

WINDSOR TOWNSHIP BOARD OF SUPERVISORS
January 17, 2022

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 January 3, 2022 and January 12, 2022 meetings 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.
5. Windsor Township Fire & Rescue Association – Scott Gingrich was present. He stated that he is working on getting all the reports to Mrs. Gunnet.
 - A. Ms. Kerchner advised that the next Fire Chief's meeting will be held on February 24, 2022 at Laurel Fire Company.
 - B. Mrs. Gunnet advised that SAFER and Yorkana have not returned their contracts and their retention funds are being held. Mr. Gingrich stated that he will contact both companies regarding this.
6. York Area Regional Police Department – Chief Damon was present. He stated that the Department was recently part of a Make-A-Wish event for a little boy with cancer who wanted to be a police officer for a day. He did not have anything additional to report.
 - A. The monthly report is available for review.
7. Resolution #2022R-01-05 – Appointment to fill the vacancy on the Board of Supervisors – On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board appointed Kim Moyer to fill the vacancy on the Board of Supervisors. Motion carried. Two votes yes.
8. CHARLE C. & MARGO D. STOUGH – Final Subdivision Plan #C21-028 by Clark Craumer, LLC for a reverse subdivision on Barachel Drive – Mr. Allison advised that there was a location for a proposed street when the original Locust Grove Gardens subdivision was done. The street was never installed and so there was no ownership of the land. Mr. and Mrs. Stough previously did a subdivision that added a portion of this land to their property. The adjoining property owners had been interested in the remaining portion but the property has since been sold. This reverse subdivision adds the remaining land to their property.

There are four waiver requests which have been recommended for approval by the Windsor Township Planning Commission. They are for curbs, sidewalks, sheet size and cartway width. Mr. Allison advised that there are no sidewalks in this development and the road has recently been paved. On the motion of Rodney Sechrist seconded by Kathy Kerchner, the Board approved the waivers. Motion carried. Two votes yes.

On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board approved the plan. Motion carried. Two votes yes.

9. Township Engineer:

A. Engineer's Report – Mr. Kraft advised that the Board has received his report. There were no questions.

Public Works Building Addition – Mr. Kraft advised that he had previously reported that they were not receiving phone calls back regarding pricing. He stated that he has not received any calls but he is aware that builders such as Kinsley and Lobar have starting receiving calls. He questioned if the Board is interested in having the project put out for bid. Mr. Sechrist questioned where material costs stand at this time. Mr. Kraft stated that he does not know what it is now and if it is projected to increase. Mr. Trout commented that the Board may want to consider that there could be a long lead time to build. Mrs. Gunnet questioned if the Board could reject the bids if they felt that they were too high. Mr. Kraft confirmed that the Board could reject all bids. It was the consensus of the Board to bid the Public Works Building addition.

Windsor Township Community Center – Mr. Kraft advised that Commonwealth Code Inspection Service, the Township's third party building code inspection agency, has completed a preliminary review of the plans for the Windsor Township Community Center. He noted that the building code edition will be changing but there are ways to lock into the current code requirements.

B. Act 97 of 2021 – Mr. Kraft advised that Act 97 of 2021 made changes to the Municipalities Planning Code in regards to how security is held for a development. He stated that these changes place more risk on a municipality as they do not allow an additional 10% security to be held on the initial amount but rather on any remaining amount. A process will need to be created in order to deal with these changes. Mrs. Gunnet advised that a staff meeting will be held to discuss this. Mr. Allison added that the Subdivision and Land Development Ordinance will also need to be amended as it addresses the holding of security.

10. Solicitor:

A. Taylor Estates, Phases 1, 2A & IV – Update – Funds received – Attorney Rausch advised that the Township has received the funds from Gemcraft Homes. The bond has been released. Ms. Kerchner questioned if there was an issue plowing in Phase IV since the manholes are raised. Mr.

Trout stated that there have not been any issues so far. Mrs. Gunnet commented that the contractor for Gemcraft Homes plowed during the first storm.

11. Public Works:

- A. Ms. Kerchner advised that the Board has received the monthly report for January. Mr. Sechrist questioned if the water main that is being replaced on South Camp Street is in the Township or the Borough. Mr. Trout stated that it is in the Township. It is between Route 74 and the Chatham Creek development. Mrs. Gunnet added that there will not be any additional fire hydrants installed.
- B. 2021 Leaf Collection Information – Mr. Trout advised that the Board has received the leaf collection report for 2021. Mr. Sechrist questioned how the amount is determined. Mr. Trout explained that the empty weight for the trucks and the weight for full loads are used.
- C. Surety Reduction – Reserve Sewer Capacity – Shawnee Manor, Kensington – Phase 1 & Kensington – Phases IIA & B – Mrs. Gunnet advised that under a previous Sewer Ordinance, the developer was required to post security for sewer capacity. She stated that each January, the security is reduced based on the number of permits picked up in the prior year. The reductions are as follows:

Shawnee Manor – 1 house built – Reduce by \$1,225 for a balance of \$6,125
Kensington, Phase 1 – 3 houses built – Reduce by \$3,405 for a balance of \$0
Kensington, Phases IIA & B – 19 houses built – Reduce by \$21,565 for a balance of \$86,520

Attorney Rausch questioned if there was a time limit for the reductions. Mrs. Gunnet advised that there was not. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board approved the surety reductions. Motion carried. Two votes yes.

