

WINDSOR TOWNSHIP BOARD OF SUPERVISORS  
December 20, 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, Rodney Sechrist, Attorney Charles Rausch, Christopher Kraft, P.E., Jennifer Gunnet, Kipp Allison 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 Rodney Sechrist, the minutes from the November 15, 2021 meeting were approved. Motion carried. Two votes yes.
4. The following items of correspondence were presented:
  - A. Mrs. Gunnet 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. Mrs. Gunnet advised that she has received a letter from Cynthia Small requesting a waiver of the late fee for her sewer bill. The Board has a copy of the letter. Mrs. Gunnet noted that her letter states that she has not paid her bill late. However, she paid late several times in 2020 but the Township was waiving the late fee at that time. She commented that the late fees keep carrying over as she is not paying the bill in full. Her request is to waive \$75 in late fees. Mrs. Gunnet advised that others have made this same request and the Board has denied the waiver in the past. It was the consensus of the Board to deny the waiver request as this decision could set a precedence.
  - C. Mrs. Gunnet advised that the Board has received information regarding the PSATS Conference which will be held at the Hershey Lodge & Convention Center from April 24 - 27, 2022. She noted that the registration for the hotel opens on January 11, 2022. She asked the Board to let her know if they wish to attend so she can register them.
  - D. Mrs. Gunnet advised that she has received correspondence from Comcast informing that they will be having some programming changes and pricing increases.
5. Windsor Township Fire & Rescue Association – Scott Gingrich was present. He stated that he did not have anything to report.
  - A. Mrs. Gunnet advised that the next Fire Chief's meeting will be held on February 24, 2022 at Laurel Fire Company.
  - B. Firefighter Earned Income Tax Credit – Mrs. Gunnet advised that 7 firefighters have applied for the Earned Income Tax Credit.
  - C. GIS for Box Alarms – Mr. Gingrich stated that he had met with Chief Frey and President Gunnet of Laurel Fire Company. He stated that they are not going to pursue changes to their coverage areas at

this time so it is not necessary to pursue the GIS mapping for the box alarms at this time. Mr. Allison questioned if it is worthwhile to move forward with the mapping anyway and then any disputes would be settled. There should not be any impacts at this time in which would require changes. Mrs. Gunnet advised that she had met with Mr. Gunnet today and determined there is some conflict regarding this within the fire company. Mr. Gingrich stated that the goal of the fire companies is to get to a scene as quickly as possible.

Ms. Gingrich stated that they feel there is an issue with funding. Mrs. Gunnet noted that they were sent an additional donation. Mr. Gingrich stated that some municipalities that have a fire tax prohibit solicitation. This does not allow a fire company to send an annual donation request.

It was the consensus of the Board to discuss the GIS mapping in 2022 when all three Board members are present. Mrs. Gunnet noted that funds have been budgeted for this in 2022.

6. York Area Regional Police Department – Chief Damon was present. He stated that he started to look at a statistic comparison between 2020 and 2021. He reported that total calls were down but crimes, crashes and citations increased.

Mr. Sechrist asked if there have been any changes or updates regarding the installation of a left turn signal from Chapel Church Road onto Cape Horn Road. Chief Damon advised that he had spoken with Lisa Frye from York Township and she had informed that the traffic study that was done for the townhouse development did not warrant changes to the signal. She had told him that they would reevaluate it after buildout.

A. The monthly report is available for review.

B. Ordinance #2021-12-01 – Increase No Parking fine from \$10 to \$25 – Mrs. Gunnet advised that the Ordinance has been advertised for adoption. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board approved Ordinance #2021-12-01 which increases the No Parking fine from \$10 to \$25. Motion carried. Two votes yes. Chief Damon thanked the Board for making this change.

C. Bill of Sale – Windsor Township to York County Regional Police Department – Mrs. Gunnet advised that the Township must authorize for the chairperson to sign off on the bill of sale from Windsor Township to the York County Regional Police Department. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board authorized for Mrs. Kerchner to sign the Bill of Sale. Motion carried. Two votes yes.

7. 2022 Proposed Budget – Resolution #2021R-12-01 – Adopt Tax Levy & Resolution #2021R-12-02 – Non-Uniform Pension Contribution Rate – On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board approved the 2022 Budget, Resolution #2021R-12-01 to adopt the Tax Levy and Resolution #2021R-12-02 to set the Non-Uniform Contribution Rate at 2%. Motion carried. Two votes yes.

