the requirements of the Zoning Ordinance, it could reduce the number of spaces. He noted that after a brief review, he felt there could be approximately 76 spaces. Mrs. Gunnet stated that a layout could be given to D.E. Gemmill and they could provide a quote. Attorney Rausch recommended that the parking lot be lined. It was the consensus of the Board to obtain a quote to have the parking lot lined.

Mrs. Kerchner stated that she was made aware that a slide was broken at the park. She asked if it has been fixed or if it is blocked off. Mr. Trout advised that he had tried to purchase some epoxy but it was out of stock and he is waiting for it to be restocked.

- D. Mrs. Kerchner advised that the meeting scheduled for June 7, 2021 will be cancelled.

- E. Mrs. Kerchner announced that Charles Wilson from the Windsor Township Planning Commission has passed away. Mr. Allison advised that there was someone that was previously interested in serving on the Commission but he would need to check if they are still interested. If not, the position would need to be advertised. The person will fill the rest of his term. Mrs. Kerchner questioned if the Township had made a donation in his memory to the organization listed in his obituary. Mr. Allison stated that we had not but would do so.
- F. CDC Update – Mask requirements – Mr. Allison advised that the CDC is now stating that if an individual is fully vaccinated for Covid-19, they are no longer required to wear a mask. He stated that some of the Township employees are already vaccinated, some have appointments to be vaccinated and some have no intentions of getting the vaccine. He questioned how the Board would like to proceed with the wearing of masks. Mrs. Kerchner questioned if it is a HIPPA violation to ask to see an employee's vaccine card. Mr. Heffner stated that he thought he had heard that it is not a violation. Mrs. Kerchner advised that businesses can still require that the public wear masks even if they are vaccinated. After discussion, it was decided to keep the mask mandate in place for both the employees and the public coming into the building regardless if they have been vaccinated.
- G. American Rescue Plan Act (ARPA) – Update – Mr. Allison advised that he received a two page summary from CGA Law Firm that gives information on the American Rescue Plan Act. He stated that it follows along with the information that was presented in the PSATS Town Hall presentation. The use of the funds is limited to sanitary sewer projects, upgrades necessary for COVID prevention, stormwater projects and upgrades to broadband. Mrs. Gunnet noted that the Chapel View Pump Station project would fall under these guidelines. Mr. Kraft commented that the Phase 2 Dietz Road sewer extension could be a potential project as well. Mr. Trout suggested that pipe lining could be another project. Mr. Allison advised that some of the stormwater issues at Freysville Park could fall under these provisions. He stated that he is not sure if the DCNR grant would cover the entire project if it is awarded to the Township. He noted that if the Township has funds to put toward the stormwater issues, it is a matching grant. Mrs. Gunnet stated that she did not believe that the cost for the stormwater portion of the project was substantial.
- Mr. Allison advised that information had been received from Benecon notifying that public entities are now eligible for the paid sick leave credit for those who have missed work due to Covid. He stated that the Township would be following up with Kochenour, Earnest, Smyser & Burg as it is deducted from the Township's payroll taxes. Attorney Rausch commented that he thought the Township had already received reimbursement for employees that were required to quarantine. Mrs. Gunnet stated that was in 2020. These new regulations cover from April 1, 2021 to September 30, 2021.
- H. Executive Session – Personnel matter – Mrs. Kerchner advised that Attorney Rausch does not feel that an Executive Session needs to be held to discuss the future retirement of two employees as they have made their intentions public. She stated that the Highway Leadman,

Rick Dietz, has informed that he will be retiring in February 2022. Highway Laborer, Ron Howard, has also informed that he will be retiring but has not provided a date at this time. Attorney Rausch noted that the Township can ask for a proposed date as he has stated his intentions.

Mrs. Kerchner stated that her concern is that they may both be retiring in the middle of the snow season. Mrs. Gunnet commented that if we know their retirement dates, we could be ready to have someone hired. It was suggested to start the process earlier for Mr. Dietz's position so there would be an overlap for training. It was noted that there are other employees that can take over Mr. Howard's plow route until someone is hired.

Mrs. Kerchner commented that due to Covid, wages for different positions have increased as much as 28%. She stated that salary is something that may need to be addressed. It was the consensus of the Board to advertise for the highway lead position in September.

- I. Mr. Allison advised that a resolution is required to acknowledge the application for RACP funds for the Community Center. On the motion of Kathy Kerchner seconded by Dean Heffner, the Board approved Resolution #2021R-05-01. Motion carried. Two votes yes.

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

14. Public Comment – There was no public comment.

15. Supervisors Comments – Mrs. Kerchner asked Mr. Heffner if he had any comments.

Mr. Heffner stated that he is shocked by Mr. Wilson's passing. He commented that he was dedicated to his position and was a good member on the Windsor Township Planning Commission.

Mrs. Kerchner advised that the job descriptions are completed. She stated that she wants to meet with Mrs. Gunnet to go over them. There was discussion on Mr. Reichard's position and the work that he is doing. She questioned if he ever completed the work that he had requested overtime hours to do. Mr. Trout advised that he has not worked overtime hours.

Mrs. Kerchner stated that she would like to have an employee meeting or luncheon since there has not been an appreciation dinner. She commented that there are employees who have been up to receive awards. Mrs. Gunnet stated that with restrictions to be lifted soon, we may be able to have a dinner. Mrs. Kerchner suggested holding something in July or August and have it catered by Mission BBQ. Mrs. Kerchner stated that members of the Planning Commission and Zoning Hearing Board can be presented with their awards at one of their meetings.

Mrs. Kerchner advised that the police merger is still in negotiations. She noted that there was a discussion with how to deal with proportionate voting between York Township, Windsor Township and East Manchester Township. She stated that it is unfair to base it on Police Protection Units as York Township holds the majority. Another meeting will be held on May 20th.

16. On the motion of Kathy Kerchner seconded by Dean Heffner, the bills were approved. Motion carried. Two votes yes.
17. The meeting of the Windsor Township Board of Supervisors adjourned at 7:53 p.m.

Respectfully submitted,

Jennifer L. Gunnet
Secretary

CITIZENS PRESENT
May 17, 2021

Peter Montgomery
Blaine Markel
Glenn Rexroth
Scott Gingrich

York Area Regional Police Department
James R. Holley & Associates

Alliance Fire & Rescue