12. Other Business:

- A. Ms. Kerchner advised that the Board has received the Zoning Report for December. There were no questions.
- B. Ms. Kerchner advised that the Board has received the Township Manager Report for December. There were no questions.
- C. Ms. Kerchner advised that the Board has received the Dog Officer Report for December. Mr. Sechrist questioned if the company only deals with dogs. Mrs. Gunnet informed that the Township's contract is only for dogs.
- D. Rehabilitation of Windsor Wonderland – Official notice – DCNR Grant & Possible donation – Modern Landfill – Ms. Kerchner advised that the Township has received the official notice that we

are the recipients of a DCNR Grant for the rehab of Windsor Wonderland. Mrs. Gunnet stated that an agreement is required and once it is received, it will need to be signed and returned. She commented that she has already been informed that this will not be a quick process. She added that the Township cannot do any work until this is completed as the removal of the existing equipment is part of the grant. The grant is approximately \$141,000.

Mrs. Gunnet advised that she had a meeting with representatives of Modern Landfill for a different reason but mentioned to them that the playground would be rehabbed and their signs would be removed. They are receptive to making a donation toward the new playground.

- E. Approval to purchase 3 laptops - \$4,425.00 – Ms. Kerchner questioned which employees would be receiving the new computers. Mrs. Gunnet advised that they would be for Mrs. Gladfelter, Mrs. Miller and herself. Ms. Kerchner asked if they have laptops currently. Mrs. Gunnet stated that currently Mrs. Gladfelter and Mrs. Miller have tower computers. Ms. Kerchner questioned if this would allow them to use the computer monitor as a second monitor. Mr. Allison stated that it would. He added that there could be a possibility of getting one larger monitor that could be used to split screens. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board approved the purchase of the three laptops in the amount of \$4,425. Motion carried. Two votes yes.
- F. Approval to purchase a copier – Quote tally – Mrs. Gunnet advised that the Board has received a spreadsheet breaking down the quotes for a new copier. She informed that she has received quotes from Doceo, Higher Information Group and Quality. They are not for the same copier. She stated that the Township's current copier prints at a rate of 35 sheets per minute. The quotes are for a copier that prints 32, two that print 36 and one that prints 50 sheets per minute. She explained that there would be a contract and an invoice that is based on the number of black and white or color copies printed per month. Mr. Sechrist questioned if the Township currently uses any of these companies. Mrs. Gunnet advised that the current copier is through Quality and they also have our IT contract. After discussion, on the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board approved the purchase of the 50 page per minute copier from Quality in the amount of \$7,750 with a \$115 per month contract. Motion carried. Two votes yes.
- G. American Rescue Plan Act funds – Update – Mrs. Gunnet advised that the final rules have been issued. The calculation to determine revenue loss has been removed and the regulations now allow for the first \$10 million in funds to be used in any manner. She stated that this means the Township can use our funds for any projects. She stated that \$200,000 was budgeted for revenue loss in the 2022 budget. The balance of the budgeted funds for 2022 had been set aside for stormwater projects. Mr. Allison commented that he feels the use of the funds toward stormwater projects is a smart use since there is no revenue source to offset those expenditures. Mrs. Gunnet advised that the maximum that can be spent per year without the requirement for a single audit is \$750,000. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board approved to keep the budget figures the same for 2022. Motion carried. Two votes yes.

- H. Ms. Kerchner advised that the Board has received the 2021 Call Volume Report from the Red Lion Ambulance Association. There were no questions.
- I. Ms. Kerchner advised that the Board has received the 2021 Building Permit Summary. There were more permits issued in 2021 than 2020. Ms. Kerchner stated that Mrs. Miller did a great job preparing the report.
- J. Ms. Kerchner advised that the Board has received a copy of the 2020 Audit Report for the Windsor Area Recreation Commission. There will be one more audit for 2021.

13. Unfinished Business – There was none.

14. Public Comment – There was none.

15. Supervisors Comments – Ms. Kerchner asked Mr. Sechrist if he had any comments. He did not have any.

Ms. Kerchner thanked all the Township employees for preparing the 2021 year end reports.

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

17. The meeting of the Windsor Township Board of Supervisors adjourned at 6:40 p.m.

Respectfully submitted,

Jennifer L. Gunnet
Secretary

CITIZENS PRESENT
January 17, 2022

Chief Tim Damon
Scott Gingrich
Cindy Sarver-Moyer
Kim Moyer
Wendy Fink

York Area Regional Police Department
Alliance Fire & Rescue
990 Castle Pond Drive York PA
990 Castle Pond Drive York PA
685 Snyder Corner Road Red Lion PA