Mrs. Gunnet noted that the Fire Tax has been increased to .25 mills for 2022.

8. Township Engineer:

- A. Engineer's Report – Mr. Kraft advised that the Board has received his report. There were no questions. Mr. Kraft advised that he would like to address the Public Works Building addition and the Community Center.

Public Works Building Addition – Mr. Kraft advised that the Board had approved for the project to be bid but this was held off on due to minor plan changes. He stated that he has tried to contact several builders to obtain pricing but has not heard back from any. He added that he also contacted Kinsley Construction and they reported that they have not been receiving calls back from suppliers either. Mr. Kraft commented that he is not sure how long the supply shortage and inflation will last but he is recommending holding off on bidding the project until late January or early February. The Board was agreeable to this.

Windsor Township Community Center – Mr. Kraft reported at the November Windsor Township Planning Commission, there were concerns regarding the number of parking spaces as well as the location to access some of the features. He stated that staff took this under advisement and made changes to create additional parking spaces and to locate handicap spots closer to a pavilion. These changes did require a soccer to be reduced in size but Mr. Shaffer has determined that the smaller size will still be acceptable. The revised plans were presented to the Planning Commission at their December meeting and they were satisfied with the changes.

Mr. Kraft advised that a traffic analysis has determined that a left hand turn lane is required on Lombard Road to access the property. This was not included in the original designs as it was not previously warranted. The road will need to be widened but most of the widening should be able to be located on Township property.

Mr. Allison presented a copy of the most recent designs to the Board and explained the site layout.

Mrs. Gunnet advised that several years ago, the Board of Supervisors capped the cost of the Community Center at \$8.2 million. This is after the RACP funds and does not include the cost to purchase the land and engineering for design. Adding the additional parking area, the left turn lanes and the increased cost of building materials, we are very close if not over the cap. Alternatives will have to be included in the bids.

There was a brief discussion regarding doing only the sitework with the construction of the building to occur later.

- B. Surety Reduction – Laurel Vistas, Phase 2 & Grace Baptist Church – Security reduction/modification – Mr. Kraft advised that he has received a request for a surety reduction from Keystone Custom Homes for Laurel Vista, Phase 2. He is recommending a release in the amount of \$29,563.00 which will leave a remaining balance of \$187,259.80. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board approved the surety reduction for Laurel Vistas, Phase 2 based on the recommendation of the Township Engineer. Motion carried. Two votes yes.

Mr. Kraft advised that Grace Baptist Church did a land development plan to increase the parking lot and an addition to the church. They have completed the parking lot expansion. They have decided that they are no longer going to build the addition. They have submitted a notarized letter to the Township acknowledging that they are aware that they would need to have a new Land Development Plan approved if they decided to move forward with the addition in the future. Grace Baptist is requesting a surety reduction for the work that was completed and the release of the remaining funds. Mr. Kraft advised that the balance of the surety is \$275,521.00 and he is recommending the full release. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board approved the surety reduction and release for Grace Baptist Church based on the recommendation of the Township Engineer. Motion carried. Two votes yes.

9. Solicitor:

- A. Attorney Rausch advised that an agreement has been reached with Gemcraft regarding the Taylor Estates, Phases I, 2A & IV bonding. The Township will return the bonds and letter of credit to the attorney for Gemcraft. Their attorney will then send a check to the Township in the full amount of the security. The Township would then have the funds in hand to complete the work. Mrs. Kerchner questioned if the Township will have to comply with prevailing wages. Attorney Rausch stated that this is not General Fund money so he believes the work can be completed without prevailing wages. He noted that there is an open NPDES Permit and the basin will need to be turned over to the Homeowners Association. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board approved the Agreement with Gemcraft Homes. Motion carried. Two votes yes.

10. Public Works:

- A. Mrs. Kerchner advised that the Board has received the monthly report for December. There were no questions.
- B. Laurel Vistas, Phases 1 & 2 – Update – Mrs. Gunnet advised that all of the paving has been completed and inspected. Mr. Kraft noted that he has the centerline descriptions completed. A resolution for adoption of the streets will be prepared for the next meeting. Mrs. Gunnet commented that the residents are happy to have the streets completed. The school buses did not go into the

development since the streets had been adopted by the Township. Some of the residents called the school district to let them know the streets were completed.

