

WINDSOR TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATIONAL & REGULAR MEETING
January 3, 2022

1. The reorganizational meeting of the Windsor Township Board of Supervisors was called to order by Chairperson Kathy Kerchner at 6:05 p.m.

Those present: Kathy Kerchner, Dean Heffner, Rodney Sechrist, 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 Rodney Sechrist seconded by Kathy Kerchner, the minutes of the December 20, 2021 meeting were approved. Motion carried. Two votes yes. Mr. Heffner abstained from voting due to not being present at the meeting.
4. Mr. Heffner commented that he would like to make an announcement. He stated that due to health reasons he is resigning as a Township Supervisor effective immediately. Mrs. Kerchner wished him luck in his treatments. She asked that he visit the Township Office to see everyone when he has opportunities. She thanked him for all that he has done for the Township, noting that he was her mentor when she joined the Board.

On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board accepted the resignation of Dean Heffner. Motion carried. Two votes yes.

John Cheeseman, 910 Cranberry Lane, thanked Mr. Heffner for all of his years of service and the support to all the other Boards and Commissions. He stated that it has been a pleasure having him on the Board and seeing him at the Zoning Hearing Board meetings.

Mrs. Kerchner thanked Ms. Fauland for giving up her time with him to allow him to serve the community.

5. Appointments: On the motion of Kathy Kerchner seconded by Rodney Sechrist, the following appointments were made:
 - A. **Chairperson** – Kathy Kerchner
 - B. **Vice-Chairperson** – Rodney Sechrist
 - C. **Secretary/Treasurer & Treasurer's Bond limit (\$1,500,000)** – Jennifer Gunnet with a bond limit of \$1,500,000
 - D. **Assistant Secretary/Treasurer & Treasurer's Bond limit (\$1,500,000)** – Kathy Kerchner with a bond limit of \$1,500,000
 - E. **Zoning Officer** – Kipp Allison

- F. **Assistant Zoning Officer** – Deanna Coble
- G. **Solicitor for Board of Supervisors** – Charles Rausch with Blakey, Yost, Bupp & Rausch
- H. **Engineer** – Christopher Kraft with C.S. Davidson, Inc.
- I. **Sewage Enforcement Officer** – Adam Anderson of Site Design Concepts (#03798), Alternate #1 – Jeff Streavig (#03979), Alternate #2 – Lee Webb (#04000) & Alternate #3 – Leonard W. Spencer (#03763)
- J. **Depositories** – Peoples Bank, BB&T/SunTrust (Truist), Fulton Bank, Janney Montgomery Scott, Morgan Stanley and Peoples Wealth Advisors

Motion carried. Two votes yes.

6. Various Board Members:

- A. **Zoning Hearing Board – Resolution #2022R-01-02** – 5 Year Term – Robert Leiphart & 3 Year Term – Alternate – Joseph Mula – On the motion of Kathy Kerchner seconded by Rodney Sechrist, Resolution#2022R-01-02 was approved. Motion carried. Two votes yes.

On the motion of Kathy Kerchner seconded by Rodney Sechrist, the following appointments were made:

- B. **Recreation Commission – Staggered terms from 1 year to 5 years** –
Leanne Good – 1 year
Carolyn Sedora – 2 year
Mike Diehl – 3 year
David Sprenkle – 4 year
Steve Coble – 5 year
- C. **Vacancy Board Chairperson** – 1 Year Term – Paul Smith
- D. **York Area Regional Police Department – 2 Year Term – Voting Member and Alternate** – Kathy Kerchner as Voting Member and Rodney Sechrist as Alternate

Motion carried. Two votes yes.

7. Supervisor Assignments: On the motion of Kathy Kerchner seconded by Rodney Sechrist, the following assignments were made.
 - A. **Zoning Hearing Board** – Rodney Sechrist
 - B. **Planning Commission** – Kathy Kerchner
 - C. **York Adams Tax Bureau** – Voting Member – Jennifer Gunnet and Alternate – Deanna Coble
 - D. **York County Tax Collection Committee** – Voting Member – Jennifer Gunnet and Alternate – Deanna Coble
 - E. **Agricultural Area Advisory Committee** – Rodney Sechrist
 - F. **Local Government Advisory Committee** – Kathy Kerchner
 - G. **Windsor Township Recreation Commission** – Kathy Kerchner
 - H. **Windsor Township Emergency Management Department** – James Wilson
 - I. **York County Stormwater Consortium** – Voting Member – Kipp Allison and Alternate – Jennifer Gunnet

Motion carried. Two votes yes.

8. Meeting Date:
 - A. Board of Supervisors – The Board of Supervisors meeting dates were set as follows:

For the months of January, February, March, April, May, June, October, November and December – 1st and 3rd Mondays at 6:00 p.m.

For the months of July, August and September – 3rd Monday at 6:00 p.m.
9. Other Reorganizational Business – On the motion of Kathy Kerchner seconded by Rodney Sechrist, the following approvals were made:
 - A. Certify delegates to the County Convention with expenses paid – Supervisors, Auditors, Township Manager and Tax Collector

- B. Certify delegates to the State Convention with expenses paid and lost wages reimbursed to Supervisors while attending provided that sufficient documentation is presented – Supervisors and Township Manager. The Board authorized Mr. Allison to be included.
- C. Certify delegates to the National Convention with expenses paid – Supervisors and Township Manager
- D. Set the Mileage Rate at the Federal Limit – \$0.585

Motion carried. Two votes yes.

10. Correspondence – There was none.

11. Other Business:

- A. Resolution #2022R-01-01 – Appoint Kochenour, Earnest, Smyser & Burg to audit 2021 financial records – On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Resolution was adopted. Motion carried. Two votes yes.
- B. Resolution #2022R-01-03 – Payment of interim bills – On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Resolution was adopted. Motion carried. Two votes yes.
- C. Resolution #2022R-01-04 – Approval of Fee Schedule – Mrs. Gunnet advised that the only change to the Fee Schedule is to increase the Zoning Hearing Board application fee from \$350 to \$500. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Resolution was adopted. Motion carried. Two votes yes.
- D. Mrs. Kerchner advised that Christmas Tree Collection will take place the week of January 3rd on the same day as regular trash pickup. All ornaments and tinsel must be removed from the trees and they should not be placed in trash bags.

12. Unfinished Business – There was none.

13. Public Comment – There was none.

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

Mr. Sechrist reiterated that it has been great having Mr. Heffner on the Board. Mr. Heffner stated that he understands that the Board will be responsible for appointing someone to replace him. He noted that Mrs. Cheeseman is interested and feels she would

be a good candidate. Mrs. Cheeseman confirmed that she is interested in the position. Mrs. Gunnet will be in contact with interested individuals with information.

Mrs. Kerchner wished everyone a Happy New Year. She commented that she is looking forward to all of the new plans in 2022. She stated that the Township is still planning for an addition to the Public Works Building and the construction of the Community Center. She reported that the Township has recently been awarded a DCNR Grant for approximately \$141,000 toward the replacement of the Windsor Wonderland playground equipment at Freysville Park. Mrs. Cheeseman asked if a shaded area is planned for the playground. Mrs. Kerchner advised that there will be because this was a requirement to apply for the grant. Mrs. Kerchner advised that the entire project cost was budgeted for 2022 so this grant is great news for the Township.

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 at 6:21 p.m.

Respectfully submitted,

Jennifer L. Gunnet
Secretary

CITIZENS PRESENT

January 3, 2022

Lynn Cheeseman
John Cheeseman
Kathy Fauland

910 Cranberry Lane York PA
910 Cranberry Lane York PA
38 First Street Windsor PA