11. Other Business:

- A. Mrs. Kerchner advised that the Board has received the Zoning Report for November. There were no questions.
- B. Mrs. Kerchner advised that the Board has received the Township Manager Report for November. There were no questions.
- C. Mrs. Kerchner advised that the Board has received the Dog Officer Report for November. There were no questions.
- D. Windsor Area Recreation Commission – Update on current activities – Mrs. Kerchner advised that a meeting was not held in December.
- E. Mrs. Kerchner advised that the Re-organizational meeting will be held on January 3, 2022 at 6:00 p.m.
- F. Mrs. Kerchner advised that the Windsor Township Elected Auditor meeting will be held on Tuesday, January 4, 2022 at 10:30 a.m.
- G. Transfers – From General Fund to Vehicle & Equipment Fund, From Solid Waste Fund to General Fund – Mrs. Gunnet advised that the Board has received a spreadsheet with the breakdown for the transfer from General Fund to the Vehicle & Equipment Fund. This includes transfers for a snow plow and yard preparer that had been budgeted. The amount of the transfer is \$31,194.43. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board approved the transfer from General Fund to Vehicle and Equipment Fund in the amount of \$31,194.43. Motion carried. Two votes yes.  
  
Mrs. Gunnet advised that after calculations for revenue and expenditures for the rest of the year, a surplus of approximately \$257,000 is anticipated so no transfer is needed from Solid Waste Fund to General Fund.
- H. Community Center Update: Discussed under 8A
- I. RACP Update – Mrs. Gunnet advised that the application has been submitted. A reviewer will not be appointed until bids have been advertised.
- J. Mrs. Kerchner advised that an Executive Session will be held after the meeting to discuss a personnel matter.

- K. New hires: Daniel Richardson – 12/13/21  
Martin Smith – 12/22/21  
Vacation/Personal Days/Sick Days for new hires after 1/1/22  
Options should vacancy not be filled

Mrs. Gunnet advised that two employees have been hired for the Highway Department. Daniel Richardson started on December 13<sup>th</sup> and Martin Smith will be starting on December 22<sup>nd</sup>.

Mrs. Gunnet stated that there is still one Highway Department position to fill. She questioned if the Board would consider providing an employee with the full complement of vacation and sick time if they were to start in January. She commented that this could be an incentive since the Personnel Policy states that half a vacation day can be earned for each full month worked if someone is hired during the year. The Board was agreeable to extending the full benefits package if the employee started in January 2022.

Mrs. Gunnet advised that the job opening had been posted in the newspaper, on Zip Recruiter, the Township's website and the Township's Facebook page. The deadline to apply was December 17<sup>th</sup> and no applications were received. Mrs. Kerchner suggested posting on PA Career Link and Indeed.

Mrs. Gunnet advised that if another employee is not hired, it will need to be determined who will be responsible for taking on the open plow route. Mrs. Kerchner asked if Mr. Shoffner has additional employees that could assist. Mrs. Gunnet advised that he is short staffed right now but it is in the contract that he would supply additional services in the case of a large storm.

Mrs. Kerchner advised that she has been approached by Mr. Dietz and Mr. Diehl regarding the plowing of snow. They agree that 9 routes is not adequate to complete the plowing of the Township in a reasonable time. They are recommending 10 routes. Currently Mr. Sematoske is the first person called if an additional driver is needed, followed by Mr. Kerchner then Mr. Dehoff. They felt that Mr. Kerchner should be responsible for the maintenance at Freysville Park, including the parking lot and sidewalks and at the Township Office and Public Works Building. She stated that they felt that Mr. Sematoske should be responsible for the additional route. Mr. Dehoff would be the second call and Mr. Trout would be the third call.

Mrs. Gunnet questioned if they felt 10 routes were needed all the time or just in large storms. Mrs. Kerchner stated that it would be for all storms. She commented that she was informed that Mr. Miller and Mr. Diehl's routes were too big. She added that Mr. Dietz and Mr. Diehl were to be working on a map with 10 routes.

- L. Vacancy – Windsor Township Planning Commission – Brita Runkle – Mrs. Gunnet advised that Dean Heffner has resigned from the Windsor Township Planning Commission and a new member will need to be appointed. Mr. Allison advised that Brita Runkle had previously expressed interest in serving on the Board so he had contacted her to see if she was still interested. She was and has

submitted her resume to the Board. Mrs. Kerchner commented that she is very qualified. Mr. Allison advised that Ms. Runkle attended the Planning Commission meeting in December to see how the meetings are run. On the motion of Rodney Sechrist seconded by Kathy Kerchner, the Board appointed Brita Runkle to the Windsor Township Planning Commission. Motion carried. Two votes yes. Her term will expire December 31, 2023.

- M. Windsor Township Personnel Policy – Relaxed sick leave policy ends 12/31/21 – Mrs. Kerchner stated that she believes the relaxed sick leave policy should be extended. She stated that it can be difficult to get a doctor appointment right now and a note would be required if an employee is out more than three consecutive days. She stated that she does not want an employee to come to work sick simply because they will not be able to obtain a doctor note. It was the consensus of the Board to extend the relaxed sick leave policy until March 31, 2022.
- N. Proposed Fee Schedule change – Zoning application fee – Mrs. Gunnet advised that the Board has received information regarding the costs to hold a Zoning Hearing Board meeting. She stated that the current application fee is \$350. Mr. Sechrist questioned what other municipalities charge. Mr. Allison stated that most are around \$500 to \$600 but he is aware of some as high as \$1,200. There are also some municipalities that charge a fee per request. He stated that after averaging a few meetings, the average cost is \$578. He commented that he feels that \$500 is a reasonable application fee. Mr. Sechrist asked if there is a different rate between residential and commercial requests. Mr. Allison advised that it is the same cost. He noted that he does not recommend setting the rate too high as he does not want to discourage people from applying. It was the consensus of the Board to increase the fee to \$500. Mrs. Gunnet advised that this rate will be confirmed with the approval of the fee schedule which will be adopted at the re-organizational meeting. Attorney Rausch stated that there is a clause which allows for impoverished applicants to have the fee waived. Mr. Allison stated that he is aware of regulations that allow for the fee to be waived if the case is approved. If it were denied, the applicant would then be responsible for paying the fee.
- O. National Opioid Class Action lawsuit – Mrs. Gunnet advised that she was contacted by Commissioner Wheeler regarding this lawsuit. There are documents that must be approved for the PA State Settlement. She advised that she has forwarded this paperwork to Attorney Rausch. She explained that counties will get 70% of the funds, 15% of the funds will be used to offset the cost of litigation and 15% will go to the State to be distributed across the Commonwealth. The counties will then distribute funds to municipalities with population in excess of 10,000 people. She stated that she needs authorization to sign the paperwork. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board authorized for Mrs. Gunnet to sign the documents regarding the National Opioid Class Action lawsuit. Motion carried. Two votes yes.
- P. 2020 Census Count Question Resolution Operation – Mrs. Gunnet advised that the program to contest the census count has been announced. She stated that the 2020 Census count increased by 349 from 2010. She commented that staff predicted the number to be closer to 765. She added that since this is not a large discrepancy, she is not sure that it is worth the time and effort to challenge

the count. Even if the count was increased, it would still not push the census over the 20,000 threshold. She noted that in order to do this, it would require that the Township state which census block is incorrect. However, the Township does not receive the counts in each census block. It was the consensus of the Board to not pursue challenging the 2020 census count.

12. Unfinished Business – There was none.

13. Public Comment – Spencer Seaks, 951 Wise Avenue, wished everyone Happy Holidays.

14. Supervisors Comments – Mrs. Kerchner asked Mr. Sechrist if he had any comments.

Mr. Sechrist thanked Mrs. Kerchner for her hard work this year for the time she put in with the merger of the Police Department and also for working with the Township staff.

Mrs. Kerchner wished everyone Happy Holidays and thanked all the Township employees for their hard work throughout the year.

15. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the bills were approved. Motion carried. Two votes yes.

16. The meeting of the Windsor Township Board of Supervisors adjourned into an Executive Session to discuss a personnel matter at 7:22 p.m.

Respectfully submitted,

Jennifer L. Gunnet  
Secretary



CITIZENS PRESENT  
December 20, 2021

Chief Tim Damon  
Scott Gingrich  
Spencer Seaks

York Area Regional Police Department  
Alliance Fire & Rescue  
951 Wise Avenue Red Lion PA